

# Crafton Hills College Library

## Policy Manual



2011-12



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## **Crafton Hills College Mission Statement**

The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.

## **Crafton Hills College Library Mission Statement**

The mission of the Crafton Hills College Library is to support the education and success of students in a quality learning environment. The Library staff supports student education by giving instruction on research techniques, teaching information competency skills, and providing a high quality collection of print and electronic resources.

## **Library Hours**

### **Fall and Spring Semesters**

Monday – Thursday 8:00 am – 9:00 pm

Friday 8:00 am – 4:00 pm

### **Summer**

Monday – Thursday 8:00 am – 5:00 pm

Library hours vary during intercessions

## **General Library Policies**

All library patrons are expected to behave in a courteous manner towards others, and to refrain from behavior that detracts from a peaceful learning environment. Examples of disruptive behavior include: excessive noise, harassment of other patrons, unattended children, and eating or drinking in the library.

### **Computer Use**

The CHC Library provides computers in order to facilitate the academic pursuits of students. Those utilizing the library computers are required to comply with all local, state, and federal laws regarding acceptable use. Using the computers for the purpose of hacking, harassment, or accessing child pornography is strictly prohibited and will result in police intervention.

Students using computers have priority over community members. While there are no specific time limitations for computer use, the library reserves the right to reclaim workstations being used for personal or recreational purposes, such as Facebook, or gaming and to reassign them to patrons who need to access research materials or complete coursework assignments.

### **Study Rooms**

The library contains 11 group study rooms that are available on a first-come first-served basis. The library does not take reservations for study rooms, but common courtesy is expected to prevail in usage of said rooms. A single person utilizing a group study room may be asked to vacate the room or double up with a single user in another room if a group comes in and no other rooms are available. Behavior in the study rooms carries the same expectations as the rest of the library. Excessive noise, food and drinks, or inappropriate behavior will not be tolerated.

### **Assistive Technology Room**

The library has designated one study room for the utilization of assistive technology equipment. Student must be trained and certified by DSPS in the correct use of assistive technology equipment before they will be allowed access to the room. Students must see a library staff member for admittance to the room.

## Emergency Procedures

Emergencies are erratic and can occur without warning. Crafton Hills College Library is concerned about the safety of the students, faculty, staff and visitors at the Library, and in the event of an emergency all employees are expected to remain calm, and handle whatever problems they encounter.

Occupants of the Library will look to the staff member in charge for direction and assistance, and proceed as follows in the event of an emergency.

### FIRE

- **Discovery of an actual fire**
  - Pull a fire alarm if one is nearby
  - Call District Police (x3275 or 909-389-3275) and describe the location and size of the fire
  - **Evacuate the area**
  - If safe to do so, close all doors to confine the fire – **but, do not lock them**
- **Evacuate when the sound of the fire alarm is heard**
  - Leave possessions at the risk of personal injury
  - **DO NOT use elevators** to evacuate the building
  - Report to the LRC evacuation site by exiting the front entrance to the building
  - **DO NOT reenter the building** unless declared safe by District Police or College Administration

### VIOLENT INTRUDER/WEAPONS

- Report all suspicious persons and situations to the District Police at x3275 or 909-389-3275
- **If a violent intruder or weapons are observed:**
  - Take note of description/behavior/weapons and report to the District Police
  - If directed by District Police or College Administration, implement **lockdown** procedures as follows:
    1. **Immediately close and lock doors (if possible), close any shades and/or blinds if it appears safe to do so.**
    2. **Instruct students/staff to move away from the windows and to get down on the floor.**
    3. **Remain in lockdown until District Police or College Administration give an all-clear command, or instructions to evacuate**

### MEDICAL

- **DO NOT move person unless absolutely necessary**
- Call the District Police and describe the nature of the problem and the location of the person.

## **Security Procedures**

Any staff member suspecting criminal behavior, such as robbery, child pornography, or assault should contact the District Police at x3275 or 909-389-3275 and then the senior staff member in charge and/or administration.

In addition, and as the situation requires, library employees may issue a verbal warning or evict any person for violations of library rules or policies. In the event of an eviction, the removal will be from the library as a whole, not just an area, and is usually for the balance of the day. If the situation warrants further action, students may be reported or referred to campus police, and/or the administration for follow-up.

## **Patron Behavior**

All patrons are expected to respect the rights of others; therefore disruptive behavior will not be tolerated. Examples of disruptive behavior include excessive noise, harassment, unattended children, overly loud cell phone usage, eating, drinking, etc. If an issue arises, a member of the Library staff will speak with the person(s) involved and will issue a warning if necessary. If the situation persists, the party(ies) may be asked to leave the library, and likely will result in loss of library privileges. If the behavior cannot be satisfactorily resolved by the library staff, students may be reported, or referred to campus police and/or administration for follow-up.

## **Cell Phones**

Cell phones are not banned within the library, but common courtesy when using them is expected. We ask that you please keep your voice down when talking on the phone, and if need be to step outside when having prolonged conversations.

## **Unattended Children**

The CHC campus policy regarding children is as follows:

### **Children on Campus**

Children are **not** to be brought into the classroom by students or instructors nor left unattended on the campus. The Counseling Center is able to provide referral information regarding childcare facilities on and off campus.

While the library does not prohibit children, we remind you that we are primarily a quiet area for study. If your child is being disruptive, or making noise that disturbs others, you may be asked to leave. On occasions when it is necessary to bring your child to the library, be advised that they must be supervised by an adult at all times. Children are not permitted to wander around the library, utilize study rooms to play, or access any electronic equipment, including computers without supervision of an adult guardian.

## **Copiers for Student Use**

The library maintains three copiers for student use, two on the 2<sup>nd</sup> (main) floor of the library and one on the 1<sup>st</sup> (lower level) in the Tutoring Center.

Copies are .10¢ for B&W and .50¢ for color. All copiers currently accept **cash only** and are equipped to take coins, \$1.00 bills and \$5.00 bills.

Change for higher denominations is available on a limited basis at the circulation desk.

Refunds for copies are given on a case by case basis and only apply to machine malfunction, not user error.

## **Photocopier Bypass Key Use**

1. Only Library and tutoring center staff may use the bypass key to make copies.
2. Free copies for library users will only be made if the copy machine has malfunctioned.
3. Faculty is not allowed to use bypass key for either personal or classroom use. Please refer faculty to the Copy Center, located on the first floor of the LRC for any copy service needed.

Supplies, such as paper and toner are kept in the copy room cabinets.

Orders for paper are placed through SBCCD Print Services.

Toner is ordered by phone through Advanced Copy Systems, and shipped to the library within 48 hours. The cost is covered through the maintenance agreement CHC Library has with Advanced Copy Systems.

If machines malfunction, or supplies are needed, contact:

**Advanced Copy Systems**  
**571 E. Redlands Blvd**  
**San Bernardino, CA 92408**  
**909-889-4006**

Indicate the machine number when requesting service:

**8382** (2<sup>nd</sup> floor B&W copier)

**7625** (2<sup>nd</sup> floor Color copier)

**9449** (1<sup>st</sup> floor Tutoring Center copier)

## **Copy Machine Deposits**

Every Friday morning during fall and spring semester the copy machines will be emptied of all monies. The usage statistics for each machine will be recorded, and filed in the appropriate binder, and the total amount will be tallied and deposited at the Campus Business Office.

During intercessions and summer the same procedure is followed every other week.

## **Fax Machine**

Fax machines are available for public use at Crafton Hills College Library and are subject to the following guidelines:

- As we are limited to one fax machine, it may be unavailable on occasion.
- Library staff will offer supervision and assistance in the use of the fax machine.

## Copyright

Under the laws of the United States, copyright is a form of legal protection provided to the creators of “original works of authorship fixed in any tangible medium of expression,” which may include literary, musical, or dramatic works, as well as motion pictures, sound recordings and other intellectual works. (17 U.S.C. §102 et. seq.) This law protects intellectual property, which is basically creative works. The main goal is to balance the rights and interests between owners and users. Any user of copyrighted works must acknowledge the originator’s exclusive control over:

- Distribution of their work
- Reproduction of their work
- Adaption of their work
- Public display or performance of their work  
(17 U.S.C § 106)

See: [www.copyright.com](http://www.copyright.com) for details to obtain permission from the originator.

SBCCD: BP3710 Intellectual Property and Copyright

SBCCD: AP3710 Intellectual Property and Copyright

## Fair Use

Fair use is a legal doctrine that establishes limitations on the exclusive rights of copyright owners. This doctrine may be raised as a defense to a claim of copyright infringement. The following four factors are considered when determining whether the use of copyrighted material is infringing on the rights of the copyright owner:

- The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
- The nature of the copyrighted work
- The amount and substantiality of the portion used in relation to the copyrighted work, and
- The effect of the use upon the potential market for or value of the copyrighted work

Copying small sections from database articles, books, and other works for educational purposes such as criticism, assignments, teaching, or general researching is usually considered to be fair use. However, the Copyright law does not offer a definitive meaning of fair use in specific circumstance. Therefore, all decisions as to fair use will be “reasoned applications” of the above-mentioned four factors (17 U.S.C. § 107).

## Plagiarism

Plagiarism and cheating are discussed under Academic Honesty in Standards of Student Conduct under the Policy and Regulations section in the *Crafton Hills College Catalog*. Plagiarism is the presentation as one's own the ideas and writing of another. Plagiarism/cheating are academically dishonest and subject the offending student to such penalties as receiving an "F" for the class and/or expulsion from the college. Students must make appropriate acknowledgments of the original source where material written or compiled by another is used, citing the source in text and on a works cited page and by enclosing four or more words used verbatim in quotation marks. In other words, the use of another person's words or ideas without giving that person credit constitutes plagiarism. Any written work containing plagiarism will be subject to discipline as provided in the *Crafton Hills College Catalog* and Section 41301 of Title 5, California Code of Regulations. Remember: the same technology that entices a student to plagiarize also allows an instructor easily to find the source of plagiarism.

(Courtesy of Professor Bret Scaliter)

## **Circulation Procedures**

### **Students**

**Library books** from the general collection are checked out for 2-weeks at a time. They may be renewed once, provided no holds have been placed on the item. A maximum of 20 items may be checked out at any one time.

**Audio Books on CD:** 2-week checkout.

**DVD's:** 1-week checkout.

**Reserve Materials:** 2-hour checkout unless otherwise specified by the instructor. Reserves may be renewed once, provided no one is waiting for the item. Reserve materials do not leave the library.

**Reference Books:** Do not check out unless by special permission of a librarian.

**Periodicals:** Do not check out.

### **Community Members**

Members of the community who are not currently students, staff or faculty at CHC may still utilize the library's services through the issuing of a CHC Library Community Card. Applicants must be a resident of one of the surrounding communities, present a valid government issued photo ID, and proof of current residence. Community card holders are allowed to check out 5 items at any one time.

### **Faculty and Staff**

Faculty and staff of CHC do not require a physical card to check out materials. However, a record must be created in Millennium listing their name, CHC extension, and department. Faculty and staff may request extended check out periods for materials, and are not limited in the number of renewals.

### **Overdue Fees**

Overdue fees are .10¢ per day for circulating items, not to exceed \$5.00, and .25¢ per hour for reserves, with no limit. If after 30 days the item has not been returned it will be considered lost, and an automatic bill in the amount of \$30.00 will be generated as a replacement fee. However, if the item is returned in good condition, the \$30.00 fee will be waived and the patron will only be charged the overdue fees due for the item.

Overdue notices are generated on the seventh day the item is overdue. The notice is then sent to the email account on file for the student. Three notices will be sent out before the item is considered lost and billed to the student.

Students with billed items or fines will have a hold placed on their record which will prevent them from registering for classes, receiving transcripts or graduating until their account is cleared.

## **Inland Empire Academic Libraries Cooperative (IEALC) Cards**

The purpose of the **IEALC** card is to provide reciprocal library borrowing privileges to currently registered students of participating institutions. CHC students may borrow materials from any of the following IEALC libraries upon presentation of a valid Student ID card in conjunction with the IEALC card. The IEALC card is issued at the Circulation Desk. A current CHC ID is required. The card is free, and is valid through the end of the academic year.

Azusa-Pacific University  
Biola University  
California Baptist University  
California State University, San Bernardino  
Citrus College  
Crafton Hills College  
Hope International University  
Loma Linda University, Loma Linda  
Mt. San Antonio College  
Mt. San Jacinto College  
Pacific Oaks College, Pasadena  
Southern California University of Health Sciences  
University of La Verne  
University of Redlands  
Victor Valley Community College  
Western University of Health Services

## Opening and Closing Procedures

### Opening

- Empty the outside book drop of all newspapers and books.
- Turn on circulation computers and set up for the day (select default receipt printer, open Millennium, change “sleep” settings).
- Unlock safe, pull cash drawer, verify previous day’s count against receipts and separate out all monies over \$50.00. Put deposit in envelope with receipts from counts and place in the safe. Cash drawer goes in drawer at circ desk.
- Check in all books from inside and outside book drops.
- Process newspapers – unfold, recycle the ads, check-in using “Serials” function of Millennium, stamp the front pages with CHC Library stamp, and place on periodicals shelves in order of locality – Redlands, San Bernardino, Los Angeles, New York.
- Call newspapers to report any missing copies so we may be credited.
- Run “Item Paging” list in Millennium. Pull books from upstairs, check-in, set “In-Transit” and ship to SBVC Library.
- Turn on circulation lights.
- Check circulation area for any notes from previous day.
- Organize/clean-up circ area if needed.
- Open fire door at 8:00 am.

### Closing

10 minutes prior to closing

- Circulation staff makes announcement notifying patron of closure
- Security/police on duty clear 2<sup>nd</sup> and 3<sup>rd</sup> floor of patrons. If security/police are unavailable, all staff on duty will make sure library is clear.
- Circulation staff closes out the register, and place’s money in the locking safe in the circulation office.
- Check book return at circulation desk to verify all items have been checked in.
- Return any reserve materials to shelving area.

Library closing time to 15 minutes after closing

- Final closing announcement is made.
- Fire door is closed.
- Staff computers are turned off.
- Lights behind the circulation desk and in offices are turned off.
- All staff exits the building together.

## **Cash Log**

Cash receipts are kept for all monies received from replacement fees, and library fines. Every morning the cash drawer is tallied and all monies over \$50.00 are separated and placed in the deposit envelope kept in the safe. Every Friday the cash deposits are balanced, and a deposit is made at the Campus Business Office.

## **Petty Cash**

The Library safe contains an envelope labeled “Petty Cash” which is used to purchase last minute supplies or items from the bookstore or office supply that are needed immediately to conduct library business. This money is never used for the purpose of making change for students or staff.

## **Intellectual Freedom**

“Intellectual Freedom is the right of every individual to both seek and receive information from all points of view without restriction. It provides for free access to all expressions of ideas through which any and all sides of a question cause or movement may be explored. Intellectual freedom encompasses the freedom to hold, receive and disseminate ideas.” – *Intellectual Freedom and Censorship Q & A*, the American Library Association

“Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive and impart information and ideas through any media and regardless of frontiers.” – Article 19 of the *United Nations Universal Declaration of Human Rights*

## **Privacy of Records and Confidentiality**

The CHC Library respects the privacy, and confidentiality of all users. It is therefore our policy to protect patron records to the fullest extent possible under state and federal laws.

In accordance with the American Library Association's *Code of Ethics*:

“We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.”

At the state level, Section 6267 of the California Government Code provides as follows:

All registration and circulation records of any library which is in whole or in part supported by public funds shall remain confidential and shall not be disclosed to any person, local agency, or state agency except as follows:

- By a person acting within the scope of his or her duties within the administration of the library
- By a person authorized, in writing, by the individual to whom the records pertain, to inspect the records
- By order of the appropriate superior court.

## **Reconsideration Procedures**

The Library supports intellectual freedom and attempts to supply the CHC community with a diverse perspective; therefore we endorse the [American Library Association's Library Bill of Rights](#).

The library will accept requests from faculty, staff, students and the community for reconsideration of materials. The requestor must fill out the Request for Reconsideration of Library Material form and turn it in to a library staff member. All challenges regarding the appropriateness of materials in the collection will be submitted to the Dean for review.

All submissions for reconsideration, along with the material being challenged, will be reviewed and a written response will be given within 30 days.

Challenged material will be kept in circulation during the reconsideration process.

## Request for Reconsideration of Library Material

Author\_\_\_\_\_

Title\_\_\_\_\_

Publisher\_\_\_\_\_

Request initiated by\_\_\_\_\_

Address\_\_\_\_\_

Telephone Number\_\_\_\_\_

Request made on behalf of:

\_\_\_\_\_ Individual

\_\_\_\_\_ Organization (specify name)\_\_\_\_\_

\_\_\_\_\_ Other group (specify name)\_\_\_\_\_

1. Did you read the entire material?

2. Please explain what in the material you object to. Be specific. Site page numbers.

3. What do you feel might be the result of reading or viewing this material?

4. Is there anything positive about this material?

5. For what library patrons would you recommend this material?

6. What do you believe is the theme of this material?

7. What do you believe is the purpose of this material?
8. Are you aware of the judgment of this material by literary critics?
9. What other material would you suggest in place of this that would serve the same purpose?
10. What action are you requesting that the library take about this material?

\_\_\_\_\_ Withdraw it from the library.

\_\_\_\_\_ Return it to the library director for re-evaluation.

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Signature

## **Library Instruction**

Library instruction is an indispensable part of the academic experience at Crafton Hills College. At the Library we believe that cultivating students' information literacy competencies helps them to become lifelong learners who know how to locate, evaluate and use information resources both ethically and effectively.

### **Methods of Instruction:**

- Individual help and assistance at the Reference Desk
- Group instruction in the Library's classroom
- Course-related digital and/or print instruction handouts
- Appointments for private in-depth research consultations
- Librarian-led instruction in either the faculty's or the Library's classroom

Library instruction can be requested by speaking to one of the Librarians at the Reference Desk, or completing the Instruction Request form on the Library's webpage. A librarian will contact you to determine whether you have any special needs, and to confirm your scheduled date and time.

## **Interlibrary Loans**

Currently CHC Library has no agreement in place with OCLC regarding ILL's; therefore we must rely on the kindness of the lending institution.

Students or faculty requesting books or journal articles not available through SBCCD at either the CHC or SBVC Library can place a request with the circulation staff. Every effort will be made to locate and request the item; however guarantees cannot be made regarding time it will take or certainty of lending from any institution.

The procedure for requests is as follows:

- Requests may be made by email or in person.
  - If made in person, have the requestor fill out the ILL form.
  - If made by email, verify they have included all the information needed on the ILL form and print email to attach to the form for statistics.
  
- Circulation staff will then research through local libraries, WorldCat, and off site database resources to try and locate the materials requested.
  - Any contact made regarding request attempts (weather successful or not) will be noted on the back of the ILL form for future reference.
  
- All ILL requests will be filed in the ILL binder and kept until the end of the year for statistics.



**11711 Sand Canyon Road  
Yucaipa, CA 92399  
909-389-3321**

## **Book Request**

AUTHOR/EDITOR

---

TITLE

---

EDITION OR ISBN

---

## **Article Request**

AUTHOR

---

TITLE

---

PERIODICAL TITLE

---

PUBLICATION DATE

---

VOLUME #

---

ISSUE #

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PAGE #'S

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## **Terms and Conditions**

Interlibrary loan (ILL) is a service available to all CHC faculty, staff, and students. Individuals requesting items through ILL are solely responsible for any fees charged by the lending library for fulfillment, as well as any fines or charges accrued due to loss, damage, or late return of requested items. If obtaining an ILL item entails any fees, the library will contact you to accept or reject these fees as a condition of fulfilling your request.



## Reserve Policy

### About Reserve Services

The Reserve collection is comprised of supplemental materials selected by faculty members as required readings for their courses. Reserve materials may include books from the CHC Library collection, selected readings and/or professors' personal books. Access to Reserve materials is restricted to CHC faculty, staff and students.

### For Instructors

Instructors wishing to place materials on Reserve must read and fill out the Reserve Request Form. This form can be downloaded from the CHC Library website or obtained at the Circulation Desk and explains in greater detail the requirements for placing items on Reserve. The Library primarily places materials on Reserve for loan periods of two hours, and all materials must remain in the library. Requests to place materials other than books or readings on Reserve and/or for loan periods longer than two hours will be granted at the discretion of Library Staff.

Instructors are advised to submit their requests and materials at least 7 days in advance of when they want them to be available for their students. **Instructors should make it clear to their students that a current CHC photo ID card is required to check out any and all materials on Reserve.**

### For Students

**A valid CHC photo ID card is required for all check-outs, including readings.** Reserve materials primarily check-out for a limited loan period of two hours and must remain in the library building. This ensures that the materials are available to the maximum number of students possible.

Reserve materials are available on a "first-come first-served" basis. The Library has limited copies of each item and can neither guarantee their availability nor hold items in advance. Reserve materials may be renewed for an additional two hours if no other patrons are waiting. If multiple patrons are waiting for the same item, Library Staff will check it out to the first person in line at the Circulation desk. Library Staff reserve the right to shorten the loan period to accommodate as many students as possible.

Patrons returning Reserve materials late will accrue fines of \$0.25 per hour for every hour overdue. Patrons returning materials that are damaged or who do not return the materials at all will be charged the full replacement cost of the item(s) as well as a \$10 processing fee. The replacement fee for textbooks will be based on the current purchase price of new textbooks at the CHC Bookstore. The cost of replacing books not sold in the Bookstore will be based on the prices currently offered by the normal Library book vendors.

## CRAFTON HILLS COLLEGE LIBRARY RESERVE REQUEST

- **Please remember that library reserves are items that do not leave the library.**
- To assure availability of items in a timely fashion, bring your materials in with a completed request form early. Items will be processed in the order received.
- Be aware that requests submitted during the first weeks of class may be delayed due to the large volume of reserve processing at the beginning of each semester.
- Please allow the library a minimum of 7 days for processing of reserve materials.
- Due to space limitations the library reserves the right to limit the number of copies placed on reserve for a given class.
- **Please remind your students that they will need to obtain a CHC Student ID card before they can check out reserve materials.**

\*\*\*\*\*

Today's Date: \_\_\_\_\_

Instructor's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Course Name and Number: \_\_\_\_\_

Title of Material: \_\_\_\_\_

Author: \_\_\_\_\_

Circulation Period:                      1 hr                      2 hr  
(circle one)

\*\*\*\*\*

- Instructors will be reminded by email prior to the end of the semester that their reserve materials may be picked up. If instructors wish to have their items remain on reserve, they may respond to the reminder email to indicate such.
- If we receive no instructor response regarding reserve materials, we will return them via intercampus mail to faculty offices or mailboxes.

Library Use Only                      Date received / Initials \_\_\_\_\_

## **Book Ordering**

Library staff will work directly with departmental faculty in selecting materials that support the CHC curriculum as outlined in the library's Collection Development Policy. The library will consider suggestions for the collection made by students, faculty, and staff at any time. However, in order to maintain the most relevant materials possible, instructional departments will be placed on a rotating schedule, with the primary focus for purchasing centering upon three departments each year.

## **Cataloging**

### **Copy Cataloging**

Copy cataloging is the adaptation of a pre-existing bibliographic record usually found through the Library of Congress database, which fits the characteristics of the item in hand with minor modifications.

The basic procedure used to catalog a new item is:

1. Find the item to be cataloged by searching records using Millennium Cataloging module and download the MARC record.
2. Once you have the bibliographic record, verify and make adjustments to the record as needed.
3. Attach a barcode to the item, and place on a cart for verification, and processing.
4. If no existing record can be found for the item, give it to the Technical Services Librarian for original cataloging.

### **Original Cataloging**

Original cataloging refers to the creation of a bibliographic record from scratch, without the aid of any pre-existing catalog record.

The Technical Services Librarian will:

1. Check the Library of Congress Online Catalog more thoroughly by author, title, keyword, subject, and ISBN for older editions.
2. If no older editions can be found, they will search the Library of Congress Classification Schedules and the Library of Congress Subject Heading List for call numbers of books with related subject headings or words in the title.

# Crafton Hills College Library Collection Development Policy

## Library Mission Statement

The mission of the Crafton Hills College Library is to support the education and success of students in a quality learning environment. The Library staff supports student education by giving instruction on research techniques, teaching information competency skills, and providing a high quality collection of print and electronic resources.

## Purpose of the Collection Development Policy

This policy is designed to assist the library in the acquisition of relevant resources to support the library's mission statement. The following criteria will demonstrate the process used to create a constantly evolving collection that will grow and progress along with the campus community.

## Materials Selection

It is the responsibility of all library staff members to evaluate and propose additions to the collection. Final purchasing decisions are made by the librarians and dean. Selections are made with the use of industry journals and publisher catalogs as well as through the recommendation of "subject experts," i.e. faculty.

### *a. Collection Priorities*

Prioritizing the selection of materials is based upon the current budget and the needs of the campus community. Current purchasing should focus on the following:

- Electronic databases
- Print materials (encompassing books and journals)
- E-books

All purchases should be made based on the following criteria (prioritized by importance):

- Suitability to current curriculum
- Instructional needs of faculty and staff
- Service to the campus community as an information center
- General knowledge or recreational interests

### *b. Selection Criteria*

Selection of new materials is an ongoing process requiring evaluation of both the current collection and the materials being considered for purchase. The criteria used to evaluate the materials are based on the following:

- Present holdings in the subject area
- Date of publication and lasting value

- Critical reviews
- Cost
- Material availability in surrounding libraries

**c. *Gifts to the collection***

- The library welcomes all gifts with the stipulation that they will be used and/or disposed of at the library's discretion. The library will evaluate all gifts prior to addition to the collection according to the same standards used in the purchase of new materials. Generally, the library does not accept textbooks, or books in poor physical condition for the permanent collection. The library reserves the right to refuse donations if it is determined that they are not of use to the library. All gifts are tax deductible, and a receipt for donation of materials will be provided upon request. The Library does not place financial value on materials received.

**De-selection**

Items will be de-selected on a monthly basis, by subject areas and based upon usage, condition and obsolescence. Materials de-selection is based on the following general criteria:

- Obsolete, inaccurate or superseded materials
- Multiple copies without justification
- Unsightly or musty volumes
- Selective retention of materials more than 10 years old in rapidly changing subject areas such as science, health, law, etc.
- Materials in outdated formats

For de-selection criteria by subject area see the [CHC De-Selection Policy](#)

**Challenges to the Collection**

The Library supports intellectual freedom and attempts to supply the CHC community with a diverse perspective; therefore we endorse the [American Library Association's Library Bill of Rights](#).

The library will accept requests from faculty, staff, students and the community for reconsideration of materials. The requestor must fill out the Request for Reconsideration of Library Material form and turn it in to a library staff member. All challenges regarding the appropriateness of materials in the collection will be submitted to the Dean for review.

All submissions for reconsideration, along with the material being challenged, will be reviewed and a written response will be given within 30 days.

Challenged material will be kept in circulation during the reconsideration process.

## **Archives**

The CHC Library archives consist of materials pertaining to the history of the college as well as a limited collection of local area history. Types of records in holding are college catalogs and schedules, student publications, memorabilia and news clippings pertaining to college activities, and books on local history. Access to the archives collection must be prearranged to insure a library staff member's presence at all times.

## **Exhibits**

The library periodically hosts exhibits that promote the CHC curriculum or highlight campus interests. All exhibits must be coordinated through the library staff. The library reserves the right to deny exhibit space at any time for any reason.

## **Policy Review**

This policy remains open to periodic review and reassessment by library staff, and the Dean. Changes will be made when appropriate and as necessity dictates.

## **Periodicals and Newspapers**

### **Ordering**

Periodicals are an important academic resource that often provides the most current information in advance of publication in book form. Selection will be based primarily within fields relating to the CHC curriculum, but may also include titles of general interest to the college community. EBSCO is our primary source for periodical orders, but in the case that a title is unavailable through EBSCO, it will be ordered directly through the publisher.

### **Checking In and Claiming**

Periodicals and newspapers are checked in by volume and issue number through the Millennium Serials Module. All titles are stamped CHC, and marked in red along the edges to indicate check in before being shelved in the current periodicals area.

If daily newspapers are not delivered, contact the carrier responsible.

Periodicals are claimed monthly through EBSCOnet online, and noted in Millennium Serials. If after six weeks the claimed title has not been received, follow up with a second claim.

### **Storing**

Length of time periodicals are kept is based on type of publication, whether general interest or academic. General interest titles are kept for 1 year, and academic titles for 5 years. Special exceptions are made for titles of historical value which are kept indefinitely.

Titles we remove are recycled every December when the current periodicals are shifted upstairs for storage.

Back issues of newspapers are recycled at the end of each month.

## **Statistics**

### **Books**

As new books are added to the collection each year they are recorded in a folder under their broad subject call numbers (A-Z). They are added up at the close of each School Year to determine the number of new books added, old books withdrawn, and the cumulative total of all books.

### **Bound Periodicals**

As bound periodicals return from the bindery or are withdrawn from the collection, the cumulative total is adjusted in the book folder.

### **Database Usage**

Usage is tracked through the administrator account for each database. Frequency of use, subject ranking, and session times are maintained in order to analyze database effectiveness.

### **Orientations**

A current count is kept of the number of orientations given to students by librarians each year and the number of students receiving them.

### **Computer Use**

A current count is also kept of the number of teachers using the computers for their personal classes.

### **Gate Counts**

Gate counts are taken weekly and cumulative totals are presented at the end of each semester in order to assist in determining library hours and usage.

## General De-selection Policy for CHC Library

Circulating collections undergo periodic reassessment as to their appropriateness and suitability to respond to current needs. De-selection is necessary to make space for current materials, to make the collections more attractive, to facilitate the ease of use of the collections by patrons and staff, and to reduce the damage to books caused by overcrowding and space limitations. Weeding criteria includes:

- Dated, inaccurate, unused or rarely used materials.
- Worn-out and damaged materials.
- Trendy ephemera.
- Age – superseded by new edition, ephemeral material.
- Physical condition: Missing pages, text unreadable, water damage, poor paper quality, or other factors that preclude rebinding.

### 1. **Philosophy:** (B-BD, BH, BJ)

- a. Weeding criteria: Most philosophy books do not become outdated. Circulation is often low and is not necessarily a guide for weeding. Titles are retained unless superseded by more recent editions. Duplicate copies of low-usage books are weeded, as are superseded editions.
- a. Retain systems of philosophy.
- b. Discard historical and explanatory texts when superseded.

### 2. **Psychology:** (BF)

- a. Weeding criteria: A 5-year weeding process is necessary to maintain a live, usable, and up-to-date collection.
- a. Do not remove biographies, or primary works of the psychologists.
- b. Encyclopedias are judged by their emphasis on primary works.

### 3. **Religion:** (BL-BX)

- a. Weeding criteria: Material does not generally become outdated. Books that have very low usage should be considered for weeding after five years. Superseded editions and unused duplicates may be weeded. The collection must have current titles on each major religion as well as earlier editions of standard or classic texts, regardless of current curriculum.
- b. Discard older sectarian literature, sermons, and books on conduct of life.
- c. Discard historical and explanatory texts when superseded.

### 4. **History** (C, D, E, F)

- a. Weeding criteria: The main factors include demand, accuracy of facts, and fairness of interpretation. Nonetheless, the history collection should be periodically reviewed and books should be judged for their continuing usefulness in the collection.
- b. Keep: Older books that reflect the expectations of another era, regardless of the accuracy of predictions made in them about the future.
- c. Keep: Otherwise inappropriate books if bibliography, appendices, maps, illustrations, or other supplementary features are still useful.
- d. Keep: Earlier editions of classic or standard texts – regardless of current curriculum usefulness.

**5. Geography: (G-GR)**

- a. Weeding criteria: Books in this area become dated rapidly and should be weeded every two years unless it has significant background or history information not available elsewhere.

**6. Athletics: (GV)**

- a. Weeding criteria: Superseded rulebooks maintained only to last two editions. Old instructional material considered for discard if new items exist.
- b. Physical damage to the book—missing pages, torn, etc. Withdraw and replace.

**7. Social Science: (H-HA)**

- a. Weeding criteria: Interdisciplinary needs are considered when weeding.
- b. In these subject areas the source tends to be used in a supportive nature and as such should not be analyzed heavily according to circulation figures.
- c. Unless they have a historical approach, they are of little use after five years; books on finance are outdated sooner.

**8. Economics: (HB-HJ)**

- a. Weeding criteria: This process considers timeliness of research, value of material, number of sources on topic, age of source, circulation, number of copies, whether it is part of a set, and physical condition.
- b. Consideration of economics interdisciplinary contribution to geography, history, management, social science and international affairs.
- c. As with all section maintain primary works by distinguished economists.

**9. Sociology: (HM-HX)**

- a. Weeding criteria: Materials may be withdrawn from the collection for the following reasons.
- b. Age: Superseded by a later edition.
- c. Condition of book.

- d. Older editions in a subject area that has a low circulation activity and numerous other works.

**10. Political Science: (J-JX)**

- a. Weeding criteria: Political science interrelates with other fields such as social science, international affairs, geography, history, and psychology.
- b. Consideration should be given to usage, size of the collection, number of copies, age, and historical value.
- c. Maintain all primary works.

**11. Law: (K)**

- a. Weeding criteria: Multiple copies, superseded works, outdated topical books and outdated collections of laws.

**12. Education: (L)**

- a. Weeding criteria: Outdated monographs, superseded works, and duplicates are weeded.
- b. No biographical materials are discarded.
- c. Different editions of encyclopedia works may be kept.

**13. Music (M)**

- a. Weeding criteria: Titles are retained, unless superseded by newer editions. Music books generally do not become outdated.
- b. Consider the condition of the books.

**14. Art (N)**

- a. Weeding criteria: Titles are retained, unless superseded by newer editions. Art books generally do not become outdated.
- b. Consider the condition of the books.

**15. Literature and Language (P)**

- a. Weeding criteria: Age and use are not always accurate guides for weeding literature books. Some critical works (especially superseded editions) can be weeded by date and usage. Books listed in Essay and General Literature Index, Granger's Index to Poetry, and the Short Story Index are always retained. Keep criticisms of classic writers. Keep history unless superseded by better titles. Maintain multiple copies of classic literary works.
- b. Weeding criteria: Discard old grammars, dictionaries, etc.

**16. Pure Science (Q)**

- a. Weeding criteria: Newer materials are available that provide better or expanded explanations of complex subjects.
- b. Age: Superseded by newer editions, ephemeral material.
- c. Newer scientific discoveries, theories and techniques should be updated with materials.

**17. Mathematics (QA 9-74, 78-939)**

- a. Weeding criteria: Books older than ten years should be withdrawn unless they are *classics*.
- b. Older editions are normally withdrawn when a new edition is received.

**18. Computer Science (QA 75-77)**

- a. Weeding criteria: Material may be withdrawn from the collection based on the following criteria:
  - 1.) Age: Superseded by newer editions, ephemeral material.
  - 2.) Consider if the level of treatment is too superficial for college level study; newer material provide better or expanded explanations of complex subjects, clearer text styles, and better illustrations.

**19. Astronomy (QB), Physics (QC), Chemistry (QD)**

- a. Weeding criteria: Books considered for discard include added copies printed more than 10 years ago not identified as “landmark” and those with more than two editions in that period. Older editions, if superseded, are discarded.
- b. Materials on poor quality paper.
- c. Books by non-distinguished authors may be discarded. Basic works of significant historical or literary value, such as Newton or Einstein, etc.

**20. Biological Sciences (QH-QR)**

- a. Weeding criteria: Material may be withdrawn from the collection based on the following criteria:
- b. Superseded by new editions. Materials in the biological science have a shelf life of ten years.

**21. Medicine (R)**

- a. Weeding criteria: Material may be withdrawn from the collection based on the following:
  - 1.) Superseded by newer editions, discoveries are constantly being announced and older materials may be very misleading or even dangerous.

**22. Agriculture (S)**

- a. Weeding criteria: Material may be withdrawn from the collection based on the following criteria:

- 1.) Age: Superseded by newer editions, ephemeral material.
- 2.) Treatment of subject: Newer materials provide better or expanded explanation of complex subjects, clearer text styles, and better illustrations.

**23. Technology (T)**

- a. Weeding criteria: Materials are withdrawn from the collection when newer editions are published or if newer material provides better coverage and treatment.
- b. Technology is making such rapid advances that materials over five years should be viewed with suspicion with obvious exceptions such as auto and appliance repair manuals, cookbooks, books on guns, clock, etc.

**24. Reference Collection:**

- a. Many sources are considered reference “classics” and are valuable for many years. Many reference books as issued in revised editions and previous editions may be removed. An exception is any new edition that supplements rather than replaces an older edition.
- b. Medical and Science reference books may be quickly outdated.

**25. Audiovisual Materials:**

- a. Non-print media should be weeded on a regular schedule just like print materials, although it can be harder to judge content and quality without spending a great deal of time watching or listening to each item.
- b. Keep in mind that non-print items can be difficult to borrow through interlibrary loan.
- c. Other issues to consider when evaluating non-print materials include format and condition. Is the format still available? If not and the materials are not replaceable, you may want to investigate transferring unique materials to current formats.
- d. Watch for broken cases, missing pieces, poor sound, or visual quality of tapes or CDs.
- e. Tapes that become twisted should be discarded.
- f. Videocassettes should be examined for wear after 100-150 circulations; they will probably need to be replaced after 200-250 showings.
- g. Compact disks are relatively sturdy; but they can be chipped, cracked or scratched.

## Hiring Student Workers

- I. Managers will have access to the PeopleAdmin website <https://www.sbccdjobs.com/hr> using the username and password set up during the PeopleAdmin training. This is the same site for posting and approving permanent district positions. If a manager wishes to give the logon and password information to their secretary or other designee they may do so, but secretaries will not be able to establish their own logon and password.
  
- II. Manager or Secretary will create a posting for a federal work study employee by going to the website and creating the posting, listing the title of the position, the department, the hours, the number of vacancies, etc. They must select “federal work study” as the position type. They will then submit the document online to the FWS Coordinator in the Financial Aid Office who will review it to determine if it meets the requirements and then the Coordinator will forward it to HR. HR will then post the position.
  
- III. Students will be told when they are awarded to check the website if they wish to activate their FWS award and seek a position. As soon as the job has been posted, students will be able to access the system and review the jobs and create an application for the position. The website for them is <https://www.sbccdjobs.com>
  
- IV. Manager or designee can then access the site to review the applications and select a candidate. They will need to do this regularly to see any new applicants. Once a candidate has been selected, the manager or designee will CHANGE STATUS TO “Submit to Financial Aid for Hire” and the FWS Coordinator will receive an email and review your request, if approved the FWS Coordinator will notify you by email and once the FWS Coordinator receives all HR forms from the student, the FWS Coordinator will complete a Hiring Proposal and submit it to HR online. Once HR has approved the student, the FWS Coordinator will receive an email from HR with a list of the students that are approved and the FWS Coordinator will forward the names to the appropriate department for notifications.
  
- V. The Manager or designee will then complete the FWS packet (authorization, I-9, W-4, Loyalty Oath, etc.) and submit to the FWS Coordinator who will review and send to HR to be processed. This is the same as the current practice.
  
- VI. Once a position has been filled, the manager or designee will go back into the system and revise the number of vacancies. **Maximum of 5 students per department.**

\*Process directions courtesy of Financial Aid Department

## **Sample Posting for Student Assistant – Library**

### **Job Description**

Under general supervision, assists in operations for the Library.

### **Minimum Requirements**

Must be able to provide excellent customer service, follow directions and instructions, and be reliable and punctual. Should be able to push heavy book carts, bend, stoop and reach, alphabetize and understand basic mathematics.

Must be enrolled as a student at Crafton Hills College and be eligible for Federal Work study.  
Must be enrolled 1/2 time and have an award for 2011-2012 FWS

### **Desired Qualifications**

- Previous successful work experience in customer service field.
- Ability to work under minimal supervision.
- Good organizational skills.
- Interest in library sciences.

## **Guidelines for Student Workers**

Employment in the library is based upon our needs and the student's availability and skills. Continued employment is based upon cooperation with supervisors and colleagues, doing an acceptable job, and following library policies.

### **Work Schedules**

Work schedules will be planned with circulation staff based upon the needs of the library and student class schedules. Student workers are expected to report for work according to the work schedule agreed upon. If a student needs to make changes to their schedule, they must meet with circulation staff to insure both their needs and the library's staffing needs are met. Circulation staff must be notified if a student will be late or unable to report to work. Failure to report for a scheduled work time, without notification will result in both a verbal and written warning. The third occurrence will result in termination from the library.

### **Training**

A short training session will be held for each student worker to help familiarize them with the Library of Congress classification system, circulation desk software, library policies and job expectations. If a student is unclear about any task they are asked to complete, either during or after training, please ask circulation staff to clarify it for you. Questions are part of the learning process and we want students to feel comfortable asking for help.

### **Time Sheets**

Time sheets are the record of hours worked and is the basis for computing pay. Time sheets are expected to be kept by each student daily. It is the student's responsibility to keep track of their hours. Blank time sheets will be provided and kept in the sign in/out notebook. The maximum number of hours a student can work is determined by each student's financial aid package and will not exceed 15 hours per week.

### **Breaks**

If a student works at least four consecutive hours, they must take one 15 minute break. If they work a shift of 5.5 consecutive hours they will be required to take a 30 minute meal break.

### **Service Guidelines**

Customer service is crucial to the overall environment of the library, and helping patrons is your most important job. Remember the following while on duty.

- Be approachable - make eye contact, and project a positive attitude.
- Show interest: if talking to other staff members, stop immediately to offer assistance to the patron.

- Listen carefully to the patron's request, and pay close attention to questions. Ask for additional information if necessary to clarify the patron's needs.
- Be knowledgeable about your job and provide correct information. If you are unsure about anything, ask a supervisor for assistance. During 'slow' times, try to familiarize yourself with library websites, the online catalog, and databases etc.

## **Student Worker Daily Task List**

### **Copy Room**

1. Fill all copy machine paper trays. (Report to staff if paper supply is low.)
2. Empty hole punch, and pencil sharpener, fill tape dispenser, and staplers.
3. Throw away any loose papers or other trash.
4. Bring any lost & found items to Circ Desk.

### **Computer Mall/Fishbowl**

1. Walk the aisles and push in all chairs
2. Pick up and throw away any trash.
3. Report to staff any damage or spills.
4. Bring all loose library books to Circ Desk for check-in.

### **Study Rooms**

1. Push in all chairs.
2. Pick up and throw away any trash.
3. Wipe down white boards if work/drawings left on them.
4. Bring all loose library books to Circ Desk for check-in.

### **Library Seating Areas**

1. Push in all chairs.
2. Pick up and throw away any trash.
3. Bring all loose library books to Circ Desk for check-in.

### **Current Periodicals**

1. Walk aisles, shelve any loose periodicals.
2. Make sure correct issue is on the correct shelf.
3. Lift shelves to straighten periodicals and put in correct order.

### **Book Stacks**

1. Shelve any books on carts in Circulation or upstairs (unless otherwise noted).
2. Walk up and down aisles and bring all loose library books to Circ Desk for check-in.
3. Straighten up any messy shelves.
4. Pick up and throw away any trash or papers.
5. Shelf-read and “face” the books (line up book spines to the edge of the shelf).

The ideas expressed within this document are a collaboration of original policy in conjunction with standard practices in academic libraries nationwide.

The format for this document was adapted from the Hopkinsville Community College Library policy manual.