



Living University Library

Policies and Procedures

This is a working document intended to provide guidelines for the operation and maintenance of the University Library.

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Living University
2301 Crown Centre Drive, Suite A
Charlotte, NC 28227-7705

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LIBRARY POLICIES AND PROCEDURES

LIBRARY MISSION AND GOALS

MISSION STATEMENT

Living University operates an academic library to provide library services to help meet the information needs of its students, faculty and staff by acquiring and providing access to materials in appropriate formats and in sufficient quantity, depth, and diversity to support teaching, learning and basic research in the subject areas of the curriculum. To fulfill this mission the library shall endeavor:

1. To provide the facilities, services, and support enabling student, faculty, and student access to adequate library collections as well as to other learning/information resources consistent with its educational, research, and public service programs;
2. To serve the Living Church of God by preserving its textual tradition both in print and in electronic forms, for the current educational needs of faculty and students, and for the future;
3. To address the library support needs of the Living Church of God international headquarters staff; and
4. To provide its patrons with a contemporary theology reference collection and services.

GOALS

The forgoing requires the library:

1. To acquire and maintain adequate and appropriate print, non-print and electronic resources that support the university's general education and specialized content courses leading to its certificate, diploma, and degree programs;
2. To provide a comprehensive system of services designed to facilitate effective student study, research and scholastic achievement;
3. To support teaching and instruction, strengthen faculty access to relevant materials in their fields of specialization, and meet the information needs of the LCG headquarters staff;
4. To develop a special collection of the literature of the Living Church of God and its antecedent fellowships; and
5. To provide an aesthetically pleasing learning environment conducive to study and research, and which enables the university to fulfill its obligations to students, faculty and staff relative to the overall institutional mission and purpose.

STRATEGIC PLANNING AND ASSESSMENT

The library shall engage in the University Strategic Long-Range Planning process. This iterative process, which involves a broad spectrum of the college community and including the faculty and students, annually requires a quantitative projection of Library Services Goals over a five-year period. Quantitative elements are cross-referenced with each other for precision and consistency. They formulate a quantitative profile of the University indicating concurrent growth requirements for the accomplishment of its purpose.

Each objective is to be stated in operational terms as realistically as possible and each is to represent the year to year changes that would facilitate accomplishment of five year goals. The University Librarian is responsible for the

annual formulation of these goals based on the Library Mission Statement and the annual strategic planning assumptions of the University. Each goal must be quantified with the criteria for achievement set forth. Annually the University Librarian will in the assessment process report the status of each goal. Those that have not been achieved by the projected due date must be reported with an explanation if the actions taken for realizing the goal.

LIBRARY ORGANIZATION

The primary functions of various library personnel are described below.

DIRECTOR OF LIBRARY SERVICES

The Director of Library, as the chief library administrator is granted academic rank as a designated administrator, is responsible to the President of the University for the direction, planning and focus for the University Library and for administering a program of library and related academic support services.

LIBRARIANS

Appointment to the position of Librarian requires an undergraduate degree plus a Master's degree from an American Library Association accredited program or equivalent professional credentials. A second Master's degree is preferred. Librarians have academic rank as members of the University faculty.

OTHER PROFESSIONAL STAFF

Positions such as media specialist and the like normally require a master's degree in their specialty.

PARA-PROFESSIONAL STAFF

Normally the minimum qualification shall be an associate degree in library and information technology or film and video production technology.

SUPPORT STAFF

This group consists of secretarial and clerical positions.

DISTANCE LEARNING SUPPORT

The library shall be current and responsive in meeting the information needs of students enrolled in its distance learning courses and programs by supporting teaching, learning, and research. This support must provide ready and equivalent library service and learning resources to all its faculty and students, regardless of location. In the context of distance learning, the University shall own library/learning resources, provide access to electronic information available through existing technologies, and/or provide them through other libraries. If programs are to depend primarily on other libraries, the collections in those libraries must be adequate to support academic programs and courses at levels relevant to certificate, diploma or degree objectives.

Distance learning students may borrow materials via mail or in person. The library will locate, for distance learning students, libraries in their area of residence which have the books listed as references or supplemental readings by faculty.

OPENING-CLOSING HOURS

SEMESTER HOURS

Monday -Thursday 8:30am – 5:30pm

Friday 8:00am – 4:30pm

Saturday - Sunday CLOSED

SUMMER SESSION HOURS

Summer hours will be posted at the entrance of the Library. Variations in scheduled hours will be posted in advanced on the entrance doors.

INTERIM PERIOD HOURS

Monday - Thursday 8:30am – 5:00pm

Friday 8:00am – 4:30pm

Saturday - Sunday CLOSED

Autumn and Spring Recess CLOSED

HOLIDAY HOURS

The Library is closed on all-campus holidays and for the autumn and spring recesses.

NOISE POLICY

- Laughing, loud conversation, audible music, or any form of excessive noise is not permitted in the library.
- Library users are to be given only ONE verbal warning by a member of the library staff if found in violation of the above. Thereafter, users are to be asked to leave the premises IMMEDIATELY and expected to do so PROMPTLY.
- ALL individuals seated or standing in the area from which the noise originates are to be asked to leave.
- Security escort can and will be provided if necessary.

LEARNING RESOURCES COMMITTEE

The Learning Resources Committee is a standing faculty committee providing advice and support to the library. It is through this committee that the faculty has formal involvement in the determination of library policy, in acquisition

procedures and ways of improving library services as well as to serve as the main channel of formal communications between the library and the user community.

CHARGE

The Learning Resources Committee shall serve in an advisory capacity to the University Librarian on such matters as development of collections, services and external policies, and shall provide liaison between the library and other learning resources units and the faculty. Specific functions are as follows:

1. To encourage faculty involvement in the development of the library and other learning resources;
2. To evaluate and recommend policies for ensuring the growth, development, accessibility, and preservation of a well-balanced resource of electronic databases, periodicals, books, and other materials appropriate to the mission of the library;
3. To evaluate and recommend ways and means of obtaining additional support of the library and other learning resources; and
4. To evaluate annually the degree to which the library collection and services and other learning resources are meeting the needs of users and supporting the mission of the institution.

MEMBERSHIP

The Learning Resources Committee shall consist of the following members: University Librarian, a nonacademic user representative designed by the University Librarian, three (3) faculty members [who shall serve staggered three-year terms], one (1) library representative designated by the University Librarian, and two (2) students designated by the Student Body President who shall serve one-year terms.

OFFICERS

The chair of the Learning Resources Committee and a vice chair shall be appointed annually by the President.

MEETINGS

The Learning Resources Committee shall meet at least once a month during the academic year and upon the call of the chair, or upon petition of any three (3) members.

PROCEDURES, MINUTES, REPORTS, RESOLUTIONS

PROCEDURES

A nonacademic staff member as appointed by the chair shall serve as recorder to the committee.

MINUTES

Minutes shall be distributed as follows: members of the committee (1 copy each), Secretary of the Faculty (1 copy), University Librarian (1 copy), Vice President of Academic and Student Affairs (1 copy), President of the University (1 copy).

REPORTS

Reports of committee activities distributed as follows: members of the committee (1 copy each), Secretary of the Faculty (1 copy), University Librarian (1 copy), Vice President of Academic and Student Affairs (1 copy), President of the University (1 copy).

RESOLUTIONS FOR ACTION

Resolutions for action shall be filed as appropriate under the circumstances.

RESOLUTIONS FOR INFORMATION

Resolutions for information shall be filed as appropriate under the circumstances.

SPECIAL RELATIONSHIPS

Special relationships with other committees shall be maintained as appropriate under the circumstances.

TEACHING FUNCTION

Living University provides its professional librarians and media specialists with faculty rank in recognition of their teaching function. The University Librarian shall ensure that students, faculty, and other users have access to regular and timely orientation and instruction in the use of the library and other learning/information resources.

LIBRARY FACILITIES

The library shall provide a quiet uplifting professional environment with state-of-the-art classic styling.

SEATING CAPACITY

Seating shall be provided for not less than 10 percent of the largest number of students on-site at any time.

SHELVING

Cantilever shelving shall be smooth, solid metal shelves without jagged edges and screws providing adequate air circulation around the books. Shelving of books shall be a minimum of four inches off the floor to reduce risk of damage.

AESTHETICS

Preferably library furniture shall be the Library Bureau's *The Dewey Collection*. Wood: red oak. Color: Clear finish. Table top laminate color: light blue/green. Shelving is to be coordinate color (light green or light blue) with red oak wood end panels to match Dewey Collection. No tops on shelving. All seating, equipment, and wall prints should reflect this styling to maintain a single modern theme.

COLLECTION MANAGEMENT

Classified by the Library of Congress Classification System, the library collections are composed of materials for a variety of audiences. Living University faculty and students are primary recipients, while other members of the university family and the local community in which the college is located are secondary users. The curriculum is the single most important influence on the nature of library resources.

COLLECTION EVALUATION

An integral part of collection development is evaluating the collection to determine if goals and priorities set by librarians are, in fact, meeting user needs. Below are some methods to consider in evaluation:

1. Statistical analysis – statistics should be analyzed in relation to the collection and user profile. They include ILL requests submitted and filled by the department, determining how often items are used in the library by noting the frequency a particular item is reshelfed, and noting the number of reference questions answered successfully.
2. Faculty/student surveys or interviews directed to the user in order to directly assess the impact of the reference collection.
3. Evaluation of standard bibliographies and lists, comparing the collection to standard lists, such as subject bibliographies.

SELECTION PROCESS

Collection management and selection of print and non-print resources and supporting materials are the responsibility of the librarians. Library staff should consult with teaching faculty to ensure that the library supports the current curriculum and the research needs of faculty and students. Librarians should meet and confer to do the following:

1. Maintain a continuing evaluation of the quality of the collection by checking holdings against bibliographies, and basic lists;
2. Gather requests, suggestions, and reactions for the purchase of new resources from faculty and staff to the greatest extent possible, and students when appropriate;
3. Discuss and evaluate new resources;
4. Review materials to be replaced;
5. Discuss status of an item, i.e. on order, in process, or in process of being cataloged and made ready for the shelves; and
6. Consider titles not yet published and place in a hold file.

The librarians need to identify in some detail which resources will best support the information needs of the University. In order to guide librarians and requestors to insure consistency in the selection process, major selection tools to consider are the following:

1. *O’Gorman’s Reference Books for Small and Medium Sized Libraries*
2. *Kennedy’s Reference Sources for Small and Medium-sized Libraries*
3. *Recommended Reference Books for Small and Medium-Sized Libraries and Media Centers*
4. *Balay’s Guide to Reference Books*
5. Books-in Print
6. Choice
7. Library Journal
8. American Libraries

9. College & Research Libraries
10. Publisher's Weekly
11. Book Publishing Record
12. Current Reviews for Academic Libraries

WEEDING

Weeding the collection of older works is essential to the provision of good quality service. Excluding certain types of material from the reference collection may also help to keep it viable and pertinent. Librarians must exercise care while weeding in order not to retain too much or discard potentially useful works.

CRITERIA FOR WEEDING

1. Appearance: Books of antiquated appearance which might discourage use; badly bound volumes with soft bindings; poor, printed works including books with small print, poor illustrations, or paper which is translucent. Also worn out volumes whose pages are dirty, brittle, yellow or missing and those with broken spines, or dingy, torn, or dirty covers.
2. Poor Content: Materials which contain dated or incorrect information, poorly written or performed works, or items which have been superseded by newer, improved edition.
3. Age: Items that have not been used in many years and/or out of date items.
4. Specific Classes: Items which should not have been purchased in the first place, and historical items containing inaccurate information or unfair interpretations.
5. Historical Material: Great care must be taken to not remove historical material that has value as historical material itself even though the content is no longer useful for general use. For example, many religious and historical works from the 17th and 18th century are of value in faculty research or other scholarly research, and some works demonstrate the status of learning at specific points in history.

PROCEDURES FOR WEEDING:

1. For high volume weeding, implement during interim periods.
2. For worn or damaged materials, weed on an "as needed" basis.
3. Involve relevant faculty members in weeding when possible.

CIRCULATION

Each person with borrowing privileges must check out materials on his or her own identification. Faculty, administrative staff, and/or staff member may send a designated person with written instructions and with their identification card to check out a specific item for the employee; **NO ONE MAY CHECK OUT MATERIALS USING ANOTHER'S IDENTIFICATION.** While it is recognized that it is the right of students, faculty, administrative staff, staff and persons with valid library borrowing cards to enjoy borrowing and usage privileges, abuse of those privileges, particularly those that harm access or usage of library materials to other library patron or university classes, cannot be tolerated. The library therefore reserves the right to recall all materials charged out. The library must keep up-to-date and adequate records of circulation and report them in the Year-End Report.

WHO CAN BORROW LIBRARY MATERIALS

1. Students currently enrolled at LU.
2. Faculty and staff currently employed at LU.
3. Employees of the Living Church of God.
4. Alumni of LU.
5. Participants in special programs affiliated with LU.
6. Others who may secure an ID from LU with borrowing privileges.

REQUIREMENTS TO BORROW LIBRARY MATERIALS

1. For Living University faculty, staff and students, Living University identification card with photo.
2. For others (including those from other institutions), Living University Library Access Card or an Interlibrary loan request submitted by the personnel of the library that has agreed to be responsible for the return of the materials borrowed.

WHAT MAY BE BORROWED (CIRCULATING)

1. Library materials from the main collection (circulating).
2. Audiovisual materials, software and hardware for University faculty and staff and LCG headquarters staff borrowing only.
3. Rare items shall not circulate.

LOAN POLICY

1. Books borrowed from the library may be kept for up to three (3) weeks from the checked out date.
2. There is a check out limit of ten (10) books.
3. Books to be returned should be deposited in the book chute or at the Circulation Desk.
4. A maximum of 10 items per person may be borrowed at a time.
5. Library materials are loaned out for a period of 30 days for faculty, 21 days for students and others, and 30 days for Interlibrary Loan.
6. Audiovisual materials, software and hardware are loaned out to faculty only for one day.
7. Periodicals, reference books, reserve items and other material are loaned to faculty under special circumstances for a period specified by library personnel at the time they are borrowed.
8. There is a grace period of 7 days.

FINES FOR OVERDUE AND LOST ITEMS

1. Fines are \$0.25 per day for overdue items.
2. The minimum overdue fine is \$1.00 per item.
3. The maximum overdue fine is \$10.00 per item.
4. Fines for lost items are \$100.00 per AV item, \$25.00 per reserve item and \$50.00 per item from main collection.
5. Fines for other overdue items depend upon the type of material and other special conditions.
6. Fees for other lost materials depend upon the cost to the library for replacement of the item(s).
7. Borrowers are responsible for returning materials on time. When a book is ninety (90) days overdue, charges will be invoiced as follows:
 - o Cost of book replacement
 - o Processing fee
 - o Overdue fines (\$.25 per day per book and \$.50 per day for African American Books).

8. When a book is returned that was considered to have been lost, credit will be given for all except the accumulated overdue fines.
9. Items not returned by the end of the semester will be considered lost.
10. Charges for lost items will be added to a student's account in the Office of Business Affairs and billed to other patrons. If a book is still in print, the charges will be based upon the listed price, plus the processing fee. If a book is out of print, the library will refer to the U.S. College Book Price Information Guide plus the processing fee.

RIGHT TO PRIVACY

1. Every library patron has a right to privacy while using properly charged library materials.
2. Names of borrowers are to be confidential.

RESERVES

1. The library accepts requests for items to be placed "on reserve" each semester by faculty members for their respective classes.
2. Articles should be bound and be neatly arranged.
3. The maximum number of items (books, articles, etc.) that a faculty member can place on reserve is eight (8).
4. All materials designated by faculty members for required reading are maintained at the Circulation/Periodicals Desk.
5. Reserve materials are for use in the library only, but may be checked out for overnight use by faculty member only.
6. These materials must be returned within thirty (30) minutes after opening on the following day. Afterward, a fine of thirty cents (\$0.30) per hour will be charged until the materials are returned.
7. Reserves are issued on a "first come, first served" basis.

STACK MANAGEMENT

Reshelving shall be a primary task of student workers. At the beginning of each fall semester, student workers are to be given a Library of Congress Classification Quiz to determine their areas of weakness. Library staff shall help them to understand the classification system.

Pick-Up

This involves picking up books that are lying around and returning them to sorting book trucks to be reshelved. Materials are to be picked up at photocopy machines, on tables, on shelves in the stacks, or anywhere patrons leave them. Materials in the stacks are to be cleared when performing stack maintenance. Student workers should:

1. Acquire empty book truck at circulation and proceed to collect all materials at photocopy machines, on tables, carrels, etc. and place on book truck.
2. Go up and down the aisles and collect materials off the shelves.
3. Continue until book truck is full and then return the loaded cart to circulation.
4. Discharge all items including reference and government documents.

SORTING PROCEDURES (BOOKS, ETC.)

1. Remove and discharge reference books, government documents, juvenile and paperback books.
2. Arrange the remaining books in order from lowest to highest, that is, in alphabetical order. For example, if sorting materials with call numbers in the P's, Q's, and R's, the P's would go on the top shelf of the book truck, the Q's would go next or on the middle shelf, and the R's would go last or on the bottom shelf.
3. Once the book truck is full, arrange the materials in exact Library of Congress (LC) call number order.
4. Stand all materials upright, on their spines if too tall.
5. Center the materials on the shelf of the book truck so the truck won't topple over when turning corners.

SHELVING PROCEDURES

1. ALL books are to be shelved upright if possible. Stand all books upright, resting on their base (or tail). This includes books on the shelves of book trucks as well as in the stacks. Materials too tall to stand up are shelved spines down with their call numbers out toward the aisle. Also, straighten shelves as you go along. Each shelf in the stacks should have a bookend. There should be a supply of bookends in the Circulation/Periodicals Department. If not, request some from your supervisor.
2. When replacing a book on the shelves loosen the bookend and move the existing books aside to create a space. Insert the book, and then readjust the bookend. Do not shelve too loosely or too tightly; packed shelves should be about 60% full. Perform minor shifting if necessary. If there is not enough room on the shelf for a book, do not lay it flat on top of other materials, nor leave it on another shelf. Shift books either forward or backward to make room. If extensive shifting is needed (more than 1 or 2 shelves), return the item to the sorting area and notify the supervisor.
3. When removing a book from the shelves, ease back the book on either side. Grasp it by the sides, remove it, and then readjust the bookend.
4. Shelf all materials on a book truck before starting another. If there is not enough time to finish a book truck once started, park it in the sorting area to be finished by the work-study student in the next shift. Do not leave empty book trucks in the stacks—return them to the sorting area.
5. DO NOT sit on or stand on the book trucks. They are expensive to replace, and students are expensive to repair.
6. Exercise care when shelving. Keep alert for possible mistakes. Occasionally materials belonging to another area will appear. If you find other items you should route them to their appropriate location.
7. Damaged materials should be brought to the supervisor's attention, so that they will be charged out to Technical Services.

RESHELVING PERIODICALS

1. Retrieve journals from the "Periodicals to be Shelved" cart.
2. Replace journals in their appropriate periodical location.

INTERLIBRARY LOAN

Like other college and university libraries, Living University Library is not self-sufficient. No library has ever been self-sufficient. Therefore, resource sharing known as Interlibrary Loan (ILL) comes into play. Should a book or journal article be identified at another library and brought to a reference librarian by a current faculty, staff and students of the University and LCG headquarters staff, a formal request should be prepared and sent to the owning library. The borrowing library (in this case, Living University Library) shall comply with American Library Association (ALA) 108(g) (2) Guidelines if the item is loaned. The borrowing library (Living University Library) monitors the item's use and

returns it at the appropriate time to the owning library. Although libraries communicate quickly with each other regarding items to be borrowed and loaned, the actual sending of materials back and forth still depends on the United States Postal Service.

ILL REQUESTS

1. Interlibrary loan requests are accepted from current faculty, staff and students of the University and LCG headquarters staff.
2. Patrons may borrow up to 10 items per semester.
3. The patron must fill out a request form including all bibliographic information about the book, article or other item to be borrowed; his or her name, address and telephone number; and the maximum amount he or she is willing to pay for the item(s).
4. Request forms are available at the circulation desk or from the reference librarian.
5. Any charges incurred are to be paid by the requestor.
6. Many items are sent free of charge but there are fees for some services depending upon the policies of the lending libraries.
7. Payment is expected at the time the request is received.

ILL LENDING

1. Requests for items through interlibrary loan are received via OCLC or other computer network (including e-mail), by mail, phone or fax. An effort is made to fulfill as many requests as possible within the guidelines of the library's lending policies.
2. Non-circulating items such as reference books, audiovisual materials, reserves, serials, microform, and archival and African-American Collection materials are not loaned. Photocopies of most of these items may be sent.
3. Current charges for photocopies are \$0.10 per page plus \$2.00 processing fee.
4. Libraries in the Charlotte Area Educational Consortium are not charged for photocopies.
5. Books are sent free of charge.
6. Items are loaned via ILL for a period of 30 days and can be renewed upon request.

ILL PROFILE

1. All accrued fees associated with any interlibrary loan transaction will be absorbed by the faculty member through his/her department or personally.
2. Before making a formal ILL request on a student's behalf (a) Record student's ID number; (b) Make sure that the student's name, address, and social security number are accurately taken to insure proper billing to the Office of Business Affairs in case of nonpayment on any delinquent ILL request.
3. Books: Will Lend: Yes
Length of Loan: 2 weeks
Renewable: Yes
Average Turnaround Time: 3 days
4. Periodicals: Bound: Will not lend
Unbound: Will not lend
5. Microforms: Will Lend: No
6. Government Documents: Will Lend: Yes

7. Dissertations: Will Lend: No
8. Audio-Visual Materials: Records: Will not lend
Cassettes: Will not lend
Other (slides, filmstrips, etc.): Will not lend
9. Computer Software: Will Lend: No
10. Photocopies: Charge Per Exposure: \$0.05
Minimum/handling fee: None
Average Turnaround Time: 3 days
11. There is no charge to the borrowing library for postage.
12. ILL Service is suspended over the semester break and during the autumn and spring recesses.

PERIODICALS COLLECTION

The Library's Periodicals Collection shall cover as wide a range of subject areas as possible, with appropriate materials that support curriculum needs. In addition to scholarly journals, the Library should seek to maintain a collection of general interest titles. Depending upon the availability of funds, the Library will consider titles to support individual faculty research. Moreover, the library shall see to the binding of serials as appropriate and thereby avoid maintaining runs of serials in an unbound condition.

CRITERIA FOR SELECTION

Because of inflationary characteristics associated with the purchase of serial subscriptions, selections will be made with a high degree of discrimination. Re-evaluation will be made on a continuing basis with attention given to titles that exhibit extraordinary price increase. Selection will be made in consideration of the following criteria:

1. The journal is indexed in indices available in our library.
2. Title is in the English language (with some exceptions).
3. Subject matter supports the university curriculum.
4. Appropriateness of need relative to cost.
5. Usage
6. Accuracy of content

SUBSCRIPTIONS

1. Subscriptions normally shall be renewed and ordered in the summer to begin with the following calendar year (January), and continue for twelve months.
2. Payment is to be made on receipt of invoice.

NEWSPAPERS

The newspaper collection consists of international, national, regional, and local papers. The most recent printed issue of each title (with the exception of a few) shall be displayed in the browsing area.

RETENTION

Normally newspapers are to be discarded at the end of each month.

ONLINE JOURNALS

In addition to its printed and microform collections, the library shall provide online services.

CATALOGING POLICY

CALL NUMBERS/PREFIXES (IN ONLINE CATALOG & ON SPINE LABELS)

<i>Collection</i>	<i>Call # Prefix</i>	<i>Collection</i>	<i>Call # Prefix</i>
African-American	AF	Maps	M
Artifacts	A	Math Diskettes	MD
Audiocassettes	C	Motion Pictures	MP
Charts	CR	Oversize Books	OV
CD-ROM	CD	Paperbacks	O
Compact Discs		Photographs	P
Flannel Boards	FB	Recordings	R
Filmstrips	FS	Reference	Ref
Globes	GL	Slides	SL
Hand Puppets	HP	Special Collections	SC
Juvenile	J	Study Prints	SP
Kits	Kit	Transparencies	TR
Laser Discs	LD	Videocassettes	VC

LABELS

BARCODE PLACEMENT

- Books – Place the barcode in the center of the front cover of the book $\frac{3}{4}$ " from the base.
- Periodicals – Place the barcode at the center of the front cover of the magazine approximately $\frac{3}{4}$ " from the base of the periodical, without obscuring the date printed on the periodical.
- Audio-Visual Items – Place the barcode at the center of the jacket on the front cover $\frac{3}{4}$ " from the base under the packaging. Barcodes should not obstruct warnings and ratings.

SPINE LABELS

- **Books** – Place standard size label (1" x 1 $\frac{1}{2}$ ") centered $\frac{3}{4}$ " from the base of the book. For thin items (less than $\frac{1}{2}$ " or stapled) place a standard label on the left hand side front cover $\frac{3}{4}$ " from the bottom and $\frac{1}{2}$ " from the spine. All labels to be placed under final coverings. Genre label placement is above the spine label.

Ref
BS491.2.E96
1979
c. 2



SPINE LABEL 3/4" from the base with GENRE LABEL centered above.

- **CD-ROMs and CDs v** Labels are placed on the booklet ½" from the base and ½" from the spine.
 1. Standard labels ½" x1 ½" to be used on all items.
 2. Content on all spine labels is to be 12 point bold type Arial font.
 3. Spine label content shall consist of four lines as follows:
 - a. The first line shall be 6 points below top of the label and shall contain only the Call Number Prefix.
 - b. The second line shall be the LC catalog number.
 - c. The third line shall contain the year of publication or n.d. if unknown.
 - d. The fourth line shall contain the volume number and/or multiple copy number as appropriate.

GENRE

Commercial genre labels, when used, shall be centered above the spine label under the coverings.

COVERING

HARDBACK BOOKS – PLASTIC

1. Where dust jacket surrounds books use 100 micron clear good, glossy quality plastic.
2. The most environmentally friendly material available should be used.
3. Where dusk jacket is the same as the cover of the hardback – discard the dusk jacket & do not cover with plastic.
4. Laminated hard covers do not require covering.
5. Cut plastic to be cut with a minimum allowance of 1/4" on all sides.
6. Plastic should completely cover the inside flap of the jacket when item has a jacket.
7. Plastic should form a firm covering over the spine and front and back of book with no surplus protruding edges without placing strain on the spine.
8. Tuck plastic flaps between the plastic and the book or dust jacket and book to reduce tearing and provide additional protection to the spine.
9. Use clear, easy to remove adhesive tape.

PAPERBACKS – CONTACT ADHESIVE

1. Use 80 micron good quality, clear adhesive contact on all paperbacks.
2. Apply contact to three sides of the book (covers and spine) and turned to inside for approximately ½".

CALL NUMBERS/CLASS

GENERAL

Classify all books by discipline or subject according to the Library of Congress Classification scheme.

CATALOGING PROCEDURES

MATERIAL PROCESSING PROCEDURES

Place a detection device, pocket and barcode on items where appropriate.

CATALOGING PROCESS

- Search the OCLC database for correct bibliographic record.
- Edit record as needed.
- Update record to OCLC.
- Export record from OCLC to local database.
- Write call number in pencil on verso of the title page.
- Print or type spine label.
- Print barcode.
- Match labels with items.
- Affix spine labels and barcodes to items with protective cover.
- Record statistics.
- Place item in circulation.

LOST AND MISSING ITEMS PROCEDURES

Retrieve bibliographic record in OPAC and delete.

Delete holdings in OCLC

- If partial holdings are missing or lost, delete only those items and not the entire bibliographic record.
- If lost/missing item is returned after deletion, download records from OCLC and update catalog information.

INVENTORY

The purpose of inventorying the collection is to determine what materials cannot be accounted for because they are either checked out or not on the shelves. Because it is a labor-intensive undertaking, an inventory is not conducted on a regular basis.

CONTRACTUAL AGREEMENTS WITH OTHER LIBRARIES

Contractual agreements with other libraries must define the following:

1. The extent to which the holdings of the other libraries support adequately the institution's educational program and enrollment at the relevant degree level;

2. The degree to which students of the institution can use these libraries and the nature of the use, including procedures for student and faculty registration for use,;
3. The arrangements with the other libraries for acquisition of materials needed for the institution's educational program which the outside library may not normally acquire;
4. The degree of authority of the institution's officials in making library policy to support the needs of the institution; and
5. The financial arrangements or fees for the use of other libraries; and
6. The responsibilities of the college for replacement of materials lost by students of the college. The details of the contractual arrangements with other libraries must meet the criteria outlined in these standards.

YEAR-END REPORT

Annually the University Librarian shall prepare a Year-End Report the fiscal year (July-June 30) just ended detailing the matters set forth below. The Year-End Report shall be due August 1 annually and filed with the Vice President of Academic and Student Affairs, the Director of Institutional Research and Planning, and the President of the University.

SPACE USAGE

Describe the Library/Learning Resource Center facilities and, of the total, indicate the amount of space devoted to each of the following:

	Amount of Space
a. Stack areas for shelving volumes	
b. Seating capacity	
c. Staff office and work areas	
d. Other areas (e.g., media production, learning labs, and listening rooms)	
e. Total square feet allocated to library functions	

SEATS AND EQUIPMENT

LIBRARY SEATS AND EQUIPMENT	No. of Items
Seats / Reader Spaces	
Microfilm / Microfiche Readers	
PUBLIC USE COMPUTERS	
Computers - Dedicated for databases	
Computers - For General Applications	
VCRs	

Phonographs / Tape Decks / CD Players	
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INFORMATION TECHNOLOGY

Describe learning resources gained through contemporary technology. Include a description of the computer resources dedicated to library/learning resources.

LIBRARY STAFF

List the number of library staff by the number of Full-time and Part-time employees.

	<i>Number of Full-time employees</i>	<i>Number of Part-time employees</i>
1. Librarians		
2. Other professional staff on the library budget (media specialists subject bibliographers, etc.)		
3. Para-professional staff (Undergraduate degree in library science)		
4. Support staff (technical, clerical)		
5.		

STUDENT ASSISTANCE

	Number of hours of student assistance by students employed on an hourly basis charged to the library budget	Number of hours of student assistance by students employed on an hourly basis charged to budgets other than the library
Federal College Work Study		
University Student Employment Program		

LIBRARY RESOURCES

For each of the library resource descriptions listed below, provide the following information:

	<i>a. Number held 2 years ago</i>	<i>b. Number held at the end of previous year</i>	<i>c. Number added this fiscal year</i>	<i>d. Number withdrawn this fiscal year</i>	<i>e. Number held at the end of this fiscal year</i>
A. Bound volumes (exclude bound periodicals and microfilms)					
B. Paid current periodical subscriptions (exclude microform)					

C. Free current periodical subscriptions					
D. Current newspaper subscriptions (exclude microform)					
E. Current serial subscriptions (include annual proceedings, etc.)					
F. Separate government documents					
G. Microform Units:					
- of book titles					
- of periodical titles					
- of other titles					
- of microfiche readers					
- of microfilm readers					
- of reader/printers					
- of newspaper titles					
H. Film titles (films and filmstrips)					
I. Video titles (cassettes, discs, and tapes)					
J. Audio titles (cassettes, discs, and tapes)					
K. Graphics titles (slides, transparencies, pictures)					
L. Kit titles and all other titles (kits, maps, etc.)					
M. Other					

ANALYSIS OF LIBRARY RESOURCES

Provide the totals requested below. The two columns "percent of total collection" and "percent of total acquisitions" refer to the number of bound volumes - excluding bound periodicals and microfilms.

<i>Area</i>	<i>Classification (LC)</i>	<i>Percent of Total Collection</i>	<i>Percent of Total Acquisitions</i>
Humanities & General Works	A,B,M,N, P,Z		
Social Sciences	C,D,E,F,G,H,J,K,L		
Physical Sciences, including Mathematics	Q – QE		
Biomedical Sciences	QH – QR,R,S		
Technology [Engineering]	T,U,V		
Unclassified Materials			

CIRCULATION STATISTICS

LIBRARY USE	Library Use Fiscal Year
Circulation Transactions	
Inter-library Lending, Items Sent	
Inter-library Borrowing, Items Received	

COOPERATIVE AGREEMENTS

Describe any cooperative agreements with other libraries and agencies, and outline the terms of the contract to include student access, collegiate level of resources, and provisions for enhancing the collections. Describe how the resources of these other libraries and agencies support the programs offered by the University.

OFF-CAMPUS SITES

Identify and provide a description of library/learning resources provided at all off-campus sites.

LIBRARY INSTRUCTION

Provide a list including dates and a description, including documentation, of instructional activity demonstrating that all users have been provided access to regular and timely instruction in the use of the library and other learning/resources.

FINANCIAL SUMMARY FOR THE FISCAL YEAR REPORT PERIOD

Personnel Category	Expenditures for Fiscal Year
Total for Library Materials	

Total for Binding	
Total for Preservation	
Total Library Staff	
Total Computer Services	
Total Other Expenses	
TOTAL LIBRARY EXPENDITURES	