

Arkansas Tech University
Ozark Campus Library
Policy and Procedures

Revised 1/14/09; st

Arkansas Tech University-Ozark Campus Library

Mission Statement

Our mission is to provide excellent support for learning, research , and discovery among the Arkansas Tech University community with special attention to the following:

- a comfortable, safe, and welcoming environment with a reliable technical infrastructure to encourage all types of intellectual inquiry;
- well-organized and maintained resource collections in a variety of formats and of such breadth and depth as to meet the needs of all programs offered at the University;
- a well-prepared and service-oriented staff, including credentialed information professionals, engaged in collaborative learning and instruction with students and faculty;
- an array of services designed to leverage resources and staff expertise to benefit all educational endeavors;
- up-to-date technology to enable all levels of research, communications, and information retrieval'
- a program of continuous assessment and improvement that is data-driven and based on measurable, mission-based objectives.

Core Values

EXCELLENCE

A commitment to quality is our top priority as we strive to fulfill our mission. We are dedicated to providing the best possible service to our community, to continuous improvement and rigorous assessment, and to providing innovative and technologically advanced methods of serving our constituencies.

SERVICE

We are committed to providing an accessible, safe, pleasant, user-oriented environment as we continually initiate, enhance, and improve our services. We strive to provide our community with the best resources available and to facilitate the academic, professional, and personal success of our students and faculty.

LEARNING

We are committed to providing a competent, skilled staff dedicated to service, teaching, and research. We strive for continual self-improvement through participation in professional opportunities and training that will enhance our skills and broaden our knowledge.

CHARACTER

We are committed to the highest ethical and professional practices. We are dedicated to fostering partnerships with our university colleagues and to promoting collegiality, collaboration, cooperation, and communication within our community.

DIVERSITY

We respect the individuality of all persons and value the initiative and creativity of our staff. We recognize, teach, advocate tolerance, mutual respect, and civility in all of our actions. We are committed to embracing our differences, fostering a spirit of cooperation and teamwork, and protecting the right to free expression.

Objectives

The Library will provide students with a learning environment that enables them to grow and will offer instructors material, suggestions, and guidance in student development. To be effective, the Library will provide instruction in library research skills and information literacy.

The student will:

1. Have contact with materials and services that reflect campus- wide instructional goals.
2. Feel comfortable in the library.
3. Have remote access to resources.
4. Become proficient in the use of resources through access to a wide variety of print and non-print materials.
5. Become aware of ethical and legal ramifications regarding the use of materials.
6. Develop an interest in reading, viewing, and listening as part of a life-long pursuit of knowledge.

Administration of the ArkansasTech University-Ozark Campus Library

Librarian Responsibilities

The Coordinator of Library and Media Services will provide the leadership for the development and utilization of the Library under the supervision of the Chief Academic Officer.

The primary function of a librarian to plan, develop, and implement a unified library program, functioning in a leadership role, both in the Library and as an active member of the instructional staff of the school.

The librarian develops educational objectives and curriculum goals with other members of the instructional staff.

The librarian:

1. Provides teaching and learning resources to support educational objectives and curriculum goals.
2. Invites student/instructor participation in the recommendation and evaluation of print and non-print materials.
3. Teaches skill in the retrieval and utilization of materials, including legal and ethical ramifications of use.
4. Practices management principles in the operation of the library program.
5. Stays informed of national guidelines and establishes short and long-range goals.
6. Implements criteria for evaluating and selecting a variety of materials and equipment.
7. Assists teachers and students in identifying, obtaining, and adapting media in various formats to meet special needs and/or specific learning objectives.
8. Builds a collection of bibliographic aids, vendor materials, and other sources to provide current reviews and information about materials and equipment.
9. Provides specific information and resources in response to reference questions.
10. Manages and justifies budget requests.
11. Practices effective interpersonal skills and utilizes resources within the school environment, as well as the people and the institutions within the community.
12. Provides within the legal framework the right to access and the right to privacy for the faculty and the students.
13. Self-evaluates to determine areas of need for professional development.
14. Strives to improve the profession.

Library Budget

Budget Standards

The librarian is responsible for the library's budget and determines the amount to be allotted to the library media center. The librarian and the Chief Academic Officer are to determine the division of the materials budget. Their decision should be based on the kinds of materials already available in the school, the amount of equipment available to support the materials, the objectives of the school, and the needs of the students.

Additional Funding

Additional funding may be obtained through grants. When donations are accepted as gifts, it should be clearly understood that the materials purchased must fit the criteria set down in the selection policy.

Services

- Photocopying - a photocopy machine is available in the library for student use. Copies are .10 each, requiring correct change. Change machine is available in the vending area.
- Remote access of electronic databases via Ross Pendergraft Library (<http://library.atu.edu>) website via OneTech.
- Reference services by a credentialed information professional.
- Library resource instruction.
- Book delivery from the Pendergraft Library
- Interlibrary Loan

Faculty Services

- Library resource presentation for your class. This can be a general overview that includes using electronic databases, evaluation of websites, and other research related topics.
- Laminating

Reference Services Policies

Philosophy

Reference services at Arkansas Tech University support the instructional, research and service mission of the university. As members of an institution devoted to learning and academic integrity, library staff will serve the information needs of the university community through effective and accurate instruction-based services while promoting information literacy skills and self-sufficiency in information retrieval and research.

Clientele

Reference assistance is intended for current students, faculty, administration, and staff at ATU. Prompt and courteous service will be provided on an equal basis, without discrimination based on age, race, creed, gender, socio-economic class, sexual orientation, ethnicity, special needs, or position within the university and with the utmost respect and confidentiality. The identity of a patron and the nature of inquiries will not be made known to other library patrons or outside agencies. Staff or patron's personal beliefs, moral judgments, or personal opinions will not influence the quality of reference services provided. This philosophy is aligned with the American Library Association's Code of Ethics (<http://www.ala.org/ala/aboutala/offices/oif/statementspols/codeofethics/codeethics.cfm>).

Priority of Service

Service is furnished on a first-come, first-served basis. During periods of high volume at the reference desk, library staff may interrupt lengthy reference or research transactions to handle direction and simple questions from other patrons. Library staff may ask patrons with extensive research or reference needs to schedule a reference appointment with the librarian.

Standards

Information provided by library staff will be based on accurate reliable sources. Staff may interpret and evaluate information, but this information is not given as fact. Answers provided as fact will be verified from a reliable and credible source based on acceptable standards within the library profession. Staff will not offer personal opinions on social issues, politics, religions, medical, legal, or tax advice and the like.

Information Literacy and Library Instruction

The Arkansas Tech University – Ozark Campus Library is dedicated to instruction in the use of library resources and materials and the development of information literacy.

Objectives:

Students will:

1. efficiently locate authoritative print and electronic materials using both subscription databases and other resources available through the world wide web.
2. be able to properly evaluate the accuracy, authority, currency, and value of information.
3. be able to accurately cite and use acquired information within legal and ethical practices.

Copyright Statement

It is the policy of Arkansas Tech University-Ozark Campus that the copyright laws of the nation are honored.

Computer Use Policy

As a user of the system, you are required to read and abide by the official "Appropriate Computer Use Policy" that is posted at <http://cservices.atu.edu/policies/aucrp.htm>

Due to the limited number of computer stations on campus, priority is given to students who need computers for school related work and research.

Drinks should be kept away from keyboards.

Illegal Downloading Notice

Effective January 6, 2009, any student who is identified pursuant to the Digital Millennium Copyright Act as having downloaded material including, but not limited to, songs or movies in violation of United States copyright law will be sanctioned as follows:

- If the student is on scholarship, the scholarship will be withdrawn immediately and will not be reinstated;
- If the student is a student worker, their employment will be terminated; and
- The student's Internet access at Arkansas Tech University will be terminated for the remainder of the semester.

Reference Policy

Circulation Policies and Procedures

Circulation of Materials

1. Students must fill out a registration form that includes their T number and presentation of a valid ATUOC ID card.
2. A student may check out as many books/materials that he/she may need for four weeks, unless these same books/materials are on special reserve by instructors.
3. Students will be able to request books from the Russellville's Ross Pendergraft Library for delivery to the Ozark campus within 2-3 days of request.
4. Students will be allowed to renew books/materials.
5. No fines will be imposed, but students will be required to replace or pay for missing or damaged books.
6. All students and Arkansas Tech University-Ozark Campus staff will have Interlibrary Loan privileges.
7. Any fines acquired by students and Arkansas Tech University-Ozark Campus staff through Interlibrary Loans are the responsibilities of the above mentioned patrons.
8. Students and staff will be expected to replace or pay for any Interlibrary Loan items.

9. Computers with Internet access will be available for research purposes.
10. All materials should circulate, except for reference books and encyclopedias that are needed for research purposes.

Teacher Loans

All types of material may be checked out by the teacher for class study. No specific limits should be placed on the type or quantity of materials checked out unless there is a great demand for certain materials. However, teachers should keep the materials on as long as necessary.

Collection Development

Selection Policy

Philosophy

The essential function of the library is to provide books, periodicals, audiovisual and other resource materials necessary to implement the educational programs of the school. The materials are selected from all forms of media available and will take into consideration the ability levels of all students.

The selection of books and materials shall be guided by the principles expressed in the ALA's Library Bill of Rights (<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillrights.cfm>).

In this regard the responsibility of the library is:

1. To provide within the basic written selection principle a comprehensive collection of instructional materials and to provide full accessibility to these materials.
2. Taking into consideration the varied backgrounds and characteristics of the students needs, the library will provide materials to support the curriculum.
3. To remain multicultural, the media center will provide materials that reflect the ideas and beliefs of religious, social, political, historical, and ethnic groups, as well as their contributions to world heritage and culture as well as that of the United States.
4. To provide materials for students and teachers that will encourage growth in knowledge and that will develop literacy, cultural, and aesthetic appreciation and ethical standards.
5. To provide a written statement, approved by the local boards of education, of the procedures for meeting the challenges of censorship of materials in school library media centers.

Responsibility for Selection

The responsibility for the selection shall be delegated to the professionally trained library media personnel who know the curriculum, the students, and the philosophy of the school system.

Criteria for Selection of Materials

Criteria for the selection of materials are determined by the needs of the school based on knowledge of the curriculum and the individual needs of the students.

Materials are examined and selection is determined upon the basis of interest level, scope of the subject matter, and of presentation. The library media specialist will use reputable, unbiased, professionally prepared selection aids.

Print and non-print materials, including periodicals, are considered on the basis of:

1. Authority – determined by the author’s qualifications and sources of information used in preparation of the materials.
2. Scope – determined by adequacy of coverage in relation to the subject presented accomplishment of author’s purpose and appropriateness for school.
3. Reliability – determined by accuracy.
4. Treatment – determined by noting author’s purpose (reference, etc.)
5. Readability- determined by noting suitability for the varied interest levels.
6. Subject interest – determined by the skill of presentation in relation to the subject.
7. Format – determined by examination for appropriate indexes, outlines, bibliographies, etc.
8. Special feature – determined by examination for appropriate indexes, outlines, bibliographies, etc.
9. Potential uses – consideration of the following:
 - a. Meets curricular needs
 - b. Provides curriculum enrichment
 - c. Meets general reference needs
 - d. Provides additional factual information
 - e. Promotes social and emotional development
 - f. Benefits reluctant readers
 - g. Benefits mature readers
 - h. Provides for recreational reading

Gifts

Gifts of books and other materials will be welcomed from individuals and organizations with the understanding that the library has the right to dispose of unsuitable materials. The materials to be accepted must meet the same criteria and standards as material purchased.

Weeding

The librarian will use continuous and systematic weeding and discarding of obsolete or worn-out materials. The criteria for weeding and discarding materials are the same as selecting and evaluating new materials.

Other considerations for weeding are:

1. Poor content.
2. Outdated information.
3. Titles not appearing in selection aids.
4. Non-circulating materials.
5. Outdated textbooks and supplemental readers.

Duplicates

There will be duplicate copies of materials if there is a definite need for them. It is usually more important to provide a variety of materials than several copies of one item.

Review of Selection Policy

The selection policy will be reviewed annually by a library committee appointed by the Chief Academic Officer.

Orientation

The librarian along with each instructor will educate each student in the use of the library. At the beginning of each new term, students will be given an overview of library services and the opportunity to receive further instruction in the use of library resources.

Evaluation

Twice a year the librarian will meet with the Library Advisory Committee to determine the effectiveness of the library program. Changes will be made as necessary. The librarian will self-evaluate daily to ensure the program is successful in meeting the library objectives.

Challenged Material

1. Most difficulties can and should be resolved at the building level. Issues can usually be resolved through an informal inquiry and discussion with administrators, instructors, and librarian.
2. If the issue is not resolved through an informal inquiry, the complainant will be requested to make the complaint in writing.
3. The following procedures shall be followed:
 - A. The complainant shall complete a Request for Reconsideration form and submit it to the Chief Academic Officer.

- B. Challenged material shall not be removed.
- C. When the written complaint is received, a committee to reevaluate the material in question shall be appointed by the director.
 - 1. The Committee should consist of representatives from:
 - a. Chief Academic Officer
 - b. Supervisor of Instruction
 - c. An instructor from the subject area in question
 - d. Student representatives.
 - e. Librarian
 - 2. As a fact-finding committee, within three weeks of receipt of the written complaint, the committee will meet and:
 - a. Receive copies of the challenged material.
 - b. Read and/or examine the material
 - c. Check general acceptance of the materials by reading reviews.
 - d. Weigh values and faults against each other, but the opinions shall be based on the material as a whole. Passages or parts should not be pulled out of context.
 - e. Call in consultants to review material, if necessary.
 - f. Discuss and prepare a report, presenting both majority and minority opinions. Send copies of the report to:
 - 1. Complainant
 - 2. Director
 - 3. Supervisor of Instruction