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## Library Policies and Procedures Manual (2009-2012)

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## **Mission**

It is the mission of the University Library to provide the educational resources needed to meet the academic and research demands of the institution. The Library is the center for learning materials and it serves as an important teaching agency by providing bibliographic advice. Formal and informal instructions are given in the use of the Library to students through the orientation classes as well as bibliographic instruction as requested.

The programs and services of the Library are geared toward implementing the mission of the University with the specific objectives of meeting the educational needs of the University and to provide community service.

## **Purpose and Objectives**

The collection development policy of Southern University at Shreveport Library is a means to implementing the purpose of the University's general program, and to clarify for the librarian and academic community the procedures used for collection development and evaluation.

## **Library Objectives**

1. To develop collections of materials that support, enrich and satisfy the curricula and research needs of Southern University at Shreveport.
2. To encourage use of the library and its facilities by the general public and academic community.
3. To aid and instruct students, faculty and staff in the use of the library and to provide bibliographic guides to the contents of the collection.

4. To investigate the changing educational needs of the community and to provide access to information, programs and services.
5. To provide reference and research services by a variety of means, including printed materials and electronic resources.
6. To provide a wide variety of mediated programs.

A portion of the Library's budget is allocated to each academic area in order to provide a selective input into the Library's holdings. However, the final authority for selection rests with the Library Director and those who are delegated such authority.

## **Criteria**

SUSLA Library has adopted the following criteria for materials selection.

1. Materials shall meet high standards of quality in factual content, timelessness and presentation.
2. Materials shall be appropriate for the subject area and for the emotional development, ability level, and social development of the students for whom the materials are selected.
3. Materials that are recommended by faculty members to support specific course work.
4. Materials are selected by using selection tools, recommendations from administrators, faculty, staff and students.

## **Controversial Materials**

The principles of intellectual freedom as outlined in the Library's Bill of Rights of the American Library Association shall be adhered to in the selection of library materials. Because SUSLA Library encourages the free exploration of ideas in the pursuit

of knowledge and truth, we will make available study materials that represent a broad range of thought. It shall be the right and the obligation of the Director and Acquisitions Librarian to select such materials.

Items selected should represent equally all views of a controversial issue. To determine these qualities in a book, the Director will make extensive evaluations utilizing a complete range of professional resources.

Censorship of materials held in the library or under consideration for inclusion by individuals or organizations seeking to control the dissemination of public information will be challenged by the Director.

## **General Collection Development**

The Acquisitions Librarian has the primary responsibility for collection development but will also encourage the faculty in each department served to select materials to build the collection.

The guidelines for materials selection for the SUSLA Library are as follows:

1. Faculty recommendations
2. Reviews of professional literature
3. Price and date of publication
4. Relation to current trends
5. Reputation of author and/or publisher
6. Strengths and weaknesses of SUSLA Library's existing collection

The Library will select materials based upon researching the appropriate professional literature, which consists primarily of:

1. Publishers' leaflets, catalogs, brochures
2. Periodicals literature within various curricular areas
3. Standard reviewing sources

**Gifts:** The SUSLA Library accepts gifts with the understanding that they will not necessarily be added to the Library's collection and unless the material meets the criterion for selection follow the same procedures as in the selection of new materials. If the materials are not suitable because of condition, out-of-date knowledge or other factors, the items will be discarded. An acknowledgment of the acceptance of the donation will be put into writing and forwarded to the donor. The library does not appraise gifts.

**Duplication:** Although duplication of titles is not generally encouraged, multiple copies up to a maximum of two copies will be classified with the approval of the Acquisitions Librarian.

## **Collection Maintenance**

**Weeding:** The same criteria will apply to weeding as are applied to the selection of new materials. Materials that fall into the following categories should be considered for withdrawal:

1. Superseded editions
2. Worn, mutilated, and/or badly marked items
3. Duplicates of seldom used titles
4. Outdated and/or inaccurate information

**Replacement:** The Library will not automatically replace all materials withdrawn from the collection because of loss, damage, or wear. Decisions to replace an item will be based on the demand for specific titles in support of curriculum, number of copies on the shelf, subject content, and the availability of newer and better materials on the subject.

## **Miscellaneous**

**Copyright:** SUSLA Library will abide by all regulations of relevant sections in the Copyright Revision Act of 2007. Faculty and staff may also download a copy of “Know Your Copy Rights” FAQ: @ [www.http:knowyourcopyrights.org/faq/](http://www.knowyourcopyrights.org/faq/).

**Non-Book Materials:** Audio-visual materials, such as recordings, mounted pictures, slides, microfiche, filmstrips, microfilms, films, CD’s, video cassettes and DVD’s are considered as primary materials. When acquired for the permanent collection, selection criteria are consistent with the criteria used in selecting books.

**Interlibrary Loans:** Through mutual agreements with local, area and statewide libraries, we are able to borrow books and materials. A small fee may be charged for copying materials that cannot be circulated. Otherwise the materials may be used for ten (10) days or longer at no charge. This enables us to borrow books and materials through interlibrary loan very rapidly.

**Textbooks:** The purpose of the library collection is to supplement and expand the curriculum. Textbooks that are selected and adopted for class use will not knowingly be purchased for the library collection. The library will, however, accept these books as gifts **IF** they meet the criteria. The library will also place textbooks on reserve at the request of and supplied by the instructor.

It is the responsibility of the students to purchase their textbooks.

## Bibliography

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- Burlingame, Dwight F. Selection and Evaluation of Media Materials. New York: MSS Corporation.
- Ford, Stephen. The Acquisition of Library Materials. Chicago: ALA
- Futas, Elizabeth. Library Acquisition Policies and Procedures. Phoenix, AZ, Oryz Press.
- Katz, William A. Collection Development: The Selection of Materials for Libraries. New York: Holt, Rinehart, Jovanovich.

## Cataloging Department Mission Statement

The mission of the Southern University at Shreveport Library's Cataloging Department is to provide current, complete and accurate information regarding materials which are either in the library's collection or are accessible to library users through the online catalog, iLINK. In order to support our mission, the department strives to:

- Catalog newly acquired materials quickly, efficiently, and accurately
- Re-catalog retrospective materials to improve or provide access
- Provide standardized access to names, subjects, and series titles
- Physically process the materials quickly and accurately
- Maintain a current knowledge of national cataloging standards
- Review and develop cataloging policies and procedures
- Respond to questions or requests for changes to iLINK records
- Maintain accurate holdings in OCLC for international access to the University Library's materials.

Through these and other activities, the Cataloging Department organizes all materials to facilitate searching and retrieval of materials, and to provide accurate online records for research and study. Therefore, the policies of the Cataloging Department are designed to create, prepare, and maintain the records, which reveal the holdings of the library.

## **POLICIES**

1. Special arrangements are made to catalog library materials (book or non-book) immediately, if the request is deemed urgent.
2. When a book is pulled for correction and/or repair, all necessary work should be done as soon as possible. Likewise, when corrections are made, the records must correspond with the changes to the book. Both procedures must be done at the earliest convenience.
3. Any and all suggestions given by patrons and staff members to improve the efficiency of technical services will be taken into consideration.
4. Statistics are kept for the purpose of reporting all departmental activities, departmental reports are submitted monthly, each semester, and annually.
5. As a rule, the library does not catalog donated books whose publication dates are beyond ten (10) years unless there is a specific reason to retain it. After screening, these books are so designated and discarded.

## **PROCEDURES FOR PROCESSING LIBRARY MATERIALS**

### **New Books**

1. Write date received, vendor, and price of book at the seam-side of the page directly behind the title page.
  2. Each book is stamped, embossed, template, bar-coded, and where appropriate, a "For Reference" tab is attached.
  3. Assign existing classification number found in local database to all duplicate materials writing the assigned number at the seam-side lower left corner of the title page.
  4. Attach a SUSLA Library template to the center inside cover of each book.
- If pertinent information (dates, procedures, atomic numbers, etc.) is printed

there, then attach template to the opposite center or first available blank page. Attach a "gift plate" if the book is donated.

5. Emboss each title page and page 50 at the lower left corner. If book contains less than 50 pages, emboss page that is exactly 1/2 of number of pages.
6. Stamp top, bottom and side edges of each book with the Southern University ownership stamp.
7. Place a barcode on the back inside cover in the upper right hand corner if inside corner is blank. If there is some descriptive information, place bar code on the previous blank page in upper right hand corner.
8. All materials that are not duplicated are to be assigned cataloging information at this point from OCLC or the Library of Congress.
9. Place security strip in all books. For hardback books, strips are place down inside spine; all paperback books are tagged with strips placed well within spine to avoid detection – thus removal.
10. Enter all information into the local database.
11. Print out spine labels and book cards and pocket labels.
12. Attach the top of the spine label 1 1/2 " from the bottom of the spine. If the spine is too narrow, attach label at the same measurement on the front of the book.
13. Attach book card and pocket labels and paste the pocket to the inside center of back cover. Apply Rule #2, if necessary.
14. All reference books are given a blue card and all non-reference books are given a white card in pocket.
15. Books with dust jackets are covered to protect the covering.

16. Each book is added to the “book list” file listing barcode number, author, title, and indicating if it is a duplicate title or not.

### **Donated Books**

1. These books are screened to determine their condition, whether or not they are obsolete, or if otherwise suitable for processing.
2. Because of the subject matter, some donated books whose publication dates exceed ten (10) years, may be processed and housed in the archives.
3. Each donated book is templated with a “gift plate” instead of SUSLA’s ownership template, unless otherwise requested.
4. The date received and “gift” is written on the seam-side of the page directly behind the title page, if it is a donated item.
5. Each book is bar-coded. This number is recorded along with the author and title.
6. Place security strip in all books. For hardback books, strips are placed down inside spine; all paperback books are tagged with strips placed well within spine to avoid detection – thus removal.
7. The books are checked against the local database to determine if they are duplicates, and if so are separated at this point. The duplicates are assigned their classification numbers and put on a labeled cart. They are ready to be entered into the local database.
8. Books are searched in OCLC (Online Computer Catalog Center) or the Library of Congress for accuracy of cataloging information and then entered into the local database.
9. All other books whose information cannot be obtained will be cataloged locally.
10. A letter of acknowledgment and thanks is forwarded to the donor of library materials. The library does not, however, appraise donated items.

## **Non-Book Materials**

All policies and procedures for processing books also apply for non-book materials, except ownership and spine labels are done slightly different because of non-book formats.

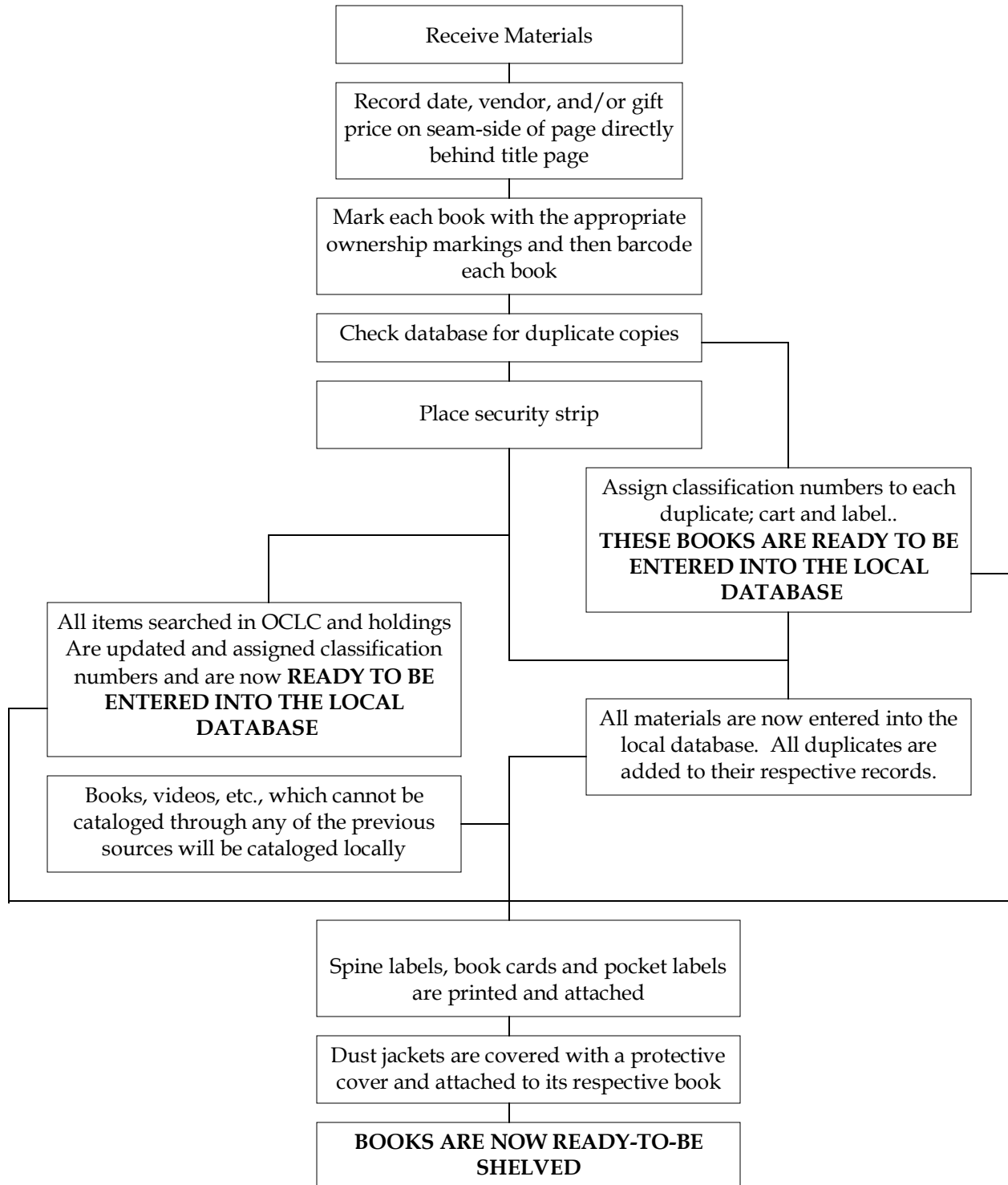
## **POLICIES FOR USING OPAC**

1. OPAC (on-line public access catalog) is available to all members of our academic community. You must be a currently enrolled student or faculty/staff member to have access to the OPAC off campus.
2. This service is available 24 hours via online @ [www..susla.louislibraries.org](http://www.susla.louislibraries.org) or through the University website @ [web.susla.edu](http://web.susla.edu).
3. Please contact the Circulation Desk for remote access information at (318) 670-6392.

## **PROCEDURES FOR LOCATING MATERIALS THROUGH OPAC**

1. Screen should be on main iLINK screen.
2. Click on the iLINK icon and begin entering your search.
3. To choose another library's database, click on hyperlink "Libraries & Catalogs," in iLINK, then LOUIS libraries.

# Cataloging Flow Chart



## **Laptop Loan Policies and Procedures**

Wireless laptops may be borrowed from the Media/Information Literacy Lab on the 2nd floor for use in the library.

### **Laptop Software and Hardware**

All laptops are equipped with the following:

- Windows XP
- Microsoft Office 2003
- ~Word
- ~Excel
- ~Access
- ~PowerPoint
- Adobe Acrobat Reader 6.0
- Internet Explorer 6.0
- Either CD-RW/DVD combo drive or floppy disk drive
- Flash Drive
- Shockwave

### **Printing**

Currently enrolled students may print from the laptop computers to the Information Literacy Lab printers on the 2nd floor. Students must first sign into the print server, then sign in to release print jobs. Sign-in access is available on the “desktop” of the laptops. For more information about student printing at SUSLA, visit the (“Think Before You Print”) web page.

### **Use Policies**

- Users must read and sign the SUSLA University Laptop Loan Agreement at least once a semester.

- The laptop computers are available on a first-come, first serve basis to current SUSLA students, faculty, and staff with clear Library circulation records.
- A SUSLA identification card will be required to check-out the laptop. Media staff will retain the identification card while the laptop is checked out.
- The laptop will remain checked out and identification cards retained until library staff have verified that all components are present and functional.
- Laptops are for In-Library use only and may not be taken outside the Library.
- Laptops should not be left unattended at any time. Laptops found unattended by Library staff will be immediately returned to the Media Department.
- All laptops must be returned to a staff member in the Media Department.
- All user files and documents must be saved to a recordable CD-ROM, floppy disk, or flash drive, provided by the user, or to the University's NetStorage. All files saved on the hard drive will be erased when the computer is returned.

### **Loan Period**

- Laptops may be borrowed for a 2-hour period or until 15 minutes before the Library closes, whichever is earlier.
- Laptops can be renewed only if there are no holds on the laptop or no other users are waiting.
- All laptops must be returned 15 minutes before the Library closes; laptops not returned before the Library closes will be considered lost/stolen and the user will be billed for the full replacement cost.

### **Fines and Replacement**

- Replacement cost: no less than \$1,300.
- Overdue fine: \$1.00/hour.

## **Circulation Department**

The Circulation Department is perhaps the most widely used area of the library, and the Circulation Librarian is probably the most well-known person on the library staff. All books from the regular collection are checked out from this department.

Residents of the community are welcome to use books and facilities in the library. However, of necessity, library materials can be circulated only to SUSLA students, faculty, and staff.

The Circulation Librarian assigns student assistants to the area in the library where they will work. It is the responsibility of all members of the library staff, who work with students, to direct and supervise their work.

### **Policies**

1. The Circulation Department maintains the book collection housed on the second floor.
2. The Department limits the students to five (5) books to be checked out at one time.
3. The Department allows books to be checked out for a two-week period. Renewal is permitted if the book has not been requested.
4. The Department charges \$.05 per day for overdue books, excluding Sundays and holidays.
5. The Department is responsible for maintaining a reserve collection for the faculty.

6. The Department maintains an active file for all University documents that are sent to the library (system-wide and campus-wide).
7. The Department is responsible for the training and supervision of student workers.
8. The Department provides typewriters for the academic community.

### **Circulation Procedures for Checking out a Book for the Overall Library**

1. Present SUSLA student ID card each time you check out library materials.
2. Books from the regular collection are checked out for a period of two (2) weeks and may be renewed. The Minority book collection checks out for (7) days only. This collection is housed behind the Circulation desk.
3. If the book you wish is not in, you may ask to be notified when it is available.
4. A fine of \$.05 per day (*excluding Sundays and holidays*) is charged for each overdue book. Students are required to pay the cost of lost books.
5. You are held responsible for any book checked out on your card.

### **Other Policies**

1. Each student assistant is responsible for the students as well as the main maintenance of his/her area. Students are not allowed to SMOKE, DRINK, or EAT in the Library.
2. "Library Decorum" should be stressed at all times. You cannot expect other students to maintain a QUIET atmosphere unless you do so yourself.
3. Assist any students when they need help.
4. Student workers should keep in mind that you are under the supervision of all professional staff members, and they are to be given proper respect at all times.

### **Procedures for Checking out Reserve Books**

1. All library materials loaned to borrowers are dated for 3 days reserved or 1 day (reserved) from date of issues.
2. Borrowers should sign blue reserve cards, and leave library cards when using reserved materials.
3. "Overdue notices" should be sent every three days.
4. Borrower presents own identification card with selected library materials at Circulation Desk and magazines from the Reference Desk.
5. For each reserve book requested, have the student check the reserve file box on the charge desk and give you the author, title, and instructor's name.

### **Thermal Printer**

- A. The thermal printer is used to print check-out receipts.
- B. Receipts are printing by selecting the "print key" on the computer after scanning the student's ID and the book's barcode.
- C. Place receipt in pocket of book.

### **Return Book Procedures**

- A. Borrower should deposit all books in the outside or inside book return.
- B. Each book should be checked for date due and for condition.
- C. Books not overdue may be checked in and placed on the truck to be re shelved.
- D. Library fines are \$.05 per day.

## Renewals

- A. Books may be renewed for two more weeks if they are not recent public publications or in great demand.
- B. Books may be renewed only twice.

## Procedures for Using Typewriters

- A. The typing room should remain locked at all times. A student must come to the Circulation Desk to request the use of typewriters. (Use the numbered blue reserve cards in the back of the reserve tray).
  - 1. Be sure to check each typewriter for damage after each use.
  - 2. Be sure that the number on the blue card corresponds to the number on the typewriter being used.

## Policies for Checking out Reserve Collection

All materials placed on “reserve” are kept in a special section behind the Circulation Desk, and should be requested at the point indicated by the sign “**RESERVE BOOKS.**” To check out **RESERVE BOOKS**, the following rules apply:

- 1. Reserve Card must be filled out with the library patron’s name.
- 2. Overnight reserve books may be checked out at 3:00 p.m. each day and due to be returned at 8:00 a.m. the next morning. Exceptions are given only with the permission of the instructor.
- 3. A fee of \$.10 per day will be charged for all overdue reserve books.
- 4. Only **ONE** reserve book from any given instructor’s list may be checked out at a time.

## Cell Phone Policy

- 1. Cell phone usage is prohibited in the library. Library patrons should make all calls from the front porch area of the library. When receiving an incoming call, patrons should be moved to the porch area to take the call.

2. Library patrons should use the silent signal function as the alert for incoming calls. Patrons who do not have the silent function feature should turn the audible signal to the lowest volume.

## **Policy of Confidentiality of Library Records**

Library users' circulation records are held in strict confidentiality. Such records shall not be made available to any agency of state, federal, or local government except by the Director of Library Services, pursuant to federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative power.

Library staff shall not keep any permanent records of library users' requests for information or computer usage.

## **Procedure Policy on the Confidentiality of Library Records**

1. All requests for information (ILL, magazine, journals, request forms, computer lab sign-in sheets, etc.), must be destroyed on a daily basis.
2. Library users' records shall not be made available to any agency of state, federal or local government.
3. Should any library employee be approached with a request to examine or obtain information relating to circulation or other records identifying the names of library users, staff will immediately refer the person making such request to Dr. Orella R. Brazile, Director, who shall explain the confidentiality policy.
4. The Director, upon receipt of such process, order, or subpoena, shall consult with the appropriate legal officer assigned to the institution to determine if such process, order, or subpoena is in good form and there is a showing of good cause for its issuance.

5. If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be corrected before any records are released.
6. Any threats or unauthorized demands (those not supported by a process, order, or subpoena) concerning circulation and other records identifying the names of library users shall be reported to the director or appropriate legal officer of the institution.
7. Any problems or concerns relating to the privacy of circulation and/or other records identifying the names of library users which are not provided for in the above procedures shall be referred to Dr. Brazile, Library Director.

## Reference Department

The Reference Department is located on the first floor of the library. There are two areas, the General Reference Area and the Restricted Reference Area.

### Policies

1. Reference materials, books, periodicals, pamphlets, newspapers and any other materials labeled reference are non-circulating.
2. Reference books in the Restricted Reference Room cannot be removed from that room except to be taken to the copy machine. This has to be done with permission from the librarian.
3. Reference books and materials can be removed from the shelves and placed on reserve by an instructor for a limited time (one semester), but if needed by other patrons, they may be used.
4. Reference materials may be used by the local community in the library.

### Procedures

1. **Interlibrary Loans.** These reference materials may be copied from and sent to other libraries. Circulating books are loaned through this system.
2. **Serials.** Reserved (Retrieval of periodicals). Older periodicals are stored in storage areas and may be used by making a request at the Circulation Desk.
3. **The Black Ethnic Archive.** Materials here may be used by the academic and local community. These are non-circulating. Some may be copied with permission. The archive is located on the first floor and all materials are to be used there. Registration is required before use of any material. No pencils, pens, backpacks or scissors are allowed in the Archives Room.

4. Periodicals and newspapers are to be checked in daily (stamp and date).
5. Periodicals and newspapers are to be placed in their proper places on the shelves, newer ones replacing older ones.
6. Older periodicals and newspapers are shelved in the storage areas in their proper order.
7. Storage areas are to be checked once a week to maintain order.
8. Newspaper racks are to be checked daily to see that papers are in the proper place.
9. Periodical shelves are to be checked twice daily to see that periodicals are in their proper place.
10. Reference shelves are to be read daily (Restricted and General).
11. Replace all books, newspapers, periodicals, etc., to proper place when found on tables, chairs, etc.
12. Accumulative Reports are filed weekly.
13. At all times, assist those students in need of help or direct them to others who can do so.

The Reference Department interprets the collection and gives assistance to students and all patrons by answering questions, suggesting research procedures,

recommending sources and indexes to be used when looking for material on specific subjects.

Bibliographic instruction is also given to Freshmen and one-on-one to those who desire it.

### **Procedures for Retrieval of Stored Materials**

1. Check magazine call slip for full title and date.
2. Check magazine list for correction location of periodicals.
3. Go to proper storage room
4. Locate periodicals, remove from stack without getting the entire stack out of order.
5. Lock door.
6. Return, give periodical to user.
7. When user returns periodical to desk, write "Ret" on yellow call slip.
8. Place return periodical on book truck in Restricted Reference.

### **Procedures on How to Return Periodicals to Storage**

1. Divide magazines on truck according to storage rooms:  
A-L  
M-Z
2. Only the most current periodicals go to the storage room. Others go to the Serial Work Area.

3. Return periodical to its proper chronological place.  
**Example:** American Artist, January, 1988, would be near the middle of the stack if there are two years in the stack.

**DO NOT** put on the very top.

4. Check stacks from time to time to be sure they are in order.

### **Binding Procedures**

1. Periodicals to be bound have to be arranged chronologically.  
Example: from January, February, March, etc.
2. Write the name of the periodicals, volume, and year on the yellow tablet.
3. Select color for cover. Be sure color matches the covers of other bound periodicals by the same name.
4. Give paper to Library Specialist to type binding slips.
5. Arrange slips alphabetically.
6. Place copies one (1) and four (4) of binding slip in front of periodical.
7. Tie with string and place in box.
8. Place copies two (2) and three (3) of binding slips in gray box.

## Educational Media Collection

The Educational Media Department adheres to the following policies and procedures:

1. All material or equipment leaving the Educational Media Center has to be signed for by an instructor or an administrator.
2. Materials and equipment may be checked out by days, weeks, or a semester.
3. All equipment and materials on loan have to be returned one week before the end of the semester.
4. Feedback in regards to policies of check-out procedures for materials and equipment will always be welcomed.
5. Videos will be checked out for one (1) day only. (Safeguard costly repair and abuse).
6. Software programs which include videos, audiotapes, films, filmstrips and other instructional materials can be checked out for one (1) day or one (1) week period at the most. This policy is designed to allow other users the opportunity, and safeguard abuse or loss.

## **Policies and Procedures for Transferring Software Materials**

Software materials issued are the sole responsibility of the instructor receiving materials:

1. Transferring of these items for any reason is not encouraged.
2. It is acceptable however, to share these materials departmentally with the knowledge that they must be back in the office of the original borrower at each ending semester.
3. Failure to be governed by these policies will result in a letter being forwarded to the Divisional Chair and Vice Chancellor for Fiscal Affairs.
4. These policies are designed to minimize loss and protect you from replacement cost.
5. Comments and suggestions to the above mentioned policies are welcomed .