

Policy Manual
Henry G. Bennett Memorial Library

*Approved by the Library Committee on 3/31/2010, 2015

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HENRY G. BENNETT MEMORIAL LIBRARY

I. MISSION AND GOALS

A. MISSION

Southeastern Oklahoma State University provides an environment of academic excellence that enables students to reach their highest potential. By having personal access to excellent teaching, challenging academic programs, and extracurricular experiences, students will develop skills and habits that promote values for career preparation, responsible citizenship, and lifelong learning.

In conjunction with the University's Mission Statement, the Library at Southeastern offers the following mission statement:

The Henry G. Bennett Library at Southeastern Oklahoma State University will support the University's curriculum by providing a vital, information-rich environment that will enhance faculty development and student learning by:

1. Providing an opportunity to succeed through a challenging, learner-centered academic environment.
2. Promoting information and critical thinking skills that are essential to confident, independent learners;
3. Striving for a balanced, current, and relevant collection of resources in both traditional and electronic formats that provide professional, academic and career- oriented information to meet the changing needs of the of the workforce;
4. Providing a model of excellence for the University and local community through our quality of service;
5. Presenting a system of governance that provides reliable information and, as appropriate, involves the faculty and students in the decision-making process;
6. Using assessment to improve student learning and effective teaching.

B. GOALS

1. Resources

a. Collections

i. To select, acquire, and maintain resource materials that support the instructional, research, and service functions of the University.

ii. To select, acquire and maintain resource materials which support the creative / recreational needs of the

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University community.

iii. To develop and promote a quality program of resource sharing and alternative access in order to serve the University community and to support the cooperation efforts of libraries in general.

iv. To develop policies and procedures that will ensure the preservation and security of the Library's collection.

b. Personnel

i. To maintain a comprehensive personnel program designed to attract, develop, and retain sufficient number of qualified librarians and staff capable of meeting the needs of the Library's users.

c. Facilities

i. To provide space, equipment, and technology that will ensure operational efficiency, improve collection preservation, and respond to changing needs of users and staff.

d. Finances

i. To solicit and secure necessary financial support toward meeting goals and objectives for the continuation and expansion of Library operations.

ii. To administer the Library's budget and promote optimum use of its financial resources.

2. Services

a. To promote understanding of the Library's research capabilities and to encourage the use of its resources and services.

b. To enhance assistance to users in identifying and locating recorded information.

c. To strengthen accessibility to the University's library resources.

d. To facilitate access to materials other than those in the University Library collection.

3. Administration

a. To lend leadership in the promotion, interpretation, and support of the Library through the development of constructive relationships with the University administration, academic departments, students, and the Library's public in general.

- b. To plan and develop an efficient and effective library system.
- c. To encourage active communication at all levels throughout the Library.

II. ACCESS TO THE COLLECTION

A. GENERAL ACCESS POLICIES:

- 1. Materials on open shelves or in open cabinets may be used.
- 2. Materials in storage may be used by request only.
- 3. Materials in locked cases may be used by request only.
- 4. Materials on reserve may be checked out at the Circulation Desk. Patrons must have a valid Southeastern ID.
- 5. Curriculum materials may be checked out by Southeastern students and faculty only.

B. UNIVERSITY ARCHIVES PROCEDURES:

- 1. General rules:
 - a. Food and drinks will not be allowed in the University Archives Room.
- 2. All bags, purses, notebooks, binders, coats, hats, books or other personal property are subject to inspection.
- 3. Open by appointment only
 - a. University Archives appointments must be made during library hours. See web site for specific hours. www.se.edu/library
 - b. Appointments are made for a maximum of 2 hours
 - c. No more than 5 persons can be present in the University Archives Room at any one time.
 - d. Researchers must be accompanied by a university faculty member or by a library staff person.
- 4. Proper care and handling of archival materials
 - a. Marks, erasures or any other changes to the materials are not permitted
 - b. Place nothing on top of materials; do not write on top of, alter, lean on, fold anew or trace materials.
 - c. Turn pages slowly and carefully, touching only the margins if possible.

- d. Wear gloves when working with photographic materials.
- e. Keep all materials and/or collections in their existing order and arrangement.
- f. The researcher assumes full responsibility for conforming to copyright, literary property rights, and libel laws.

III. POLICIES FOR PATRONS

A. GENERAL POLICIES FOR PATRONS IN THE LIBRARY

- 1. Food and /or drinks are permitted in the library.
- 2. Smoking or use of tobacco products is not permitted.
- 3. Disruptive behavior is not permitted.
- 4. Mutilation of, or any damage to, library materials is not permitted: Any patron caught damaging materials in any way will be charged replacement or mending costs as determined by library staff and/or librarians. Students will also be reported to the Vice-President for Student Affairs and/or the Campus Police.
- 5. Office computers, typewriters, and other equipment are for business use only and are not available to patrons or student workers for personal use.
- 6. One computer will be provided for public patrons, 18 and older, which has a time limit of one hour.
- 7. Computer Pods are to be used by SOSU Students only.
- 8. Classroom LB-201 is for classroom instruction or scheduled use only.
- 9. Library patrons are required to set pagers and cell phones to vibrate.

B. LIBRARY POLICY FOR UNATTENDED CHILDREN

The library mission statement provides an environment of academic excellence that enables students to reach their highest potential. Because we operate within an adult environment, we cannot be responsible for unattended children under the age of 18. Therefore, if your child/children is left in the library unattended, security will be contacted. This is for your child/children's protection.

C. LIBRARY POLICY FOR BREAST-FEEDING MOTHERS

In accordance with the Oklahoma Statutes Citationized Title 3.

Public Health and Safety

Chapter 1 - Oklahoma Public Health Code Maternal and Infant Care Act

Article 2 - Local Health Services

Section 1-234.1 - Legislative Declaration - Breast-Feeding - Where Permitted

- Not Criminal Cite as: O.S. §,

The Legislature hereby declares that breast-feeding a baby constitutes a basic act of nurturing to which every baby has a right and which should be encouraged in the interests of maternal and child health. In furtherance of this right, a mother may breast-feed her baby in any location where the mother is otherwise authorized to be. Breast-feeding shall not constitute a violation of any provision of Title 21 of the Oklahoma Statutes.

Added by Laws 2004, HB 2102, c. 332, § 1, emerg. eff. May 25, 2004.

A place on 2A will be provided for mothers who wish to breast feed in the library.

IV. CIRCULATION POLICIES

A. FUNCTION:

The Circulation Department provides the following services to patrons: charging and discharging of library materials, shelving materials, keeping shelves in order, maintaining circulation statistical records, maintaining overdue and hold-list records, providing copy machine service, limited information assistance, and interlibrary loan services.

B. BORROWING PRIVILEGES are extended to: *

1. SOSU students presenting a valid I.D.
2. SOSU faculty and staff presenting a valid I.D.
3. Immediate families of faculty and staff will be issued a borrower's card upon request.
4. Retired SOSU faculty and spouse.
5. Patrons with a valid community borrower's card.
6. Patrons with a valid Alumni borrower card. (Alumni get the card in Alumni office)
7. Public school groups may be extended borrowing privileges if the following conditions are met:
 - a. The school accepts responsibility for paying for lost, damaged, or non-returned items in advance.
 - b. Prior arrangements are made with the library for the group visit, including prior arrangements for checkout.

* Persons not eligible for borrowing privileges may obtain materials from the collection by requesting them through interlibrary loan through their local public library.

C. ALUMNI BORROWER CARD POLICY

Alumni card holders will be issued a unique borrower card which can be obtained from the Alumni Association. Alumni card borrowers are subject to replacement charges and fees for materials lost, damaged, or presumed by the library to be lost. Alumni card borrowers are limited to a total of ten items borrowed. Alumni card borrowers are not eligible for interlibrary loan services or the computer lab.

D. COMMUNITY BORROWER CARD POLICY

Community Borrower cards may be obtained at the Southeastern Oklahoma State University Library circulation desk by eligible non-members of the University community who wish to borrow materials for home use. For information on the library, loan regulations, and overdue charges see the Student's Guide to Library Usage available at the circulation desk.

Eligibility Requirements

1. Community borrowers are charged a \$5.00 card fee per person or a \$10.00 fee per family
2. Cards for Community borrowers are valid for one year.
3. Applicant should be an Oklahoma resident, living within approximately fifty miles distance from Durant.
4. Applicant must be age 18 years of age and not enrolled in a public or private school system.
5. Community borrowers are subject to replacement charges and fees for materials lost, damaged, or presumed by the library to be lost.
6. Community card borrowers are limited to a total of ten items borrowed.
7. Community card borrowers are not eligible for interlibrary loan services or the computer lab.

E. LAPTOP BORROWING POLICIES

The library will provide circulation privileges for the following (in order of access priority):

1. Current Southeastern Oklahoma State University students (Library use only).
2. Current Southeastern Oklahoma State University faculty (upon availability) for off-campus presentations.

3. Current Southeastern Oklahoma State University staff members (upon availability) with approval from their immediate supervisor.
4. Laptops are not available to the community.
5. The following regulations apply to student use of laptops:
 - a. Students will adhere to the Student Loan Agreement (Appendix I)
 - b. Data cannot be stored on laptop computers. No specialized software can be installed on laptop computers.

F. LIBRARY HOLDINGS

Library Holdings: All holdings (print and electronic) are searched in catalog for item request verification.

G. LIBRARY POLICIES

Library policies are explained to patrons whenever the need arises. Written policies are shown to the patron as necessary. If a given policy needs interpretation, the patron is referred to the appropriate department head. If no resolution of a problem resulting from a library policy is reached, the patron is referred to the Library Director.

H. LOAN POLICIES

1. The following are circulated to all students, faculty, staff and community cardholders:
 - a. Books from the general circulating collection.
 - b. U.S. Government documents, with the exception of census material, U.S. Code, Statutes at Large and other reference type material.
 - c. Oklahoma Documents, with the exception of reference material.
 - d. Books and paper materials on the reserve shelf.
 - e. Sound recordings / audio tapes / videos / DVD's which are housed in the library.
 - f. Vertical file items which are housed in the basement.
 - g. Computer software and CD-ROM disks.
 - h. Graphics, art prints, kits and posters.
2. The following are circulated to university faculty, staff and students only:
 - a. Curriculum materials. 1 week check out
 - b. Reserve materials held at the Circulation Desk
 - c. Textbook Reserve Program, 2 hour in house check out.

3. The following are circulated to university faculty and staff only:
 - a. Periodicals (magazines, and newspapers).
 - b. Reference books-that have an “R” above the Dewey Classification-with the permission of a librarian.
 - c. University publications such as yearbooks and catalogs.
4. The following are not circulated:
 - a. Materials in the locked cases.
 - b. Microforms
 - c. SOSU master’s theses
 - d. Sound recordings are in the Music Library
 - e. Maps in the map case on Floor 2A.
 - f. Items in the Archives Room.
 - g. Items in storage.
 - h. Periodical Indices.
 - i. Items in the Oklahoma Cookbook Collection.
 - j. Items in the Federal and State Law Collection
 - k. Harvey and Tigner Collections

LIBRARY MATERIALS MAY NOT BE TAKEN FROM THE BUILDING UNLESS THEY ARE CHECKED OUT AT THE CIRCULATION DESK-THERE ARE NO EXCEPTIONS!

I. LOAN PERIODS

1. Books and U.S. government documents are loaned for 3 weeks during the regular semester and 2 weeks during the summer term-except near the end of the term when the period is adjusted.
2. Faculty loan period is three months.
3. Curriculum and Curriculum kits are loaned for 1 week to students and 90 days to faculty.

4. Reserve books are loaned for 2 hours.
 - a. Exceptions:
 - i. Books checked out after 9:00 p.m. will be due back by 9:00 a.m. the next day.
 - ii. Books checked out after 5:00 p.m. on Friday will be due back by 9:00 a.m. the following Monday.
 - iii. Instructors may request specific loans periods.
5. Computer software is loaned for periods stated on the item.
6. Videos/DVD's are loaned for fourteen days to students and one week to community card holders. Videos/DVD are loaned to university faculty for semester.
7. For other specific loan policies, see the Circulation Time Periods document at: <http://www.se.edu/library/policies-and-procedures/>

J. ADDITIONAL LOAN POLICIES

1. RENEWALS—an item may be rechecked once unless:
 - a. It has been requested by another patron.
 - b. It has been recalled for faculty or reserve use.
 - c. It is more than 30 days overdue.
2. ADDITIONAL RENEWALS — May be permitted at the discretion of a librarian.
3. RECALLS — any item needed by a faculty member for class preparation or reserve use may be recalled.
4. REQUESTS—

When using the Catalog, a patron may request an item in the collection by doing the following:

 - a. Go to the record of the item requested.
 - b. Click on the Place Hold Link
 - c. Enter User ID (Student ID)
 - d. Enter PIN number
(PIN numbers can be obtained by asking or calling the circulation desk.)
 - e. Click on the Place Hold Button

Notification that the item is available will be either e-mailed or sent to the address in the patron's record

K. OVERDUE MATERIALS POLICIES

1. Materials are due on the date stamped on the date due slip or print out.
2. Materials may be rechecked by telephone if they are not overdue.
3. Patrons may renew their materials by going into their account in the Library catalog.

Renewal procedure:

- a. Click on the My Account Link
 - b. Click on the Renew my materials Link
 - c. Put in their User ID (Student ID)
 - d. Put in their PIN number
4. Materials which are 30 days overdue will not be rechecked.
 5. Overdue Notices: The first notice will be emailed 14 days after the materials are due. The second notice will be mailed 22 days after the materials are due, and the final notice will be mailed 29 days after the materials are due.
 6. Fines are not charged for overdue materials.

When an item has been overdue for 46 days, the item will be marked ASSUMED LOST. An invoice will be sent to the patron having the item(s) checked out.

- a. Students with overdue materials are put on the university "hold list." This prevents their obtaining checks or transcripts and prevents their enrolling.
- b. Holds are cleared when:
 - i. Materials are returned or
 - ii. Payment for them is received

L. LOST AND FOUND:

Found items should be delivered to the Circulation Desk as soon as they are discovered. Inquiries about lost items should be referred first to the Circulation Desk and then Campus Police. If one thinks that a "lost" item was stolen, a campus police should be called to investigate.

- a. Items found are taken to the Campus Police who maintain the university's official lost and found.

M. LOST OR DAMAGED MATERIALS

1. All patrons are responsible for all items they borrow.

Lost items: Patrons are charged the full replacement costs plus a \$10.00 processing fee per item, with a maximum charge of \$60.00.

2. When an item becomes lost and appears on the “lost item report”, the patron has the option of paying for the item plus the processing fee or purchasing the actual book and giving it to the library. The determination on whether or not to accept a replacement copy instead of having the patron pay for the book will be made by the librarian.

3. Damaged items: Patrons are assessed a fee for repair or replacement as determined by a librarian--not to exceed full replacement cost plus a \$10.00 processing fee.

4. Replacement costs are determined as follows:

a. Books still in print--the price listed in the current Books-in-Print plus a \$10.00 processing fee.

i. Exception—if the lost book was a hardcover and only a paperback is in print, the cost will be determined as for an out-of-print hardcover book.

b. Out-of-print books or no longer available—the price listed in the current Bowker Annual for the average book in that subject area plus a \$10.00 processing fee.

i. Exception—if the original price of the book was more than the average price, the original price plus the \$10.00 processing fee will be charged.

c. Periodicals

i. Mutilation--\$5.00 per issue mending fee if the pages are still available, or cost of issue, with a minimum of \$5.00 if pages are unavailable.

ii. Loss—replacement cost with \$5.00 minimum.

d. Items in other formats:

i. Still available—replacement cost plus a \$10.00 processing fee.

ii. Not available—cost of similar item, not less than what was originally paid, plus a \$10.00 processing fee.

e. Curriculum, Government Documents, and Oklahoma Documents

i. If the lost item costs less than the processing fee, double the price of the item.

ii. Any lost item worth at least the amount of the processing fee up to \$40.00, the patron will pay for the amount of that item and the processing fee.

iii. If an item costs more than \$40.00, the patron will pay \$40.00 and the processing fee. It was estimated that the actual cost of processing a book is \$4.00.

5. Failure to return or replace lost or damaged materials:

a. Students—a “hold” is placed on students’ transcripts, checks, etc. in the Registrar’s and Bursar’s Offices.

b. Non-student (community card holders and alumni card borrowers)
—loss of library privileges.

N. INTERLIBRARY LOAN POLICIES

1. Interlibrary loan services are offered to all library patrons who have borrowing privileges.

a. Exceptions: Community card borrowers and Alumni card borrowers.

2. Patrons are responsible for any charge incurred from the lending library. Some libraries charge for Interlibrary Loan; others do not. If you are not willing to pay for Interlibrary Loan, then we are limited to libraries that offer Interlibrary Loan Services for free.

3. No additional charge is assessed by the Henry G. Bennett Memorial Library.

4. Interlibrary loan services are offered for materials needed for the purpose of research, study, or instruction.

5. Interlibrary loan requests are processed on the OCLC Interlibrary Loan Subsystem.

6. The SOSU Library has adopted the AMIGOS-OCLC Interlibrary Loan Code, the ALA National Interlibrary Loan Code guidelines. (See Appendix II for copies of these codes).

7. The library sending an item determines the date due.

8. Renewal requests must be made before the date due. (The ILL System does not allow renewals of overdue items.)

9. Any charges will be posted to your library account. Amounts totaling \$5.00 or more will block library use until paid. Amounts not paid within 90 days will be posted to the Business Office for collection. Additional ILL requests will not be transacted for patrons who have overdue items.

10. Reference books, textbooks, curriculum textbooks (faculty and student), DVD's and CD's will not be made available for lending through ILL. Patrons may attempt to order these items, but their availability will be determined by the lending libraries.

11. If at all possible, articles will be obtained electronically and will be sent to the patron's student/staff/faculty/official email address. We will not ship to Hotmail, yahoo, g-mail, etc.

12. If the Need By date passes before the item can be obtained or if the request comes back unfilled after the Need By date has passed, the request will be deleted. Please factor in a request date of at least one week for articles and two weeks for books when ordering.

13. Interlibrary Loan staff reserves the right to refuse Interlibrary Loan service to any patron who may jeopardize our agreements by violating lending libraries' stipulations.

COPYRIGHT LAW ~ <http://www.copyright.gov/title17/>

The Federal copyright law 94-553, enacted January 1, 1978, has placed a limit on the number of photocopies of articles that the SE library may request from recent periodical issues, i.e. those published in the last five years, during the current calendar year. In most cases this will not affect our ability to request the materials you need, but the Interlibrary Loan department reserves the right to refuse to process requests, which in our opinion, would violate copyright law. On these occasions, Interlibrary Loan staff will provide patrons with information on how they might acquire the desired materials through sources other than Interlibrary Loan.

Please note that if the articles being requested are older than five years, then there is not a limit on how many be requested within reason during the current calendar year.

O. CONFIDENTIALITY OF LIBRARY USER'S RECORDS:

The records of library materials borrowed or used cannot be disclosed to anyone except:

1. Persons acting within the scope of their duties in the administration of the library;

2. Persons authorized to inspect such records in writing, by the individual or group;

3. By order of a court of law.

Section 1, Chapter 81, O.S.L. 1985 (65 O.S. Supp. 1985, Section 1-105) applies to any library supported in whole or in part by public funds except middle and elementary school libraries which were exempted from this law as amended.

P. OK- SHARE <http://www.okhighered.org/ocald/ok-share-policies.shtml>

OK-Share LIBRARY CARD SYSTEM (OCALD System-Wide Library Policies)

Southeastern is a member of the Oklahoma OK-Share library card system

More detailed information is available on the library web page. www.se.edu/library

V. REFERENCE SERVICE POLICY

A. FUNCTION:

The basic function of reference services is to assist patrons in locating and obtaining information. Guidance and direction are provided to library users in personal assistance ranging from ready reference to information literacy / bibliographic instruction classes. The Reference Department may also direct patrons to other departments of the library (e.g. Interlibrary Loan) or to external sources. Because it is believed that the way the department functions determines the character of its service, the library is committed to the collection of relevant statistics and the establishment of goals and policies for continual assessment.

B. OBJECTIVE:

The objective of reference services is to support the university's teaching, research, and extension programs by facilitating access to the library's collections and the informational content of those materials, primarily through direct personal service to library users within the limits of the library's policies and budgetary constraints.

The Reference Department has the responsibility for the following services which support this objective:

1. To provide reference and general information assistance to library users.
2. To provide in-depth assistance for specialized research within the limits established by set guidelines.
3. To provide orientation and instruction to individuals and groups in the use of library resources.
4. To introduce students to basic reference materials, both general and subject oriented, through information literacy/bibliographic instruction classes, demonstrations and hands on experience.
5. To provide user aids to facilitate patron use of the library such as bibliographies, subject guides, on-line tutorials, and signage.

6. To maintain in the library a reference collection that is relevant and up-to-date according to state and national standards. (See appendix)
7. To facilitate access to materials external to the library through the use of referral and interlibrary loan.
8. To create an environment for and a tradition of high-level service within the Reference Department and to utilize personnel and material resources effectively.

C. REFERENCE ETHICS:

The needs of library users must always be taken seriously and treated with the utmost respect. Staff members giving assistance should be alert, interested, and willing to help. They should apply well-developed communication skills to ascertain needs of users and should not be judgmental regarding a request. Courtesy, patience, sensitivity, and tact are important in all interactions with library users. The “Code of Ethics: Statement on Professional Ethics” will be a basis for specific guidelines. (See Appendix II)

D. REFERENCE PRIORITIES:

The Reference Department gives priority to all activities involving direct service to library users. Supporting activities, although essential to maintain the quality of these services, must take second place.

1. Patrons in the library: As a general rule, service to library users with a reference question takes priority over other activities.
 - a. In cases where there are two or more patrons waiting, help should be offered first to the person who has been waiting the longest.
 - b. If it appears that the answer to the inquiry will take considerable time, the librarian may deal first with a question which can be answered quickly if this is agreeable to the first person waiting.
2. Telephone Calls: In accordance with D.1, the user who comes to the Reference Desk takes priority above the person who calls on the telephone or who has left an inquiry at the desk.
3. E-mail Reference queries: In accordance with D.1 and D.2, the user who comes to the Reference Desk and the person who calls on the telephone takes priority over any e-mail reference queries.
4. Pending reference inquiries: If the immediate needs of patrons who are in the library, or who are telephoning, are being adequately taken care of, next priority should be accorded to following up inquiries not answered when they were taken while on desk duty. All such questions should be addressed promptly by the

person who accepted them unless other arrangements have been made or service is needed for users who are waiting.

5. Queries received in the mail or by email should be researched and answered as promptly as possible.
6. Follow-up: It is important to encourage library users to inform a reference librarian if they do not locate satisfactory answers to their questions. When able, reference librarians should check with users who appear to be having difficulty in using sources in the Library. If a librarian offers to work on an extended reference question which requires lengthy research after the user has left, the librarian should record the user's name and phone number so that answers may be supplied as soon as possible.
7. Approaching library users: As time permits, it is important for librarians to offer to assist users who appear to be uncertain in their use of library resources.
8. Instructional services: Information literacy/bibliographic instruction for groups are a major priority among tasks performed by the reference staff. This assistance may take the form of actual instruction or the preparation of materials for instructional purposes. Reference librarians are expected to be available to give library tours or information literacy / bibliographic instruction to groups. All library classroom instruction should be scheduled on the calendar through the Reference Department in order to prevent any conflicts.
9. Subject specialists: Members of the Reference Department also have special responsibilities to departments as liaisons and in academic collection development.
10. It is the responsibility of all reference librarians to provide service when asked.

E. REFERENCE DESK SERVICE:

Librarians assigned to the Reference Desk are there to provide reference and information services to patrons.

1. Staffing: Staffing patterns and hours of service for the Reference Desk will reflect, within budgetary limitations, the needs of the users.
 - a. Scheduling is done by the reference team at the beginning of each semester
 - b. Librarians are scheduled to be at the reference desk during peak hours that the library is open except:
 - i. Weekends, unless a part -librarian is available.
 - ii. Slack periods between semesters.
 - iii. When ill or absent, the librarian should notify the Library Director and, if possible, work out a replacement.

iv. Other librarians, not usually assigned to the reference desk, are “ON CALL” to help out when needed.

2. Reference Staff Responsibilities/Attributes

a. The primary responsibility is to provide direct personal service to users according to priorities in section D.

b. Approachability: Reference staff should be careful to maintain an approachable appearance which invites patrons to ask for help.

i. AVOID BECOMING ENGROSSED in other work or conversation at the desk.

c. Slack Periods: During slack periods at the desk, librarians may work on collection development details; examine new reference materials, read professional literature, etc., as long as it does not interfere with provision of services.

d. Leaving Desk Unstaffed: If it is necessary to leave the desk while on duty for more than a few minutes, the librarian should ask another librarian to cover for him/her. A librarian’s absence from the desk should never be so prolonged as to interfere with service to users who are waiting for services.

e. Holding Materials for Patrons: Reference books, or other materials collected to answer a reference question may be held for patrons but should be returned to the shelves as soon as possible. The librarian on duty at night should clear the Reference Desk of all items left there during the day.

f. Assisting Disabled Patrons: Reference staff arranges assistance to patrons with disabilities in accessing and using library resources.

i. Assistance includes:

1) Instruction in use of the library catalog, paper indices and online databases;

2) Aid in locating reference materials;

3) Arranging for a student assistant to procure items from the stacks, if needed;

4) Arranging for a student assistant to assist in making photocopies, if needed.

ii. Patrons with disabilities that the library is not equipped to handle should be brought to the attention of the Library Director so that arrangements may be made to accommodate their needs.

F. HANDLING INQUIRIES:

Judgment is used in determining which questions can be handled to completion by the staff and which ones are best answered by providing guidance in selection sources to consult. The reference staff is responsible for questions in the following categories, with assistance from the circulation staff for categories one and two:

1. Category 1—Directional
 - a. Directions: Accurate and courteous directional assistance is the responsibility of all library staff. Directional assistance may involve physical directions, or questions concerning library policies and services.
2. Category 2--How to use
 - a. This includes equipment, how to access databases, the library catalog, indices or other reference sources.
3. Category 3--Ready reference questions
 - a. This includes specific facts easily determined from standard sources, including library policies and questions about where something is located on the library webpage.
4. Category 4—More than 10 minutes
 - a. These are questions which require more time and more detailed answers or instruction. When these more complicated, time-consuming questions arise at the desk, there are several possible procedures to follow:
 - i. Arrange for another librarian to take your position at the desk;
 - ii. Ask a subject specialist to take over the problem;
 - iii. Inform the patron courteously that an answer will be time-consuming and ask if he or she is willing to come back later for an answer or for individual help in locating the answer.

G. REFERENCE INTERVIEW:

Try to determine exactly what the library user wants to know before starting to search. Original questions are sometimes too general and must be refined by additional questioning of the library user. Determine his/her time frame and depth of information needed. Establish rapport with patrons and restate the question in other words to encourage him/her to supply any pertinent information lacking or unclear in the original question.

The librarian is expected to use his or her own judgment in determining the most appropriate response and also to be considerate of the patron and any colleague asking for assistance. Discretion should be used by the librarian in determining the length of time to allow for a question. If a question is going to take up too much time during peak periods, it is best to refer the patron to another librarian or ask them to come back at a time when

it is not as busy.

Informal instruction in the use of the library catalog, indices, paper, electronic resources and other sources in the reference collection is a routine part of reference service.

Preferably, the librarian should encourage the patron to follow the steps as the librarian seeks out the information or sources, but the librarian should never force instruction on a patron who asks a simple question which can be answered by one or two sources.

Reference librarians should be alert to the kinds of questions that indicate a need for instruction.

1. Other considerations: In most cases answers to questions are based on data in standard reference sources. The information is shown to the patron or, in the case of a telephone inquiry, the source of the information is cited.
 - a. The librarian should not vouch for the accuracy of a particular answer or source, although in some instances an indication of its reliability may be given.
 - b. The reference librarian does not normally cross-verify answers except in the case of obvious discrepancies.
 - c. The librarian does not interpret information from a source for the user.

H. AMOUNT OF SERVICE:

It is important that an effort be made to provide the best possible service at all times.

Some guidelines are:

1. Always try to suggest some sources and specific headings and encourage the patron to come back for further suggestions if the results are not satisfactory.
2. If the patron is beginning his or her own search and is unfamiliar with the relevant sources, the librarian may want to suggest that he/she make an appointment with one of the reference librarians for a conference on how to make full use of library resources in that field. Such a conference will enable a reference librarian to give much more assistance to an individual patron that is not possible on the spur-of-the-moment at the Reference Desk.
3. If the librarian is unfamiliar with which sources might be available and wishes to investigate when he/she has more time, the librarian should write a description of the subject and arrange to report to the patron on the question later.
4. When sources of information are known but are not available in the library or in library databases, the patron should be referred to Interlibrary Loan, other libraries, or other external sources.

I. TELEPHONE INQUIRIES:

1. The telephone should be answered even if all desk staff are working with patrons since constant ringing will disturb patrons using the area. If the phone call interrupts service to another patron, the person on the phone is requested to wait or to leave the question, name, and a phone number for a future response.
2. The telephone is an important means of providing and arranging for service to library users. Members of the Reference Department are responsible for maintaining high standards of telephone service.

J. E-MAIL INQUIRIES:

1. E-mail reference can be answered by reference staff while on duty, if time permits.
2. Most e-mail reference question will be handled by reference staff while not at the reference desk.

K. ROVING REFERENCE:

1. As time permits, reference librarians should walk through the floors of the library, observing students, and if a student appears to need help to offer help.
2. Roving reference should normally be done when the reference staff are not on duty at the reference desk.

L. HOURS OF SERVICE:

The Reference Desk is staffed during peak library hours.

M. BIBLIOGRAPHIC SERVICES:

Reference librarians are available when time and resources permit to prepare bibliographies, research guides or LibGuides. Generally, bibliographies are compiled only if they are of use to a large number of patrons or an entire class. The reference librarians compile and maintain a series of online search guides which lead to materials on selected topics. These guides are updated and new ones developed as needed or requested by faculty and students and made available on the library's website.

N. BIBLIOGRAPHIC INSTRUCTION:

1. The reference staff provides orientation and Information Literacy/Bibliographic Instruction which include the following:
 - a. Guided tours of the building for student, faculty, and interested members of:
 - i. The university community, and visitors to the campus.
 - ii. Preparation of bibliographies, guides and other materials which will enhance instruction.
 - iii. Course-related or assignment-related sessions for

Information Literacy/Bibliographic Instruction classes.

2. Reference Librarian Responsibilities Related To Bibliographic Instruction
 - a. Reference librarians should have materials and equipment ready for the group when they arrive and be prepared for each session.
 - b. Requests for individual and/or group instruction or tours should be honored when librarians and time are available.
 - i. One week's advance notice is preferred for group instruction.
 - ii. Scheduling of bibliographic instruction/information literacy classes is handled on the Microsoft Outlook calendar. Reference librarians scheduling a class will need to consult the calendar.
 - iii. Scheduling library facilities, such as the classroom on 2A, by faculty is permitted as long as there are no other classes scheduled.
 - c. If a class interferes with Reference Desk duty, the librarian should find a replacement.
 - d. Requests from faculty members for specialized instruction should be directed to the appropriate subject specialists.
 - e. Librarians with liaison responsibilities should market this service to the appropriate faculty/department.

VI. COLLECTION DEVELOPMENT POLICY

A. PURPOSE

The purpose of the Collection Development policy is to provide the basis for systematic development of the Southeastern Oklahoma State University Library collections. The policy statement sets forth criteria to be met in selecting books, serials, and other forms of research materials, as well as responsibility for selection.

B. CLIENTELE OF THE LIBRARY

The students enrolled in undergraduate and graduate programs of Southeastern, as well as the instructional faculty, administrative officers and the entire support staff of the institution, are the primary clientele of the Henry G. Bennett Memorial Library for whom the collections are developed.

Understanding the needs of these library users is the basic premise in the philosophy of materials collection development. Each item selected should fill a current or foreseeable need for some faction of the library's clientele.

Service will be extended beyond this defined group, but materials will not be specifically acquired for individuals and groups where need does not overlap with the above defined clientele, except for the selection of U.S. Documents to serve the 2nd Congressional District.

C. RESPONSIBILITY FOR THE SELECTION OF LIBRARY MATERIALS

1. Librarians' Role in Materials selection

The librarians have the responsibility for the overall development of the library collection, especially in keeping it balanced and well-rounded.

Specific areas in the collection which are the responsibility of the librarians are:

- a. Reference collection;
- b. General use fiction;
- c. Non-fiction of general and contemporary interest;
- d. Biography;
- e. General use periodicals;
- f. Library science materials;
- g. Paperback collection;
- h. Replacements of lost items;
- i. Additional titles in subject areas:
 - i. In response to patron demand (from general library fund), and
 - ii. To remedy collection deficiencies (when departments have not spent allocation from departmental funds).

2. Faculty Role in Materials Selection

Library materials selection in the various curricular areas is primarily the responsibility of the faculty. Faculty personnel have knowledge of past scholarship in their fields, of currently productive scholars, and of information on new materials in their subjects. This, plus their knowledge of specific requirements for their classes, enables them to select materials most needed for their subject areas.

To insure the development of a balanced collection a substantial portion of the materials budget is allocated to the departments. The department chairperson or the faculty member designated by the chairperson as the library liaison should see that all programs of the department's curricula are represented in materials selection. The liaison should coordinate selection, submit book orders, and receive and retain monthly accounting statements of departmental materials fund allocations.

The liaison should also consult with the acquisitions/collection development librarian on general development of the collection. Individual faculty should review those sections of the library relative to their specialties to ascertain if the collection is adequate.

Any faculty member, through the department liaison, may recommend purchase of materials in support of his subject area. These selections are charged to the departmental allocation.

3. Students' Role in Materials selection

Students, as prime users of the library, are encouraged to contribute to the development of the collection by suggesting new titles and by assessing weaknesses in the holdings. These suggestions will be reviewed and acted upon by the librarians.

D. CRITERIA FOR SELECTION OF LIBRARY BOOKS

The following criteria are observed by librarians and faculty in the selection of books for the library:

1. High standards of quality in content, format, and/or literary merit;
2. Appropriateness for undergraduate use or for use in the graduate programs at SOSU;
3. Possibility of use for one or more courses;
4. A deficiency in a particular subject area;
5. Student interest, if the subject matter is of general contemporary nature;
6. Author's reputation in the subject field;
7. Possible positive review evaluations in one or more of the accepted reviewing media and/or citations for the book in specialized bibliographies or indices;
8. Permanence or timeliness of the book;
9. Assessment of the translator if a book is a foreign language work;
10. Reputation of the publisher.

While the library strives to maintain high standards of content, expression, and format in all books, special consideration may justify purchase of a book lacking these qualities. A book which represents a widespread popular view point may lack literary or intellectual quality and still merit purchase. A book of historical significance, or a novel by a major author which has poor reviews, might be needed in the collection even though its literary merit is questionable.

E. CRITERIA FOR SELECTION OF SPECIALIZED FORMS OF MATERIALS

1. Audio Visual Materials

a. Sound recordings

Recordings are purchased in compact disc format. Current “popular” recordings for recreational use are not purchased.

b. DVD’s of high quality which support the curriculum may be purchased from the department allocations and or used for circulating collection.

c. Archival videos of Southeastern events are also collected.

2. Bibliographies

The library should acquire a strong collection of subject and collective bibliographies. Bibliographical reference sources and index’s aid the librarians in measuring the depth of the collection and in identifying titles that should be acquired. They also aid in locating research materials available through interlibrary loan.

National, trade, comprehensive bibliographies, and subject bibliographies of a specific disciplinary interest are maintained in the reference collection. Other bibliographies of a narrower subject range are shelved in the general collection to encourage their use.

3. Campus Archival Materials

The library collects and preserves printed materials about the development of the campus. The following are collected;

a. Catalogs of the university;

b. Alumni publications, such as The Magnolia and its predecessors;

c. Issues of the Southeastern (newspaper);

d. Issues of the Savage (yearbook) and its predecessors;

e. Master’s degree theses;

f. Reprints of published articles and copies of books published by faculty and former students.

g. Materials and artifacts of historic value to the University.

4. Curriculum Materials

The library collects and maintains Curriculum materials for early childhood education and elementary and secondary education. These include textbooks

(student's and teacher's editions), wordbooks, tests, curriculum guides, reference materials, multi-media kits, videos, DVD's, software, and other materials used in schools.

Primary consideration is given to adding materials on the Annual Textbook Requisition list published by the Oklahoma Department of Education. These materials are requested (free) from publishers or purchased from departmental budgets. They are maintained separately in the Curriculum Materials Center.

5. Electronic Resources

The library purchases or subscribes to general or subject electronic resources. Primary concerns for selection involve subject access provided, estimated use, graduate program support, cost.

6. Electronic Media

Electronic media (computer software) are collected. These should be in a format which is compatible with computers owned by the university. Acquisitions should support the curriculum or be quality general use software. Games are not purchased. It is important that necessary hardware and software requirements be available for any electronic media selected.

7. Fiction

The library collects new works of promise in the literary field for its general collection. Works are evaluated in terms of the author's earlier writings and current reader interest. Bestseller type fiction which is likely to have short-term interest is purchased for the paperback collection only.

8. Government Documents

The library is a selective depository of U.S. government documents. Selections are made annually by the documents librarian. Faculty requests are solicited, as the library attempts to select those items supporting the university curriculum or of general interest to the university and Southeastern Oklahoma population.

Most United States documents are maintained in a separate collection. Those of greater interest are integrated into the general collection.

9. Juvenile collection

A collection of children's books and literature is maintained to support children's literature, and education classes. The collection consists primarily of quality fiction, and non-fiction. Some children's reference materials are also purchased.

Selection aids and reviewing media for children's literature, such as Horn Book, Bulletin of the Center for Children's Books, Children's Catalog, etc. are also purchased.

10. Manuscripts

The library does not purchase manuscripts unless that is the only format in which important research materials of genuine need are available. Any such manuscript acquired is housed in the general collection.

However, the donation of a notable manuscript or collection of papers will be accepted, and such will be safeguarded as rare and valuable documents.

11. Maps

Maps are purchased primarily in bound atlases. However, individual maps are regularly received as U.S. depository items and may also be purchased as needed. Large atlases are shelved in atlas cases and individual maps are filed either in the vertical file or the maps case (flat file).

12. Microforms

Microforms purchased by the library must be high quality vesicular or silver nitrate and conform to the criteria for evaluation and bibliographic citation as prepared by the American Library Association and published in Choice, June, 1968 (volume 5, pp. 448-453).

Microfiche received as U.S. depository items are accepted no matter what type is provided, but are kept in separate cabinets.

Microfilm (35mm) and microfiche are the formats normally acquired. Microforms purchased generally consist of serials, such as newspapers and periodicals, rather than monographs.

13. Multi-Media

Materials using combinations of video, computer, and other hardware / software are now available. Collection will depend on the availability of required hardware, cost, and expected use.

14. Musical Scores

Musical scores are acquired, for study purpose only, on request of the music faculty. They will not be purchased for performance materials.

15. Native American Collection

The library has a special interest in materials relating to the Oklahoma Tribes, and attempts to collect in greater depth on this subject. This collection supports the research and teaching interest, of the university and the community. The collection includes material related to Indians of the Americas with a focus on tribes of the United States.

16. Newspapers

The library subscribes to a variety of newspapers representing international coverage, national, regional, and local areas. A diversity of political and social viewpoints should be represented in the selection of newspapers.

Major newspapers of importance may be maintained on microfilm, provided indexing is available. Newspapers may be obtained online if there is sufficient demand for back files and cost is competitive. Other newspapers are not kept permanently, but are discarded according to a schedule determined by the librarians.

17. Oklahoma Documents

The library is a depository of Oklahoma documents. Documents received by the Oklahoma Publications Clearinghouse are added to the Oklahoma Documents Collection. Oklahoma newsletters are filed in the vertical file.

18. Oklahoma State Publications

Sources for the material include [Oklahoma Government Publications: A Checklist](#), and notices from the university presses the Historical Societies, and other presses.

19. Paperbacks

The library maintains a paperback collection primarily for recreational reading. Popular fiction, science fiction, detective and western novels are purchased for this collection. Duplicate copies of heavily-used non-fiction and juvenile titles may also be included in this collection.

20. Periodical Indexes and Abstracts, and Databases

The format acquired may be paper or electronic media.

21. Pictures, Graphic Materials

Pictures are not systematically acquired by the library, unless as a part of a campus archival function. Occasionally, gifts may be added to the collection if they support the curriculum.

22. Reference Materials

The library maintains a reference collection of resource materials representing subjects of interest to the university community. This collection is non-circulating and is kept as current and as well-balanced and authoritative as possible. An extensive reference collection is necessary, as other libraries will not loan reference works.

Materials for the reference collection are selected by the librarians based on their knowledge of materials available and of user needs. Faculty suggestions are welcome.

General encyclopedia sets, due to their greater expense, are purchased on a rotating basis. Research and resource guides, which aid in providing access to publications beyond the holdings of this library are emphasized. The reference collection contains currently relevant sources. Obsolete materials are replaced by new editions, and materials are evaluated periodically to eliminate outdated or misleading data. A superseded reference collection of older editions, etc. is

maintained for items retaining some research value.

23. Regional Materials

The library collects materials relating to Durant, Oklahoma, and north Texas. Included are histories, literary works of Oklahoma authors, maps and atlases, statistical compilations, and reports and documents of state and local agencies.

24. Serials

a. Definition:

Serials are publications which are published continuously over an indefinite period of time. These include such items as annuals, yearbooks, proceedings, transactions, newspapers, and journals.

d. Budget:

A large portion of the library budget is committed to serials, and of all materials purchased, serials generally experience the highest annual price increases. Since subscriptions are started on the assumption that we will continue to receive them indefinitely, the cost and space and handling requirement suggest that special care and caution be exercised in their selection.

c. Evaluation:

- i. Will a title support and strengthen work in the curriculum?
- ii. Is the title indexed by an indexing or abstracting service held by the library? Unindexed titles are rarely used by undergraduate and Master's level students.
- iii. The library will not attempt to become a research facility, but will rely on interlibrary loan for research resources.

Serials, once ordered, will be continued as long as budget support is available or until curriculum changes indicate a title is not needed.

The method of retention will be determined by the library with faculty input after inspecting issues and noting the amount of use they receive. Back runs will be considered on a title-by-title basis and, if acquired, will be sought in the following sequence:

- i. Duplicate exchange (free except for postage);
- ii. Microform;
- iii. Direct from the publisher;
- iv. Back-issue dealers (used periodicals);
- v. Commercial reprint (only if extremely important and not

available otherwise).

General interest periodicals are selected by the professional library staff for the leisure use of students and faculty. Suggestions from students/faculty are welcome.

New serials requests must be documented in writing by a faculty member and the request must be signed by the department chairman or designated liaison person. These will be retained by the library.

25. Sets

Materials in finite sets or infinite series (monographic) are often not separate entities and need the other volumes to be useful. Therefore, their selection involves a continuing budget item which may increase in time. Careful consideration should be given before beginning the acquisition of such a set.

26. Textbooks

The library participates in the Textbook Reserve Program.

See <http://apps.se.edu/textbook-reserve-program> for details.

F. GUIDING PRINCIPLES FOR THE SELECTION OF LIBRARY MATERIALS

1. Approval Plans

a. The library generally follows traditional methods of selection on a title-by-title basis. The building of a quality collection should be the responsibility of librarians with training in selection and faculty members who know the literature of their fields.

b. There may be exceptions to the policy of not using approval plans – especially in disciplines in which approval plans of a highly specialized nature are available. The library may approve an automatic acquisition program if it offers substantial cost reduction, a strict delineation of subject needs and limitations, an option to return unacceptable books, and an early delivery of new publications. The decision to consider and use an approval program will be made by the professional and administrative staff of the library, with appropriate input and advice from departmental liaison persons.

2. Commercially Sponsored Materials

a. Commercially or privately sponsored books, pamphlets, and other materials are acceptable for the library if they fulfill the following obligations:

i. The materials supplement or enrich the curriculum;

ii. The materials meet the same high standards for selection as applied to original purchases;

iii. The amount of institutional advertising is kept to a minimum and is tastefully presented.

3. Duplicate or Multiple Copies

a. Duplicate copies will be obtained only for heavily-used titles which have continuous use. The library does not purchase duplicate copies, or publications not held by the library, for the sole use of individuals, departments, or administrative offices.

i. Duplicates received as gifts will be added to the collection if expected future use merits the addition.

b. The decision for obtaining duplicate copies should be made by the librarians, although faculty may request duplication of titles they expect to use heavily.

4. Evaluation of the collection (weeding)

a. To maintain a collection of optimum usefulness, the librarians engage in a continual evaluation of materials held. The same criteria apply in this evaluation as in the selection of new materials.

b. The faculty may be asked to help in evaluating subject areas relevant to their fields.

c. Materials are not removed because of partisan or doctrinal disapproval.

d. Primary concerns in evaluating and removing materials are:

i. Items containing obsolete or inaccurate data or facts;

ii. Superseded editions of materials currently held by the library;

iii. Incomplete sets, the continuity of which is not maintained;

iv. Incomplete or limited holdings of journals for which there is no adequate indexing service;

v. Multiple copies of titles for which there is not adequate justification;

vi. Worn out or badly marked or mutilated volumes;

vii. Lack of circulation during the preceding ten or more years.

5. Faculty Research Materials

The major responsibility of the library is to provide for the teaching program on the undergraduate and graduate level. Research materials may be purchased in curricular fields where graduate degrees are awarded and

to aid in teaching the university classes. However, the library cannot purchase materials for specialized individual study, but will make every attempt to locate needed items through interlibrary loan.

6. Format

a. Normally hard-bound books are obtained, if in print and available. The emphasis in selection is on text, however, and other formats, such as paperback, xerographic copies, or microform, will be ordered if the material is available. Price may be a consideration in determining format, especially for seldom- used materials.

b. E book collections and titles should be selected based on their value in supporting the curriculum.

7. Free Materials

a. Free materials (books, pamphlets, periodicals) may be acquired if they fulfill a research or instructional need. Acceptance may be limited by processing costs and available space.

b. Care will be taken to assure that free materials do not contain strongly-biased, distorting, or misleading statements, or extensive commercial messages.

8. Gifts

a. Gift materials are welcomed by the library in accordance with its Gift Policy. (See Appendix I)

To be included in the library collection, gifts should meet these criteria:

i. Gift publications received by the library are reviewed by the same standards of excellence applied to new materials selected for purchase;

ii. Gift materials must be able to be integrated into the collection.

b. The library will abide by the “Statement on Appraisal of Gifts” of the Association of College and Research Libraries Committee on Manuscripts Collections (1973). (See Appendix II)

c. Gifts not deemed useful for the collection are exchanged with other libraries or discarded.

i. Gifts of over \$500 valuation for which tax deductions have been made are retained the length of time required by the IRS, whether or not they are added to the collection.

9. Language

a. Normally, books and materials purchased are in the English language. Literary and other representative materials in the languages taught in the SOSU curriculum will also be purchased.

10. Objectivity

- a. Southeastern Oklahoma State University encourages the free exploration of ideas in the pursuit of knowledge and truth, so it is the policy of the library to make available study materials which represent a broad range of thought. Items selected should represent equally all views of controversial issues.
- b. Censorship of materials by individuals or organizations seeking to control the dissemination of information should be challenged by the librarians.
- c. In accordance with this policy, the library supports the American Library Association's 'Freedom to Read' and "Library Bill of Rights" statements. (See Appendix II)

11. Out-of-Print Materials

As search procedures in the out-of-print market are expensive, only those items deemed to be of special, lasting need will be sought when out-of-print. A desiderata list will be maintained, checked against dealers' lists, and periodically sent to dealers' price quotes.

12. Rare Books

- a. The library will not purchase rare books-materials defined as so old or scarce they seldom appear in book markets. Examples include incunabula, 16th and 17th century imprints, American imprints before 1820, first editions, limited editions, specially-illustrated editions, etc.
 - i. Items available in reprint editions or microform are not considered "rare".
- b. However, if gifts of valuable materials are provided, the library will attempt to preserve them through proper housing and control.

13. Replacement Copies

- a. Materials that are missing, lost by borrowers, or too worn for further circulation are not automatically replaced. The merits of the item in question will be considered by librarians before replacement. Faculty may be consulted when there is doubt concerning these merits. The librarians should be aware of demands for the materials and should consider whether the original item has been superseded by newer, better material. Frequently, lost items are out-of print.

14. Restriction of Materials

1. The library will not exercise any restrictive policies on books and serials that could be construed to be a form of censorship, with the following exceptions:
 - a. Books placed on reserve by the teaching faculty;

- b. Books designated as rare, historically or aesthetically valuable, that have been donated to the library for preservation and which require some limitations on handling.
- c. The selection of curriculum materials is made by Oklahoma State Adoption Committee.
 - i. The library will generally maintain open stacks and will not develop special collections that have limited access or use.

2. Exceptions to this policy will be at the discretion of the librarians.

15. Selection Aids

1. Because there should be accountability for funds designated for library materials, the librarians must set and maintain high standards in selection. To augment their training in selection and also to aid the faculty in selection, the library obtains and makes available the following resources:

- a. National bibliographies;
- b. Standard scholarly bibliographies paralleling curricular interests of SOSU;
- c. Studies of the literature of a given discipline;
- d. Review media, such as Choice, Library Journal, "Reference and Subscription Books Reviews" (Booklist), New York Times Book Review, book reviews in other scholarly and literary journals;
- d. Publishers' and booksellers' catalogs and advertising materials.

VII. ACQUISITIONS POLICIES

A. FUNCTION:

Acquisition is the process of obtaining materials for the collection after the selection process is completed. Included in the process are pre-order searching, purchasing, and budget administration. Acquisition is normally through purchase, but may be by gift or exchange with another library.

B. PRE-ORDER SEARCHING

1. All material requests are searched in the library's catalog to determine whether the library already owns the title.
 - a. If the title is cataloged, shelves and circulation records are searched to be certain the item is not missing.

- b. Duplicates are not ordered unless the item is in heavy demand, a department requests duplication, or the original copy is missing and is still valued for the collection.

C. PURCHASING

1. Books for the circulating collection are primarily purchased through a wholesale book jobber with an Oklahoma State Contract.
2. Direct purchase from publisher.
 - a. Publishers who do not sell through a wholesaler.
 - b. Publishers who give a library discount only for direct orders, or a significantly greater discount for direct orders.
 - c. Rush orders may be sent directly to the publisher.
 - d. Approval plans with publishers.
 - e. Out-of-print books are purchased through out-of-print dealers.
3. Reference materials
 - a. Monographs-through wholesale dealer or direct to publisher.
 - b. Serials-See SERIALS POLICY, IX B.
4. Sound recordings-ordered through discount outlet or direct from producer.
5. Music scores-direct from publisher.
6. Periodicals-See SERIALS POLICIES IX B.3.
7. Microforms-direct from publisher.
8. Newspapers-See SERIALS POLICIES IX B.3.b.
9. U.S. Documents-acquired through the G.P.O. Federal Depository System.
 - a. Needed items not received as depository items are ordered from the Government Printing Office-prepayment required.
10. Oklahoma documents-acquired from the Oklahoma Publishing Clearinghouse.
11. Equipment-items over \$2500 in value, are bid by standard procedures of the Purchasing office, or purchased from a company with a state contract.
 - a. Other items under \$2500 are purchased from the dealer deemed most appropriate with lowest price for quality needed, or may be bid as above.

12. Supplies-purchased from most appropriate source.
13. Procedure: all purchases follow university policies and procedures.

E. BUDGET ADMINISTRATION

1. The Library Director is responsible for the administration of the library budget.
2. Each academic department is allocated a portion of the book and periodical budget to use in providing materials to support their programs. All department requests must be approved by the department chairperson or the appointed department liaison.
 - a. Factors considered in this allocation include:
 - i. Number of student credit hours taught in previous year;
 - ii. Number of FTE faculty in the department;
 - iii. Number of programs;
 - iv. Number of graduate programs;
 - v. Relative expense of materials as reported in the current Bowker Annual Library and Book Trade Almanac and Library Journal;
 - vi. Demonstrated use of the library by students in the department;
 - vii. Recent program review recommendations.
3. Department requests must be submitted by March 31 of each year to allow time to order and receive materials by June 30.
4. Librarians are to receive a percentage of the materials budget from which selections are to be in their assigned departments. The Director and or the librarian responsible for collection development will also use funds to purchase needed resources for general use.
5. When the total budget is low or cut, redundancy in periodicals should be cut first followed by general non-fiction purchases and finally by reference materials.

VIII. TECHNICAL SERVICES

1. BOOKS AND SPACIFIC MATERIALS

A. FUNCTIONS:

The functions of the Technical Services Department are:

1. Organize and process materials to enable patrons to access the collection (Cataloging);
2. Maintain the public access catalog and shelflist catalog of library holdings;
3. Preserve items in the collection by providing repair, etc. when needed;
4. Compile statistics.

B. ORGANIZATION TOOLS

1. Items are physically described according to the latest edition of the Anglo-American Cataloging Rules.
2. Subject headings are assigned from the latest edition of the Library of Congress Subject Headings.
3. Classification numbers are assigned using the latest edition of the Web Dewey Decimal Classification (DDC).
4. Book numbers are assigned from Cutter's Two-Figure Author Table, paperback and fiction which are assigned from the Cutter-Sanborn Three-Figure Author Table, or Shakespearean materials, which have a unique numbering system within the Dewey Decimal Classification schedule.
5. Each item is assigned a unique number by entering it in the proper accession book.
6. Bibliographic records, if not originally cataloged, are obtained through OCLC and edited according to policies, and exported into the local online system.
7. A shelflist catalog is maintained, for each independent title, in the cataloging office.
8. Item records are created, and identified, by barcoding within the local online system.
9. Authority Records are maintained in the online catalog for names, uniform and series titles, and subjects.

C. PROCESSING POLICIES FOR SPECIFIC TYPES OF MATERIALS

All materials are classified as in policy VIII.B unless an exception is stated.

1. Books
Monographs are accessioned in the Regular Collection Accession

Record Spreadsheet. This includes duplicate copies and series volumes. Reference materials, duplicate copies and series volumes are processed and integrated into the proper collection.

a. Reference Collection (**R**):

Reference materials are designated with an “**R**” above the classification number and are recorded in the Reference section of the Accession Record Spreadsheet.

b. Paperback Collection (**P**):

Books destined for the Paperback Collection are designated with a “**P**” and cuttered with the Cutter-Sanborn Three- Figure Author Table without classifying them. They are recorded in the Paperback Collection Accession Spreadsheet.

c. Juvenile Collection (**JUV**):

Juvenile materials are designated with “**JUV**” above the classification number and they are recorded in the Juvenile section of the Accession Record Spreadsheet.

d. Native American Collection (**NA**):

Native American materials are designated with “**NA**” above the classification number and are recorded in the Native American section of the Accession Record Spreadsheet.

2. Cartographic materials (**CT**):

Atlases, globes, maps, diagrams, profiles, relief models, remote-sensing images and views are designated as cartographic materials and should be recorded in the Cartographic Materials Accession Record Spreadsheet (CT). Large flat materials are stored in the map case.

3. Curriculum Materials (**CURR**):

The materials destined for the Curriculum Collection are designated with “**CURR**” above the classification number. In most cases these materials are cuttered by the publisher’s name. Curriculum books are accessioned in the Curriculum Accession Record Book (C). Curriculum Graphic Materials are accessioned in the Graphic Materials Accession Record File (GRA). Kits are a variety of materials containing items within a box or a container. Curriculum Kits are accessioned in the Kit Accession Record File (KI). Each disk that is part of the curriculum collection is accessioned in the Machine- Readable Accession Record File (MR). Curriculum Sound Recordings are accessioned in the Sound Recordings Accession Record File (SRS). Curriculum Videos are accessioned in the Video Recording Accession Record File (VI).

4. Graphic Materials (**GR**):

Posters, photographs, art works, technical drawings, transparencies, wall charts, radiographs, stereograph, filmstrips, and slides are considered to be graphics according to AACR. They are accessioned in the Graphic Materials

Accession Record Spreadsheet (**GR**).

5. Kits (**K**):
Kits are accessioned in the Kit Accession Record Spreadsheet (K).
Depending on the medium, each item is barcoded for circulation purposes.
6. Machine-Readable Data Files (Computer Files) (**MRD**):
Each disk is accessioned in the Machine Readable Data Files Accession Record Spreadsheet (MRD). Discs that accompany books are shelved with the books.
7. Sound Recordings (**SR**):
Sound Recordings are not classified, but they are given an accession number in place of the normal call number for identification. They are accessioned in the Sound Recording Accession Record Spreadsheet (**SR**) and a shelflist for each bibliographic record is filed in the cataloging office. Music discs and cassettes are housed in the Music Library. Curriculum sound recordings are housed with the Curriculum collection and Music albums are housed in Archives.
8. Video recordings (**V**):
Videos are accessioned in the Video recording Accession Record Spreadsheet (V). Native American video recordings are shelved in the Native American Collection.

D. CATALOG MAINTENANCE POLICIES

1. PUBLIC ACCESS CATALOG

Machine readable bibliographic records are available through the OPAC, giving access to author, title, subject, call number, etc. Item records are produced by barcoding, which gives item specific information such as status and location.

- a. Corrections on records are made whenever errors are noted or rules change.
- b. Item records and bibliographic records are deleted when materials are withdrawn or lost.
- c. The status is changed when an item is routed to another location such as the bindery.

2. SHELFLIST

A shelflist is maintained for each bibliographic record and arranged by location. Shelflist locations are: Stacks (which also includes Archives, DVD, Video and EMedia records), Reference, Juvenile, Paperback, Drama, SR, NA, NA JUV, NA REF, NA microforms, Brigance and Harvey, Withdrawn items by location, Missing, Special collection, Reclass, and Lost & Paid.

- a. Cards are filed in order by call number.
- b. Cards are removed if every copy is withdrawn or lost and filed in the withdrawn shelvest cabinet.
 - i. Lost and paid items cards are retained separately, rechecked and records are deleted after five years. Cards are retained permanently.
- c. Cards are removed if all copies are missing.
 - i. These cards are retained separately, rechecked, and will be considered lost if they are still missing after five years at which time, they will be withdrawn.

3. ACCESSION RECORDS

Accession records are kept as a permanent inventory record as each item is added or withdrawn from the collection. This is an important tool for gathering statistics at the end of each fiscal year.

E. PRESERVATION OF MATERIALS

- 1. Hard-bound Books.
 - a. Minor repairs are made by technical services staff.
 - b. Major repairs-see BINDING POLICY.
- 2. Paperback books are laminated before being circulated.

F. BINDING POLICY FOR LIBRARY MATERIALS:

- 1. Books
 - a. Hardbound
 - i. Rebind if deteriorated condition warrants and the book is still useful. (Decision by collection development librarian and/or other librarian.) Aesthetically pleasing covers should be retained and rebound with the item whenever possible.
 - b. Paperbound
 - i. Regular and documents collections
 - ii. Laminate, before shelving, if extensive circulation is expected.
 - iii. If deteriorated from use send to the bindery-if still useful and margins, etc. are sufficient for rebinding, otherwise withdraw.
 - c. Paperback Collection
 - i. Laminate.
 - ii. Discard when worn out.
- 2. Books, documents, reports, etc. in spiral format

- a. Based on expected use, physical properties, and shelf life, librarians decide to do one of the following:
 - i. Leave as is.
 - ii. Laminate.
- b. Reports, documents, etc., in unbound/loose condition
 - i. Librarians' decision based on expected use, size, etc., to do one of the following:
 - 1. Staple.
 - 2. Use metal (ACCO) fasteners.
 - 3. Use ring binder.
 - 4. Send to bindery.

2. PERIODICALS

A. PRESERVE PERIODICAL TITLES ON MICROFORM:

- 1. If during the inspection of a periodical title for binding, more than 20% of the proposed bindings of the title for the most recent five years have one or more missing issues; or
- 2. If more than 10% of the individual issues are in poor condition (cover completely gone or ripped or taped on, pages folded or missing, etc.); or
- 3. If the periodical, such as a weekly, takes up a great deal of space or has a physical format (i.e. large page size) which is difficult to shelve in hard copy;
- 4. If the paper on which the periodical is printed is of such poor quality that it will deteriorate rapidly (i.e. newsprint).

B. PRESERVE PERIODICALS BY BINDING:

- 1. If more than 90% of the individual issues are in good condition and if less than 20% of the proposed bindings of a title for the most recent five years have one or more issues missing; or
- 2. If the periodical title contains paintings, or other graphic illustrations where color is important (such as art periodicals); or
- 3. If the periodical is of a scholarly nature (professional journals) and (b1) is also true;

C. PRESERVE PERIODICALS BY BOTH BINDING AND MICROFORM:

- 1. If the title is heavily used by students and meets any of the criteria for

binding.

D. DO NOT PRESERVE PERIODICALS ON MICROFORMS OR BINDING:

1. If the periodical title has a limited retention policy (such as GQ, Glamour, Ladies Home Journal); or
2. If the periodical is a newsletter.

IX. SERIALS POLICIES

A. FUNCTION:

Serials, which include periodicals, annuals, and other titles published periodically, are managed by the serials librarian. The three basic functions of serials control are acquisitions, operations, and service.

B. ACQUISITIONS:

1. Selection is made in accordance with the library's Materials Selection Policy by instructional departments and librarians. (See MATERIALS SELECTION POLICY, VI E. 26)
2. Each instructional department may recommend serials within their department budget and each instructional program should have serials support. Requests must be submitted in writing and signed by the department chairperson.
3. Periodicals are purchased for a one year period through an agent.
Exceptions are:
 - a. Titles which are not available through an agent;
 - b. Newspapers which are purchased direct from the publisher;
 - c. Multiple titles from one publisher, which are available through an agent, but which the librarian elects to order direct to save service charge costs, if the publisher will bill on one invoice.
4. Other serials, i.e. annuals, etc., are purchased through standing orders with the publisher or through Baker & Taylor continuation service. Standing orders may be canceled at any time.
5. Microforms are purchased direct from the microform publisher.
6. The library participates in duplicate exchange with other academic libraries in this region in order to obtain missing issues and volumes.

C. OPERATIONS

1. All periodicals are checked in and missing issues claimed according to

established procedures.

2. Most periodicals are not classified, but are shelved / filed alphabetically by title.
 - a. The current issue of popular and general titles are shelved in the reading area on the first floor.
 - b. Back files and current issues not in the reading area are shelved in the basement.
 - c. Selected high use titles, such as loose-leaf services, may be classified into the regular or reference collections.
 - d. Newspapers are shelved separately. The current issue is shelved in the reading area.
 - e. Microforms are filed (1) alphabetically and (2) chronologically in cabinets in the microform area in the basement.
 - f. Some older, seldom used titles may be kept in storage.
3. Serials, which are published annually (yearbooks, etc.) or less often, are classified into the regular Dewey collection by the Technical Service Department.
4. Length of retention varies and is determined by librarians with faculty input.
5. Back files are maintained through binding or microforms as is deemed most appropriate by the librarian.
6. The library participates in the Oklahoma Union List of Serials, providing annual input on holdings.

D. SERVICE

1. Periodicals are not circulated (except to faculty for short periods), so that access is available during all library hours.
2. Photocopy machines are provided for both paper and microforms.
3. An alphabetical periodical title holdings list is provided, which indicates format and location.
4. Subject access to periodicals is provided through the online public access catalog.
5. Bibliographic instruction in the use of databases, microforms, etc., is provided to classes and individuals.

7. Assistance in locating titles and issues is provided on

X. U.S GOVERNMENT PUBLICATIONS POLICIES

A. FUNCTION:

The Henry G. Bennett Memorial Library has been a designated U.S. depository library since 1929. It is a selective depository, receiving United States government publications selected by the documents librarian which are made available for public use.

B. MANAGEMENT:

1. The depository collection is managed in accordance with the U.S. Government Publishing Office's, Legal Requirements & Program Regulations of the Federal Depository Library Program, which is located online on the FDLP web site at <http://www.fdlp.gov/>.
2. The majority of documents are shelved as a separate collection by Superintendent of Documents (Sudoc) classification number.
 - a. Exceptions are:
 - i. Major publications of lasting value which are added to the regular collection.
 - ii. Maps: Small paper maps are stored in the vertical file map drawer. Large paper maps are stored in the map cabinet.
 - iii. Microforms are filed in separate cabinets by Sudoc class number.
 - iv. Long retrospective runs of some serials and some other retrospective documents are shelved in basement storage.
3. Indexing is provided by:
 - a. The Online Public Access Catalog (OPAC) for items published since 1990, and selected by the library.
 - b. The Catalog of U.S. Government Publications for retrospective items from 1976-present.
 - c. OCLC's WorldCat Database for retrospective items.
 - d. Monthly Catalog of United States Government Publications, especially useful for items dated before 1976, and other commercial indexes.
 - e. Checklist of United States Public Documents 1789-1909, and A Descriptive Catalogue of the Government Publications of the United States, September 5, 1774-March 4, 1881, and the Comprehensive Index to the Publications of the United States Government, 1881-1893 provide

indexing of earlier retrospective documents.

4. Selection
 - a. Selections from the GPO's List of Classes are updated annually.
 - i. Faculty input is solicited and welcomed in selection.
 - b. The guidelines for selection are stated in the MATERIALS SELECTION POLICY, VI E.
5. Collection maintenance
 - a. Retention
 - i. Items are retained at least five years unless they have been superseded.
 - ii. Sources of lasting value are retained indefinitely.
 - iii. Weeding-obsolete or seldom used documents are discarded according to GPO's instructions.
 - b. Binding-see Binding Policy
 - c. Cataloging
 - i. All documents acquired since January, 1990 and some documents prior to 1990 are listed by SuDoc class number in the OPAC. Materials prior to 1990 are listed in the Government Documents shelf list.
 - ii. Documents of high interest or which have an alpha cutter, but are not added to the regular collection, are barcoded as their records are received from the monthly ftp files.
 - iii. Bibliographic records for documents that meet the criteria in number two above, but do not come from the monthly ftp files through Marcive will be downloaded from either the Catalog of U.S. Government Publications or OCLC's WorldCat Database.

XI. VERTICAL FILE POLICIES

A. FUNCTION:

The vertical file contains materials such as pamphlets, maps, charts, and posters that are stored in filing cabinets. These materials, due to their ephemeral nature, are not suitable for the regular collection.

B. ACQUISITIONS

1. Selection

We are not currently acquiring new materials.

C. OPERATIONS

1. The vertical file is managed by the Serials Librarian. The Government Vertical File is managed by the Government Documents Librarian.
2. Length of retention varies, but will usually not exceed five years. Weeding will be an ongoing responsibility of the Serials Librarian (except for the government documents, materials, which will be weeded by the Government Documents Librarian).
3. All vertical file items are placed in folders in filing cabinets. The folders are arranged in the file alphabetically by subject, using Library of Congress Subject Classification.
4. Biographies from book jackets are placed in the file by the cataloging staff.
5. Government Depository maps are placed in the Government Vertical File by the Government Documents staff. Other maps are filed by the Serials Librarian. Maintenance of the maps will be shared by the Serials Librarian and the Government Documents Librarian.
6. At least one item on every subject in the file will be cataloged and put into the online public access catalog with the following exceptions:
 - a. All government depository maps acquired since January, 1990 are cataloged.
 - b. Biographical information from book jackets is not cataloged.
 - c. Minutes of faculty committee meetings are not cataloged.

D. SERVICE

1. Some items in the vertical file are not circulated:
 - a. Biographical information
2. Some items in the vertical file are circulated:
 - a. All materials, except for maps, are circulated for three weeks, like books.
3. Assistance in finding items in the vertical file is provided upon request.

XII. SECURITY POLICIES

A. FUNCTION:

Security involves protection of library materials from theft and/or damage and the protection of staff and patrons from harm while on the premises,

either from each other or from faults in the library environment.

B. PROTECTION OF PATRONS AND STAFF:

1. Areas open to the public are kept as visually open as possible.
2. The classroom is locked when not scheduled.
3. Any threatening activity is reported to the Campus Police and the Vice-President for Student Affairs.
 - a. Phone numbers for Campus and Durant Police are posted at the front desk.
 - b. The 911 number is to be used for serious emergencies.
4. Student workers are instructed to report problem patrons or activity to a full-time staff person, who will deal with the problem.

C. PROTECTION OF MATERIALS:

1. Materials are protected with security strips which activate an alarm at the exit gate, if not desensitized at the Circulation Desk.
 - a. Persons caught in an attempted theft are taken to the office of a librarian on duty who ascertains their identity and retrieves the library material.
2. Students are reported to the Vice-President for Student Affairs.
 - a. Students may be required to do community service work in the library.
 - i. Other persons are reported to the Campus Police.
 - ii. Students caught in a second theft attempt may be subject to university probation.
 - iii. Patrons caught mutilating or damaging materials are charged the full replacement costs plus processing fees, and may also be required to perform community service work in the library.
 - a. Students are reported to the Vice-President for Student Affairs.
 - b. Non-students are reported to Campus Police and, if possible, held until they arrive.
 - iv. Windows are screened, where possible, and screens are attached with screws.
3. Fire extinguishers and alarms are available and clearly marked on all floors

- a. Smoking is prohibited in the building.

D. PROTECTION OF EQUIPMENT

1. All electronic devices are to be turned off when the library is closed.
 - a. Photocopy equipment may simply be turned off.
 - b. All computers should be logged off.
 - c. Computers are to be unplugged during thunderstorms. Be sure to log off first.
 - d. Other equipment is kept in secured rooms.
 - e. Security system is 3M system when we are closed.
2. Interior lights are to be turned off when the library is closed.
 - a. Emergency lights will continue to operate.

XIII. SAFETY PLAN

<http://www.se.edu/library/policies-and-procedures/>

Appendix I

Gift Policy

Laptop Policy

Appendix II

AMIGOS Interlibrary Loan Code

<http://www.amigos.org/node/266>

Code of Ethics in the *Intellectual Freedom Manual*, 8th Edition

www.ifmanual.org

Freedom to Read Statement

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

Library Bill of Rights

<http://www.ala.org/advocacy/sites/ala.org.advocacy/files/content/intfreedom/librarybill/lbor.pdf>

National Interlibrary Loan Code

<http://www.ala.org/rusa/resources/guidelines/interlibrary>

Resolution in Support of Oklahoma Libraries

<http://www.oklibs.org/?AdvocateOKLibraries>

Resolution on 2009 Reauthorization of the USA PATRIOT Act

<http://www.oklibs.org/?AdvocateRePATRIOT>

Resolution on the USA PATRIOT Act and Related Measures (2006)

<http://www.oklibs.org/?AdvocatePATRIOTACT>

Statement on Appraisal of Gifts

Appendix I



GIFT POLICY

Gifts are readily accepted and welcomed by the Henry G. Bennett Memorial Library. Gifts will be accepted only if clear ownership can be given to Southeastern Oklahoma State University. Though they are given and cost nothing in purchase price to the university, they do constitute a cost of processing time and of space utilization.

All gifts become the property of Southeastern Oklahoma State University and in no case can they be reclaimed, loaned, or borrowed again by the donor except in the case of books which could be loaned following the normal rules of the circulation department. Materials added will be placed in the library at the place determined by the library faculty. The university will have authority to discard and add materials.

GIFTS(S) _____

DONOR _____

DATE _____

I have read the above policy and I agree to the commitment

SIGNATURE OF DONOR _____

WITNESSED BY _____

WITNESSED BY _____

Wireless Laptop Network

Checkout Policy

- Laptops will be circulated to current students, faculty, and staff with a valid SOSU ID at the library circulation desk.
- Checkout is on a first come first serve basis; no reserves or renewals.
- Loan period is for two hours.
- Laptops must be returned thirty minutes before library closing.
- Laptops cannot be removed from the library.
- Borrowers accept responsibility for loss or damage by signing a laptop loan agreement,

Fines and Liability

- Overdue laptops accrue a fine of \$10.00 per hour calculated every 15 minutes.
- The borrower is responsible for any loss or damage to the laptop.
- A replacement charge of up to \$2000 may be charged for loss or damage.
- Contact the Circulation Department at 745-2168 for invoice questions.

**Student Loan Agreement
Lap top Computers**

Wireless laptops may not be taken out of the library.

Laptop checkout is limited to 2 hours.

The fine for an overdue laptop is \$10.00 per hour (or any portion of an hour).

Full Name: _____
(Please print) Last name First name Middle initial

SOSU ID Number: _____

Laptop # _____ Time Due: _____ Floor Location _____

Laptop Checkout- Circulation Power- on test _____ Auto-logon to network _____ Total battery power remaining \geq 50% _____	Verified by: _____ Date: _____ Time: _____
Laptop Check-in – Circulation Battery bays _____ power- on test OK _____ Painted screws _____ Slot covers _____ auto- logon to network YES _____ No missing parts _____ NO _____ Surface OK _____ Screen _____	Clearance: Verified by Circulation Assistant: _____ Date: _____ Time: _____ Check-in pending further diagnosis technician.
Circulation Assistant check (if auto-logon not successful) Presence of network card _____ Network connectivity _____ Description _____	Description: _____ _____

COMPUTER CHECK-OUT AGREEMENT

In exchange for the opportunity to check-out and to use the laptop computer identified in this Check-Out Agreement ("Agreement"), I agree to the following terms and conditions to enable the Southeastern Oklahoma State University to protect the laptop computer for future use by all eligible library patrons:

1. I agree to pay all actual repair or actual replacement costs resulting from any harm, damage or loss of any nature whatsoever while checked-out in my name. I also understand and agree that the actual replacement cost for this laptop computer shall be the then current actual price of a similar laptop in terms of quality, durability, and performance, including any upgraded models if a similar model is no longer available due to changing product developments. I acknowledge and agree that the overdue fine for the laptop identified in this Agreement shall accrue at a rate of \$10.00 per hour or any portion thereof.
2. In the event that I fail to pay for any overdue fines, repairs, replacement costs or any other charges arising under this Agreement, I agree that the University may place a hold on the release of my registration, transcript, or take any other action necessary in an effort to recover any damages arising from my use of the laptop. I agree that the University shall be free to pursue any other remedies available to it and shall be entitled to recover any collection fees. If I fail to return the laptop within 12 hours of the time it is due, I understand and agree that the University shall have the right to treat the laptop as stolen property and take all necessary actions to recover it in accordance with governing law, including, but not limited to disclosing personal information contained in this record as provided in Oklahoma Code and as those statutes may be amended from time to time. For purposes of this Agreement, I agree that this checkout record does not constitute a "confidential library record" as defined in Oklahoma law, as that provision may be amended from time to time, and hereby agree to waive any and all of my confidentiality rights under any Federal or State laws.
3. I further agree to indemnify and hold the Board of Regents of the Southeastern Oklahoma State University, its official and employees harmless from and against any and all claims arising from or relating to any use of the laptop computer while it is checked-out under my name. I agree not to allow any other individual or entity to use the laptop computer while it is checked out under my name.

I understand that this document contains binding legal obligations and voluntarily enter it as indicated below by my signature.

Borrow Signature: _____ Date: _____

Library Personnel: _____

Appendix II

Statement on Appraisal of Gifts

Developed by the Committee on Manuscripts Collection of the Rare Books and Manuscripts Section. Approved by the ACRL Board of Directors on February 1, 1973, in Washington, D.C. This statement replaces the 1960 policy on Appraisal (antiquarian Bookman, v.26, December 19, 1960, p. 2205)

1. The appraisal of a gift to a library for tax purposes generally is the responsibility of the donor since it is the donor who benefits from the tax deduction. Generally, the cost of the appraisal should be borne by the donor.
2. The library should at all times protect the interests of its donors as best it can and should suggest the desirability of appraisals whenever such a suggestion would be in order.
3. To protect both its donors and itself, the library, as an interested party, ordinarily should not appraise gifts made to it. It is recognized, however, that on occasion the library may wish to appraise small gifts, since many of them are not worth the time and expense an outside appraisal requires. Generally, however, the library will limit its assistance to the donor to: (a) providing him with information such as auction records and dealers' catalogs; (b) suggestions of appropriate professional appraisers who might be consulted; (c) administrative and processing services which would assist the appraiser in making an accurate evaluation.
4. The acceptance of a gift which has been appraised by a third, and disinterested party, does not in any way imply an endorsement of the appraisal by the library.
5. An archivist, curator, or librarian, if he is conscious that as an expert he may have to prove his competence in court, may properly act as an independent appraiser of library materials. He should not in any way suggest that his appraisal is endorsed by his library such as by the use of the library's letterhead, nor should he ordinarily act in this fashion (except when handling small gifts) if his institution is to receive the donation.