ARKANSAS TECH UNIVERSITY
BOARD POLICY

Policy Number: 613

Subject: Ozark Campus Library Policy and Fees

Date Adopted: 09/10 Revised: _____

The Ozark Campus Library Policy and Fees manual is attached.

Arkansas Tech University
Ozark Campus Library
Policy and Procedures

Revised 9/9/2010

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Arkansas Tech University-Ozark Campus Library Overview

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.

Purpose and goals
Purpose

The purpose of the Arkansas Tech University – Ozark Campus Library is to provide information resources, tools, and services that students, faculty, and staff in reaching their academic, professional, and personal goals in accordance with the university's mission.

Goals

- Select, acquire, and maintain a relevant collection of materials in various formats to meet the broad range of information needs in the campus community.
- Provide access to materials in welcoming physical and digital environments
- Instruct in efficient and effective use of print, electronic or digital materials including subscription databases, the library website, ILL services as well as Internet sources and tools
- Implement Information Literacy principles into instruction emphasizing evaluation of information needs and sources
- Create print and electronic bibliographic assistance tools
- Teach legal, ethical, and responsible practices of using information resources through use of accurate citation styles
- Practice professional customer-centered service to the community

Administration of the Arkansas Tech University-Ozark Campus Library

Librarian Responsibilities
The Coordinator of Library 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 the librarian is 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. 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
- Reference services by a credentialed information professional
- Library resource instruction
- Book delivery from RPL
- Interlibrary Loan

Additional Services to Faculty

- Library resource presentation for your class.

- Assistance in using digital resources for teaching and learning
- Maintain print and electronic professional development collection

Reference Services

Philosophy

Reference services at Arkansas Tech University- Ozark Campus Library 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.

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.

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.

Clientele

Assistance is intended for current students, faculty, administration, and staff at ATUOC. 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).

Confidentiality

The Code of Ethics (above) state that "librarians must protect each user's right to privacy with respect to information sought, received, and materials consulted, borrowed, or acquired" (ALA Policy Manual 43.15 Code of Ethics, point 3). In addition, the Library adheres to the ALA's policy on Confidentiality of Library Records (http://www.ala.org/Template.cfm?Section=otherpolicies&Template=/ContentManagement/ContentDisplay.cfm&ContentID=13084)

and Policy concerning Confidentiality of Personally Identifiable Information about Library Users (http://www.ala.org/Template.cfm?Section=otherpolicies&Template=ContentManagement/ContentDisplay.cfm&ContentID=13087). Arkansas Tech University will, however, comply with disclosures that are required by law.

Intellectual Freedom and Censorship

The Library recognizes that free access to ideas and full freedom of expression are fundamental to the educational process. To this end, the Library subscribes to and complies with the American Library Association's Library Bill of Rights and its accompanying statements of interpretation (http://www.ala.org/ala/aboutala/offices/oif/statementspols/statmentsif/librarybillrights.cfm) And the Freedom to Read statement (http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftrstatement/freedomreadstatement.cfm) as well as the aforementioned ALA Code of Ethics.

Accordingly, the Library purchases materials that represent a wide variety of viewpoints. The Library does not add or withdraw, at the request.

Copyright Statement

The Library complies fully with all of the provisions of the U.S. Copyright law (17 U.S.C.) and its amendments. The library strongly supports the fair use section of the copyright law (http:/www.copyright.gov/title17/92chap1.html), 17 U.S.C. 107, which permits and protects citizens' rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.

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://www.atu.edu/cservices/plc-aucrp.shtml

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 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.

Social Networking

In keeping with the Library's mission, the Library participates in various "social software" applications whereby library staff and community members can interact through virtual communication. These information tools, summarized below, allow all members of the community access without mandating a visit to the physical library. The Library regards online social software applications in the same way as its other information resources in accordance with its mission of serving the institutional community needs for informational, educational, cultural and recreational pursuits.

Social software is defined as any website or application which allows users to share information. Social software can include, but is not limited to, blogging, instant messaging, social networking sites and wikis. Many social networking sites allow users of those sites to become a "friend", "fan" or otherwise associate their own "profiles" or virtual presences with the Library's profile on these sites. Examples of such sites are Twitter, Facebook, MySpace, YouTube, and various blogging sites like Blogger and WordPress. As with more traditional resources, the Library does not act in place of or in the absence of a parent and is not responsible for enforcing any restrictions which a parent or guardian may place on a minor's use of this resource.

The Library does not collect, maintain or otherwise use the personal information stored on any third party site in any way other than to communicate with users on that site, unless granted permission by users for Library contact outside the site. The purpose for contact outside the site may include program promotion, volunteer opportunities, reference help, or other similar activities. Users may remove themselves at any time from the Library's "friends" or "fan" lists, or request that the Library remove them. Users should be aware that third party websites have their own privacy policies and should proceed accordingly.

Comments, posts, and messages are welcome on Library social networking sites. While the Library recognizes and respects differences in opinion, such interactions may be regularly monitored and reviewed for content and relevancy before publishing. All postings which contain any of the following may be removed and the poster barred from posting any subsequent messages to library social networking sites:

- Personal attacks, insults or threatening language
- Potentially libelous statements
- Plagiarized or copyrighted material
- Private, personal information published without consent
- Comments totally unrelated to the content of the forum
- Hyperlinks to material that is not directly related to the discussion
- Commercial promotions or spam

- Organized political activity
- Photos or other images that fall in any of the above categories

The Library shall also be granted the right to reproduce comments, posts, and messages in other public venues. For example, a response to a YouTube book review may be quoted in a newspaper or on the library website. Identifying information, other than first name or other appropriate user name will be removed unless prior approval is granted by the user.

The Library assumes no liability regarding any event or interaction that takes place by any participant in any Library-sponsored social networking service, and does not endorse or review content outside the "pages" created by the Librarian. Participation in social networking services implies agreement with all Library policies, including its Social Networking Policy and Appropriate Use of Computer Resources, and the Terms of Service of each individual third-party service. If a user does not agree to these terms, they are not to use the services provided.

The role and utility of social networking sites will be evaluated periodically by library staff, and may be terminated at any time without notice to subscribers.

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. The ATUOC ID card will be used as patron library card and must be presented when checking out all materials (including reserves and ILL materials).
2. A student may check out as many books/materials that he/she may need. Check out period is 4 weeks, unless these same books/materials are on special reserve by instructors.
   a. A courtesy notice is emailed 7 days prior to due date
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. Fines and Charges
   a. A fine of $.25 per day (excluding weekends and holidays for Ozark Campus materials) per book will be charged for overdue items. The maximum fine on an overdue book is $10.00.
   b. Items not returned in 30 days of the due date are bill d through Student Accounts. The charge consists of the replacement cost of book and a $5.00 processing fee per book plus any shipping, handling, and sales tax charges.
   c. If items are returned within 7 days after the due date, all fines are waived. If items are returned after that 7 day period then fines are retroactive.

6. All students, faculty and staff will have Interlibrary Loan privileges.
7. Any fines acquired through Interlibrary Loans are the responsibilities of the above mentioned patrons.
8. Students, faculty, and staff will be expected to replace or pay for any Interlibrary Loan items.
9. Library users are responsible for everything that is checked out on their library card.
   Any lost or stolen card should be reported immediately to the library. See Student Accounts for card replacement and cost.
10. Computers with Internet access will be available for research purposes.
11. All materials should circulate, except for reference books and encyclopedias that are needed for research purposes.
12. Library users are responsible for informing the library of changes in address and/or phone numbers.
13. It is the responsibility of the Library user to check ATU email account for notices.

Faculty 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

Responsibility of Collection Development

The professional librarian is responsible for all aspects of the collection. The librarian is expected to seek recommendations from faculty whose expertise in specific disciplines are sought. All requests are reviewed for their adherence to the selection policies and guidelines included below.

Selection Policies

Selection of materials is a continuous process affected by the changing curriculum, the availability of new materials, and funding levels. The general policies for selection apply equally to all types of materials being considered for library acquisition.

Standards

The ATUOC Library supports the statements on collection development contained within the "Standards for College Libraries"

(http://www.ala.org/ala/mgrps/divs/acrVstandardslindex.cfm) adopted by the American Library Association's Association of College and Research Libraries.

Criteria for Selection

a. Relevance to the curriculum and appropriateness to the user
b. Timeliness and lasting value of material

c. Reputation and authority of the author, issuing boy, and/or publisher
d. Presentation (style and clarity)
e. Aesthetic considerations (e.g. literacy or artistic value)
f. Special features (index, bibliography, notes, graphics, etc)
g. Physical and technical quality (paper, typography, design, physical size, binding, durability, etc.)
h. Suitability of content to form
i. Strength of present holdings in the subject area
j. Demand; frequency of interlibrary-loan requests for material in subject area
k. Price, relative cost of material in relation to the budget and other available material

Policies for Selection of Specific Types of Materials

1. Duplicates

   Duplicates i.e. same content and same format) are not normally purchased. Duplicate materials will be added to the collection if warranted by heavy usage of copies already held by the library or if sufficient justification is presented by the requestor. Purchase of duplicate content in different formats (e.g. e-books, e- journals, microforms, etc.) will depend on collection needs expressed by academic departments and/or librarian.

2. Fiction

   Fiction that is expected to have only short-term interest for readers will not be a priority purchase. However, the Library will attempt to select established literary works as well as works of promise, especially those which will support course offerings.

3. Gift Materials

   Gifts to the Library are encouraged. However, gift materials will be added to the collection only after they have been evaluated by a librarian to determine if they meet collection development requirements. The Library will acknowledge all gifts with a letter with the understanding that items become the property of the Library to handle in its best interests. The Library cannot legally provide an appraisal or estimate of the value of the donated material.

4. Non-Book Materials

   Requests for non-book materials will be evaluated on the same basis as books. The Library has developed additional policies for the following formats;

   a. Electronic Resources - Electronic resources are defined as those that require computer access. The Library subscribes to or purchases many electronic products. These products may be citation databases, indexes, statistics, full text articles, e-books, reference sources, and other types of content. The primary criteria for the selection of electronic products are relevance to the curriculum, accessibility and usability of content, quality of information provided, cost and relative value to the collections. Evaluation of electronic resources is coordinated by the Public Services Librarian in collaboration with the appropriate library subject liaison.

b. Textbooks, Lab Manuals, Workbooks, and Test Booklets-Current textbooks are not normally purchased. Exceptions may be made due to content value or relative scarcity of other materials in the subject area. Consumable manuals, workbooks, and test booklets are not normally added to the collections.
Exceptions will be considered on a case basis.

c. Pamphlets, Brochures, etc. - Pamphlets, brochures and other informational materials of less than sixty pages (60 pp.) are not normally added to the collections. Exceptions will be considered on a case basis.

d. Video Recordings- Video recordings (VHS, DVD, etc.) in supportable formats are acquired in support of the curriculum.

5. Obsolete Formats- Normally the library will not add materials in obsolete formats to the library collection. Any addition of such materials to the collection will be at the discretion of the Librarian. The primary criteria for adding these materials will be the availability of equipment for use of the material and the availability of storage space. Decisions to withdraw nonprint items may be based upon the obsolescence of the format and the physical condition of the necessary equipment. If funds are available and the contents warrant preservation materials may be transferred to another format instead of being deselected.
6. Selection Evaluation Tools- Librarians may consult subject-specific and standard library reviewing sources when making selection decisions. Librarians will also normally make use of faculty expertise as a resource for selection and evaluation of the collection.
7. Reference - The reference collection supports primarily the research needs of Arkansas Tech students and faculty, but also serves staff and administration. It contains, but is not limited to, encyclopedias, dictionaries, atlases, directories, indexes, bibliographies, statistical compilations, and handbooks. Items for the reference collection are selected by the Librarian. Items in the reference collection normally do not circulate. Exceptions may be made for short-term loans to faculty. The reference collection is reviewed on a regular basis to insure currency and accuracy.
8. Serials- The serials collection supports the needs of the Arkansas Tech University students, faculty, staff, and administration. Serials are publications issued in successive parts bearing numeric or chronological designations and are usually intended to be continued indefinitely. Serials may be issued in print, microform, and electronic formats. All formats will be considered in the Library's purchase and/or access decisions.

   The selection of serials requires a continuing commitment to the total cost of the subscription, which may include binding, access fees, equipment, and storage space. Serials costs and their continuing nature require a regular evaluation of current subscriptions. Library professional staff along with recommendations from faculty will determine the appropriate format for selection and retention of serials subscriptions.

Items in the serials collection normally do not circulate. Exceptions are made for short-term loans to faculty.

Serial Selection

The Library has a limited serials budget. Therefore, selection and deselection decisions for serials are made with great care and deliberation. Serials are selected and deselected based on a variety of factors, though the final decision is the responsibility of the Library Director. Among the factors to be considered are:

a. Support of academic programs
b. Faculty/departmental recommendation or request
c. Cost
d. Availability of other resources in the Library
e. Full-text availability through electronic means
f. Usage and projected usage
g. indexing accessible in Library
h. Demand for title in interlibrary-loan requests
i. Intended audience

Subscriptions will be reviewed annually by professional Librarian.

Collection Maintenance and Evaluation

Location:
Information resources purchased with Library funds or gifts to the Library become part of the library collection. Location of these resources is determined by the Librarian. Distribution of electronic information will be in compliance with current licensing agreements.

Deselection
Deselection of library materials (the process of removing items from the collection) is essential for the maintenance of an active, academically useful library collection. Deselection provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Librarians, in consultation with faculty when possible, are responsible for an ongoing deselection review in their areas of collection responsibility and for maintaining the quality of the collection.

General Guidelines

a. Superseded editions may be routinely deselected from the collection, depending on collection needs.
b. Duplicates may be deselected except in cases of high demand or where the library holds rare copies.
c. Materials which cannot be repaired or rebound or for which the cost of preservation exceeds the usefulness of the information contained are deselected. The Librarian should consider whether replacement of this material is desirable and make a purchase recommendation.

d. In fields where currency of information is extremely important (e.g. health sciences, technology) older materials should be regularly reviewed for deselection so that outdated or inaccurate information is eliminated.
e. Material that has not been used based on circulation and browsing data may be deselected at the discretion of the Librarian. However, some materials (e.g. those considered classic works in their field) have long-term value and should be kept in the collection despite lack of use.

Considerations for Serials

a. Incomplete and short runs of a title may be withdrawn, particularly when the title is not received currently.
b. Titles that contain information that is not useful long-term, such as newsletters and trade magazines, may have automatic discard patterns established.
c. Annuals, biennials, and regularly updated editions of guidebooks, handbooks, almanacs, and directories have a deselection pattern established depending on the value of the information contained in earlier editions. Often one or two older editions are retained in the reference and/or circulating collections.
d. Duplicates may be discarded.

Other Considerations

a. A title may be retained if it is included in a standard list or bibliography such as *Books for College Libraries.*
b. A title may be retained based on the author's reputation or local/regional connection.
c. A title may be retained based on collection need.

Conservation, Preservation, and Restoration

General Principles

a. Library staff should be cognizant of the proper care and handling of library materials.
b. Temperature and humidity controls should be maintained for the preservation of library materials.
c. Book repair will be provided for damaged materials as appropriate.
d. Binding or selection of another permanently accessible format will be used to preserve periodicals and other materials as appropriate.

Replacement of Library Materials

Library liaisons are responsible for making recommendations regarding the replacement of lost, damaged, missing, or worn-out monographs. The Librarian will recommend whether to replace a specific book or purchase a comparable book, and may consider the following:

a. Does the material being replaced meet the general library collection policy?
b. Does the frequency of use justify replacement?
c. Is the title considered a classic in its field?

d. Is the item on a faculty recommended reading list or is it listed in *Books for College Libraries* or other recommended book lists?

Access/Ownership Statement

With the Library's diminishing ability to collect even a small percentage of the world's information, the economics of access (versus physical ownership) has become crucial. Integrating access as a part of the collection development policy is a necessity and provides some decided advantages to the library as an information provider. First, the developments in electronic information systems have made it possible for libraries to provide knowledge of the vast amount of information available for use. While the Library cannot keep all of the material relevant to its users in the collection, it can provide access to a vast amount of information available for use in other collections. This type of access requires that the Library engage in cooperative collection development, resource sharing, document delivery systems, and product licensing negotiations. When it is determined that access on demand is more economically feasible in terms of storage, projected use, and cost, this option can enhance the Library's ability to expand the information base available to its primary users.

The Library's goal is to move toward a logical combination of traditional collections and access to materials that cannot be owned.

Resource Sharing, Document Delivery Services, and Cooperative Collection Development

The Library will supplement its collection through resource sharing, document delivery services, and other means of cooperative collection development. Resource sharing encourages free exchange of materials among participating libraries for the mutual benefit of all parties. The Library is part of several regional and national resource-sharing networks and consortia. They include membership in OCLC and ARKLink, as well as participation in numerous Arkansas State Library initiatives. The Library takes into consideration its resource-sharing partners in making collection development decisions.

ArkLink

Arklink is a system of member libraries who share resources with other member institutions. ATUOC is a participating member allowing students, faculty, and staff to obtain and ArkLink card that is valid for one semester or one year for faculty.

Collection Acquisitions

The librarian is responsible for the entire acquisition procedure. Before orders are placed, the librarian should become acquainted with the university's acquisition procedures.

Ordering

The basic information is requested:

1. Author
2. Title
3. Publisher

4. Copyright date
5. Edition
6. Number of copies
7. Price

The purchase of library materials will be consistent with the policies and procedure of the school. A purchase order will be completed along with the vendor form and given to the Chief Academic Officer for approval. If approved, the purchase order is sent to the purchasing department.

Receiving the Order
When orders are received:

1. Check contents against the packing slip.
2. Check physical condition of each item received.
3. Check books for wrong book covers, missing book sections and/or blank pages.
4. Check recording and films for streaks, proper speed, etc.
5. Check with original order making sure of proper editions, correct number of copies ordered, etc.
6. All problems should be brought to the attention of the vendors promptly.
7. All problems should be resolved before an invoice is released for payment.

Facility and Equipment

Acquisitions
Equipment will be purchased following the institutions purchasing procedures. Maintenance, repair, and emergency equipment purchases will follow the institutions purchasing procedures.

Inventory
The equipment inventory will be conducted each year. The librarian and the business office will take inventory and account for each piece of equipment purchased by the library. A piece of equipment that is considered obsolete will be removed by maintenance, placed in storage, and will remain there until such time as it may be transported to the state department. When the obsolete equipment had been moved to storage, the library inventory will be notated to reflect the change.

Safety Standards
All equipment and instructional supplies will meet the current safety standards required by OSHA (Occupational Safety and Health) organization. A first aid kit will be placed in the library in case of emergencies.

Floor Plan/Shelving Arrangements
The library's main area is approximately 32' by 32' and contains all the shelving space. Shelving along the west wall contains all the reference materials, periodicals, and newspapers. Theses shelves are five feet in height

and have a shelf depth of 10 inches. Shelving on the north wall houses all nonfiction and stands seven feet tall with a shelf depth of 10 inches. In the center of this room, stands a four foot high, back to back shelf that contains fiction.

The library resource room is approximately 15' by 12' and is used to house six computer Internet stations.

The storage room is approximately 12' by 12' and the library audio/visual equipment/materials are housed here. This room also contains a sink and work tables.

Emergency Plan
Refer to ATUOC Basic Emergency Operations Plan. Also see emergency plans posted in each room.