

# Living University Library

## Policies and Procedures

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

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

### **Campus Business Hours**

Living University administrative offices are open daily from 8:30 a.m. to 12:00 noon and 1:00 to 5:00 p.m. Monday through Thursday and from 8:30 a.m. to 12:00 noon and 1:00 to 4:00 p.m. Friday. The offices are closed on Saturdays and other times as set forth on the University calendar.

### **Nondiscrimination Statement**

Living University admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the University.

The University does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other college-administered programs. The University does not discriminate in employment matters against an individual because of race, color, disability, national origin, or age except as exempted or permitted by law.

Inquiries concerning all other nondiscrimination laws may be referred to the Dean of Faculty; the campus officer assigned the administrative responsibility for reviewing such matters.

### **Changes in this Document**

This publication is not a contract or offer to contract. The Board of Regents, University executive officers, and their agents, reserve the right to change information herein without notice when circumstances warrant such action.

Copyright © 2008, 2014 by Living University. Published by the President's Office.

All Rights Reserved.

## CONTENTS

Library Mission and Operational Objectives .....	5
Mission Statement .....	5
operational Objectives.....	5
Strategic Planning and Assessment.....	6
Library Organization .....	6
University LibrArian .....	6
Librarians.....	6
Other Professional Staff .....	6
Para-professional Staff.....	7
Support Staff.....	7
Distance Learning Support .....	7
Participating Libraries .....	7
Opening-Closing Hours .....	7
Semester Hours .....	7
Summer Session Hours .....	8
Interim Period Hours .....	8
Holiday Hours .....	8
Noise and Food policies.....	8
Learning Resources Committee.....	8
Charge.....	8
Membership.....	9
Officers .....	9
Meetings.....	9
Procedures, Minutes, Reports, Resolutions.....	9
Procedures .....	9
Minutes .....	9
Reports.....	9
Teaching Function .....	10
Library Facilities .....	10
Seating Capacity.....	10
Shelving.....	10
esthetics .....	10
Collection Management.....	10
Collection Evaluation.....	10
Selection Process .....	11
Weeding .....	11
Criteria for Weeding .....	12
Procedures for Weeding:.....	12
Circulation .....	12
Who Can Borrow Library Materials.....	12
Requirements to Borrow Library Materials.....	13
What May Be Borrowed (Circulating).....	13
Loan Policy .....	13
Fines For Overdue and Lost Items .....	13
Right To Privacy.....	14
Reserves .....	14

Stack Management .....	14
Pick-Up .....	14
Sorting Procedures (books, etc.) .....	14
Shelving Procedures .....	15
Reshelving Periodicals .....	15
Interlibrary Loan .....	15
ILL Requests .....	16
ILL Lending .....	16
ILL Profile .....	16
Periodicals Collection .....	17
Criteria For Selection .....	17
Subscriptions .....	17
Newspapers .....	17
Retention .....	17
Online Journals .....	17
Cataloging Policy .....	18
Call Numbers/Prefixes (In Online Catalog & On Spine Labels) .....	18
Labels .....	18
Barcode Placement .....	18
Spine Labels .....	18
Genre .....	19
Covering .....	19
Call Numbers/Class .....	19
General .....	19
Cataloging Procedures .....	19
Determining if a book is present .....	20
Adding bibliographic information to the LU catalog system .....	20
Adding a copy .....	21
Barcode Placement Guidelines .....	22

# LIBRARY POLICIES AND PROCEDURES

## LIBRARY MISSION AND OPERATIONAL OBJECTIVES

### MISSION STATEMENT

The mission of the University Library is to provide professional library and information sciences services to help meet the information needs of Living University students, faculty and staff and the Living Church of God international headquarters workforce by acquiring and providing access to materials in appropriate formats and in sufficient quantity, depth and diversity to support teaching, learning and basic research, and by preserving the textual tradition of the Living Church of God and its antecedent fellowships both in print and in electronic forms in an Archive and Special Collections Repository.

To fulfill this mission the library endeavors:

- To provide the facilities, services, and support in an aesthetically pleasing learning environment 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 endeavors;
- 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;
- To address the library support needs of the Living Church of God international headquarters workforce;
- To maintain a professional and/or paraprofessional staff sufficient to render point-of use assistance, bibliographic instruction and personal reference services; and
- To provide its patrons with a contemporary theology reference collection and services.

### OPERATIONAL OBJECTIVES

The foregoing requires the library:

- 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;
- To provide a comprehensive system of services designed to facilitate effective student study, research and scholastic achievement;
- 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 workforce;
- To serve as an international depository, through its Archive and Special Collections Repository, for historical documents pertaining to the nearly 2,000 year history of the Churches of God;
- To develop a special collection of the literature of the Living Church of God and its antecedent fellowships; and

- To provide professional library and information sciences services in 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.

### UNIVERSITY LIBRARIAN

The University Librarian, 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. The position description may be found in the Positions Description Manual.

### 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. The position description may be found in the Positions Description Manual.

### OTHER PROFESSIONAL STAFF

Positions such as media specialist and the like normally require a master's degree in their specialty. The position description may be found in the Positions Description Manual.

## PARA-PROFESSIONAL STAFF

Normally the minimum qualification shall be an associate degree two (2) years of college-level study; or an Associate degree with or without library technical assistant training. The position description may be found in the Positions Description Manual.

## SUPPORT STAFF

This group consists of secretarial and clerical positions. See Library Student Aide in the Positions Description Manual..

## DISTANCE LEARNING SUPPORT

The library seeks to 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 endeavors to 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 9:00am – 5:00pm

Friday 8:00am – 3:00pm

Saturday - Sunday CLOSED

## SUMMER SESSION HOURS

Summer hours including possible variations in the schedule will be posted at the entrance of the Library.

## INTERIM PERIOD HOURS

Monday - Thursday 9:00am – 5:00pm

Friday 9:00am – 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 AND FOOD POLICIES

- 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.
- Personal phone calls in the library are strictly prohibited. If you must answer a call, please step outside.
- Eating and drinking are not allowed near library computers and they are limited to light snacks and beverages. Used plates and utensils and left over food must be promptly taken to the kitchen.

## 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.

## ESTHETICS

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. 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 17<sup>th</sup> and 18<sup>th</sup> 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.

7.

## 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, reserve items, and current issues of periodicals shall not circulate.
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. If a book is due back during a break, the due date shall be the last day the library is open before the break.
2. Books to be returned should be deposited in the book chute or at the Circulation Desk.
3. A maximum of 10 items per person may be borrowed at a time.
4. Audiovisual materials, software and hardware are loaned out to faculty only for one day.
5. Current 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.
6. 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

Re-shelving 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. Many items are sent free of charge but there are fees for some services depending upon the policies of the lending libraries.
6. Any charges incurred are to be paid by the requestor.
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

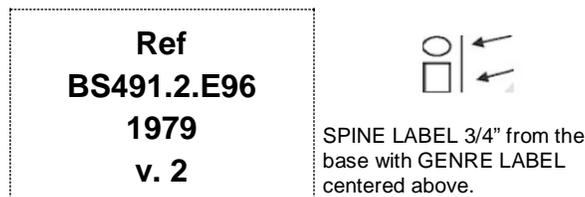
## LABELS

### 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" x 1 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 and copy 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.

Resort results by: Relevance Add Limits to Search Results

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

- 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.

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:

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:

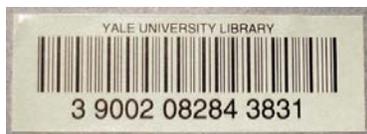
**Email Text (Full Info) to:**

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. The call number should include a copy number beyond the first copy, e.g., c.1, c.2, c.3 etc.

## BARCODE PLACEMENT GUIDELINES



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.

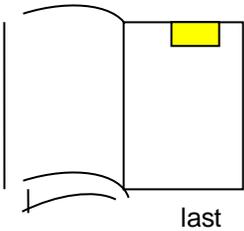
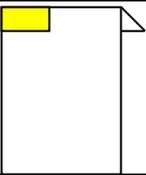
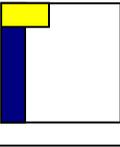
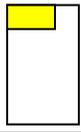
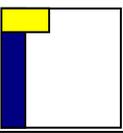
**Barcode wrapper:** a loop of polyethylene film that is 2 ½" wide. This loop is fitted snugly to the front cover of the book from head to tail and the barcode label is attached to it, rather than the cover itself.

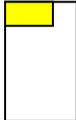
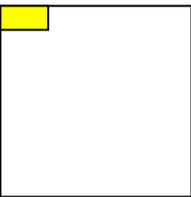
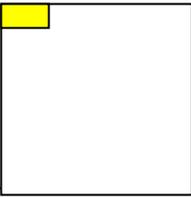
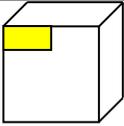
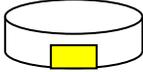
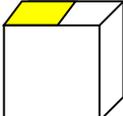
The **Piggyback barcode** label is constructed of two layers of adhesive allowing one label to be used twice. It is commonly used for placement of labels on serials prior to and after being bound.

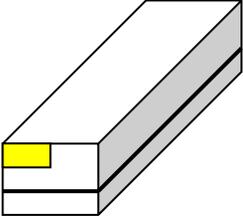
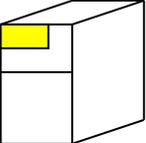
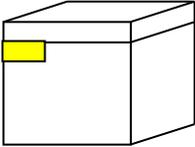
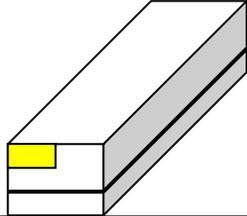
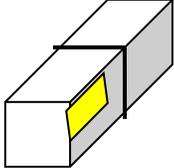
**General rule for barcode placement:** Barcodes go on the **front** of the book or box as defined below.

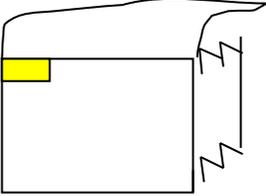
If the placement of the barcode is going to obscure title information, check to see if the information appears elsewhere in the volume; for example, the title page. If the information **is** elsewhere, place the barcode in the upper left corner allowing the information to be obscured. If the information **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
<b>Bound materials</b> (hard cover)	upper left, front corner; closest to the spine. 	Approximately ¼" from the top edge and away from the book joint; books with <b>book jackets</b> see 'special situations' at end of this document.
<b>Bound materials</b> (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.

Container Type	Recommended Barcode Location	Comments
<b>Serials</b> to be bound	<p>inside back cover of issue</p>  <p>last</p>	<b>Piggy back</b> labels only—see ‘special situations’ at the end of this document.
<b>4-flap folder/portfolio/East Asian wrappers</b>	<p>upper left, front corner; closest to the spine</p> 	See <b>general rule for barcode placement</b> with regards to obscuring titling information.
<b>Phase box/Drop spine boxes</b>	<p>upper left, front corner; closest to the spine</p> 	
<b>Envelopes</b>	<p>upper left, corner</p> 	Flap is considered the back of the envelope. The barcode goes on the front.
<b>CD&amp;DVD jewel case</b>	<p>upper left, front corner</p> 	Place barcode so it is fully on that portion of the case cover that opens.
<b>CD&amp;DVD commercial rectangular case</b>	<p>upper left, front corner; closest to the spine of the case</p> 	
<b>Floppy disk jewel case</b>	<p>upper left, front corner</p> 	Place barcode so it is fully on that portion of the case cover that opens.

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

Container Type	Recommended Barcode Location
<p><b>Fiche boxes</b></p>	<p>narrow end; upper left corner</p> 
<p><b>Document cases /manuscript/Hollinger boxes</b> (legal or letter size, 5" or 3" wide) readex microcard box</p>	<p>top left corner of narrow end</p> 
<p><b>Paige/record cartons</b></p>	<p>short side; upper left, below the cover</p> 
<p><b>Flat box/pizza box</b></p> <p>Other terms used to describe such a box: <b>clamshell, telescoping, newspaper</b>. These are stored flat on shelf.</p>	<p>upper left; short side</p> 
<p><b>Oversize folders</b></p> <p>Stored in flat files.</p>	<p>lower left corner of open edge</p> 
<p><b>Card file boxes</b></p>	<p>narrow end; upper left corner</p> 
Container Type	Recommended Barcode Location
<p><b>Map tubes—4x4 square</b></p>	<p>upper left of long side</p> 

<p><b>Expanding folders</b></p>	<p>upper left corner</p> 
---------------------------------	--

### 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.