

BLUE MOUNTAIN COLLEGE

Policies and Procedures

AREA: Academic Affairs

NUMBER: Policy 2.21

SUBJECT: The Library

The Guyton Library supports and strengthens the objectives of Blue Mountain College by providing appropriate materials for a broad liberal education and vocational studies within a Christian setting. The collection, built around the undergraduate liberal arts oriented curriculum and graduate education program, is one of the more significant intellectual resources of the College and is enhanced by guidelines of constant, systematic, and intelligent acquisition.

Acquisitions (including electronic databases) satisfy the instructional and reference needs of the student body. Materials purchased tend to be timely, relevant, and readily accessible as opposed to retrospective and highly specialized. A minimal amount of the library materials budget is spent for recreational reading materials. The library seeks to provide appropriate and adequate staff and physical facilities for the development and use of the collection.

1. **Hours of Operation**

_____ The library maintains hours appropriate to the needs of the college and makes them known to the public.

2. **Circulation of Materials**

A. Books

Stack books may be checked out for a specified period of time and renewed for a reasonable time. Faculty members are given extended time for books needed in teaching or research.

Reference books are to be used in the library.

_____ Reserve books are checked out according to time limits set by individual faculty members. Most reserve books are for in-library or two-day use.

B. Periodicals

Periodicals are used in the library. Special permission is given for use in a specific class period or for faculty use.

C. Non-book Materials

Videos and DVDs may be checked out for two days if needed for a specific class assignment or may be viewed in the library. Other materials may be checked out in response to special assignments by faculty.

3. **Library Instruction**

Classroom or individual instruction on the library's resources is provided for faculty, staff and students.

4. **Copyright**

The library complies with all of the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The library supports the Fair Use section of the Copyright Law (17 S.C. 107) which permits and protects citizens' right to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research. [Cross reference with *Policy 2.24: Copyright.*]

5. **Community Users**

Services of Guyton Library are primarily for the College community. For those who are not enrolled at the College or those who are not known to the library staff, a statement of permission from the Vice President for Academic Affairs is required to check out books from the library. Written permission is not required to use materials in the library.

6. **Gift Guidelines**

Guyton Library accepts gifts of library materials with the following stipulations: Gifts of books or other materials are accepted with the understanding that the donated materials may or may not meet the purpose of the library's collection. The donor may not place any restrictions on the materials or their disposition.

Gifts are reviewed before they are added to the collection to insure relevance to the needs of library users and to guard against unnecessary duplication. The same principles of selection of new materials apply to gift materials. Only those materials which meet the above qualifications and are in good physical condition will be added.

7. **Scope of the Library Collection**

Guyton Library seeks to offer the College community an adequate variety of appropriate materials to support the Library Statement of Mission. These resources are included in the following forms:

A. Books

1. Basic books of general reference.
2. Basic reference books useful in specific fields covered by the curriculum of the College.
3. Basic books for each curricular field as a whole, for divisions of the field in which courses are offered and in which members of the teaching staff specialize, and for other significant divisions of the field.
4. Materials to support the graduate education program.

5. Textbooks which students are expected to purchase when that title represents the best source of information in that field.
 6. Basic books for other important areas of human knowledge which may not be treated in the current curriculum.
 7. Basic books for leisure reading.
 8. Research materials solely for individual faculty use subordinated to the adequate fulfillment of the primary book needs of students (interlibrary loan services are available for specialized material).
 9. Book replacements as needed in keeping with the guidelines for selection of library materials.
- B. Periodicals and Newspapers
1. General periodicals and basic scholarly journals to support the purpose of the library collection.
 2. Newspapers to give local and national news coverage.
- C. Non-book Materials
1. Audio-visual materials as needed to support the curricular needs of the College.
 2. All non-book materials subject to the same selection criteria as printed materials.
- D. Electronic Resources
1. CD-ROM and online formats as needed to support the curricular needs of the College.
 2. The electronic resources are subject to the same selection criteria as printed materials.
8. **Responsibility for the Library Collection**

The Board of Trustees, President, Vice President for Academic Affairs (VPAA), Library Committee, faculty and librarians all share the responsibility in building the library collection.

- A. The Board, President, and VPAA share in selecting competent faculty members and librarians to carry out the selection process and in providing adequate funds for library needs.
- B. All faculty, under the leadership of the chairpersons of the departments, participate in building the subject fields of the departments by selecting materials which support current curricular offerings and by recommending materials to be discarded.
- C. The librarians work closely together and with the Vice President for Academic Affairs in the development of a quality reference collection that includes the selection of general book and non-book materials, the building of special collections, subscribing to a well-balanced group of periodicals, and in accepting gifts in keeping with the library selection guidelines.

D. Students may submit selection requests through the faculty or to the librarians.

9. **Collection Development Guidelines**

Guyton Library provides the maximum support possible for current instructional needs. The library does not collect materials in areas that are not relevant to the College curriculum or of historical significance.

Selection of resources for the library is the joint responsibility of the teaching faculty and librarians. The faculty may recommend orders of publications in their special disciplines. Faculty selection should be based on the support and general needs of students.

Materials for the Guyton Library collection are chosen with the needs of all users in mind. Every endeavor is made to select materials to support the changing curriculum, with priority given in descending order as follows:

A. Curriculum Support

1. Materials to support faculty needs for implementing and enhancing the curriculum.
2. Materials to support student needs in each curricular field.

B. Faculty Research

C. Leisure Reading

10. **Guidelines for Selection of Library Materials**

Major considerations shall be paid to the accuracy and authority of the material, the reputation of the author and publisher, and the social and/or artistic merit or importance of the material.

A. Selection Aids

1. General selection aids such as *Booklist*, *Choice*, *Books for Academic Libraries*, *Guide to Reference Books*, *Magazines for Libraries* and other book review sources are available in Guyton Library.
2. Professional journals and subject bibliographies in special subject fields are available in Guyton Library and in the professional collections of individual faculty members.

B. Standards for College Libraries

The American Library Association's *Standards for College Libraries* is an excellent guide in evaluating and building an effective library collection.

C. The Library Bill of Rights

Guyton Library material selections are guided by the Library Bill of Rights, remembering that the College community is composed primarily of students, faculty, and administration.

11. **Procedures of Selection and Acquisition - Budgeting**

During the fall semester, the college administration informs the librarians of the amount of money available for purchasing library materials. The VPAA and the Library Committee assist the librarians in establishing priorities by determining which subject areas need to be strengthened. These priorities will be based on input from the faculty and using the professional judgement of the librarians and the VPAA.

A. Books

1. Faculty members recommend titles for purchase by a prioritized list which is sent to the VPAA who then sends it to the librarians. If additional funds are available, the faculty submits a second listing to the librarians. Recommendations may also be submitted throughout the year with the understanding that they will be considered only if funds are available.
2. All purchase requests are processed following the prioritized lists as funds are available, using sources which give the best and fastest services. Librarians notify faculty when materials are not available and when items received are ready for circulation.

B. Periodicals and Newspapers

Titles are selected by librarians with suggestions from faculty, administration, and students. Selection of periodical titles usually depends on whether or not they are indexed in at least one of the general or special periodical indexes in Guyton Library. When budget or curricular changes warrant the possibility of dropping a title, the librarians consult with the faculty or the Library Committee.

C. Non-book Materials

1. Scores are selected by the music department faculty with library funds; accessioned, cataloged, and processed by Guyton Library staff; and housed in the Garrett Fine Arts Building Library.
2. Microfilm and microcards purchased with library funds must be housed and read in Guyton Library. Selections include primarily those which need not be read in their entirety to be of value.
3. Audio-visual materials and other non-book materials purchased with library funds must be housed in Guyton Library.
4. Audio-visual materials and other non-book materials purchased by academic departments with non-library funds, may be housed in areas designated by department faculty members.

D. Electronic Resources

CD-ROM and online formats selected by faculty and librarians are subject to the same criteria as printed materials.

12. **Procedure for Handling Questioned or Challenged Materials**

Procedures for challenged materials were adopted by the faculty on March 4, 1983.

- A. Objections to library materials or requests for reconsideration of these materials should be discussed with the librarian. Objectors will be informed of the challenge procedures and will be asked to fill out the Request for Reconsideration form.
- B. Cases of written complaint will be referred to the Library Committee for decision. The Committee will inform the complainant of its decision. Appeal may be registered with the College President and the due process can culminate in an appeal to the Executive Committee of the Board of Trustees.

13. Resource De-selection Guidelines

The librarians in Guyton Library periodically evaluate the holdings, seek to maintain a well-balanced collection and improve the efficiency of the library in meeting instructional needs of the College through the de-selection guidelines.

The professional librarians will be primarily responsible for discarding library materials. Appropriate faculty members will be consulted before any material is discarded. Good judgement as well as the following guidelines will be used in the decision to discard resources:

- A. Materials will be selected by reviewing the collection, reading shelves and checking for damage as books circulate.
- B. Materials will be considered on a title-by-title basis.
- C. Faculty members will be notified in writing that materials in their subject areas are being considered for withdrawal. They will be encouraged to review materials and make recommendations to keep, replace, move to secondary access area or permanently withdraw.
- D. Older editions replaced by later editions will be discarded unless the older edition is valuable for historical or research purposes.
- E. Outdated resources will be discarded unless valuable for historical interest, research purposes or because of the author's name or former owner's name.
- F. Materials will be checked against standard subject bibliographies and selection aids to determine historical or research value.
- G. Excess duplicate copies of seldom-used titles will be discarded or distributed to faculty and students for personal use.
- H. Badly damaged titles will be discarded or distributed to faculty and students for personal use.
- I. Elimination of materials given as gifts will follow the same criteria as other library materials.
- J. Materials selected for permanent withdrawal will be offered to other libraries through duplicate exchange or to faculty and students for personal use.

14. Review of Selection/ De-Selection Guidelines

These policies will be reviewed by the librarians and/or revised every two years to ensure that they meet the needs of current users.

15. Library Computer Use Guidelines

A. Overview

Guyton Library houses a number of personal computers for use by faculty, staff and students. Use of the computers in the library will comply with the mission and the purpose of the College. The computer and the Internet services will be used for the purposes of learning, instruction and research and will not be used for entertainment or for personal profit. By using the computer resources at the library the users agree to abide by these guidelines and *Policy 2.22: Acceptable Computer Use*.

B. Scheduling

The use of Guyton Library computers is primarily for students and employees of the College. Accessing databases related to courses and research take priority over other uses of the computers. Faculty, staff and students will check in with a library staff member and sign the schedule at the front desk. Users will be limited to a duration of one hour unless no one is waiting or has a scheduled appointment; any scheduled appointment will be forfeited after a fifteen-minute delay.

C. Charges

The library will subscribe to selected library sources which will serve the mission and purpose of Guyton library to provide information to all members of the College community. Users will pay the established fee per page to use the printer and copier. The Faculty/Staff may charge the official use of these services to their departmental accounts. Users must supply their own diskettes for saving information or purchase them from the library staff.

D. Software

Only the Director of Information Services is authorized to install software on the computers. Copying of software applications will not be allowed. Downloading of software is not permitted.

E. Legality

Internet access will not be used for illegal purposes, such as violating copyright laws, harassing or libeling others, and especially obtaining and/or viewing material which is in violation of local, state or federal obscenity statutes. Use of the Internet and computer services is subject to the local, state, and federal laws of communication, privacy, copyright and security. Abuse of computer services will result in penalties determined by the Dean of Students. Appeals will follow due process procedures in accordance with *Policy 4.13: Student Conduct and Judiciary*.

F. Content

Users will understand that the library is not responsible for the content or accuracy of the information obtained on the Internet or other online services. Users are solely responsible for all the consequences and damages, both direct and indirect, that may result from the use of such information obtained from these services. They are advised to use only those on-line resources whose quality is above reproof.

G. Internet Policy

The Internet is available to users primarily as an additional tool for learning. Users are expected to use the Internet for lawful purposes only. Viewing, transmitting and downloading offensive, pornographic or illegal material is in violation of the proper use of the Internet services. [Cross reference with *Policy 2.22: Acceptable Computer Use.*] Violators will face disciplinary actions as determined by the Dean of Students in accordance with *Policy 4.13: Student Conduct and Judiciary* as noted in Item E. above. Users will not use the Internet services at the library to join or participate in chat rooms or become members of unapproved clubs and/or organizations. Computers will not be used to harass, injure or hurt individuals. Web pages other than approved College or departmental web pages will not be installed on the computers.

H. Care of Computers

Destruction of computer equipment will result in disciplinary action in accordance with *Policy 4.13: Student Conduct and Judiciary*. Changing software configuration and making or sending viruses will result in disciplinary action. Users will not save any work to the computer's hard drive, as library personnel regularly delete patron files left on the hard drive. Users must supply their own diskettes for saving information. Diskettes are available for purchase at the library. Any technical problems should be reported promptly to the Library Staff.

I. Instruction

Some basic personal knowledge of computer use, software applications and accessing the Internet is expected. Required instruction for users of the Guyton Library computer services will be provided by appropriate personnel at an appointed time.

J. Patron Privacy and Confidentiality

Users will respect the privacy of the individuals using the library computers. Users will understand that their activities on the computers are monitored by library personnel.

Electronic Communications Privacy Act:

Guyton Library adheres to the provisions of the Mississippi Code (2001) (39-3-365) and the American Library Association's Library Bill of Rights concerning patron privacy and confidentiality of library records. New provisions of the USA Patriot Act of October 26, 2001 affect patron privacy and records disclosure by giving broader authority for law enforcement to conduct searches. This includes identifying people who access computers "without permission," installing hardware or software to be used in tracing user information, and collecting "dialing, routing, addressing or signaling" information. Patrons are advised that this law pertains to public and personal computers.

K. Revision

The Guyton Library Computer Use Guidelines may be modified as required by technological changes.

16. **Library Computer Use Rules**

The library computers are available during regular library hours except when reserved by faculty for specific course sessions. Listed below are the rules governing the use of these computers in

the library. In addition, of course, student use of computers in Guyton Library is guided by *Policy 2.22: Acceptable Computer Use*.

- A. All users must check in with a library staff member, sign the schedule at the front desk and clear their time with a staff member.
- B. All cell phones, pagers and other communication devices must be turned off or put on silent/vibrating before entering the library. Telephone conversations are not allowed in the library.
- C. Only authorized personnel may install software on the library computers.
- D. No chat rooms, instant messaging, playing games, surfing the net, etc., are permitted on library computers.
- E. Users must provide their own diskettes or purchase them from the library staff.
- F. Patrons must not attempt to repair any computer equipment. Any technical problems must be reported to the library staff.
- G. Food and drinks are not allowed in the library.
- H. User files left on the hard drive are automatically deleted at the end of the day.
- I. The Internet must be used for lawful purposes only. Violations will result in disciplinary action by the College in accordance with *Policy 4.13: Student Conduct and Judiciary*.
- J. All machines should be left on when leaving, but all programs should be closed.
- K. All waste paper is to be discarded in appropriate containers.
- L. Only patrons 18 and over will be permitted to use the computers unless they are accompanied by an adult (e.g., a parent or tutor).

SOURCE: Board of Trustees: October 04, 2002; October 03, 2003; February 20, 2004; October 01, 2004; October 07, 2005; June 19, 2006.