

Snead State Community College Library Policies and Procedures

Snead State Community College's Library Services are an integral part of the educational foundation of the school. Even though the library has transitioned away from the traditional 'brick and mortar' campus presence to a more integrated, electronic environment, library services remain vibrant and continue to support the educational mission of the college.

The library's major physical campus location is now on the first floor of the Administration Building. In this facility, students, faculty, and staff have access to desktop computers for research or other academic use as well as a printer, a copier/scanner, local newspapers, and a small collection of print materials. The library also has laptop computers available for use within the facility as well as Nook e-readers available for students and faculty to check out.

The library currently has a collection of approximately 53,000 electronic books which may be downloaded to e-readers or read on any computer with an Internet connection. Also, the library has subscriptions to four licensed online databases as well as access to over 50 additional databases available through the Alabama Virtual Library. All such databases are likewise available to all students and faculty through any Internet connected workstation. The library also maintains a core archive of some 3900 print books specifically selected by faculty of the college based on the needs of their classes and programs. These books are currently kept in storage in the basement of the Bevill Center Building on the Snead State campus.

The purpose of this document is to establish and list guidelines by which Snead State Community College Library Services will operate. These guidelines will facilitate library planning and organization and help to standardize the collection development, collection management, circulation and patron access, and bibliographic instructional functions of the library.

Mission Statement

The primary purpose of the Snead State Community College Library is to provide library and media services to support the educational programs of the college and to maintain an organized and readily accessible collection of materials and equipment to support the needs of its users.

Goals and Objectives

1. To provide quality resources and services to meet the needs of the college's instructional programs.

2. To develop a collection of timely, relevant, and readily accessible materials to support the research activities of our students, faculty, staff, and administration (patrons).
3. To provide opportunities for patrons to learn more about library services.
4. To provide equal library services to all patrons, whether on the main college campus, at satellite campuses, or online.
5. To stay current with the ever changing world of information in order to better serve our patrons.
6. To constantly integrate technology and technological equipment and software into the library to support the college's educational programs.
7. To provide bibliographic instruction to any patrons who may need it and library orientation to any classes or groups of students for whom it is requested.
8. To provide general assistance to patrons conducting research or trying to develop search strategies for research activities.
9. To maintain the Heritage Collection of historical college materials/memorabilia
10. To maintain statistical records and compile reports which reflect the activities of the library.
11. To network with other libraries to better meet the needs of our patrons.

Collection Development Policy

Selection:

Faculty members of each academic division are expected to share the responsibility for selection of resources to support their specific areas of instruction. The Head Librarian, with suggestions from Division Chairs is responsible for reference materials and any subject areas that need strengthening. Students, staff, and administrators may submit recommendations. Suggestions will be accepted from all members of the college community. The Head Librarian is responsible for the balance of the collection, allocation of funds, and approval of all purchases.

The library provides primary resources, secondary resources, standard works, classics and popular titles to support the course offerings of the college.

Materials will be purchased based on (no specific order):

1. Purpose
2. Importance of the subject matter to the collection
3. Scarcity of material on the subject
4. Quality of the writing
5. Readability and appeal

6. Authority
7. Reputation of writer/publisher
8. Price
9. Course needs (New courses or areas of study will be given extra consideration)
10. Instructor requests
11. General reference materials
12. General materials for leisure reading
13. Outstanding books in fields outside the curriculum, such as award winners

Format:

Preference will be given to materials in digital (online) format. Printed materials will only be purchased when specifically requested by faculty to supplement online content in their areas of instruction.

Classification:

The Snead Library classifies books and electronic books according to the Library of Congress Classification System, and they are indexed on the Integrated Library System of the library (ILS). Online periodical databases and other online content are indexed by the specific database providers. When appropriate, individual machine readable cataloging (MARC) records from such databases are loaded into the library's ILS. Currently the Library belongs to the Library Management Network consortium (LMN), and makes use of the consortium's AGent™ Illuminar ILS. Through this system, all print books, electronic books, and electronic databases may be searched in a federated environment. Local print newspapers are arranged by title and date and are kept for a minimum of one month.

Censorship:

The Snead Library affirms its belief in the following policies adopted by the American Library Association: Library Bill of Rights and its Interpretations, adopted June 18, 1948, amended January 23, 1980, The Freedom to Read Statement, adopted June 25, 1953, revised January 16, 1991, and The American Library Association Code of Ethics, adopted June 28, 1995. Guided by these documents, the library will not censor materials.

The library resources will reflect the widest possible variety of viewpoints. Just because an item is found in the library collection, this should not be interpreted as an endorsement of its content but as the fulfillment of the library's responsibility to present all sides of an issue. Materials for the library are selected without partisanship or prejudice in matters concerning religion, politics, sex, and all social, moral, economic or scientific issues.

The Head Librarian will reply verbally or in writing to any criticism by referring to the above policy.

Faculty Research:

The Snead Library will purchase and license electronic books and online databases to support the instructional needs of faculty. Interlibrary loans will be used to satisfy faculty needs for research materials when those materials are not within the Snead Library collection. It is important that all purchased materials reflect the needs of the two-year college curriculum.

Periodicals:

The Head Librarian, with input and assistance from faculty, will select appropriate online periodical databases for inclusion in the library collection. Effort is made to keep the subscriptions well balanced in relation to the curriculum and the needs of two-year college library users. Certain local newspaper subscriptions will also be maintained in print format as they are not so easily available in digital format.

Textbooks:

The library will not purchase textbooks, adopted for classes, in either print or electronic format, to place in the library collection.

Computer Hardware and Software:

The library will acquire computer hardware such as workstations, printers and electronic book readers/tablets when necessary. These along with the necessary software for the ILS, for desktop and laptop computers, and electronic book readers will be purchased with the assistance of the college's Information Technology Department.

Library Gift Acceptance Policy:

Since the library no longer actively maintains the print collection, gifts of books and other individual print materials will generally not be accepted. Periodical subscriptions given as gifts will be evaluated on an individual basis. Potential gifts related to the history of Snead State Community College and the Heritage Collection will be evaluated by the Head Librarian for possible acceptance depending on the needs of the Heritage Collection.

Heritage Collection

The library maintains a "Heritage" Collection consisting of materials about Snead State Community College and its history. This collection includes publications of the college and materials about the college. When items are duplicates, the library will keep two copies. The

Heritage Collection is housed in a special room with limited access. Patrons may not remove items from the Heritage Room without permission.

De-selection of Materials

De-selection of materials is an integral part of collection development. Obsolete and unused materials are de-selected as required. Decisions to de-select materials are made in consultation with faculty representatives. The Head Librarian routinely evaluates and removes electronic books from the reference and general collection. Materials are removed when information is out of date, when they have been superseded by a better title, are unused, or are otherwise no longer suitable for the library collection. Online Databases are kept up to date by their individual producers. Factors considered when removing electronic books include: age or obsolescence, number of copies, last date of circulation, and value to the collection. Some general guidelines for specific areas of the collection are as follows:

Encyclopedias and General Reference: Most of the collection is within the Credo Reference online database and is kept up to date by the provider.

Engineering: De-select e-books after ten years except historical materials or those listed in standard selection sources.

History and Literature: Value to the collection is the main criterion.

Law: De-select all out of date codes and forms annually.

Health Sciences: The CINAHL Plus with Full Text periodical database is the primary nursing and health science resource of the collection and is maintained by the database producer. E-books on medical practices and procedures will be de-selected as requested by the Nursing Director, but kept for no more than five years. Historic works and the latest edition of standard works are retained.

Sciences: Retain materials until obsolete. Computer science and technology materials should be reviewed every five years.

Social Sciences: De-select career information after five years. Economics and business materials more than ten years old should be considered for de-selection.

Technical: Accuracy and age are important factors. Items more than ten years old should be considered for withdrawal. Manuals and standard works should be retained.

Responsibility for Evaluation and De-Selection:

The ultimate responsibility for de-selection rests with the Head Librarian. However, de-selection of resources in various instructional areas is done in cooperation with faculty. The Head Librarian will notify Division Chairpersons when their area of the subject collection needs attention. The Division Chairperson or a representative from the department will examine the materials and make recommendations for items to be removed. This procedure will take place when needed.

Interlibrary Loan Policy

The Snead State Library cooperates with other institutions, libraries, and agencies in requesting and lending print resources that are not available locally. One of the requirements as well as benefits of membership in the LMN consortium is the sharing of materials among members. Therefore, other LMN member libraries are the first choice for obtaining interlibrary loan materials. The library adheres to the National Interlibrary Loan Code for the United States.

The library will attempt to obtain for students, faculty, staff, and administration materials not found within the Snead Library collection through the use of interlibrary loan. The interlibrary loan request form is available on the library's Website and requests may also be made within the library's physical location. All interlibrary loan requests must be approved by the staff member in charge of ILL.

Generally, book requests are filled at no charge. The requester is responsible for any charges by the lending library if they occur and for any damage or late charges should they accrue. Photocopy charges are often necessary when printing of articles is required of the lending library. Most items arrive by mail within two weeks. The loan period for books is also at the discretion of the lending library but is usually for two to three weeks.

Procedures:

1. Requests must include complete bibliographic information including: Title, author, date of publication, and any other necessary information to locate the material.
2. Copyright Law will be strictly adhered to by the Snead State Library.
3. Requests will be processed within three days.
4. When interlibrary loan materials are received, the requester will be notified within three days.
5. Interlibrary loan materials should be returned to the library on the stated due date. Library staff can check with the lending library should the patron require the item/s for a longer time period.

Circulation and Information Access Policy

Library Account

Library accounts are issued to Snead students and employees each semester. After registration, new students are assigned accounts. New employees or students who register late should come to the library to request that an account be created. Student accounts are valid for five years and must be renewed after that time. A student identification card must be presented each time a student wishes to borrow items from the library. Community members who are not Snead students, employees, or alumni may not check out books or other materials from the library.

E-books and Online Database Passwords

The entire collection of electronic books (eBooks) and proprietary online databases to which the McCain LRC subscribes are available to all patrons. Access on any campus computer is direct from the library's Web pages and authenticated by IP address. Use of eBooks or proprietary databases from off campus requires a library account. The default password for the library account will be given to students and employees upon request.

Nook E-Readers

A student identification card and a driver's license will be required for students to check out. A \$20.00 refundable deposit will also be required of students and will be refunded upon return of an undamaged e-reader. Students may check Nooks out for 7 days and renew for an additional 7 days if there is no waiting list. Employees may check Nooks out for 14 days and renew for an additional 14 days if there is no waiting list. If a Nook is returned damaged, students will forfeit all or part of their \$20.00 deposit, depending on amount of damage (damage includes scratches or dents to the screen and/or body). Employees will be assessed a damage fee if they return a Nook damaged. If a Nook is returned broken, is lost, or not returned by a student, the student will forfeit all of the \$20.00 deposit and must also pay the remainder of the replacement cost which is currently \$200.00. This replacement cost will be charged to the student's account, and the student may not be able to register for classes or graduate until the fee is paid. Employees who return a broken Nook or lose one must also pay the \$200.00 replacement cost. Books, magazines and other approved material will be downloaded onto the Nook by library personnel. Any other material that is downloaded on the Nook without permission or knowledge of library staff will result in forfeiting any future use of library Nook E-Readers.

Print Items in Storage

Since the majority of print items are now stored in another building on campus, requests must

be made at the library, and the items will then be retrieved from storage for the requesting patron. Items will be retrieved and ready for circulation as soon as possible. Patrons are asked to allow, at most, 24 hours for retrieval.

Loan Periods

Reference materials and Alabama Collection books are not to be checked out. Snead students may check out other print materials for a period of 14 days. Snead employees may check out all circulating items for a period of 30 days. Electronic books may be checked out for a period of seven days.

Renewal Limits

Snead students may renew print items twice. Snead employees may renew all circulating print items twice. Electronic books may be renewed once.

Maximum Items

Snead students may check out twenty print items at any one time. There is a limit of fifty items which college employees may have checked out.

Overdue Fines

All patrons are responsible for returning print materials by the last due date stamped. For any materials not returned on time, patrons will be assessed an overdue fine of 10 cents per item, per day.

Damaged or Lost Items

The library will determine the cost of repairing or replacing damaged and/or lost items, and the patron will be billed accordingly. If items must be replaced, the patron will be charged a processing fee of \$5.00 per item. When items become one month delinquent, a replacement invoice is sent. If the items are returned upon receipt of this invoice, only the overdue fine is owed. Any Snead students receiving such an invoice will have a hold placed on their academic records until the items are returned or payment is received. All other patrons will lose borrowing privileges until the assessment is satisfied.

Item Requests and Interlibrary Loans

If a desired item is checked out, a patron may request a hold. When the item is returned, the patron will be notified. Patrons may request up to three holds at one time, and books may only be held, once returned, for seven days. If a desired item is not held by this library, a patron

may request an interlibrary loan from another library.

Computers

Computers provide access to the Internet. Microsoft Word is available on all computers. Also, other programs are available which are used in academic computing classes. Users may be asked to sign in and out on a time log, especially at times of high usage. All users must abide by the Acceptable Use Policy of Snead State Community College.

Reference Services, Research Assistance, Bibliographic Instruction, and Library Orientation

The Snead State Library is a teaching facility. Primary goals include providing instruction on how to use a library and assisting students, faculty, staff, and administrators in acquiring basic research skills and locating the materials they need. The Library desires that all patrons utilize the available resources and develop skills in research methods, search techniques, and general information literacy.

The Head Librarian is available during normal work hours to answer questions, help with the use of online resources and databases, and aid in locating materials. The library is delighted to conduct tours and provide bibliographic instruction for its clientele. Classes and other large groups requesting bibliographic instruction or library orientation should try to schedule appointments as early as possible. On campus, day classes should schedule instruction with the Head Librarian no later than 24 hours in advance. Night, weekend, and off-campus classes should schedule instruction with the Head Librarian no later than one week in advance. Individuals and small groups needing instruction can come to the library anytime without an appointment.

Conduct Within the Library

No tobacco use, eating, or drinking is allowed in the library.

Disorderly conduct of any kind, including excessive noise or the harassment of other patrons or library staff is prohibited.

Radios, earphones, and cellular phones that disturb others are prohibited.

Cutting, tearing, or defacing materials such as books, periodicals, pamphlets, audiovisuals, or equipment is prohibited.

It is forbidden to misuse library furniture or to deface walls.

Young children must be accompanied by an adult at all times.

No animals, except those used to assist the disabled, are allowed in the library.

The Heritage room is meant for quiet research and reflection. No materials may be taken out of the room without the approval of the Head Librarian.

The Study Room is also meant for quiet research and group academic work. It will remain locked at all times. Anyone wanting to use it for study or small group work should request that a library staff member unlock the door. When finished, the person/persons should notify the staff member so that the door may be locked.

Community members who are not students or employees of the college are welcome within the Library, but the library is primarily for the use Snead State Community College students, faculty, staff, and administration. Outside community members may not use library computers.

Intellectual Freedom and Student Privacy Policy

The Snead State Library is concerned with the need and right of its constituency to have freedom of expression and freedom to read via library services and resources. Consequently, the library endorses and subscribes to the American Library Association's official statements concerning intellectual freedom, The Library Bill of Rights, The Freedom to Read Statement, and The Policy on Confidentiality of Library Records. Additionally, the Snead State Library abides by all aspects of the Family Educational Rights and Privacy Act (FERPA).

Distance Learning and Satellite Campus Policy

It is the policy of the Snead State Community College Library to provide equal library services to all patrons, whether on the main college campus, at satellite campuses, or online. The library adheres to the policies and guidelines of the Southern Association of Colleges and Schools (SACS) concerning online and distance learning students and students at satellite campuses as well as guidelines established by the Association of College and Research Libraries (ACRL).

Students at the Arab Center of Snead State Community College, as well as online students, have access to all electronic books and online databases through the Internet with nothing more than their Student Identification Number required. Interactive forms are also available on the Library's Website, which allow distance learning and satellite campus students to request all additional services of the Snead State Library, including print materials to be delivered the Arab Center or held at the Library for pickup, interlibrary loans, and items for purchase.

The Head Librarian will conduct bibliographic instruction for satellite campus and other off-campus classes at the request of the instructors of such classes. Additionally, a primary library orientation video is always available for viewing on the Library's Website which duplicates for

online students exactly the same information which is presented during in-person library orientation sessions provided by the Head Librarian. Other, more specific instructional videos are also available on the Library Website and are updated as needed.