

**SOUTHWEST BAPTIST
UNIVERSITY**

**UNIVERSITY LIBRARY
POLICY MANUAL**

JANUARY 2003

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Southwest Baptist University

UNIVERSITY LIBRARY

Mission Statement

The University Library provides access to, and instruction in, the use of information resources and services that support the academic programs and the university community.

Vision Statement

The University Library actively facilitates and shares in the university's educational program, both on-campus and off-campus by:

- Providing facilities with sufficient space for study and use of information resources in an atmosphere which is conducive to study and research.
- Providing professionally trained librarians and qualified support staff in sufficient numbers to assist the university community with their information needs.
- Providing an organized and readily accessible collection of information resources and access to external resources.
- Providing instruction, in partnership with classroom faculty, in the use of information resources and services which develop skills for lifelong learning and participation and leadership in a global society.
- Researching trends and developing plans that will address the future information needs of the university community.

ACADEMIC VIDEO PRODUCTION POLICY

Southwest Baptist University

1. An academic video production can be defined as:
 - a. programs to support course work
 - b. programs to support correspondence courses
 - c. programs to be added to university archives
 - d. tele-course programs
 - e. other programs related to academic programs.

(this does not include regular class videotaping that will continue to be a service of the Media Services department)

2. Video projects will be evaluated and prioritized due to time, staff availability, available equipment and available funds.
3. The Media Services Librarian must approve all video projects. The faculty liaison and/or project coordinator will be notified in writing concerning the approval of the project.
4. The Media Services Librarian and/or the assigned production staff personnel will work directly with the faculty liaison and/or project coordinator throughout the entire production process.
5. The video production equipment is for Media Services use and will primarily be operated by departmental staff. This equipment is also available to students who are currently enrolled in or who have completed Television Production classes. Faculty and staff may utilize equipment only after they have completed sufficient training. Students who have completed Television Production classes and are currently enrolled at SBU may utilize the equipment only after approval by a Media Services supervisor. This equipment is not available for guest patron use.
6. The Media Services department will only produce video projects for the University and off-campus centers.
7. All master tapes and footage shot by the Media Services department will be the property of the University Library. If the faculty member or the department wishes to keep the tape(s) as personal property, the materials and manpower will be charged to the faculty member or department.

University Archives Preservation & Access Policy

Southwest Baptist University

I. Introduction

In order to achieve the mission of the University Archives there must be an appropriate balance between the physical preservation of the collection and the needs of researchers who wish to access information contained in the collection. While it is understood that the major value of archives is to provide information to researchers, the first priority of an archives program must be the physical security and preservation of the collection for future use. Therefore, access to the University Archives collection shall be balanced with arrangements for the physical safety and preservation of the collection.

II. Preservation

The highest priority of the University Archives program and personnel is to provide every possible protection for the physical safety and preservation of the collection. Preservation deals with immediate and ongoing challenges due to the unique nature of materials of irreplaceable historical value to the University and due to the likelihood, that such materials cannot be replaced if lost or damaged. Therefore, every request for access to the collection must be measured against the need to preserve the collection for future users.

III. Access

A. Direct Access

Due to the nature of much of the archives collection direct physical access to the archives collection is generally viewed as the last option if alternative types of access are available. A few archives materials are available (through the Reserves/Circulation Desk, the regular book collection and the reference book collection) for direct access in the Harriett K. Hutchens Library, to anyone with a current SBU library card. All other materials owned by the University Archives are housed in the Archives Room in the Harriett K. Hutchens Library. Two other factors mitigate against providing unsupervised, direct access to researchers.

1. The archives facility is not designed to accommodate direct access by researchers.
2. Loss of materials from the collection and damage to materials in the collection have occurred when researchers were granted unsupervised access to the collection.

Other types of access are now available and are described in the following paragraphs.

B. Call System Access

All members of the university community, as well as approved guest researchers, may access information in the archives collection through the call system (a traditional access system used in many archives). This system allows patrons to identify the materials or information they need using finding aids or with assistance from the archivist. The identified materials shall be gathered from the collection by the archivist (or other approved library personnel) and the patron shall be allowed to use the material in one of two ways as follows.

1. Use of archives materials for a two-hour period in the library. Restrictions may apply and shall be communicated to the patron.
2. Use of archives materials in a supervised area of the library, such as the library conference room, for more in-depth research activities. Restrictions may apply and shall be communicated to the patron.

C. Restrictions on Handling

Restrictions may include, but are not limited to:

1. No photocopying.
2. No scanning.
3. No use of ink pens, scissors or other potentially damaging items.
4. No direct handling of an item.
5. No access to sealed or otherwise restricted items. For example some materials are restricted by donor agreements, confidentiality or privacy issues, etc..

Use of the call system depends on the use of finding aids, which should be developed, as resources allow, and made available to researchers. Research request forms shall be used to assist the patron in stating their research interests, to assist the archivist in locating any relevant materials to be gathered and to expedite the process.

D. Alternative Means of Access

Alternative means of access to materials in the archives collection may include, but are not limited to:

1. providing access to duplicate copies of the material in the regular collection;
2. providing access to archival or regular photocopies of material;
3. providing access to electronic copies of material; and/or
4. providing access to web-based archival information.

It is the responsibility of the archivist to determine what type of access is in the best interest of collection preservation versus patron access, on an individual basis and in general. In addition, the archivist shall pursue new technologies that would enhance the quality and availability of archival materials and work with the Dean of Libraries to try to acquire such technologies.

IV. Limiting or Closing Access to the Collection

During such times as the University Archives may be without an archivist, or due to other circumstances that might adversely affect the archives collection, the Dean of University Libraries shall:

1. make arrangements to use temporary personnel trained in archival processes to continue normal access as described under Call System Access or Alternative Access; or
2. close all or some types of archives access to researchers until the archivist is replaced.

If the Dean of Libraries determines that it is in the best interests of the collection to close the collection, the dean should:

1. confer with the Library & Archives Policies Committee.
2. notify the Provost.

If the closure is due to a vacancy in the archivist position, the dean shall notify the Provost of the need to replace the archivist. Until an archivist is hired, the archives shall remain closed.

V. Researchers

A. University Researchers

A person who is formally associated with the university as a currently enrolled student, currently employed faculty member, staff or administrator, shall be classified as a university researcher.

B. Guest Researchers

A person who is not formally associated with the university as a currently enrolled student, currently employed faculty, staff or administrator, shall be classified as a guest researcher.

Alumni and friends of the university who are not currently under any formal or legal association with the university, shall be classified as guest researchers. Requests for archives research assistance from guest researchers shall be accepted, as resources and personnel allow. Such requests should be directed to the archivist.

C. Certified Researchers

Some requests for in-depth research activities may require more involved researcher access to the collection. Upon receiving such a request, the archivist shall consult with the Dean of Libraries and if necessary, the Library & Archives Policies Committee, to

determine if the request should be granted and to determine what arrangements need to be made. Should such a request constitute an undue burden on resources or personnel of the archives program, the archivist may deny the request.

If the request is granted the archivist shall work with the researcher to make arrangements that accommodate reasonable requests from the researcher if:

1. the requests of the researcher are compatible with archives policies, and
2. archives personnel and resources are available to provide the needed assistance.

If such a request is granted the researcher shall not be granted access to the entire collection. The materials needed shall be gathered for them to use in a supervised area such as the library conference room. Use of a photocopier is available in the office for a small charge. University personnel may charge copies to their departmental accounts.

D. Other Certified Researchers

Because the Archives collection operates on a call system, no researcher, including university researchers, shall be granted direct, unsupervised access to browse through the collection except by certification from the SBU President or the SBU Board of Trustees. Such certification is discouraged but, if required, the archivist shall work with the researcher to minimize incidental loss or damage to the collection.

VI. Assisting Researchers

Assistance with "walk-in" archives research requests shall be provided Monday through Friday during posted hours, if archives personnel are available. Hours shall be posted at the Research Assistance Desk. Absence or lack of archives personnel may require that the regular hours be suspended until personnel are available.

Research requests that require extensive research assistance must be scheduled with the archivist.

Research assistance requests received by mail, telephone, e-mail, fax or other means shall be evaluated on a case-by-case basis. If possible research assistance shall be provided.

The "Archives Research Request Form" is available at the Research Assistance Desk. This form is to be used by the archivist to document research requests and to assist in collecting statistics. The form may be given to the researcher by other library personnel should the archivist not be on duty, in which case the form must be routed to the archivist as soon as possible. This form is designed to help the researcher communicate their research interests to the archivist who shall follow up on the request as resources allow.

VII. Responsibilities of Researchers

It is the responsibility of all researchers to inquire, in advance of their research visit(s), about the current hours, policies, photocopying policies/charges, copyright restrictions, etc., of the University Archives. Failure to ascertain such information before traveling long distances or planning research sessions may result in disappointment for the researcher.

It is the responsibility of researchers to take appropriate care of the archive materials they use. They are responsible that all contents of folders, any individual items and all groups of items that they use be returned complete and whole and without damage.

It is also the responsibility of researchers to follow any directions from the archivist regarding the care and handling of materials, instructions related to preservation (for example restrictions on photocopying) of materials or use of the facilities and equipment.

VIII. Security

Only authorized archive personnel shall be allowed direct unsupervised access to the collection. The doors shall remain locked at all times except at such times as an approved event (for example, an open house) might occur with the area under appropriate supervision by the archivist or other approved library personnel.

Other library personnel shall not enter the Archives Room except to respond to emergencies or at the request of the archivist or the library dean.

Other university personnel shall not enter the Archives Room except on official approved business. Official approved business is defined as:

- a. that which is necessary for routine maintenance and cleaning, such as when physical plant personnel need to address maintenance concerns.
- b. certified researchers working in cooperation with the archivist or library dean.

The archivist or other approved library personnel shall accompany other university personnel who are approved to be in the room on university business.

Procedures detailing emergency and disaster preparedness procedures for the University Archives should be prepared, kept attached to this document and kept updated at all times. The procedures document should be reviewed annually.

COLLECTION DEVELOPMENT POLICY
of
Southwest Baptist University Library

PART I
Developing the Collection

I. INTRODUCTION

The purpose of this Collection Development Policy is to provide guidelines for acquiring, maintaining, and evaluating library information resources for Southwest Baptist University. The guidelines established in this policy provide for a systematic method of developing the library's collection of materials and in addition, serve as a communiqué of the library's collection development policy to its users. Using the principles outlined in this document, guidelines for library collection development for each academic department have been developed. Assessment procedures appropriate to each subject area will be formulated from these.

II. OVERVIEW

Southwest Baptist University is a Christ-centered, caring academic community preparing students to be servant leaders in a global society. It offers courses leading both to undergraduate and graduate degrees by means of both traditional and non-traditional delivery systems.

In accordance with the mission of the University, the mission of the library is to provide the information resources and services, or access to the resources and services, essential to the academic programs and the university community, both on the Bolivar campus and at off-campus sites. In fulfillment of this mission, the library provides:

- A. an organized and readily accessible collection of materials and technology to meet the needs of students and university personnel.
- B. space for study and use of information resources.
- C. a qualified staff to assist with information needs.

- D. opportunities for departmental faculty to work on collection development in partnership with library faculty.
- E. instruction in the use of information resources and services as an integral part of the instructional program.
- F. opportunities to develop skills for lifelong learning and further self-education.
- G. for the implementation of technological developments appropriate to the goals and objectives of the university and the library.

III. SELECTION RESPONSIBILITIES:

The collection development policy along with the educational goals of the university and the instructional goals of a subject area will serve as a guide for acquiring library information resources. In addition, the collection development librarian will have the responsibility of supervising the collection development process and coordinating the work of the collection development team.

In advance of need, each faculty member is responsible for communicating with library faculty regarding resources students need to complete research assignments for his or her classes. Identifying the appropriate electronic, print, and media materials required for purchase to fill these needs will be a cooperative venture of the faculty member and library faculty, with the collection management team having final responsibility. In each department/college a designated faculty member will be asked to serve as library liaison to route review services and "best items" lists to faculty in that area. When a focused assessment is being done of a given academic area, the faculty liaison will be asked to work with members of the collection development team in assessing and enhancing the library's resources in that area of specialty. The area representative should not only consider the effect of the added resources on the continuity of his or her subject area but also consider the contribution of the resources to the general library collection and interdisciplinary areas. With input from the collection development team and other library faculty, the collection development librarian will be ultimately responsible for collecting materials in the general and interdisciplinary areas and will make special use of the university's stated goals of general education.

On the main campus the collection development librarian and the media services librarian will send relevant catalogs, brochures, and material reviews to appropriate faculty who in turn will circulate these items to other faculty members in his or her. This service will be provided by the site librarian for each off-campus center. If an off-campus center lacks a professional librarian, the collection development librarian will be responsible for working with faculty to develop necessary resources.

Other librarians having responsibilities in collection development will include the reference librarian, the media services librarian, and the public services librarian. The university library dean will make the final decision on acquiring a particular item if such a decision is

warranted.

IV. GENERAL SELECTION GUIDELINES:

The primary responsibility of the Southwest Baptist University Library is to acquire and make accessible library information resources that reflect the goals and objectives of the university, support the university's curriculum, and provide for the informational needs of faculty, students, and staff. In selecting library materials to support the above, consideration must be given to authority of the author, reputation of the publisher, cost, timeliness, intellectual level, purpose and scope, format, language and subject. Collection development guidelines in specific subject areas will help implement this general policy for material additions.

Print, non-print, and electronic resources will be provided, as appropriate to the guidelines developed for each academic subject area.

In addition to the above selection guidelines, attention must also be given to the handling of special categories of material. These materials are as follows: Internet resources, textbooks, duplicates, gifts, paperbacks, replacements, out of print items, withdrawals, media materials, serials, archival materials, and rare books.

V. SPECIAL SELECTION GUIDELINES

A. Internet Resources

To facilitate the efficient identification and use of quality knowledge resources available via the Internet for our students and faculty, library faculty will prepare links on the library home page to selected sites and resources.

1. Links will be prepared leading to basic reference works and resources related to specific classes offered by the university.
2. By the use of selection lists, recommendations in professional journals and listserves, and faculty recommendations, an attempt will be made to select sources with appropriate quality controls as to content and proper updating.
3. Links will be reviewed on a regular basis to insure relevance and usefulness to the current programs.
4. Library faculty will collaborate in the selection and review of sites, with one member responsible for setting up the necessary links.
5. Though care is taken to select the best sites available, the appearance of sites on the library home page in no way signifies official endorsement by the library faculty of all ideas and presentations contained in each.

B. Textbooks

Textbooks used in university courses are not usually purchased for the library's book collection. Exceptions are made if the textbook is recognized as a reference source and/or provides the best available information on a topic within the scope of a department's collection guidelines. Textbooks received as a gift are also sometimes added to the collection if that textbook edition has not been superseded and department guidelines are met.

C. Duplicates

Generally only one copy of any library item is purchased for the collection. Duplicate copies of library materials may be acquired if there is the possibility of heavy use of an item. Duplicate copies of the materials received in a gift will be added to the collection if usage warrants.

D. Gifts

The resources of the Southwest Baptist University Library have been greatly enhanced by gifts made to the library. Gifts both of money and materials, such as books and periodicals contribute to the development and support of the academic programs of the University.

1. Material Gifts

It is the policy of the University Library that gifts of materials be accepted with the understanding that upon receipt they are owned by the university, become part of the library, and as such, the library administration reserves the right to determine their retention, location, cataloging treatment, and other considerations related to their use or disposition.

2. Money Gifts

The library welcomes gifts of money, and is prepared to allow the donor some latitude in specifying how this money should be spent. The donor may suggest certain titles, which will be bought if they are not already owned by the University Library, and if they fit into the library's collection development policy. The donor may also suggest certain areas within the teaching fields of the university, allowing the library to select books in those areas. The gift may be given in honor or memory of a particular person.

3. Acknowledgment of Gifts

All gifts of materials will be acknowledged by a letter from the University Library (unless the library is unable to identify the donor). In the case of gifts of money, an acknowledgment useful for income tax purposes will be issued by the University Advancement office.

4. Appraisals

Donors of large material gifts are encouraged to consider having their gifts appraised for income or estate tax purposes. In general, the University Library follows the "Statement on Appraisal of Gifts" developed by the Committee on Manuscripts Collections of the Rare Books and Manuscripts Section of the Association of College and Research Libraries.

Because the Internal Revenue Service may consider the recipient library to be an interested party and disallow an evaluation made or paid for by the library, the responsibility for securing an appraisal of value for the donated materials lies with the donor. Upon request, the library will suggest persons or organizations to be consulted for professional appraisals.

When the value of the gift is nominal and does not warrant the cost of a professional appraisal, the donor may find prices of currently available material by consulting online vendors and out-of-print shops that list on the internet.

For donors who wish to secure the evaluation and receive a receipt for the gift, the library will, upon request, furnish a list of the items. It is then the responsibility of the donor to convey a copy of the list and the resulting appraisal to the office of University Advancement.

5. Condition of gifts

Materials which present a hazard to workers or the collection, such as mold and water damage, will be disposed of immediately.

6. Identifying Gifts

If the donor desires it, books will be identified by means of appropriate bookplates before being placed in the collection.

E. Paperbacks

Purchasing materials in paperback will be determined with regard to the perceived amount of use, how quickly the subject matter is likely to be outdated, and the relative cost of items. In some cases, paper binding is the only format in which essential items are available; these items are to be bound before they are added to the collection. Paperbacks received in a gift will be added to the collection after their physical condition is evaluated and relevance to the collection is assessed.

F. Replacement of lost materials

Library materials classified as "lost" will be replaced as follows: (1) Materials not located after one year will become a candidate for replacement. (2) The item to be

replaced will be evaluated by using the library's selection guidelines stated in the collection development policy. (3) If the lost material is a heavily used item *currently* needed for instruction or research, an attempt will be made to replace it as soon as possible.

G. Out of Print items

Because of the extra expense often involved, the library does not routinely purchase materials which are out of print. If those materials provide unique coverage of a topic related to current instruction and coverage is not available in other sources, an attempt will be made to acquire them.

H. Withdrawals/Weeding

Weeding of library materials is a continuous process. Some general policies for withdrawing or weeding material include: physical condition, amount of use, currency of subject treatment, relevance to current curriculum, and specific guidelines for collection development in that subject area. Collection assessment guidelines developed for the specific subject areas will include criteria for weeding materials in those areas.

I. Media Materials

Audio-visual materials may be added to the library's collection upon request by a faculty member. These materials are as follows: videotapes, videodiscs, audiocassettes, compact discs and computer software. There is a large selection of catalogs kept in the media department that can help a faculty member who is looking for a particular title or subject. Also, brochures received concerning media materials are collected by the media department and are forwarded on a regular basis to appropriate faculty.

All audio-visual material requests will be reviewed by using the selection criteria set forth in the collection development policy before acquiring, provided funding is available. Faculty requests should include pertinent brochures or ordering information to help the acquisition process to go smoothly. An effort to preview materials if at all possible should be made and the media services librarian will help in this matter. Attention will also be given to the item's technical quality and format as well as copyright law compliance. The amount of network space available may also be a limiting factor for certain software purchases. The library does not make a practice of purchasing recreational media.

Another option available to add media materials is by having the Media Services department produce them. These materials generally become the property of the faculty member, but with permission some may be added to the library media collection. Video and audio tape copies of the university concerts, plays, recitals, and other important events are added on a regular basis to the archival media collection.

J. Serials

The University Library will purchase or provide electronic access to periodicals (magazines, journals and newspapers) as needed. These materials contribute current information and also provide information not available in any other form.

Faculty or students may request a particular periodical title be added to the library's collection. Each request will be evaluated by selection criteria stated in the collection development policy before acquiring the title. Other criteria considered include the accessibility of its contents through library-owned indexes and the number of interlibrary loan requests for that title. Careful consideration of such additions must be given due to the continued commitment the library must make through yearly subscription payments or on-line fees.

For essential titles not available in other formats, the library will purchase periodicals on microfilm/microfiche for back issues or replacement issues.

K. Archival Materials

Though housed in the library, archival materials are collected and managed as a separate entity. Guidelines for the acquisition of these special materials are in a separate document appended to the collection development policy

L. Rare Books

The library does not as a general practice collect rare books. If, however, items are identified in gifts or in the regular collection that are rare, these will be placed in a special collection. These materials would generally be out of print items whose age or physical condition would warrant special treatment and whose subject matter or significance is relevant to the mission of the university.

VI. COORDINATION WITH OTHER LIBRARIES

It is understood that since the first priority for purchasing materials is the support of instructional programs and related interdisciplinary areas, leisure reading materials of the type provided by public libraries (such as popular fiction) will not be purchased on a regular basis.

Since no library can provide all the materials that might be needed for research, the University Library participates in cooperative lending programs with other regional, state, and national libraries and library consortiums. Through interlibrary loan, the library is able to make available to its users materials not found in its collection.

Reciprocal borrowing agreements will be established and maintained with area libraries allowing our faculty and students the use of those libraries. A current list of libraries with which the library maintains borrowing agreements may be found at the information desk.

VII. OTHER CONSIDERATIONS:

The University Library is concerned with the freedom of all members of a democratic society to read, hear, and see what they will in the course of making the social, educational, and political judgements on which that society is based. In view of this freedom, this collection development policy incorporates the principles expressed in the American Library Association's "Library Bill of Rights."

It is also recognized that members of a democratic society have the right to request a review of library material they view as objectionable. Attached to this policy is a censorship policy and a censorship form to be completed by individuals requesting removal of an item from the library's collection.

PART II

Collection Assessment/Allocation of funds

In fulfilling the policies outlined in this document, collection assessment guidelines will be formulated for each academic department in addition to the collection development guidelines already outlined for each.

As the assessment guidelines are applied to each academic area and needs identified, funds will be prioritized and allocated to strengthen collections and fill in gaps. One factor to be considered is present depth of collection for a subject in relation to the level of instruction in that subject, as specified in the departmental collection development guidelines and the accompanying subject lists. Part III defines the collection levels to be utilized. Other factors include recency of copyright date of owned materials, availability of authoritative on-line resources, and cost of resources in that subject.

Academic area collection guidelines and the accompanying assessment guidelines will be subject to change as programs or majors are added or courses are added, deleted, or modified. Criteria for weeding materials in each subject area will be an inherent part of the assessment guidelines.

PART III

Definition of Collection Levels

The collection of library materials will be determined by the use of a defined collection level. This collection level will provide a general guide for the developing intensity of a subject area.

Collection levels are as follows:

LEVEL 0: Nothing is collected in this subject area.

LEVEL 1--MINIMAL: Provides general information. Library materials collected at this level will include basic reference sources such as general encyclopedias, dictionaries, almanacs, and atlases. These sources will be updated every three to five years or sooner as information needs change.

LEVEL 2--BASIC: Provides general subject area information. Library materials collected at this level will include basic subject reference sources. These sources will be updated every three to five years or sooner as newer editions are published or as information needs change. A few selected general periodicals and a general periodical index will be available.

LEVEL 3A--INSTRUCTIONAL/STUDY: Provides support for an undergraduate curriculum in the areas of GENERAL EDUCATION COURSES, INTRODUCTORY SUBJECT COURSES, AND OTHER COURSES REQUIRED FOR AN ASSOCIATE DEGREE. Library materials collected at this level will include selected monographs that will provide introductory or survey information on a subject. Basic subject bibliographies will be available. Selected general periodicals and a few major subject field periodicals will be provided. A general periodical index and selected subject area periodical indexes will be provided.

LEVEL 3B--INSTRUCTIONAL/STUDY: Provides support for an UNDER-GRADUATE DEGREE PROGRAM IN A SPECIFIC SUBJECT FIELD. A wide range of monographs will be available pertinent to a subject field. A representative selection of periodicals for a subject field and subject area periodical indexes will be available. Access to subject searching in online databases will be available.

LEVEL 4--RESEARCH: Provides support for a MASTER'S DEGREE PROGRAM, INDEPENDENT STUDY, AND UNDERGRADUATE SEMINAR COURSES. An extensive monograph collection in a subject field that will include a subject field's history, research, trends, issues, etc. Selected professional journals, and subject area periodical indexes, abstracts, and bibliographies will be available. Access to subject searching in online databases will be available.

LEVEL 5--COMPREHENSIVE: Provides support for GRADUATE PROGRAMS. Materials collected will include primary sources, specialized monographs and periodicals.

CENSORSHIP POLICY

A request to remove material from the library for reasons other than stated in the collection development policy will be handled according to the steps that follow:

- Step 1:** The individual requesting removal of library materials will be referred to the appropriate section of the Library Bill of Rights and to the withdrawal/weeding section of the collection development policy.
- Step 2:** A censorship form will be completed by the individual requesting removal of the material. This form allows the individual to state his or her opinion about the material.
- Step 3:** The public services librarian will review the censorship form. Next, this librarian will consult with the collection development librarian on the collection development policy for selection and withdrawal/weeding for subject matter in question. Finally, an examination of the specific portion of the material found to be objectionable will be made .
- Step 4:** The dean of library services will review the censorship form using the same procedure as the public service and the collection development librarians. As deemed necessary the library policies committee will be consulted for recommendations in handling this request.
- Step 5:** The provost will review the censorship form using the same procedure as described in Steps 3 and 4.
- Step 6:** The president of Southwest Baptist University will review the censorship form using the same procedure as described above in Steps 3 and 4.
- Step 7:** The Board of Trustees (final authority) will review the censorship form using the same procedure as described in Steps 3 and 4.

The request may be resolved at any step during this policy procedure.

**PATRON'S REQUEST
FOR CONSIDERATION OF LIBRARY BOOK MATERIAL**

Request initiated by: _____ Phone: _____

Address: _____

City _____ State _____ Zip Code _____

Title _____ Books _____ Other _____

Author _____

Publisher _____ Date _____

Do you represent:

_____ Yourself

_____ An Organization (Name) _____

_____ Other Group (Name) _____

1. To what in the book do you object? (Please be specific; cite page.)

2. What do you feel might be the consequences of reading this book?

3. For what age group would you recommend this book?

4. Is there anything good about this book?

5. Did you read the entire book? _____ If no, what parts did you read? _____

6. Are you aware of judgment by literary critics or authorities in the field of knowledge to which this book pertains?

_____ Yes _____ No

7. What review of this book have you read? _____

8. What do you believe is the theme of this book? _____

9. What would you like you library to do about this book?

_____ Withdraw it from all readers/students

_____ Send it back to the appropriate academic department for re-evaluation.

10. In its place, what book of equal literary quality would you recommend that would convey as valuable a picture and a perspective of the subject treated? _____

Signature of Complainant _____ Date _____

SOUTHWEST BAPTIST UNIVERSITY LIBRARY
GIFT INFORMATION

Comment:

The Library welcomes gifts of materials. Donated materials enrich and enhance the quality of the library's collection. Your interest in the development of the University Library's resources is greatly appreciated. Materials received as gifts can be as important as items which are purchased, and as such, they are given the same degree of care and consideration as are purchased items.

Donations are accepted with the understanding that the materials become the property of the University Library. Gifts must be unqualified; once given to the library, they will not be returned to the donor. The Library may keep or dispose of materials at its discretion. Donated materials are considered for any location within the University Library system. First preference will be given to the location accepting the gift.

The establishment of the gift's value for tax purposes is the responsibility of the donor. Internal Revenue Service regulations prohibit the Library from providing appraisals of gifts. However, the University Library will, upon request, provide the donor with a list of the donated materials. An exception will be materials that present a health hazard (such as mold growth) which will be disposed of without listing.

If you wish to obtain a statement from the University Advancement Office for tax purposes, you will need to furnish them a list of your donation along with the value of that donation no later than December 1.

- **Do you wish to receive a list of the materials donated?** Yes _____ No _____
- **Do you wish any book volume gift plated?** Yes _____ No _____
If yes, **please print** in the space below how the information should appear on the gift. (Example: In memory of John Doe; In honor of Joe Jones, etc.)

I have read the above statement: (Please print)

Donor

Name:

Address: _____

Donor

signature: _____

Accepted for the library by: _____

Date: _____

Effective 7/1/99
(Original retained by library, 1 copy to donor.)

June 16, 2000

«AutoMergeField»
«AutoMergeField1»
«AutoMergeField2»

Dear «AutoMergeField3»:

Thank you very much for your generous gift to the Southwest Baptist University Library. Your gift will richly enhance the quality of education on our campus. The federal government encourages your generosity by allowing you to deduct your gift on your income tax return. However, as an interested party, we are not allowed to place a value upon your gift. Enclosed you will find a listing of the items donated to the library. If you wish to obtain a statement from the University Advancement Office, you will need to furnish them a list of your donation along with the value of that donation no later than December 1, _____.

Generally, gifts of tangible personal property (such as books) are deductible up to the amount of their fair market value of the date of the gift. For gifts of books valued at less than \$5,000, you may be able to get an estimate of their fair market value by searching the Internet at such sites as www.amazon.com, www.barnesandnoble.com or any other book stores located on the Internet. If you need help doing this, our public services staff has produced a list of online bookstore and other resources you may use to ascertain the value of your donated materials.

For contributions valued over \$500, but less than \$5,000, you must complete Section A of Form 8283; however, contributions of less than \$500 do not require Form 8283 to be filed.

For gifts valued in excess of \$5,000, the IRS requires you to get a "qualified appraisal" and attach an "appraisal summary" to your income tax return. (Section A and B of Form 8283). Contact the University Advancement Office (328-1835) for assistance in completing Form 8283.

Please retain a copy of this letter for your records to help substantiate your contribution. If you should have any further questions regarding the deductibility of your gift, please contact the University Advancement Office at 417-328-1835.

Sincerely,

Betty A. Van Blair, Ed.D.
Dean of Library Services

Enclosure(s)
BAV/jlc

August 13, 2003

« 1 »

Dear « 2 »:

Thank you very much for your gift to the Southwest Baptist University Library. We appreciate your making these materials available to our students, faculty, and staff. Although you did not request a statement for income tax purposes, we do want to acknowledge your gift.

Sincerely,

Betty A. Van Blair, Ed.D.
Dean of Library Services

Enclosure(s)

LIBRARY POLICY ON COPYRIGHT

Southwest Baptist University Library

I. INTRODUCTION

The University Library Copyright Policy is intended to provide information for library personnel as they apply copyright law and the “fair use” guidelines to library transactions. Information for use of various types of copyrighted materials is also presented.

- A.** Classrooms, the Library and most other locations within Southwest Baptist University, including off-campus centers, constitute a place of public performance.
- B.** Signs as specified by the Copyright Law are placed by each photocopy machine, audiovisual reproduction hardware, and computers. These signs indicate that the person using such copying devices is responsible for compliance with the Copyright Law.
- C.** The Library will adhere to Copyright Law (CCL) and Copyright Guidelines (CCG) in making interlibrary loan requests from other libraries as well as filling requests from a borrowing library.
- D.** During Library Orientation sessions students will be informed about the legal and ethical use of copyrighted materials. By providing and informing library users about copyright, the University Library is not responsible for copyright infringements by library users.
- E.** The Dean of the University Library or other authorized personnel are responsible for enforcing the terms of this Copyright Policy.

II. SOLE RIGHTS OF COPYRIGHT OWNERS

The copyright law grants to the owner of a copyright certain rights and privileges. It extends copyright protection to literary works, musical works, dramatic works, pantomimes and choreographic works, pictorial, graphic and sculptural works, motion pictures and other audiovisual works, and sound recordings. Copyright duration is extended to the life of the author plus 70 years. Copyright duration for an anonymous work is extended to 95 years after copyright date. Copyright protection extends to

unpublished as well as published materials by U.S. authors and to unpublished materials by foreign authors. The following specific rights are granted to the copyrighted owner:

- A. To reproduce (usually through a distributor or a publisher) the copyrighted work in copies.
- B. To prepare derivative works based upon the copyrighted work (adaptations, Translations, revisions).
- C. To distribute copies of the copyrighted work to the public by sale or other transfer of ownership, or by rental, lease, or lending.
- D. In the case of motion pictures (and other types of works) to perform or display the copyrighted work publicly.

III. COPYRIGHT COMPLIANCE OF RESERVE MATERIALS

A. Photocopies of Periodical Articles for Reserve Use

Photocopies of article/item(s) may be placed on reserve for one semester without obtaining permission from the publisher if they have met the criteria for spontaneity, brevity, and cumulative effect as defined in the Copyright Fair Use Guidelines.

1. Faculty members should use reasonable judgment in determining the number of copies of an article/item on reserve. The number should be sufficient to allow all students in the class an adequate opportunity to read this reserved material, but please be conservative.
2. The following notice will appear on the first page of the material: "Notice: This material may be protected by copyright law (Title 17, U.S. Code)." A stamp to be used when photocopying to place this statement on the copy is available in the library. The date placed on reserve, the copyright date and name of the copyright holder will also be placed on the first page.
3. All photocopies will be removed from reserve and returned to faculty member(s) at the end of each semester. Each additional semester that these photocopies are placed on reserve requires written permission from the copyright holder to be placed on file with library.

B. Photocopies of Other Materials for Reserve Use

1. Guidelines under I above also apply to Other Materials.
2. Excerpts from long prose works may be copied according to the rules above for periodical articles, with two constraints on length: when multiple copies are made, the excerpt must not be longer than 1000 words or 10% of the work, whichever is less. A minimum of 500 words (one page) must be copied.
3. A complete article, story or essay may be copied following the guidelines for periodical articles above. If multiple copies are made, the length of the document copied must be less than 2500 words.
4. A complete poem may be copied following the guidelines for periodicals above. When multiple copies are made, the poem must be less than 250 words and two pages or less in length. Multiple copies of a excerpt of 250 words or less from a longer poem may also be made within these guidelines.

C. Media Materials for Reserve Use

1. Library resources in media and computer formats may be placed on reserve.
2. Departmental or personally owned media or computer materials may be placed on reserve only in their original formats. No copies of these materials are legal except as described in item C below.
3. Sound recordings owned by an educational institution may have one copy in use when the original is stored for archival purposes. Such a copy may be placed on reserve when this condition is met. (If more than one copy is duplicated for classroom use, the teacher will provide written permission of copyright clearance for duplication .)

IV. GUIDELINES FOR PHOTOCOPYING FOR INTERLIBRARY LOANS

All interlibrary loan functions shall be directed by and in compliance with the Copyright Law and its guidelines. In order to accomplish this compliance, the library will adhere to the copyright guidelines in regard to CCG and CCL.

A. GUIDELINES (CCG) based on Section 108(g) (2) of the Copyright Guidelines:

1. The requesting library shall indicate compliance with CCG:
2. When the requesting library has observed the quantitative restrictions set forth in guideline #1, (that is, no request for more than five articles per copyrighted periodical title), or
3. When the requesting library has in force or has entered an order for a subscription to a periodical or has entered an order for a copy of any other copyrighted work, (that is, the five article limit may be exceeded if a current subscription to that title has been ordered, or
4. When the requesting library owns the material to be copied and would have been able, under section 108 of the Copyright Law, to supply the requested copy from materials in its own collection had such materials been reasonably available.

B. GUIDELINES (CCL) based on other provisions of the Copyright Law:

The requesting library shall indicate compliance with CCL:

1. When the requested copy becomes the property of the user:
 - a. If the request is for an entire work or substantial part of a work where the requesting library has determined that a copy cannot be obtained at a fair price;
 - b. If the request is for a copy of a book, periodical material, or musical material made for a teacher in conformity with the applicable Copyright Law and guidelines;
 - c. When the requesting library believes, because of the circumstances of the request, that the reproduction and distribution of the copy is in "fair use";
 - d. When the requested photocopy is a copy of the kind of material described in section 108(d) but published earlier than five years prior to the date of the request and, therefore, not covered by the copyright guidelines;

- e. When the requested material is not subject to the reproduction rights granted by section 108 (i.e. is a musical work, a pictorial, graphic, or sculptural work, or a motion picture or other audiovisual work dealing with the news), but the requesting library believes that, because of the circumstances of the request, the reproduction and distribution of the copy would be in "fair use."
2. When the requested copy becomes a part of the collection of the requesting library:
 - a. If the request is for a facsimile copy of a published work requested solely for replacement of a damaged, deteriorating, lost, or stolen copy of a work, and the requesting library had determined, after reasonable investigation, that an unused replacement is unavailable at a fair price;
 - b. Where, because of circumstances of the request, the requesting library believes that the reproduction and distribution of the copy would be a "fair use."

C. Additional Guidelines

1. Maintain records of all periodical requests it makes to other libraries for a Duration of three years in order to document its compliance to the Copyright Law and its guidelines.
2. Reserve the right to turn down any interlibrary loan request if, in our opinion, it violates the Copyright Law and its guidelines.
3. The front page of all ILL (Interlibrary Loan) articles will be stamped with the copyright compliance stamp.

V. COPYRIGHT AND MEDIA

A. Guidelines for Off-air Taping

The GUIDELINES FOR OFF-AIR TAPING reflect a consensus as to the application of "fair use" concerning the recording, retention and use of television programs for educational purposes. The reason for the establishment of guidelines provides standards for both owners and users of copyrighted television programs.

These guidelines were developed by the House Subcommittee on Courts, Civil Liberties and Administration of Justice chaired

by Rep. Robert Kastenmeier (D-WI). General taping guidelines developed by this committee in 1981 are as follows:

1. Guidelines were developed to apply only to off-air recording by nonprofit education institutions.
2. Broadcast programs may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable transmission) and
3. retained by a nonprofit educational institution for a period of not to exceed the first forty-five consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television station for reception by the general public without charge.
4. Off-air recordings **may be used once** by individual teachers in the course of relevant teaching activities, and **repeated once only** when instructional reinforcement is necessary in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction during the first ten consecutive school days in the forty-five day calendar day retention period. "School days" are school session days--not counting weekends holidays, vacations, examination periods, or other scheduled interruption--within the forty-five calendar day retention period.
5. Off-air recordings may be made and used only by individual teachers, and may not be regularly recorded off-air more than once by the same teacher, regardless of the number of times the program may be broadcast.
6. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers.
7. After the first ten consecutive school days, off-air recordings may be used up to the end of the forty-five calendar day retention period only for teacher evaluation purposes, i.e., to determine whether or not to include the broadcast program in the teaching curriculum, and may not be used in the recording institution for student exhibition or any other non-evaluation purpose without authorization.

8. Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.
9. All copies of off-air recordings must include the copyright notice on the broadcast program as recorded.
10. Educational institutions are expected to establish appropriate control procedures to maintain the integrity of these guidelines.

B. "Home Use Only" Labeling of Commercial Videotapes

Videocassettes and film labeled "Home Use Only" may be used in a classroom within a nonprofit educational institution as long as it is part of "face to face" teaching activities. The use must be part of the instructional program and cannot be shown for recreation or entertainment. SECTION 110 (1) of the Copyright Law exempts the classroom use of a lawfully manufactured and obtained copy of a motion picture from the public performance rights reserved to the copyright holder. This section of the law states:

Notwithstanding the provisions of Section 106, the following are not infringements of copyright:

Performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution in a classroom or similar place devoted to instruction, unless in the case of a motion picture or other audiovisual work, the performance, or the display of individual images, is given by means of a copy that was not lawfully made under this title, and that the person responsible for the performance knew or had reason to believe was not lawfully made.

With respect to where a motion picture or videocassette may be shown, the term "classroom or similar place" is defined on page 82 of House Hearing Report 94-1476 to mean a place which is devoted to instruction and would include a studio, a workshop, a gymnasium, a training field, a library, the stage of an auditorium or the auditorium itself, if actually used as a classroom for systematic instructional activities.

C. **Copyright Guidelines For Educational Uses of Music**

1. **Permissible Uses**

- a. Emergency copying to replace purchased/ordered copies which for any reason is not available for an imminent performance provided purchased replacement copies shall be substituted in due course. Emergency copies will be destroyed.
- b. For academic purposes other than performance, single or multiple copies of excerpts of works may be made, provided that the excerpts do not comprise a part of the whole which would constitute a performable unit such as a selection, movement or aria, but in no case more than 10% of the whole work. The number of copies shall not exceed one copy per pupil.
- c. For academic purposes other than performance, a single copy of an entire performable unit (section, movement, aria, etc.) that is, (a) confirmed by the copyright proprietor to be out of print or (b) unavailable except in a larger work, may be made by or for a teacher solely for the purpose of his or her scholarly search or in preparation to teach a class.
- d. Printed copies which have been purchased may be edited or simplified provided that the fundamental character of the work is not distorted or the lyrics, if any, altered or lyrics added if none exist.
- e. A single copy of recordings of performances by students may be made for evaluation or rehearsal purposes and may be retained by the educational institution or individual teacher.
- f. A single copy of a sound recording (such as a tape, disk or cassette) of copyrighted music may be made from sound recordings owned by an educational institution or individual teacher for the purpose of constructing aural exercises or examinations and may be retained by the educational institution or individual teacher. (This pertains only to the copyright of the music itself and not to any copyright which may exist in the sound recordings.)

2. Prohibitions

- a. Copying to create or replace or substitute for anthologies, compilations or collective works.
- b. Copying of or from works intended to be "consumable" in the course of study or of teaching such as workbooks, exercises, standardized tests, answer sheets and like material.
- c. Copying for the purpose of performance, except as in I. A and B above.
- d. Copying for the purpose of substituting for the purchase of music, except as in I. A and B above.
- e. Copying without inclusion of the copyright notice which appears on the printed copy.

VI. PERMISSION TO MAKE COPIES

A. Request Format for Print Materials

The format of a permission letter should include:

1. The title, author, editor, or compiler, and the edition used.
2. The exact amount of material to be used, page numbers and a photocopy of the material requested, if possible.
3. A reference to the contact person by name in the letter if the initial contact was made by phone, email, etc.
4. The nature of the use, including when the material will be used, whether on- or off-campus, and whether in classrooms or in promotional mailings, etc.
5. The number of copies to be made.
6. How the material will be reproduced (ditto, off-set, photocopy, etc.).

7. ***BE SURE THAT YOU KEEP A COPY FOR YOUR FILES.***

B. Request Format for Videos

The format of a permission letter is similar to the one used for print materials with a few exceptions. Also include the information that follows:

1. Type of reproduction (1/2", 3/4").
2. If only a portion of the tape is required, then name section and minutes of portion.
3. Number of copies.
4. Nature of use, specific class and class size, if possible, and nature of transmission, whether closed circuit (CCTV) or instructional fixed service (ITFS).
5. If initial contact was made by phone, email, etc., refer to contact in letter.
6. **BE SURE THAT YOU KEEP A COPY FOR YOUR FILES.**
7. The permission letter should be sent on school letterhead.

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DISASTER PREPAREDNESS POLICY

Southwest Baptist University Library

I. Introduction

Disasters can, and do, happen in libraries. Knowing what to do prior to, during, and after emergencies can prevent panic, protect lives, and lessen the severity of damage to library materials.

II. Disaster Team

- A.** A disaster preparedness team will be appointed by the Dean of Library Services. The team will serve as a liaison with other emergency service agencies. This is an on-going appointment and a member will serve until:
 - 1. he or she resigns that appointment
 - 2. is removed by the Dean of Library Services.

- B.** The responsibilities of team members are:
 - 1. to meet and review the procedures manual at least once annually
 - 2. keep the disaster preparedness manual up-to-date
 - 3. see that appropriate personnel receive up-to-date copies of the manual
 - 4. report to the Dean any changes made to the manual for dissemination
 - 5. to arrange for disaster preparedness training for staff members as necessary.

III. Disaster Preparedness Manual

- A.** Coverage:
 - 1. prevention measures
 - 2. personal safety
 - 3. salvage of library materials

- B.** Location of the manual:
 - 1. all full-time staff members' desks
 - 2. the Library Dean's office
 - 3. the residence of the Dean and of all team members
 - 4. Physical Plant, with the individual responsible for coordinating disaster response.

IV. Implementation

Staff members are responsible for becoming familiar with the manual, and in case of emergency, for implementing procedures outlined therein.

LIBRARY MATERIAL FINES AND/OR CHARGES POLICY

SOUTHWEST BAPTIST UNIVERSITY LIBRARY

I. Introduction

Persons borrowing materials from the Library are responsible for returning the materials promptly, taking proper care of the materials, and for paying any fines, charges, or replacement costs that result from overdue, non-returned, or damaged materials.

II. Notices

Notices are sent as a courtesy to any borrower who has overdue material or other charges. Regardless of whether the notice(s) reach the borrower, the borrower is responsible for returning all borrowed material and paying any fines or charges resulting.

III. Material NOT Returned Properly

Borrowed materials must be returned to the proper area. Media materials are to be returned to the area from which they were checked out. All other materials are to be returned to the circulation desk when the library is open and to the book drop outside the library after hours.

IV. Responsibility

The person whose ID/library card is used to check out library materials will be responsible for the prompt return of the borrowed material and in the event of overdue, non-returned, or damaged materials, that person will also be responsible for payment of any fines or charges.

V. Fines and Charges

A. All fines and charges are per item.

B. Fines for overdue materials are calculated by the library system. Current rates will be posted at the circulation desk.

- C. Fines on materials returned prior to reaching the maximum fine are to be paid at the circulation desk. Any fines not paid in full by the date advertised near the end of the semester will be charged to the student's account with a \$2.00 processing fee added.
- D. When the billing notice is issued, the student's account will be charged the replacement cost of each item, the maximum fine for each item and a processing fee for each item.
- E. Fines and processing/handling charges are non-refundable. Charges for replacement costs may be refunded if the material is returned to the library in good condition and the student's account is still active.
- F. The replacement cost of damaged or non-returned SBU materials will be the average costs (by subject field) taken from the most recent copy of The Bowker's Annual Library and Book Trade Almanac. Exceptions are:
1. For Christian Education Resource Lab materials and Missouri Documents, the replacement charge per item will be \$10.00.
 2. For file items, such as vertical file, curriculum file, etc., the replacement charge per item will be \$1.00.
 3. Media materials, equipment and other items not covered above will be charged an actual replacement cost as determined by library personnel.
 4. Lost or non-returned items that are not SBU materials will be charged a maximum fee of \$120.00 per item.
- G. At the end of each semester, students have a deadline for returning library materials. Materials which are not returned by this date will be treated as lost items and charged to the student's account in the following manner:
1. The student will be charged for the replacement cost of each item.
 2. The student will be charged a non-refundable \$10.00 processing fee for each item.
 3. The student will be charged a maximum fine for each item. (See current posting for maximum fees.)
 4. Items returned after charges are sent to accounting will be credited for the replacement cost only. Processing fees and fines are non-refundable.
 5. Refund for replacement cost will be credited to the student's account if still open.

- VI. Patron will not be allowed to check out library materials if they have reached their maximum number of overdues or fines as designated by their patron status.

- VII. Borrowers who have been fined or charged but disagree with the findings of the library staff may appeal. See the Library Appeals Procedure.

FOOD POLICY

SOUTHWEST BAPTIST UNIVERSITY LIBRARY

I. Purpose

The library food policy has been developed to protect library materials, furnishings and equipment from damages due the presence of food and drink, including water and candy, in the library.

II. Public Areas

Public areas are those areas available for use by the general public including rest rooms, study rooms, classrooms and labs.

- A. No food or drink is permitted in the public areas of the library.
- B. Failure to comply with the University Library Food Policy may result in the following:
 - 1. Individuals eating and/or drinking in the library will be asked to
 - a. dispose of the item(s) immediately,
 - b. yield item(s) to library personnel, or
 - c. leave the library immediately.

Security or administrative personnel will be called for individuals who are uncooperative or become belligerent.

- 2. In the event of food and/or drink damage to library materials, furnishings, equipment, etc. due to noncompliance to this policy, the individual(s) will be responsible for costs of replacement, repair or clean-up of damaged item(s).

III. Nonpublic Areas

Nonpublic areas are those areas available to library personnel but not the general public.

- A. No food or open drink containers are permitted at or near computer terminals, library materials being processed or in view of the general public. No-spill containers for drinks would be acceptable.
- B. The staff lounge is the acceptable area in which to keep food and drink items. Each person is responsible for cleaning their eating area and washing their eating utensils after eating.

- C. Food or drink should not be carried through public areas of the library to the lounge unless it is in a paper bag or box.
- D. Library functions that require food will take place in the staff lounge or conference room.
- E. Failure to comply with the University Library Food Policy may result in the following:
 - 1. Disciplinary action may be taken.
 - 2. In the event of food and/or drink damage to library materials, furnishings, equipment, etc. due to noncompliance to this policy, the individual will be responsible for costs of replacement, repair or clean-up of damaged item(s).

Southwest Baptist University Library Guest Patron Policy

Introduction

The Southwest Baptist University is a private academic institution. Although the mission of the library is to serve the students, faculty and staff of the University, the library allows guest patrons the use of some library resources. All University and Library policies apply to guest patrons using the library facilities, services or resources. The University Library reserves the right to revoke or restrict guest patron privileges.

Non-competition

Guest access to information provided by the University Library is not intended to compete with information services offered by other public, private or commercial institutions or organizations in the community or region. The University Library encourages guest patrons to utilize other information providers, such as the local public library, to avoid undermining the viability of such institutions or erode their support base. Therefore, it is the policy of the University Library to refer guest patrons to other such information providers when appropriate. Information services, such as those available on the Internet and through other new and emerging technologies, are not a substitute for the same services offered by local businesses, local libraries or schools. Rather, any information accessed by guest patrons through the SBU Library is meant to complement that which is available through other service providers already available to the general public.

Guest Patron

Definition

A "guest patron" is defined as a person who is not currently enrolled as a student at SBU or currently employed at SBU who has been granted library privileges as described in this policy. The various guest patron categories are defined as follows:

Adult - persons 18 years of age or older; residing in a library district that has entered into a reciprocal agreement with the SBU Library; having a current public library card; and being in good standing with their public library in regard to fines, charges, overdues, etc.

Affiliated Organization Member - persons employed by an organization that is formally affiliated with SBU, such as St. John's Health Systems.

Area College Student - students currently enrolled in institutions which are members of the Southwest Missouri Academic Library Cooperative (reciprocating college and university libraries included in the current contractual agreement on file in the dean's office).

Employee Spouse - the spouse of a current employee of SBU.

Employee Dependent - a dependent child (under 18) of a current employee of SBU.

Juvenile/Minor- persons under 18 years of age, residing in a library district that has entered into a reciprocal agreement with the SBU Library; having a current public library card; and being in good standing with their public library in regard to fines, charges, overdues, etc.

Guest Privileges

Use of Facilities - use of the public areas of the library facility is available for guest patrons using SBU library resources.

Library Materials Checkout - guest patrons may check out library materials according to their current status on the automated library circulation system. Some materials are not available for guest use.

Use of Computers - guest patrons may use the designated computers for research purposes that are not in conflict with the University Technology Policy, state or federal law, or other university/library policies. Use of the computers is dependent upon availability and may be restricted to certain computers and by other factors such as time limits. Some activities are prohibited. These activities include, but are not limited to: e-mail; chat; games; business or commercial activities; illegal activities; accessing pornography; hacking or otherwise attempting to enter, destroy or manipulate computer files or systems; or use of prohibited software.

Printing from the research computers is only available to guest patrons who have received a login/password as part of their library privileges. There is a fee for printing.

Specific issues related to computer use by juvenile patrons will be addressed later in this policy.

Reading/Study Areas - these areas may be available to guest patrons for study and research purposes if not otherwise in use, or needed, by SBU students, faculty or staff. Some reading/study areas are only available to patrons who are using University Library resources. For more information about study areas see the *SBU Library Study Room Policy*.

Photocopy Machines - self-service photocopiers are available for a small fee per copy.

Reserve Materials - these materials are not available for access by guest patrons except by special prior arrangement through the office of the Dean of University Libraries.

Archives - guest patrons may request assistance with archive materials, as described in the current *University Archives Preservation and Access Policy*. Provision of such

assistance is dependent upon the nature of the request and the availability and workload of archives personnel. Genealogy requests are not accepted. The University Archives collection uses a call system and is not available for browsing.

Media Services - guest patrons are allowed to use non-print media items in the media services lab only. Guest patrons are not allowed to check-out media equipment with the exception of a few specific items necessary to use materials in the media lab.

Guest Privilege Restrictions

Access Priority

First priority access is given to SBU students, faculty or staff in terms of use of library facilities, services or resources. Therefore, guest patrons should immediately yield access to any SBU students, faculty or staff who are in need of library facilities, services or resources.

Number of Items

The automated library circulation system will indicate the number of items a guest patron may check-out.

Reserve Materials

Reserve materials are not available for access by guest patrons except by special prior arrangement through the office of the Dean of University Libraries.

Interlibrary Loan

Interlibrary loan services, including materials requested through the Southwest Academic Network and MOBIUS, are not available to guest patrons.

Guest Patron Obligations & Responsibilities

Guest patrons acquire obligations and responsibilities, as well as privileges, when entering into a guest patron agreement with the University Library. This section describes some of the obligations and responsibilities.

Library Card - to be considered for guest patron status, persons applying for a guest patron card must:

- a. pay the current application fee;
- b. fill out the appropriate application form(s);
- c. show a current identification card (such as a drivers license);
- d. agree to accept collect calls related to overdue books, fines, charges, etc., and
- e. show any required cards from other libraries or institutions.

If the application is approved, the card will be mailed to the patron. **The library reserves the right to refuse application of patron.** Guest patron library cards are issued for the period of one year.

Card Renewal - Guest patrons may renew their cards (if in good standing) if the renewal process is completed before the deadline designated by the University Library. The renewal will be for one year.

Card/Account Security - The guest patron is responsible for the security of the card, including refraining from loaning their card to any other person. Breach of this security requirement may result in loss of guest patron privileges.

Borrowed Materials - Guest patrons are responsible for returning borrowed materials by the due date. Borrowed materials must be properly taken care of while in the possession of the guest patron. Failure to return borrowed materials on time will result in loss of check-out privileges.

Fines, Charges, Replacement or Repair Costs and Processing Fees - Guest patrons are responsible for all materials checked out on their card. Materials that become overdue, lost or damaged while checked out to the guest patron are the financial responsibility of the patron and must be paid in full.

Cooperation with Library Personnel - All persons using the University Library facilities, services or resources are required to abide by any directives from library personnel and cooperate fully with them.

Behavior - Because of the nature of this institution it is imperative that an environment conducive to study be maintained at all times. Therefore, all library users are expected to exhibit behavior which is appropriate for these surroundings.

Problem Patrons

Inappropriate Behavior - Behavior that is not allowed in the Library includes, but is not limited to:

1. loud or disruptive behavior;
2. destructive behavior;
3. loitering, soliciting or panhandling; or
4. any other behavior which is of a disruptive, deviant, or inappropriate nature.

Library personnel, according to their judgment, will determine what is inappropriate behavior.

Any person in the library who exhibits behavior that is in conflict with this or other university/library policies will be subject to any or all of the following actions:

1. directive to discontinue inappropriate behavior.
2. directive to leave the library facility.
3. subject to intervention by the University Security Department, if deemed necessary by library personnel on duty, and

4. subject to intervention by the local police department, if deemed necessary by library personnel on duty.

Incident Reports - In the event of an incident involving inappropriate behavior, the library personnel on duty will file an incident report and enter the incident on the security log.

Emergency Contacts - All full-time library personnel will be trained to phone the appropriate authorities, if necessary, in the event of an incident with a problem patron.

Theft and Damages - For reference purposes the following section of the Revised Missouri State Statutes regarding library theft and related offenses is included in this policy.

Stealing and Related Offenses Section 570.210

1. A person commits the crime of library theft if with the purpose to deprive, he:
 - (1) Knowingly removes any library material from the premises of a library without authorization; or
 - (2) Borrows or attempts to borrow any library material from a library by use of a library card:
 - (a) Without the consent of the person to whom it was issued; or
 - (b) Knowing that the library card is revoked, canceled or expired; or
 - (c) Knowing that the library card is falsely made, counterfeit or materially altered; or
 - (3) Borrows library material from any library pursuant to an agreement or procedure established by the library which requires the return of such library material and, with the purpose to deprive the library of the library material, fails to return the library material to the library.
2. It shall be prima facie evidence of the person's purpose to deprive the library of the library materials if, within ten days after notice in writing deposited as certified mail from the library demanding the return of such library material, he without good cause shown fails to return the library material. A person is presumed to have received the notice required by this subsection* if the library mails such notice to the last address provided to the library by such person.
3. The crime of library theft is a class C felony if the value of the library material is one hundred and fifty dollars or more; otherwise, library theft is a class C misdemeanor.

(L. 1986 S.B. 450) Effective 3-17-86

Minors

For the purposes of this policy, a minor (or juvenile) is defined as an "unemancipated minor" as stated in the Revised State Statutes of Missouri.

Personal Safety - The Library facilities are designed for adult-aged college student, faculty and staff use. The Library allows other persons, not otherwise currently enrolled in or employed by SBU, to use the facilities for legitimate research purposes that are not in conflict with state or federal laws or university or library policies. Therefore, it is impossible to predict who a minor may come into contact with while in the library facility. Also, it is impossible to predict what types of age-appropriate or inappropriate information resources the minor may come into contact with while in the Library. For the protection and safety of the minor, parents or guardians are responsible for accompanying, supervising and ensuring the safety and well-being of the minor.

Library personnel, while concerned about the safety and security of all patrons, are not responsible for monitoring the safety of individual patrons. Further, library personnel cannot ensure the personal safety and well-being of minors who enter the Library facility.

Therefore minors 16 years of age or younger will not be allowed to be in the library facilities unless:

1. they are accompanied by a parent, guardian or school teacher, or
2. they can demonstrate that they are on-task with a specific school assignment or project at all times while in the Library, and
3. they are accompanied by a parent, guardian or school teacher if using Internet resources other than the SBU Library catalog or research databases subscribed to by the Library.
4. they are in compliance with all applicable University and Library policies.

Unaccompanied Minors - The collection of materials in the University Library is designed for a mature academic community. Therefore, it is particularly important that minors be accompanied and supervised by a parent or guardian while accessing library resources. Though the University Library may provide access to some appropriate research materials that could be useful for some school assignments or projects, the major focus of the resource collection of the library is in support of the academic programs of the University.

Recreational use of the Internet, and computers in general, is prohibited to minors. For additional information related to computer use, see the section "Use of Computers" earlier in this policy.

Neither the library personnel, the Library nor the University will be responsible for accident or injuries. Nor will library personnel, the Library or the University be responsible for any other aspect of the minor's health or well-being, whether accompanied or unaccompanied by a parent, guardian or teacher, while using the Library facilities or library resources.

Inappropriate Behavior - Any minor exhibiting behavior that conflicts with this or other university/library policies will be subject to any or all of the specific responses listed under the earlier section of this policy entitled, "Problem Patrons: Inappropriate

Behavior." Additionally, in case of problem behavior from minors, library personnel may:

- a. request that the minor present identification, name of parent or guardian and their contact phone numbers;
- b. attempt to contact the parent or guardian; and/or
- c. ask the minor to leave the facility.

Library personnel are encouraged to contact SBU Security or the Bolivar City Police Department, should the need arise, to notify them of possible neglect of parental responsibilities (see the *Revised State Statutes of Missouri* 210.11 (8) "Neglect", failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education as required by law, nutrition or medical, surgical, or any other care necessary for the child's well-being; and (11) "Those responsible for the care, custody, and control of the child", those included but not limited to the parents or guardian of a child, other members of the child's household, or those exercising supervision over a child for any part of a twenty-four-hour day. Those responsible for the care, custody and control shall also include any adult who, based on * relationship to the parents of the child, members of the child's household or the family, has access to the child.)

Parent or Guardian Responsibilities - In addition to the basic responsibilities parents and guardians bear for the safety and well-being of minors, the *Revised Missouri State Statutes* also state that they bear responsibility for any damages caused by the minor (see *Revised State Statutes of Missouri* 537.045. 1. The parent or guardian, excluding foster parents, of any unemancipated minor, under eighteen years of age, in their care and custody, against whom judgment has been rendered for purposely marking upon, defacing or in any way damaging any property, shall be liable for the payment of that judgment up to an amount not to exceed two thousand dollars, provided that the parent or guardian has been joined as a party defendant in the original action. The judgment provided in this subsection to be paid shall be paid to the owner of the property damaged, but such payment shall not be a bar to any criminal action or any proceeding against the unemancipated minor for such damage for the balance of the judgment not paid by the parent or guardian.

Toddlers & Babies

Disruptive Behavior - In order for the Library to accomplish its mission in support of the university's mission, it is necessary for the Library to maintain a quiet environment for study. Parents of babies or toddlers must respect the needs of others when using this facility. Crying, loud chatter, etc., are disruptive to the overall atmosphere. Parents must comply with this policy by keeping small children quiet and under very close supervision. Parents of children who are causing a disturbance or disruption must take the child out of the library until the child is quiet.

Feeding - Parents may not feed children while in the library facility (see *Library Food Policy*). Parents who need to feed their children must take the child out of the library to feed them.

Denial, Restriction or Loss of Library Privileges

Guest patrons who abuse their privileges or who otherwise fail to comply with this policy or directives from library personnel regarding inappropriate behavior or inappropriate use of library facilities, services or resources, may:

1. be denied application for guest patron status,
2. have restrictions placed on any or all guest privileges, or
3. have any or all their guest privileges revoked.

Such actions are taken at the discretion of the University Library personnel.

MEDIA SERVICES EQUIPMENT POLICY

Southwest Baptist University Library

The main purpose of the Media Services Department is to support the academic program of the university, therefore, the Media Services Department distinguishes between the following uses of media equipment in order of priority:

- I. ACADEMIC USE: This refers to the use of media equipment, either on the main campus or one of the off-campus centers, for teaching purposes by faculty and teaching staff. No charges are made for this type of usage.
 - A. Ordinarily, equipment use is for a short term. Exceptions may be made especially if a department needs a particular item of equipment for a semester.
 - B. Equipment for classroom use is available in all of the buildings. There is a person in charge of equipment reservations in every building and the Media Services department can help you identify this person.
 - C. Students may check out equipment for use in the Media Services area including the Media Production Lab and Television Studio. Students may also check-out equipment for a 24-hour period provided it is for a class project. This type of use must be approved by a Media Services supervisor and must be reserved in advance.
 - D. All equipment circulating from the Media Services Department must be reserved in advance. Some equipment requires specialized set-up and may require a student worker to operate.

- II. UNIVERSITY USE: This refers to the use of media equipment for on-campus, university sponsored activities but with no academic focus either on the main campus or one of the off-campus centers. Examples of uses include use by administrative staff, S.G.A., and faculty sponsored extra-curricular activities. No charges are made for this type of usage.
 - A. Equipment checked out for non-academic use is subject to recall, with class related needs having top priority.
 - B. No equipment may be used in the dorms.
 - C. All equipment circulating from the Media Services Department must be reserved in advance and must be approved by a Media Services supervisor. Some equipment requires specialized set-up and may require a student worker to operate.

III. NON-UNIVERSITY USE: This refers to the use of equipment by faculty and staff for non-university use either on the main campus or one of the off-campus centers. Example uses include faculty or staff speaking at clubs, or presenting at various conferences or meetings. Students are not allowed to check out equipment. Charges are not made for this type of usage, but equipment is only available if it is not needed for academic use.

- A. Equipment checked out for non-university use is subject to recall, with class related needs having top priority.
- B. Some items are designated for “ON CAMPUS USE ONLY”.
- C. All equipment circulating from the Media Services Department must be reserved in advance and must be approved by a Media Services supervisor.

IV. EQUIPMENT RENTAL: This refers to equipment rented to outside organizations through the University Conference Center on the main campus. There are established prices for the rental of media equipment and a list of current prices is available in the Media Services department.

- A. Equipment rented out through the University Conference Center is subject to availability and recall, with class related needs having top priority.
- B. Any equipment rented out through the University Conference Center is designated for “ON CAMPUS USE ONLY”.
- C. All equipment circulating from the Media Services Department must be reserved in advance and must be approved by a Media Services supervisor.

V. TELEVISION STUDIO AND EQUIPMENT: This refers to the equipment housed in the Television Studio in the University Library on the main campus. This equipment is only available to students who are currently enrolled in or who have completed Television Production classes. Faculty and staff may utilize equipment only after they have completed sufficient training. Students who have completed Television Production classes and are currently enrolled at SBU may utilize the equipment only after approval by a Media Services supervisor. This equipment is not available for non-student use.

**MEDIA SERVICES EQUIPMENT RENTAL PRICES
&
BILLING PROCEDURES**

Equipment Rental Prices

The following is a list of prices for media equipment rented to outside organizations through the University Conference Center.

| | |
|----------------------|----------|
| Data/Video projector | \$50/day |
| TV/VCR | \$35/day |
| Overhead projector | \$10/day |
| 35mm slide projector | \$8/day |

Billing Procedures

1. The University Conference Center representative will contact the Media Services department to reserve the necessary equipment.
2. The Media Services department will make the necessary reservation along with obtaining the name of the party to be billed and the length of the rental.
3. When the rental period is complete, Media Services will issue an invoice to the University Conference Center listing:
 - a. Party to be billed
 - b. Name of each piece of equipment rental along with rental price
 - c. Total cost of equipment rental
 - d. Account number information where rental fees are to be deposited.
4. Copies should be sent to the University Conference Center and the Dean of the University Library. One copy should be kept in Media Services for a record of the transaction.

STUDY ROOM POLICY

Southwest Baptist University Library

The University Library Study Room Policy has been developed to provide guidelines that will ensure fair and appropriate use of the study rooms in the University Library. Priority will be given to current SBU students, faculty and staff.

I. Usage

- A. Study rooms in the University Library will be used for research, study or activities that require use of library materials or study that relates to SBU classes.
- B. Users of the University Library study rooms must have a current and valid SBU I. D. / guest patron library card for the University Library and be a patron in good standing as defined by their patron status.
- C. Study rooms may be used by an individual or groups of 2-4 persons as defined above between the hours of 8:00 a.m. and 5:00 p.m. After 5:00 p.m. use of the study rooms will be limited to currently enrolled students at Southwest Baptist University, and priority will be given to groups of 3-4 SBU students.
- D. Study rooms may be reserved for periods of 30 minutes to 2 hours.

II. Scheduling

- A. Study room reservations may be scheduled by phone or in person at the Circulation/Reserve Desk.
- B. Study room reservations may be scheduled for up to but not over a week in advance.
- C. Study room reservations may not be reserved for a specific time for an entire semester.
- D. Patrons should cancel their study room reservation if they cannot come so that rooms may be rescheduled.
- E. Patrons not arriving within 15 minutes after their beginning reservation time may lose their room reservation.

- F. Persons reserving time in the study rooms must give the names of each person in the group.
- G. One person in the group must be responsible for checking out a key to the room and for seeing that the key is returned at the proper time.
- H. Keys will be issued as a 2- hour reserve item and reserve fines are applicable. Persons not returning keys will be charged a \$50.00 replacement cost for the key.

III. Other Regulations

In addition to the above statements, the following regulations also apply.

- A. Lights will remain on inside of the study room(s) when in use.
- B. Patrons will not move furniture in and out of the study room(s). Furniture moving is the responsibility of library staff.
- C. All library policies for public areas of the library such as those prohibiting the consumption of food or drink or the use of tobacco products, etc. will apply to the study rooms and will be enforced.
- D. Rooms will remain unlocked when in use and locked when not in use.
- E. Study rooms are not soundproof. No noticeable noise should be heard outside these room(s).
- F. Failure to comply with the University Library Study Room Policy may result in the following:
 - 1. Disciplinary action may be taken.
 - 2. In the event of damage to the library study room(s), the individual(s) who checks-out the key will be responsible for costs of replacement, repair or clean up of damages.

POLICY ON PROVIDING SUPPLIES FOR LIBRARY PATRONS
Southwest Baptist University Library

I. Introduction

In order to make our library resources more accessible to our patrons, the University Library will make some supplies available for use as appropriate.

II. Service Fee

The patron will pay the service fee at the Circulation/Reserve Desk where a receipt or record will be made for this service.

III. Exceptions

The University Library does not provide office supplies to library patrons.

Harriet K. Hutchens Library

Alumni Access Policy

Introduction

This policy delineates the library services offered to SBU alumni.

Alumni Patron

To qualify for "Alumni Patron" status, the individual must meet the following qualifications:

- 1) has graduated from SBU, with a conferred degree;
- 2) is not currently enrolled in classes at SBU;
- 3) is not a current SBU faculty or staff member;
- 4) is not the spouse or qualified dependent of a SBU faculty or staff member; and
- 5) must meet the requirements to qualify as a guest patron.

(See the guest patron policy for details.)

Service Offered

Alumni patrons will be extended the same services, privileges and responsibilities offered to guest patrons. The annual service maintenance fee will be waived; however, the cost for the issuance of a new or replacement library card will be charged.

Harriet K. Hutchens Library Operating Hours Policy

Introduction

This policy establishes the normal operating hours of the Harriet K. Hutchens Library. It also establishes guidelines for deviation from the normal hours of operation to meet specific or unique situations.

Normal Operating Hours

The semester begins on the first day of class and ends on the last day of finals.

Fall and Spring Semester

The normal operating hours of the fall and spring semesters are as follows:

Library Facility

Mon.- Thurs.: 8:00am to 11:00pm
Friday: 8:00am to 5:00pm
Saturday: 9:00am to 5:00pm
Sunday: 1:30pm to 5:00pm
Sunday: 8:30pm to 11:00pm

Media Services

Mon.-Thurs: 8:00am to 9:00pm
Friday: 8:00am to 5:00pm
Saturday: 1:00pm to 5:00pm
Sunday: 8:30pm to 11:00pm

January Term

The normal operating hours of the January Term are as follows:

Library Facility

Mon.- Thurs.: 8:00am to 9:00pm
Friday 8:00am to 5:00pm
Saturday: 9:00 am to 5:00pm
Sunday: 1:30pm to 5:00pm

Media Services

Mon.- Thurs.: 8:00am to 7:00pm
Friday 8:00am to 5:00pm
Saturday: Closed
Sunday: Closed

Summer Semester

The normal operating hours of the summer semesters are as follows:

Library Facility

Mon.- Thurs.: 8:00am to 10:00pm
Friday: 8:00am to 5:00pm
Saturday: Closed
Sunday: 8:30pm to 11:00pm

Media Services

Mon.- Thurs.: 8:00am to 8:00pm
Fri.: 8:00am to 5:00pm
Saturday: Closed
Sunday: Closed

Between Semesters

The time between semesters begins the day after the final day of final exams and ends the day classes begin the next semester. The normal operating hours between semesters are as follows:

Library Facility and Media Services

Mon.- Fri.: 8:00am to 5:00pm
Sat. – Sun.: Closed

Harriet K. Hutchens Library

Operating Hours Policy

Deviations from Normal Operating Hours

The Dean of the University Library will automatically adjust the library's normal hours of operation for designated events on the university calendar. The Dean of the University Library may adjust the library's hours of operation for certain events on the university calendar. The event and effect are described:

Convocation

The library will be open during all convocations. Special convocations fall under the guidelines of a special event.

Easter Weekend

The library will close on Saturday and Sunday of Easter weekend. Good Friday is designated as an SBU holiday; therefore, the library will be closed.

Energy Conservation

If the University Administration closes the University for energy conservation between Christmas and the New Year, the University Library will close, otherwise the Library will follow the "between semesters" hours of operation.

Faculty Workshop

The library staff and faculty will attend the faculty workshop at the times designated by the Provost's schedule. The library will close at the times when the staff and faculty are scheduled to attend sessions at the same time.

Holidays

The library will close on holidays designated as university-wide holidays. The holidays are established in the SBU Employee Handbook, policy number 06.04.02.01D. The library will close Saturday and Sunday of the Memorial Day and Labor Day holiday weekends.

Inclement Weather

The library will follow the established policy of the University Administration for closures during severe weather situations.

Security Breach

In the event of a security breach, the library may be closed at the discretion of the Dean of the University Library or a designated substitute, Director of Safety and Security, or the Office of Provost. The library will remain closed until the safety and security of the students, staff and faculty is restored.

Special Events

With the approval of the Office of the Provost or Office of the President, the Dean of the University Library may close the library for special university-wide events. Students, staff and faculty will be notified via e-mail. Temporary signage will be displayed at various locations within the Library prior to the event. Temporary signage will be

Harriet K. Hutchens Library Operating Hours Policy

displayed on the Library's front door during the event specifying the time the Library will reopen.

Special Academic Needs

At the discretion of the Dean of the University Library, the library hours may be extended to meet special academic needs. For academic units, the department chair must submit a written request approved by the college dean. For non-academic units, the department head must submit a written request.

Spring Vacation

The library will operate on the "between semester" hours of operation during the week of spring vacation. The library will close Saturday and Sunday before and after the week of spring vacation.

Thanksgiving Break

The library will operate on the "between semester" hours of operation during the week of Thanksgiving break. The library will close Saturday and Sunday before and after Thanksgiving break.