

Library Policies and Procedures Manual

2012-2019

INTRODUCTION

I. PHILOSOPHY

Simmons College of Kentucky is an institution of biblical higher education dedicated to educating people in the urban context through strong academic and professional programs in order that they may become productive citizens and agents of change in society.

It is the mission of the library to support the curriculum of the college as well as providing access to materials that touch on all avenues of human culture with special emphasis on our African American heritage and ministry in the urban context.

II. GOALS FOR THE COLLEGE LIBRARY

- A. To develop and maintain a collection reflecting the philosophy of the institution and the guidelines established in the collection development policy.
- B. To provide avenues for resource sharing to broaden the scope of research for the library user.
- C. To engage in a continuous effort of evaluation to ensure the balance, currency and effectiveness of the collection.

III. OBJECTIVES FOR THE COLLEGE LIBRARY

- A. To select and collect current materials in various formats that will enhance the collection.
- B. To provide facilities and equipment that will meet the needs of the users and allow access to all forms of materials.
- C. To provide materials and assistance to the faculty in order to supplement and enhance their instructional methods.
- D. To contribute to the student's educational experience by helping them develop lifelong learning skills.
- E. To provide adequate access to materials to meet the needs of the College community.

CHAPTER ONE ADMINISTRATION AND

PERSONNEL

I. ADMINISTRATION

The administration of the library is the responsibility of the Library Director. Standard guidelines for the administration of the library were used to establish policies and procedures.

A. Place in the institution

The library provides a service to the students, faculty, staff, and community friends. The Vice President for Academic Affairs oversees the administration of the library. Policies are submitted to and approved by the Executive Board of the college.

B. Administrator

The Director of Library Services is board appointed with the recommendation of the President in conjunction with the Vice President of Academic Affairs. Hiring practices for the college are explained in detail in the Manual for Faculty and Staff. The Director holds faculty status, serves on the Academic Committee and has the prerogative to attend faculty meetings. (See Manual for Faculty and Staff for explanation of recruiting and hiring of Director and other staff positions.)

C. Personnel

The library personnel may include: a Director, Associate Librarian, and Student Assistant. Staff needs are determined through two processes: evaluation and budget.

Job Description; (see Appendix) describe the functions, responsibilities and qualifications of each position. The Director may determine policies for library staff to be implemented at the beginning of the new contract year. These policies are established based on evaluations of personnel used during the year.

The following policies have been established to emphasize the service aspect of this facility:

1. Those assigned to work are expected to stay in their area.
2. Meals and/or breaks are spelled out in the job description.
3. It is preferable that the library be staffed during the posted hours of operation. With limited staffing, coverage will be made as personnel are available.

D. Scheduling Responsibilities

The Director of Library Services determines the hours of operation and makes the appropriate assignments to provide coverage. The library's hours are not always reflective of the operations of other offices for the institution.

The typical hours are 9 am to 5 pm, Monday to Friday.

E. Policies

This policy manual serves as a basis for decision making for the library, its users and services. A procedure manual is also available for use by the library staff.

F. Evaluation

The library maintains systematic evaluation of its policies, collection and procedures. It is actively involved in assessing its objectives and the use of facilities, and materials to improve its services, policies, collection and procedures.

An employee performance evaluation is conducted yearly. This includes a supervisor appraisal, interview for goal setting and a follow-up review of the past year.

CHAPTER TWO COLLECTION

DEVELOPMENT

I. INTRODUCTION

A. Library and its Setting

Simmons College is established as an institution of Christian higher education that has as its responsibility the necessity to empower its students with faith, hope, and life skills to succeed. Simmons endeavors to develop excellence in character, promote methodological innovation in ministry and to inculcate a lifelong desire for learning. It provides the highest possible quality education for the individual development of each student. It is within this environment that the library operates.

B. Library Clientele

The Simmons College Library is a learning resource center for the students and staff of Simmons College of Kentucky. Its primary goal is to provide support for the curriculum through varied resources and materials for the immediate college community. However, our doors are always open to Pastors, church leaders, and lay people of the community who would like to use the facility according to the policies established for use. Some fees may be requested for certain services. (See circulation policies.)

C. Library Organization

The College employs a Director of Library Services with an A.L.A. accredited M.L.S. It may also have positions for an associate librarian, an assistant librarian, a library assistant, and an archivist as well as work-study students.

II. SELECTION

A. Selection Responsibility

Faculty members, administration and students are encouraged to make recommendations for materials. These recommendations are submitted to the Library Director. Upon submission it will be determined if:

1. The material is already in the collection
2. If the material is available for acquisition.
3. If the material falls within the selection criteria for the collection.

If the material is not already in the collection, is available, falls within the scope of the collection, and reasonably fits within the acquisitions budget it is placed on a request list.

The ultimate responsibility for the quality and balance of the collection rests with the Director. All of the decisions for the selection and acquisition of materials must be approved by the Director.

B. Recommendation Procedures

1. Requests may be submitted at any time.
2. Publisher's catalogs may be submitted with pages marked and the items for consideration circled. Requests may also be submitted on paper with the author, title, publisher and ISBN listed. Requests with the same information may be submitted by email to the Director.
3. Upon receipt of the requests, the library staff will review and notify the faculty member if :
 - a. It is already in the collection
 - b. It does not meet the criteria for selection
 - c. It is out of print
 - d. Budget allocations are sufficient or insufficient for the request
 - e. It was placed on order and its expected arrival time

C. Selection Criteria

When selecting and acquiring materials, the following criteria will be considered:

1. **Scope:** Primary attention will be given to the support of the curriculum of Simmons College of Kentucky. Areas outside the range of the curriculum will be supported minimally. Reference tools such as: handbooks, encyclopedias and dictionaries will also be available. It is not the intention of the library to compete with local public libraries in collecting materials of a recreational nature. The library does, however, have some fiction titles available for its library users.
2. **Value:** The selection process shall give major consideration to the authority, accuracy, timelessness, and reputation of the author and publisher. Evaluation of the material may be made through the use of reviews, bibliographies and/or professional judgment of the faculty and professional librarian.
3. **Format:** The library may collect and preserve materials in any type of format that can be adapted or used in the present library facilities. This includes print, DVD, manuscripts, computer software and various other audio-visual formats.
4. **Duplication:** Only one copy of an item will be purchased. There are occasions when duplicates are acquired through donations and gifts. The retention of these items will be determined (by the Director) based on usage and age.
5. **Categories not acquired:** (a) materials that are excessively priced, particularly rare, out of print, antiquarian books, (b) textbooks of a general survey nature published for classroom use, (c) Foreign language materials for which neither faculty nor students have reading skills, (d) religious titles of a non-academic nature primarily aimed at laypersons (e.g: devotionals, 'inspirational' books, 'Christian living' titles).

D. Selection Levels

Levels are: 1) Minimal, 2) Basic, 3) Initial, 4) Intermediate, 5) Advanced. Materials that do not directly support the curriculum or institutional mission will be collected from the minimal to basic range. This allows the library to have a broad selection of general materials, thereby offering a balanced collection.

Curricular and missional support materials will be collected in the range of initial to advanced study. This will provide support for courses offered in each program of study.

E. Selection Aids

Numerous materials are used as selection aids for acquisitions. These include: specialized bibliographies, reviews, recommendations, reputable publisher announcements, faculty syllabi, and faculty suggestions.

F. Selection of Serials, Indexes and Databases

Serials are purchased or gift subscriptions accepted for the following reasons:

1. To provide current information in various fields of study.
2. To provide information not available in any other format.
3. To offer current scholarship for the faculty in various fields of study.
4. To provide current news items, religious current events and cultural exposure.

Suggestions for new serial subscriptions should be submitted in the fall of the year to be considered in the next annual budget. Additions or deletions to the serial holding are determined by the following criteria:

1. Support of Curriculum
2. Number of serials currently in use

G. Deselection (Weeding)

Materials can be designated for weeding by the library staff or faculty members. The following criteria are used for this process:

1. Does the library possess a later edition or superior revision?
2. Is the material outdated?
3. Is it relevant to the present curriculum?
4. Is it a duplicate? Are there multiple copies available?
5. Is the material in need of repair or beyond repair?
6. What is the circulation history?

III. COLLECTION EVALUATION

A growing collection requires systematic and periodic evaluation. There are three evaluative approaches. The first involves the curriculum. Quantity, scope and publication dates are evaluated to determine coverage and need. The second approach involves the use of specialized bibliographies. A select list is used and matched to the correct holding. Areas of strengths and weaknesses are noted and selection lists are developed to increase holdings in the appropriate areas. The bibliographies also help to determine what gift materials will be kept and what will be discarded.

The third area involves the library user. Surveys for students and staff are distributed yearly. These not only provide information about the collection strengths and weaknesses, but also serve to evaluate hours of operation, along with staff effectiveness.

A. Inventory

A systematic, rotating inventory is done over a period of two years. Missing items are identified and removed from the database. A lost list is checked against gift material. Items that meet replacement criteria are placed on an acquisition list.

B. Replacement

Replacement of lost and/or damaged items is not always automatic. Several factors are considered:

1. Duplicate Copies
2. Is the coverage of the area adequate without the item?
3. Materials of better quality in place?
4. Circulation history
5. Item availability

C. Conservation and Preservation

The following general policies will be implemented to preserve the collection.

1. Hardback materials are preferable to paper unless the cost is too prohibitive.
2. Acid free products will be used for repairs
3. Humidity & temperature settings will be kept constant as the system allows.
4. The library will be kept clean to avoid insect infestations.
5. Materials that have become moldy or contain mildew will not be added to the collection. Items in the collection that have become diseased will be removed.

D. Donations

The library is frequently offered books and materials from individuals and churches. Once initial contact has been made the library director will explain the policy for donations of this nature. If these conditions are acceptable the following policies shall apply:

1. *The Director shall reserve the right to decline gifts of materials that do not fall within the selection criteria or will not contribute to the mission of the library.*
2. *The Director shall reserve the right to decline gifts whose extent, conditions of acquisition, format, or other conditions constitute an encumbrance upon the library or staff.*
3. *If materials are accepted for consideration, the donor should be aware that:*
 - a. *The Director shall determine the classification, housing and circulation policies for all items.*
 - b. *The Director reserves the right to dispose of duplicates and/or unneeded items at their sole discretion.*
 - c. *Gifts will be acknowledged with a letter from the business office. This letter will verify the number of items donated but the college can make no tax evaluation.*
 - d. *Gifts, once accessioned, are subject to all the policies governing the collection.*

The library also welcomes donations to the Restricted Library Fund. It should be understood that:

- a. The Director reserves the right for the disposition of these funds,*
- b. Donations with strict or limiting restrictions which do not fall within the collection development policy may be declined. In this event suggestions will be made as to where the monies might prove helpful and stay within the limits of the donor's wishes.*

E. Policies for Gifts of Funds

The library welcomes donations to the Restricted Library Fund. It should be understood that:

- a. The Director reserves the right for the disposition of these funds,
- b. Donations, with strict or limiting restrictions which do not fall within the collection development policy may be declined. In this event suggestions will be made as to where the monies might prove helpful and stay within the limits of the donor's wishes.

F. Special Collections

Any gifts of materials that would require special handling are considered a special collection. The library facility is not designed to handle large displays. If a special collection would be a substantial addition (over 3,000 usable items) and have materials that would be unique, the college executive board would be asked to consider the possibilities for inclusion, should outstanding reason for inclusion be evident.

G. On Loan items

Some faculty members have placed materials on loan in the library. These are not included in the library catalog. On loan materials are normally retained behind the circulation desk and held to the circulation rules for reference materials to reduce the possibility of loss. These items are not for check out but are for use IN THE LIBRARY ONLY.

H. Academic Freedom/Censorship

The primary function of the library is to support the curriculum. With this in mind, the collection development policy is somewhat limited to the scope and nature of the curriculum. Care is taken to allow free access to materials that differ from, or might be in opposition to, the doctrinal statements of the college. The Library makes available to its users materials offering the widest variety of viewpoints, regardless of their popularity or the popularity of the author(s).

The Library will seek to provide materials representing the best spokesperson in the areas, issues or beliefs where there is honest disagreement. The Library will base selection on the criteria stated, regardless of the controversial manner or language which an author may choose to use in dealing with subjects of religious, political, economic, scientific, philosophical or moral issues.

Criticisms or questions of reconsideration should be addressed to the Director. A "Request for Reconsideration" form may be obtained from the Director. This form must be filled out and signed by the person filing the request before any item will be slated for reconsideration. It is then submitted to a

committee consisting of the Academic Dean and the appropriate department head. The action taken will be shared with the one filing the request with a copy retained in the library's records.

I. Policy Revision This policy will be reviewed on an annual basis by the Director.

Last revision: April 2019.

CHAPTER THREE

PUBLIC SERVICES

I. REFERENCE

A. General

The Library staff provides general reference service. The volunteer and work study staff has been trained, where feasible, to deal with a variety of reference questions. The professional staff (when on site) is always available to answer the more challenging questions. The professional staff may be reached through email or by phone during the hours when not on site.

B. Information Literacy Instruction

Orientation is offered each semester both as part of the standard orientation procedure and as part of Information Literacy instruction provided during select class meetings. This introduction is intended to acclimate students to the library, research methods, and study skills. Instruction also takes place on an informal level as students ask for help in the library.

II. CIRCULATION

A. General Collection

The general collection is available for check out on a two-week cycle unless the item has been noted otherwise (i.e. reference or reserve materials). The following categories of individuals may check out materials without paying a fee:

1. Students currently registered at SCKY
2. SCKY faculty and staff members and their immediate family (spouse and children)
3. SCKY Board members
4. Current students and staff with a valid ID from BSK or Spalding

A \$20.00 annual fee will be charged for any others desiring to use the library.

Application forms may be obtained from the library staff.

Fines are assessed on a ten cents a day basis. Borrowing privileges may be suspended if an individual has outstanding fines that exceed \$10.00 or materials that have been out longer than six weeks.

B. Reference Collection

The "R" that precedes the classification number identifies reference materials. **These materials do not circulate.** Removal of reference materials without specific permission by the Director will result in suspension of library privileges.

C. Reserve/Closed Reserve Materials

Faculty members may request certain items for reserve. These requests should be made at the beginning of each semester. Reserve materials have restricted circulation periods agreed upon by the faculty member and the Director. Fines are assessed at 10 cents per hour for reserve materials beginning at 8am on the day they are due back. Closed reserve materials must remain in the library during use.

D. Periodicals

Printed versions of periodicals are not available in the library. Accesses to online subscriptions are made available through the Library Consortium.

E. Resource Sharing

The Parrish Library has agreements with Campbellsville College and the University Of Louisville. This provides a broader collection of support material. Students with a valid ID can use all the libraries of member schools. The Library is also a member of Kentucky Virtual Library, which provides access to the WorldCat. Library users may request a search of WorldCat to borrow materials through Interlibrary Loan.

F. Interlibrary Loan

A request for ILL (Interlibrary Loan) may be submitted in writing or by email.

ILL Policies:

1. A \$2.00 fee per item will be charged for ILL to cover the cost of return shipping. Periodical articles will not be charged the shipping fee.
2. Lending libraries may charge for the privilege of borrowing materials or copying articles. The person requesting the material will pay this cost. Please indicate on the request how much you would be willing to pay per item. Every effort will be made to locate items at little or no cost.
3. ILL items must be returned by the date on the lending form. Fines or replacement costs are to be paid by the borrower not the library.

G. Internet Resources

The library has six computers that are linked to the Internet. The library has a wireless hub which can be accessed through personal laptops with connection made by the Simmons STC. Sites that are appropriate for research purposes are available for students. Some sites may be blocked due to their inappropriate nature for our campus. Request for access may be made to the Director in written form and an investigation made to determine the validity of the request as it relates to the research project.

H. Equipment

The library does not have equipment at this time.

I. Statistics

Circulation statistics are kept by the library computer system. Attendance is monitored and used to determine library hours. The growth of the collection is also monitored on a yearly basis.

III. ACCESS

Hours are displayed on the door and printed in the library information sheets. Holiday and summer schedules are posted and distributed in advance.

The library's primary purpose is for research and study. Use for other activities such as meetings, test taking, class labs, auditors for other departments, etc. should be scheduled with Director. These should be scheduled in advance of the need and in keeping with posted hours of operation.

Chapter Four Technical Services

I. CATALOGING

Records in the catalog are entered in accordance with established national or international bibliographical conventions, such as rules for entry, descriptive cataloging, and classification and subject analysis. The catalog is regularly reviewed and revised to conform to contemporary practice.

II. CATALOG MAINTENANCE

The library maintains an electronic access catalog. The catalog is checked each month to ensure accuracy of entries. Entries need to be monitored for mistakes and author's names need to reflect consistency in their input. The catalog may be edited and materials may be deleted if identified as lost or weeded as needed in the collection. Changes in the collection can be identified and finalized by inventories. (See section on inventory)

III. SHELF MAINTENANCE

The collection is maintained frequently to provide materials needed by the library users.

A. SHELVING

Materials are shelved in a timely fashion to provide access to the collection. Dewey classification numbers provide the means of access to the collection. Newer materials are also cataloged using Library of Congress Classification. Care is taken that materials are placed on the shelf in proper order. Library users are discouraged from re-shelving materials. Staff should also "read" the shelves as they work to ensure items have been properly placed.

B. PRESERVATION

Conservation and preservation are discussed in more detail in the collection development section. Shelves are dusted on a regular basis to reduce any accumulations that may harm material. Materials are also checked periodically for insect infestation, mildew or moisture problems.

IV. PROCESSING

Technology has become a vital part in the way library materials are processed. The computer catalog allows for quick handling of items. Every effort is made to keep the backlog of materials at a minimum.

V. MANUAL REVISION

The Director shall review this manual on a biennial basis.

Latest revision: May 2019