



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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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. See Exhibit A Position Description: Director of Library 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. See Exhibit B Position Description: Librarian.

OTHER PROFESSIONAL STAFF

Positions such as media specialist and the like normally require a master's degree in their specialty. See Exhibit C Position Description: Media Specialist.

PARA-PROFESSIONAL STAFF

Normally the minimum qualification shall be an associate degree in library and information technology or film and video production technology. See Exhibit D Position Description: Library Technician.

SUPPORT STAFF

This group consists of secretarial and clerical positions. See Exhibit E Position Description: Library Student Aide.

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.

PARTICIPATING LIBRARIES

Participating libraries in the Living University OPAC (Online Public Access Catalog) are the Living Church of God principal offices in Australia, Canada, Republic of South Africa and the United Kingdom. Participating libraries are encouraged to have their local policies and procedures reflect, as much as practicable, to those in this manual. It is the intent of the University Library to send unneeded duplicates, fully processed, to its branch libraries free of any charge to help build their collections. Hence, to have spine labels the same in all the collections will facilitate the process. The priority order for distribution of duplicates is as follows: Australia, Canada, United Kingdom and Republic of South Africa. This order is simply based on the number of potential users of the material.

OPENING-CLOSING HOURS

SEMESTER HOURS

Monday -Thursday 8:30am – 5:30pm

Friday 8:30am – 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 9:00am – 5:00pm

Friday 9:00am – 4:00pm

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

Professional librarians have faculty rank and receive compensation based on the faculty salary schedule in recognition of their teaching function. The Director of Library Services 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

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. The Director of the Library shall make and report to the President and the Learning Resources Committee an annual evaluation. 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 Inter-Library loan (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 reshelved, 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 ILL 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. Except for faculty members, reference books and reserve items shall not circulate; and.
4. Rare items shall not circulate.

LOAN POLICY

1. Books borrowed from the library are loaned out for a period of 30 days for faculty, 21 days for students and others, and 30 days for ILL 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. Audiovisual materials, software and hardware are loaned out to faculty only for one day.
6. 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.
7. 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 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.

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: 30 days
Renewable: Yes
Average Turnaround Time: 3 days
4. Periodicals: Bound: Will not lend
Unbound: Will not lend
5. Microforms: Will not lend
6. Government Documents: Will Lend: Yes
7. Dissertations: Will not lend
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

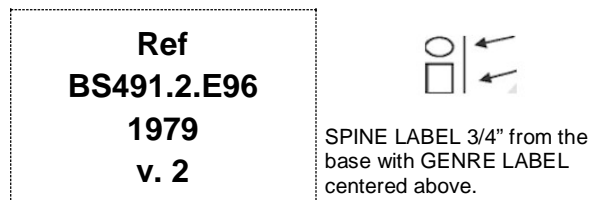
LABELS

BARCODE PLACEMENT

For barcode placement guidelines see Exhibit F (Barcode Placement Guidelines for Library and Archival Collections).

SPINE LABELS

• **Books** – Place standard size label (1" x1 ½") centered ¾" from the base of the book. For thin items (less than 1/2" or stapled) place a standard label on the left hand side front cover ¾" from the bottom and ½" from the spine. All labels to be placed under final coverings. Genre label placement is above the spine label.



- **CD-ROMs and CDs v Labels** are placed on the booklet ½" from the base and ½" from the spine.
 1. Standard labels 1" 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 as appropriate.

GENRE

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

COVERING

HARDBACK BOOKS

Discard any dust jacket.

PAPERBACKS – CONTACT ADHESIVE

1. Use 80 micron good quality, clear adhesive contact on all circulating 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

Before beginning, use Internet Explorer as your browser as other browsers seem to be broken on the library of Congress website. If you use a different browser, you will most likely experience problems.

1. Log in to the Living University Library Administration system at the address <http://libadmin.livinguniv.com>. Click on the Login button on the left, and supply the credentials you were provided for entering cataloging information and data. It is most important that you not share your credentials with others.
2. Open another browser window and visit the Library of Congress catalog at <http://catalog.loc.gov/>
3. Adding a book to the library is a three step process:
 - a. Determine if the bibliographic information is already present for that particular book in the library, if it is, go to step c.
 - b. If the bibliographic information is not already present, look up the US-MARC data from the Library of Congress website and enter it into the LU library system.
 - c. Add a "copy" of the book.

DETERMINING IF A BOOK IS PRESENT

Before adding a book to the library system, it is important to ensure that the bibliographic information for that book is not already in the LU system. To do this, once logged in, click on the *Cataloging* tab and use the *Search Bibliography by Search Phrase* to search for the book title or author. For instance, if you were attempting to add the *Autobiography of Herbert W. Armstrong* to the library, you could search for "Armstrong" (without the quotes) as either the title or author. Any results that match the search will be displayed. It's then simply a matter of checking the list for matches to see if one of them is the book that you are wanting to add. If it is, proceed to the third step below; otherwise we need to add this book.

ADDING BIBLIOGRAPHIC INFORMATION TO THE LU CATALOG SYSTEM

Continuing the example from above, to add Mr. Armstrong’s autobiography to the catalog system, you would follow these steps.

1. On the Library of Congress website, using the either the quick, basic or guided search, search for the book. In this example, searching for “autobiography Herbert Armstrong” as a title keyword quick search brings up two possible matches.

Resort results by:

#	Relevance	Name: Main Author, Creator, etc.	Full Title	Date
<input type="checkbox"/> [1]	●●●●●	Armstrong, Herbert W.	Autobiography of herbert w. armstrong : volume i / Herbert W. Armstrong.	2002
LIBRARY OF CONGRESS HOLDINGS INFORMATION NOT AVAILABLE				
<input type="checkbox"/> [2]	●●●●●	Armstrong, Herbert W.	Autobiography of Herbert W. Armstrong.	1986
		ACCESS: Jefferson or Adams Bldg General or Area Studies Reading Rms	CALL NUMBER: BX6193.A73 A3 1986	

In this case the date tells us that it is the second item that we are trying to add (the top on appears to be a reprinting). Clicking on the link takes us to the catalog information page. At the bottom of the catalog page, after the bibliographic information, appears this box:

Save, Print or Email Records (View [Help](#))

Select Download Format:

Email Text (Full Info) to:

2. Make sure the download format is MARC non-Unicode (it defaults to something else) and click the Save or Print button. You should then receive a single line of text in the browser that appears to be a string of random numbers – fear not, this is the MARC data. If your browser attempts to download a file, rather than viewing the MARC data, try another browser. Copy the line of text by pressing Ctrl+A and then Ctrl+C, and then switch back to the LU library system.
3. Assuming that you are still on the Cataloging tab, click the “Upload Marc Data” link on the left. Change the “Test Load” to say false, and then paste the MARC data into the third field. You don’t need to choose an input file. Change the collection and type of material if necessary. Again, from the Autobiography example, it should look like this:

Test Load: True False

USMarc Input File: No file chosen

USMarc Data:

Defaults:

Collection:

Type of Material:

Show in OPAC:

4. Click "Upload File" (even though you are not uploading a file). You should see a message telling you that one record was added. If you don't please try again.

ADDING A COPY

Although the bibliographic information for the book now exists in the library system, we still need to actually tell the catalog that we have a copy of that book, and in which branch. To do this, simply use the bibliographic search option to search for the book that was added. Once you find it, click on the link to open the LU page for the book. Then click the "Add New Copy" link. You will be prompted for a barcode number, or can simply click the "Auto-generate" checkbox which is probably simplest. The "Branch" should already be set to your branch. Then click submit. You will now have "Bibliography Copy Information" which will show that book in your branch. If you have multiple copies, you can add more. Students will now be able to search for (and locate) the book information in the online public access catalog system.

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	

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			
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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	

EXHIBIT A POSITION DESCRIPTION: DIRECTOR OF LIBRARY SERVICES					
Program:	Libraries	Department:	Library Services		
Classification:	Administrative [faculty]	Effective Date:	September 4, 2008.		
Reports to:	President of the University	Position Number:	003	Position Class	EXEMPT
Statement of Primary Purpose:	Responsible for planning and administering a program of library and related academic support services.				
Essential Functions:	The Director of Library Services, who is granted academic rank as a designated administrator, is responsible for the direction, planning and focus for the University Library and administering a program of library and related academic support services.				
Additional Responsibilities:	GENERAL RESPONSIBILITIES				
	<ul style="list-style-type: none"> Oversees all aspects of library services including collection development, cataloging and processing, circulation, electronic resources, reference and instruction, and associated services that support the mission of the library; Coordinates and delivers in-class, curriculum integrated and one-on-one information literacy instruction to students and faculty; Delivers face-to-face and electronic reference, research and help desk assistance to students and faculty; Coordinates with faculty and staff to acquire, catalog, promote and develop library collections both in print and electronic formats to assure a current and effective library for the students; Develops and coordinates promotion of the Library to the campus community: students, faculty, staff and remote/distance learners; Trains assistants in the use of traditional and electronic resources using a variety of methods and media; Represents the institution to various local, regional, and national distance education and educational communities; Develops and maintains professional relationships and may serve as a spokesperson within the University and the community with agencies, businesses, and organizations essential to the University's mission; Serves on faculty, university and/or external committees as appropriate. Performs other duties and responsibilities as required. 				
	CORE VALUES RESPONSIBILITIES				
	<ul style="list-style-type: none"> Learns new guidelines and processes in performing duties; Maintains a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation; Works toward operational excellence and the continuous improvement of processes; Implements innovative strategies to meet the needs of students; Interacts with co-workers and perform tasks with the highest level of integrity; Works cooperatively with faculty, staff, students, to foster a values laden learning community; and Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner. 				
	ENTREPRENEURIAL LEARNING RESPONSIBILITIES				
<ul style="list-style-type: none"> Implements a team approach in the performance of tasks; work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task; Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support the official goals and objectives of the University and its members; Communicates with students, faculty, and staff in a professional and timely manner; Approaches problems as learning opportunities and implements strategies to reduce problems; Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices. 					
STRATEGIC PLANNING RESPONSIBILITIES					
<ul style="list-style-type: none"> Financial Perspective: Maximizes use of funds by efficiently managing current funds and enable new areas of growth and expansion. Client Perspective: Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners. Internal Perspective: Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure. Learning and Growing Perspective: Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation. 					
Qualifications:	A master's degree in Library Science and/or Information Science from an ALA-accredited program and at least three years of college and/or university library experience.				

Licensing Requirement:	Only as required by accrediting agencies or in disciplines regulated by licensure.
Physical Demands:	Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.
Working Conditions:	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.
Hazard Assessment:	Little risk of hazard to physical or mental health.
Personal Protective Equipment:	None.
This position description covers the most essential functions and duties associated with this position. The President may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.	

EXHIBIT B POSITION DESCRIPTION: LIBRARIAN					
Program:	Libraries	Department:	Library Services		
Classification:	Librarian (Faculty)	Effective Date:	September 4, 2008.		
Reports to:	Director of Library Services	Position Number:	004	Position Class:	EXEMPT
Statement of Primary Purpose:	Responsible for providing library service in support of the University mission and scope.				
Essential Functions:	A librarian, who is granted academic rank, is responsible for providing professional librarian and learning resources services for students, faculty, staff of the University, making provisions for learning materials and services that support the programs, courses, educational services, and operations of the University and the information needs of the University community.				
Additional Responsibilities:	<p>GENERAL RESPONSIBILITIES</p> <ul style="list-style-type: none"> Evaluates and selects materials for the University Library, including books, periodicals, audio-visual materials, and vertical file acquisitions; Cooperates with faculty in selecting materials and in planning for their effective use; Provides formal orientation and instruction in the use of the University Library; Encourages and promotes use of the University Library and its materials and services; Participates in the development and improvement of instructional methods, materials, and resources; Maintains appropriate records and reports on library and learning resources services utilization and effectiveness; Guides students, faculty, staff, and others in locating and using learning resource materials; Researches materials and compiles bibliographies; Provides Interlibrary Loan (IIL) services; Assists in student outcomes research and institutional evaluation and effectiveness measurement; Serves on faculty, university and/or external committees and task forces as appropriate; Attends Forums, Assemblies, and other convocations and participates in Commencement and other academic events and ceremonies; Assists in the development and implementation of the University's mission, goals, and strategic plan; and Performs other duties and responsibilities as required. <p>CORE VALUES RESPONSIBILITIES</p> <ul style="list-style-type: none"> Learns new guidelines and processes in performing duties; Maintains a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation; Works toward operational excellence and the continuous improvement of processes; Implements innovative strategies to meet the needs of students; Interacts with co-workers and perform tasks with the highest level of integrity; Works cooperatively with faculty, staff, students, to foster a values laden learning community; and Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner. <p>ENTREPRENEURIAL LEARNING RESPONSIBILITIES</p> <ul style="list-style-type: none"> Implements a team approach in the performance of tasks; work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task; Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support the official goals and objectives of the University and its members; Communicates with students, faculty, and staff in a professional and timely manner; Approaches problems as learning opportunities and implements strategies to reduce problems; Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices. <p>STRATEGIC PLANNING RESPONSIBILITIES</p> <ul style="list-style-type: none"> Client Perspective: Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners. Internal Perspective: Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates 				

	flexible infrastructure. <ul style="list-style-type: none"> • Learning and Growing Perspective: Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation.
Qualifications:	A master's degree in Library Science and/or Information Science from an ALA-accredited program.
Licensing Requirement:	Only as required by accrediting agencies or in disciplines regulated by licensure.
Physical Demands:	Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.
Working Conditions:	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.
Hazard Assessment:	Little risk of hazard to physical or mental health.
Personal Protective Equipment:	None.
This position description covers the most essential functions and duties associated with this position. The President may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.	

EXHIBIT C POSITION DESCRIPTION: MEDIA SPECIALIST					
Program:	Libraries	Department:	Library Services		
Classification:	Technical (Staff)	Effective Date:	September 4, 2008.		
Reports to:	Director of Library Services	Position Number:	005	Position Class:	NON-EXEMPT
Statement of Primary Purpose:	Provide technical and creative assistance with various video and multimedia production techniques and technologies to faculty, staff, and students.				
Essential Functions:	A media specialist, rated academic rank, is responsible for management of all aspects of audio-visual services campus-wide and for assisting with catalog and database management in regard to audio-visual materials.				
Additional Responsibilities:	GENERAL RESPONSIBILITIES				
	<ul style="list-style-type: none"> Assists faculty, staff and students with planning, designing, and producing PowerPoint presentations; Provides technical and creative support for multimedia production; Uses image scanning, video/audio capture and DVD/CD recording hardware and software; Responsible for video production and non-linear editing; Responsible for video recording and duplicating; Uses authoring software; Responsible for media equipment and set-ups; Serves on faculty, university and/or external committees and task forces as appropriate; and Performs other duties and responsibilities as required. 				
	CORE VALUES RESPONSIBILITIES				
	<ul style="list-style-type: none"> Learns new guidelines and processes in performing duties; Maintains a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation; Works toward operational excellence and the continuous improvement of processes; Implements innovative strategies to meet the needs of students; Interacts with co-workers and perform tasks with the highest level of integrity; Works cooperatively with faculty, staff, students, to foster a values laden learning community; and Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner. 				
	ENTREPRENEURIAL LEARNING RESPONSIBILITIES				
<ul style="list-style-type: none"> Implements a team approach in the performance of tasks; work with others to analyze a situation, establish priorities, and apply resources for solving a problem or accomplishing a task; Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support the official goals and objectives of the University and its members; Communicates with students, faculty, and staff in a professional and timely manner; Approaches problems as learning opportunities and implements strategies to reduce problems; Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices. 					
STRATEGIC PLANNING RESPONSIBILITIES					
<ul style="list-style-type: none"> Client Perspective: Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners. Internal Perspective: Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure. Learning and Growing Perspective: Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation. 					
Qualifications:	A master's degree in instructional technology or the equivalent.				
Licensing Requirement:	Only as required by accrediting agencies or in disciplines regulated by licensure.				
Physical Demands:	Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.				
Working Conditions:	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.				

Hazard Assessment:	Little risk of hazard to physical or mental health.
Personal Protective Equipment:	None.
This position description covers the most essential functions and duties associated with this position. The President may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.	

EXHIBIT D POSITION DESCRIPTION: PARA-PROFESSIONAL STAFF					
Program:	Libraries	Department:	Library Services		
Classification:	Staff (Para-professional)	Effective Date:	September 4, 2008.		
Reports to:	A Professional Librarian	Position Number:	006	Position Class:	NON-EXEMPT
Statement of Primary Purpose:	Responsible for providing paraprofessional work in a university library.				
Essential Functions:	Assists the library staff in the proper utilization, operation, maintenance, and function of the library..				
Additional Responsibilities:	GENERAL RESPONSIBILITIES				
	<ul style="list-style-type: none"> • May supervise a section or unit of the library under the direction of a professional librarian; • Prepares procedures manuals for the unit or section to which assigned; • Trains, supervises, and evaluates student workers as assigned; • Performs complex clerical and record keeping functions; • Performs support activities such as bookkeeping, compiling budget data, statistics, controlling supplies, handling mail, routing correspondence, preparing time schedules, etc.; • Assists in the acquisition of library materials; • Assists in the cataloging and classification of materials; and • Performs other duties and responsibilities as required. 				
	CORE VALUES RESPONSIBILITIES				
	<ul style="list-style-type: none"> • Learns new guidelines and processes in performing duties; • Helps maintain a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation; • Works toward operational excellence and the continuous improvement of processes; • Implements innovative strategies to meet the needs of students; • Interacts with co-workers and perform tasks with the highest level of integrity; • Works cooperatively with faculty, staff, students, to foster a values laden learning community; and • Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner. 				
	ENTREPRENEURIAL LEARNING RESPONSIBILITIES				
<ul style="list-style-type: none"> • Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support the official goals and objectives of the University and its members; • Communicates with others in a professional and timely manner; • Approaches problems as learning opportunities and implements strategies to reduce problems; • Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and • Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices. 					
STRATEGIC PLANNING RESPONSIBILITIES					
<ul style="list-style-type: none"> • Client Perspective: Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners. • Internal Perspective: Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure. • Learning and Growing Perspective: Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation. 					
Qualifications:	Two (2) years of college-level study; or Associate degree with or without library technical assistant training; of postsecondary training in relevant skills.				
Licensing Requirement:	Only as required by accrediting agencies or in disciplines regulated by licensure.				
Physical Demands:	Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.				
Working Conditions:	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.				
Hazard Assessment:	Little risk of hazard to physical or mental health.				
Personal Protective Equipment:	None.				

This position description covers the most essential functions and duties associated with this position. The President may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.

EXHIBIT E POSITION DESCRIPTION: LIBRARY STUDENT AIDE					
Program:	Libraries	Department:	Library Services		
Classification:	Student (LU Student Work Program)	Effective Date:	September 4, 2008.		
Reports to:	Director of Library Services or other assigned professionals in the department	Position Number:	007	Position Class:	NON-EXEMPT
Statement of Primary Purpose:	Responsible for performing a wide variety of basic library services.				
Essential Functions:	Under general supervision ensures library materials are properly arranged, executes routine clerical tasks, and assists the library staff in a variety of library functions.				
Additional Responsibilities:	<p>GENERAL RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Charging, discharging, and renewing library material, inspects books and maintains records on library material in circulation; • Collecting fines and issuing receipts; • Putting reserve materials into the database; • Demonstrates the use of various machines in the facility such as copying, microfilm, facsimile, VCR's and computers; • Answers telephone, takes request and reserves books for faculty; • Shelves returned books, magazines, and other materials; • Straightens books and/or magazines and ensures that they are in proper order; • Doing some word processing and providing selected secretarial and clerical duties; • Takes Interlibrary Loan (ILL) requests, searches library location, prepares forms and sends out requests; • Assists students with researching the Internet, the on-line-catalog, and other electronic resources; • Providing reference assistance to students, faculty, and staff; • Files various items using standard filing rules; and • Performs other duties and responsibilities as required. <p>CORE VALUES RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Learns new guidelines and processes in performing duties; • Helps maintain a learning environment consistent with the university's core values of leadership, service, commitment, integrity, excellence, culture, and innovation; • Works toward operational excellence and the continuous improvement of processes; • Interacts with co-workers and perform tasks with the highest level of integrity; • Works cooperatively with faculty, staff, students, to foster a values laden learning community; and • Promotes and supports LU's mission, vision, and values and promotes and supports coworkers in the most positive manner. <p>ENTREPRENEURIAL LEARNING RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Accepts responsibility for job performance and assigned tasks; exhibit individual behaviors that support the official goals and objectives of the University and its members; • Communicates with others in a professional and timely manner; • Approaches problems as learning opportunities and implements strategies to reduce problems; • Maximizes resources to process information; acquire, evaluate, organize, manage, interpret, and communicate information to coworkers, faculty, staff, and students; and • Exhibits flexibility and receptivity to changing technologies, methods, processes, work environments, and organizational structure and practices. <p>STRATEGIC PLANNING RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Client Perspective: Works with internal partners to share information and improve processes; work with external partners and students to eliminate operational redundancies, improve accuracy, timely processing and lower costs; establish value-based partnerships with students and external partners. • Internal Perspective: Establishes new services, research opportunities, enhances processes, captures client information, tracks performance; supports new and existing services, continually improves processes, and creates flexible infrastructure. • Learning and Growing Perspective: Evaluates skill requirements; implements knowledge-sharing technologies; and develops a culture of accountability and appreciation. 				
Qualifications:	Must be a participant in the LU student work program.				
Licensing	None.				

Requirement:	
Physical Demands:	Requires light work, including continuous walking or operating simple equipment for extended periods of time as well as occasional strenuous activities such as reaching or bending.
Working Conditions:	Requires performing regular job functions in a controlled environment with minimal exposure to disagreeable job elements.
Hazard Assessment:	Little risk of hazard to physical or mental health.
Personal Protective Equipment:	None.
This position description covers the most essential functions and duties associated with this position. The President may assign additional duties. The University reserves the right to alter duties, responsibilities, conditions, working hours, and job title with or without notice.	

EXHIBIT F BARCODE PLACEMENT GUIDELINES FOR LIBRARY AND ARCHIVAL COLLECTIONS



The barcode is a Schnabel label that will link the item to a bibliographic record in the online catalog. It is approximately 2" long by 5/8" wide.

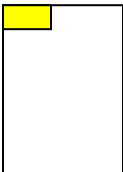
These guidelines are for barcoding general collections or barcoding protective containers for collection material. Special collection materials **should not** have barcodes adhered directly to the materials. The Preservation Dept can assist with suggestions on how to associate barcodes with special collection materials.

Barcode wrapper: a loop of polyethylene film that is 2 ½" wide. This loop is fitted snugly to the front cover of the book from head to tail and the barcode label is attached to it, rather than the cover itself.

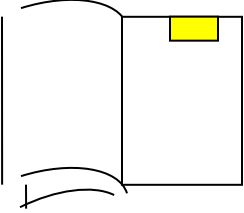


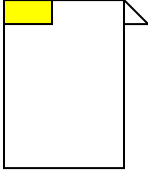
The **Piggyback barcode** label is constructed of two layers of adhesive allowing one label to be used twice. It is commonly used for placement of labels on serials prior to and after being bound.

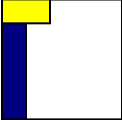
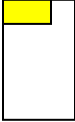
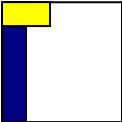
General rule for barcode placement: Barcodes go on the **front** of the book or box as defined below.


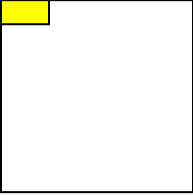
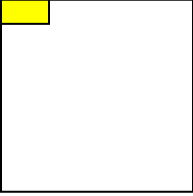
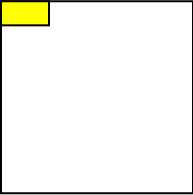
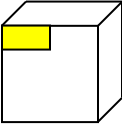
If the placement of the barcode is going to obscure title information, check to see if the information appears elsewhere in the volume; for example, the title page. If the information **is** elsewhere, place the barcode in the upper left corner allowing the information to be obscured. If the information **is not** found anywhere else in the volume, photocopy the cover **before** placing the barcode in the upper left corner. Put the photocopy of the cover in the volume.

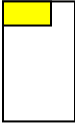
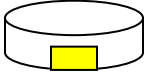
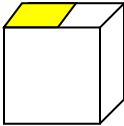
Container Type	Recommended Barcode Location	Comments
Bound materials (hard cover)	upper left, front corner; closest to the spine. 	Approximately ¼" from the top edge and away from the book joint; books with book jackets see 'special situations' at end of this document.

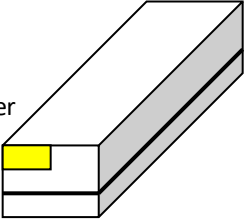
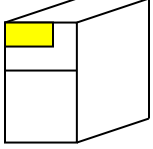
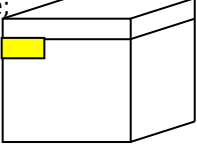
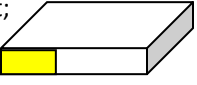

Bound materials (soft cover)	upper left, front corner; closest to the spine.	East Asian, Middle Eastern and Judaic materials—please see ‘special situations’ at end of this document.
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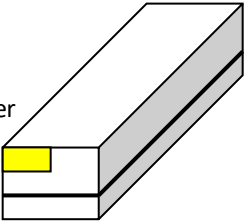
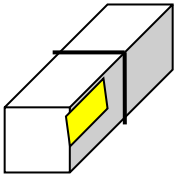
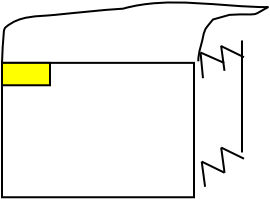
Container Type	Recommended Barcode Location	Comments
Serials to be bound	 <p data-bbox="610 758 870 821">inside back cover of last issue</p>	Piggy back labels only—see ‘special situations’ at the end of this document.
4-flap folder/portfolio/East Asian wrappers	<p data-bbox="610 888 751 1108">upper left, front corner; closest to the spine</p> 	See general rule for barcode placement with regards to obscuring titling information.
Phase box/Drop spine boxes	<p data-bbox="610 1234 751 1455">upper left, front corner; closest to the spine</p> 	
Envelopes	<p data-bbox="610 1581 727 1675">upper left, corner</p> 	Flap is considered the back of the envelope. The barcode goes on the front.

<p>CD&DVD jewel case</p>	<p>upper left, front corner</p> 	<p>Place barcode so it is fully on that portion of the case cover that opens.</p>
<p>CD&DVD commercial rectangular case</p>	<p>upper left, front corner; closest to the spine of the case</p> 	
<p>Floppy disk jewel case</p>	<p>upper left, front corner</p> 	<p>Place barcode so it is fully on that portion of the case cover that opens.</p>

Container Type	Recommended Barcode Location	Comments
Audio cassettes cases	front, top (short end); closest to the spine 	
Audio disks (LP album covers)	upper left corner 	
Audio disks (45 rpm—7" disks—original jackets, sleeves, acid-free envelopes)	upper left corner 	
Audio disks (78 rpm—10"x 12"& 16" disks—acid-free envelopes; some original jackets & set boxes)	upper left corner 	
All open audio reels stored in boxes (stored on edge)	upper left edge of box 	

Video cassettes cases	<p>upper left corner; closest to the spine</p> 	
All open reel film in cans (stored on edge)	<p>on the edge</p> 	
Microfilm boxes	<p>on the narrow flap</p> 	

Container Type	Recommended Barcode Location	Comments
<p>Fiche boxes</p>	<p>narrow end; upper left corner</p> 	
<p>Document cases /manuscript/Hollinger boxes (legal or letter size, 5" or 3" wide) readex microcard box</p>	<p>top left corner of narrow end</p> 	
<p>Paige/record cartons</p>	<p>short side; upper left, below the cover</p> 	
<p>Flat box/pizza box</p> <p>Other terms used to describe such a box: clamshell, telescoping, newspaper. These are stored flat on shelf.</p>	<p>upper left; short side</p> 	
<p>Oversize folders</p>	<p>lower</p> 	

Stored in flat files.	left corner of open edge	
Card file boxes	narrow end; upper left corner 	
Container Type	Recommended Barcode Location	Comments
Map tubes—4x4 square	upper left of long side 	
Expanding folders	upper left corner 	This is for letter or legal size expanding folders. Flap is considered the back of the envelope. The barcode goes on the front.

Special Situations for barcode placement

Hardcover Books with book jackets:

If the book jacket is being retained, please do not place the barcode directly on the jacket. There are two options: The first is to use a Barcode Wrapper as described on page 1. The other is to create a clear polypropylene book jacket using the CoLibri commercial system. The Preservation Department can assist with either option. Contact the Preservation Field Services Office for assistance.

East Asian, Near East and Judaic materials:

This refers to those volumes whose title page is such that the spine is on the right when opened to the title page. Ignore what is considered the 'front' of these volumes. The bar code should be placed on the **upper left corner closest to the spine with the spine on the left.**

Library Binding Serials:

When bringing issues together to be sent for binding a piggyback barcode is used. The piggyback barcode is placed on the **inside back cover of the last issue.** After the item is bound the barcode is moved to the upper left of the front cover.