

Policy Index

Archives

Circulation

Collection Development Plan

Collections

Computer Usage

General Library Information

Reference

Student Group Study Room Use

Archives

Access

The Archives collection has not been itemized and cataloged. Some items are in fragile condition. For these reasons, access and use of the USF Archives materials is generally restricted to library staff and certain USF administrators. Others wishing access to the collection must seek the permission of the Director or the professional staff if the Director is not available.

Loans

The USF Archives collection is composed of unique and historically significant materials, some in fragile condition. These items are not loaned. However, all requests will be evaluated by the Director and the professional staff and some accommodation may be made in special circumstances for digital copies of some items to be supplied instead.

Gifts & Donations

Gifts and donations will be accepted by the Archives from any source, whether affiliated with the University of Saint Francis, St. Joseph Hospital, Lutheran College of Health Professions, Lutheran Hospital or others. However, some gifts, although undoubtedly valuable, may not fit within the scope of the Archives collection or may duplicate items already held. In these cases, USF reserves the right to refuse or to dispose of these contributions. Appraisals cannot be made for donated materials. According to the Tax Reform Act of 1984, a donee may not act as a qualified appraiser. A gift-in-kind form should be filled out or a receipt for items received can be given, but no cost will be assessed.

Personal Items

All items that are part of a personal collection are not normally included in the Archives collection. However, there are some personal materials which are so closely associated with the history and development of the institution that their inclusion may be deemed significant and appropriate.

Photocopying

Photocopying of most materials is permitted, depending on their condition, within the library. Parts of the collection may have particular copying restrictions imposed by the institution or by copyright law. Entire collections cannot be copied, and large volume copying will be permitted only at the discretion of the Director or the professional staff.

Scanning

Scanning of materials is permitted on a case-by-case basis and will depend on the proposed use of the scanned image/s. Parts of the collection may have particular copying restrictions imposed by the institution or by copyright law. Entire collections cannot be scanned, and large volume scanning will be permitted only at the discretion of the Director or the professional staff.

Circulation

Circulation Policies Summary

Library Access

The Lee and Jim Vann Library serves all of the faculty and staff of the University of Saint Francis and all of the students enrolled in its programs. The library is also accessible to alumni and those with established relationships or affiliations with the university. The general public may use the library on a limited basis.

Borrowing Privileges

Any person who is affiliated with the University of Saint Francis as faculty, staff, student or alumnus may borrow any regularly circulating materials from the library when they present a current University of Saint Francis ID or an alumni card.

The faculty, staff, and students of other PALNI member institutions are designated Reciprocal Borrowers and may borrow USF materials as long as they hold a valid ID card with a PALNI barcode. In addition to PALNI members, USF has a reciprocal borrowing agreement with several libraries in the local area and those presenting a Reciprocal Borrowing card from any of these libraries may borrow USF materials as well. Reciprocal borrowers are given the same borrowing privileges as USF students and alumni. Other guests, while free to use the library, may not check out materials.

Loan Periods

Students and Alumni

Book – 3 weeks

Video/DVD – 7 days

Physician Assistant students are given special consideration due to required rotation. Their loan period is extended to check out books for a period of 30 days or as needed. It is the student's responsibility to request an extended loan period.

Faculty and Staff

Book – 30 days

Video/DVD – 7 days

Faculty and staff are not charged fines but will be charged for lost materials. Materials not returned in a timely manner will be considered lost after the third notice.

Reciprocal Borrowers

Book – 3 weeks

Video/DVD limit – 7 days

Renewals

The number of renewals allowed is the same for all borrowers:

Books – 2 renewals

Videos/DVDs – 1 renewal

Renewals are not permitted for those materials for which a HOLD has been requested or when a borrower has accumulated \$5.00 or more in overdue and lost item fines.

Renewals may be completed in person, over the phone or via the internet. Online

renewals cannot be made on the date due or for overdue materials.

Limits on Circulating Materials

The collection is limited and the demands that are placed on materials sometimes exceed capacity. For some materials the demand is always very high. To ensure that library materials continue to be available to all users within a reasonable amount of time after they are requested, Library Services reserves the right to limit the number of materials that may be checked out in some subject or specialty areas more restrictively than in others.

Students and Alumni

Book limit – 20 volumes

Video/DVD limit – 3 items

Faculty and Staff

Book limit – 50 volumes

Video/DVD limit – 3 items

Reciprocal Borrowers

Book limit – 20 volumes

Video/DVD limit – 3 items

Outstanding Library Materials

All circulating materials may be borrowed from the library collection for the period specified by current policies. Individuals who check materials out are responsible for their safe return by the date due. When overdue materials are not returned after repeated notices, the borrower will be invoiced for the replacement cost plus processing fee. The library can accept payments in the form of cash and personal check.

Students

Students who borrow materials from the library collection are responsible for their safe return on the date due. Every effort will be made to recover unreturned materials or to obtain replacement costs plus processing fees from the borrower. The library can accept payments in the form of cash and personal check. Names of all students who have outstanding materials will be sent to the Registrar on a regular basis and at the end of the academic term. Those students with a Library Hold on their academic record will be denied current grades, registration for new classes, a transcript of grades and diploma until their record has been cleared.

Faculty & Staff

The faculty and staff of the University of Saint Francis who borrow materials from the library collection are responsible for their safe return. Every effort will be made to recover unreturned materials or to obtain replacement costs from the borrower. The library can accept payments in the form of cash and personal check. Faculty and staff who have outstanding materials at the time employment is terminated will be required to return the materials immediately or pay current replacement costs plus a processing fee.

Reciprocal Borrowers

Reciprocal borrowers who borrow materials from USF library collection are responsible for their safe return on the date due. In keeping with the intent of reciprocal agreements,

the borrower's home library will be notified of outstanding materials. The home library has ultimate responsibility for the recovery of or replacement of borrowed items.

Alumni

Alumni who borrow materials from the library collection are responsible for their safe return on the date due. Every effort will be made to recover unreturned materials or to obtain replacement costs plus processing fees from the borrower. The library can accept payments in the form of cash and personal check. Names of all alumni who have outstanding materials will be sent to the Registrar on a regular basis. Those alumni with a Library Hold on their academic record will be denied registration for USF classes and a transcript of grades until their record has been cleared.

Overdue Fines and Notices

Circulating materials: \$.10 per day per item with no grace period

Reserve materials: \$1.00 per day per item with no grace period

Videos/DVDs: \$1.00 per day per item with no grace period

Fines of \$5.00 or more will result in the loss of borrowing privileges. The maximum overdue fine for circulating and reserve materials is \$5.00 per item. The library can accept payments in the form of cash and personal check.

For circulating and reserve materials, notices will be mailed out approximately seven days, fourteen days, and twenty-one days after the item is due. The fourth notice is mailed approximately twenty-eight days after the material is due and is considered a cost of replacement bill. The cost of the replacement may not be the actual cost of the item but rather the cost of the newest edition or comparable item, plus a \$5.00 processing fee.

Interlibrary Loans

Interlibrary Loans: \$1.00 per day per item with no grace period

Fines of \$5.00 or more will result in the loss of borrowing privileges. The maximum overdue fine for interlibrary loans is \$10.00 per item.

For overdue interlibrary loan materials, patrons will be notified regularly until the materials are returned or the account settled. Damaged or lost materials will be billed by the loaning institution.

Faculty and Staff

Although faculty and staff are not charged overdue fines, they will receive notices once materials become overdue. When materials are declared lost in the library's system, the faculty/staff member will receive a lost bill notice and is responsible for the replacement cost of the item plus processing fees, as determined by the library. If the bill goes unanswered for 30 days, the issue will be brought to the appropriate supervisor's attention.

Claimed Returned

In the event that a patron claims to have returned materials which still show on his or her record, the patron will be responsible for locating and returning the materials. Patrons will be given 6 weeks or until the end of the semester (whichever is longer) to locate the

materials and turn them in. The library will also conduct at least 10 searches in this time period. At that time, if the materials still have not been located, the patron will be billed the replacement cost plus a processing fee. A hold will be placed on the patron's record until the replacement costs and fee are paid or the materials are found. The patron has the option of appealing the bill with the Circulation Services Coordinator, who is in charge of circulation services. The replacement cost will be refunded if the patron finds and returns the material within thirty days of paying for the material. The processing fee is non-refundable.

Lost Materials

Materials may be declared lost three ways: by the patron, after the grace period of a claimed returned process, or after four weeks overdue. Materials that are lost will be billed to the patron for both the replacement cost and a five dollar processing fee. The library can accept payments in the form of cash and personal check. Students and alumni will not be removed from hold with the registrar's office until this bill is paid or the materials are returned. If the patron returns the materials, both the replacement cost and processing fee will be waived and overdue fines will be assessed. If the patron finds the material and returns it within thirty days from the date of payment, the replacement cost will be refunded but not the processing fee.

Library Hold

Students and alumni will have a library hold placed on their record if they have:

- Fines of \$5 or more OR
- Outstanding (overdue) materials

Students and alumni with a library hold will be denied registration for new classes, transcripts of grades, and diplomas until their records have been cleared. These patrons are also prohibited from checking out new materials. Hold will be removed by a library staff member when the materials are returned and fines paid below the \$5.00 threshold.

Those faculty and staff who have outstanding materials at the time employment is terminated will be contacted to return the materials immediately or pay current replacement costs plus a processing fee.

Alumni Borrowing Privileges

USF alumni include those who have graduated from Lutheran College of Health Professions, Lutheran Hospital School of Nursing, Saint Francis College, Saint Joseph Hospital School of Nursing and the University of Saint Francis. Alumni must register in the library for an Alumni library card in order to borrow library materials.

Alumni are allowed to borrow all materials from the regular circulating collection. These privileges do not extend to Reference or Reserve collections. Alumni may not borrow any materials that are limited to current USF students, faculty and staff by contractual restrictions.

Reference services are provided to alumni on the same basis as for students. This includes answers to basic reference questions or help in locating a specific item. Library staff will also assist alumni with suggestions and help with the basics of getting started

with a search but will not do the searches for them.

Alumni are not provided with interlibrary loan services or copy services. The faculty, staff and students of the University of Saint Francis will in all cases have priority access to the services and resources of the library.

Reciprocal Borrowing Privileges

The University of Saint Francis has established agreements with certain other academic institutions allowing their library users to freely borrow from any of the participating libraries. The principal agreement involves the twenty-three PALNI member libraries. Any registered user at a PALNI library may borrow materials from another PALNI library with their home library card. There is one “Resource Sharing” members of PALNI: Anderson University. Because Anderson does not participate in the shared catalog, their users are not registered in the PALNI system, but do have full reciprocal borrowing privileges within PALNI.

Another similar agreement includes USF and three local academic institutions: Indiana Institute of Technology, Indiana Purdue University Fort Wayne, and Ivy Tech State College. USF also participates in the reciprocal borrowing program with Academic Libraries of Indiana (ALI). In both the local agreement and the ALI program, the member libraries issue special reciprocal borrowing cards that their own patrons may use to borrow materials at the other participating libraries.

Reciprocal users who borrow from the University of Saint Francis are allowed to borrow books from the General Collection but cannot borrow videos, journals or reserve items. Other guests, while free to use the library, may not check out materials.

Guest Lecturer

The library is accessible to those with established relationships or affiliations with the University (see Library Access policy). These include guest lecturers, sometimes referred to as Associate Faculty, who act as independent contractors and are paid a fee by the University for their services. In recognition of their contribution to the teaching mission of the University, library services such as photocopying, database searching and interlibrary loan (articles only) are provided when they directly support lecture preparation. However, borrowing privileges are not extended. USF library services are not intended to be the primary information resource for these lecturers.

Reserve Collection

In order to make required assignments readily available to all students in a class, Library Services maintains reserve collections. For each class, the instructor must provide the materials and a signed Reserve Item Request form detailing the course information, loan restrictions and material citations. An electronic version of the course syllabus may also be submitted but is not required. The materials are then assembled, labeled, and placed in the Reserve Collection.

It is the responsibility of the faculty member to ensure copyright compliance by completing the *Checklist for Fair Use* and signing the *Copyright Compliance Statement* for any items submitted for reserve prior to any material being added to the Reserves Collection. All Reserve Collection materials are automatically removed at the end of

each academic term. Any materials that are to be used again must be resubmitted in a timely manner, along with any new requests.

Interlibrary Loan Service

The Vann Library collects materials based upon academic curriculum, faculty recommendations and available budget (see the Collection Development Policy for more information). There are times when the collection will not be able to provide all of the materials needed by USF users. Interlibrary loan service ensures that users will be able to obtain information from a variety of external sources when needed. Interlibrary loan service is not provided for alumni, reciprocal borrowers or guests.

EMPLOYEES: Interlibrary loans that incur a cost will be provided to any USF employee without charge when the information is used in relation to projects, programs or other work required by the University of Saint Francis.

UNDERGRADUATE STUDENTS: This service is provided to all students of the University to support the completion of assignments required in their coursework. The first three interlibrary loans per research project, which incur cost, will be paid by USF Library Services.

GRADUATE STUDENTS: Recognizing the importance of strong interlibrary loan support to graduate students doing research directed and required by USF faculty, every effort will be made to supply the materials required. The first fifteen interlibrary loans per research project, which incur cost, will be paid by USF Library Services.

Interlibrary loan service is provided to the extent that library resources allow. ILL requests are processed in the order received and as quickly as possible. USF Library Services reserves the right to further limit the number of interlibrary loan requests per user, depending upon the availability and cost of items and current budget constraints.

Interlibrary Loan – Returning Materials

Interlibrary loan is provided to students, faculty and staff of the University. In borrowing materials that must be returned, the USF libraries agree to follow the rules of the loaning library with regard to length of loan, fines and reimbursement for lost or damaged items.

All USF library users who borrow materials through interlibrary loan are responsible for the timely and safe return of these items. Items not returned by the due date are subject to a \$1 per day fine. For overdue interlibrary loan materials, patrons will be notified regularly until the materials are returned or the account settled. The maximum overdue fine is \$10.00 per item. Damaged or lost materials will be billed by the loaning institution to the borrower.

All unpaid charges for interlibrary loans will be placed on the borrower's USF library record. Students will be denied registration for new classes, transcripts of grades, and diplomas until their records have been cleared. Those faculty and staff who have unpaid library charges at the time employment is terminated will be contacted to settle those debts.

Distance Education Services

The traditional services such as reference, circulation, and interlibrary loan are provided

to distance education students in a modified format whenever possible to accommodate their off-campus status.

Journal articles owned by the library will be sent via paper or electronic format. Online students may request the interlibrary loans of articles via the online form located on the library's website or via OCLC WorldCat. When possible, these items will be delivered via electronic format.

Currently, the library is unable to provide books via interlibrary loan or from the collection. The library encourages distance students to utilize their local public libraries for interlibrary loan of materials other than articles. Dependent upon their location, a reciprocal institution may be available (see Reciprocal Borrowing Privileges policy for a list of institutions).

Collection Development Plan

Responsibility for Selection

Anyone, including students, may recommend materials for purchase. The primary responsibility for selection, however, rests with the teaching faculty and the librarians of USF. Library Liaison assignments allow professional library staff to focus on a discipline or set of disciplines and fosters a working relationship between library professionals and faculty. Library Liaisons also ensure the purchase of core materials in each discipline as provided for by the budget. Further, faculty has a responsibility to recommend those materials needed to support the courses they teach and which supplement the general library collections appropriate to their disciplines and specialties. The library will attempt to acquire through interlibrary loan those materials needed for research by students, faculty or staff which cannot be secured through purchase or which fall outside collection guidelines.

Selection Process

Recommendations will be accepted at any time during the year; however, current year purchase requests that meet established deadlines and unfilled requests from the previous year have priority. Faculty requests are honored before all others, subject to the constraints of the budget and ongoing commitments to purchase basic reference materials and to maintain a reasonable level of currency and balance in the collections.

Accreditation

In order for the library collections to best fulfill the needs of the USF community, Library notification must be included in any plans to add, drop or change programs, majors or courses. In order for the library to address the creation of new programs, program plans should include funding to establish new collection areas. It is recommended that departments or schools contact their Library Liaison to help determine collection level and funding needs for new programs. Likewise, departments and programs planning for accreditation reviews should inform the Library well in advance in order to ensure that appropriate subject areas of the collection can be assessed and strengthened as needed.

Levels of Collection Intensity

The selection of Library materials should be based upon the following levels of collection intensity or depth:

RESEARCH LEVEL provides major source materials required for thesis research and graduate level papers. Types of materials would include research reports, major reference works, specialized monographs, serials, indexes and abstracts. This level assumes **STUDY LEVEL** collections for these disciplines. Collection for the following discipline areas (which offer graduate degrees) should be pursued to the research level:

Arts Administration
Education
Business Administration
Education
Environmental Science
Health Care Administration
Mental Health

Nursing
Physician's Assistant
Psychology
Special Education
Studio Arts
Theology

STUDY LEVEL provides materials adequate to support study on the undergraduate level. The collection at this level should contain basic monographs, representative journals, and key reference tools. In most instances, these materials should provide definitions and fundamental concepts. Materials such as bibliographies, subject dictionaries and encyclopedias should be acquired. Collection for the following discipline areas (which offer undergraduate degrees or emphases) should be pursued at the study level:

Art History
Accounting
Biology
Chemistry
Clinical Laboratory Science
Communication Arts
Computer Art
Counseling
English
Finance
Franciscan Studies
Graphic Design
Health
Health Services
History
Human Resource Management
International Business
Liberal Studies
Management
Mathematics

Medical Technology
Ministry
Music Technology
Music Performance
Philosophy
Physical Education
Physical Therapy
Political Science
Pre-Law
Pre-Med
Public Relations
Radiology
Social Work
Sociology
Speech
Sports Management
Surgical Technology
Theater
Theology

BASIC LEVEL provides materials which serve to introduce and define a subject and in which few selections are made beyond basic reference books, monographs and representative journals. This level will offer some support for those areas in which USF offers no major, but does offer coursework including General Education curriculum, or for which there should be a representative collection to support a broad liberal education. This level is considered part of the core collection and is maintained by the Library Liaisons.

Other Considerations In addition to subject-specific materials, the Library should actively collect appropriate materials of an interdisciplinary nature.

English-language materials should predominate, though an adequate selection of foreign-language dictionaries and materials sufficient to support the University's foreign-language course offerings. Major emphasis will be placed on materials covering the United States and Western Europe. Other geographical areas will be covered at the basic level.

Selection Criteria

Adapted from Chart, p.129, "The Selection Decision: Defining Criteria and Establishing Priorities," by John Rutledge and Luke Swindler. *College and Research Libraries*, 48(2): 123-131 (March, 1987)

Consideration	1st Priority	2nd Priority	3rd Priority
Subject/Level	Direct support of graduate level programs Major field of scholarship RESEARCH LEVEL	Direct support of undergraduate programs STUDY LEVEL	Minor field of inquiry BASIC LEVEL
Intellectual Content	Key work/author in field Major critical study Major new contribution to learning Major reference work	General essay Representative material Basic monograph Basic serial	Marginal or polemical work
Potential Use/ Users	Known researcher Program interest Patron request based on need / probable need / known interest	General interest Recommended by patron without specific need	Infrequent use
Relation to Collections	Central to existing holdings Closely related Specialized information about an existing strength Necessary to intellectual integrity	Develops existing collection strength Historic collection strength Completes series or set	Specialized material
Bibliographic Concerns	Important publisher Significant publishing body Specialized publisher of high quality Major trade publisher	Specialized publisher Popular publisher	Research reports Working papers Pamphlets Ephemera
Other Factors	Geography: U.S., Western Europe In English	Asia, Middle East, Africa In French, Spanish, German, Latin	Other language

Formats

All formats of information should be considered for selection, providing the content falls within the guidelines given in this document. Consideration should, however, be given to the condition and durability of the materials. Materials which require special handling or which are delicate may not be appropriate for our collection.

Non-print materials will be added to the collections according to the same criteria as materials in print formats. Digital formats and other developing technologies may be added if they meet the guidelines of this policy. The following should also be given consideration in the selection of non-print materials:

- Availability and expense of hardware required to use the item
- Cost
- Timeliness
- Technical quality
- Aesthetic appeal
- Ease of use
- Licensing Requirements

Duplicate Copies

It is the policy of the USF library to acquire duplicates only in rare instances when need is clearly demonstrated.

Reference Materials

Additions to the Reference Collection are selected according to the same criteria as materials for the circulating collection. Items are selected to support the curriculum and to meet the informational needs of the USF community. The library must place high priority on monitoring and replacing dated materials in the reference collection. The professional library staff shares the responsibility of maintaining and selecting materials for this collection.

Serials

New subscription requests are reviewed by the Serials Librarian and the Director and recommendations are made to the professional staff. Serial selections are based on the same criteria as outlined for other materials in this policy statement. In addition to those guidelines, the following must be taken into account:

1. Indexing and the availability of the index in the USF library
2. Cost and serials budget
3. Accessibility through consortial agreements
4. Frequency of interlibrary loan requests for title
5. Requestor or department requesting or number of faculty requesting
6. Subject emphasis (see collection intensity levels); interdisciplinary usefulness of the publication; size of enrollments in requesting program; potential usage

7. Availability: subscription service vs. publisher
8. Foreign language/publisher
9. Frequency of publication

The decision to purchase a new serial implies a commitment on the part of the institution to retain this title on an ongoing basis. Other decisions such as whether to bind or purchase electronic format should also be made at this time. In order to maintain the integrity of the collection, serials cannot and will not be selected and dropped on a yearly basis.

Children's Literature

Children's books are purchased to support the children's literature courses included in the Education Department's curriculum. Caldecott and Newberry Award winners and Honor Books are given greatest weight in purchase decisions. Other recommended titles, including appropriate reference books, will be added each year.

Textbooks

The Library does not routinely purchase textbooks that are used in the classes taught at the University of Saint Francis. Students are expected to purchase their own textbooks as required in their courses. Library resources are used instead to purchase materials which complement and supplement the textbooks and lectures and to further coursework and research. In some instances, textbooks may be accepted as gifts, if they meet the selection criteria of this policy. Textbooks not used in classes may be purchased in those subject areas that fall within the basic level of the collection, or in those disciplines for which textbooks provide the best overview.

Study Guides

Study guides such as *Monarch Notes* or *Cliffs Notes* will not be purchased and are not considered suitable for inclusion in the collection, even as gifts. Test preparation guides will be purchased in support of the curriculum for licensure programs. Due to the nature of the demand for these materials, students should not rely on library holdings for personal test preparation.

Gift Policy

The Library welcomes gifts of various kinds, including books and other library materials, equipment, monetary donations, and endowment funds. Such gifts enable the Library to provide materials and services that might not otherwise be possible.

The Library accepts gifts of library materials only with the understanding that it reserves the right to use those gifts according to its needs. Those items not needed will be offered to other libraries or institutions, or sold, if possible. In some cases, materials may be discarded.

Donors will fill out a Gift-in-Kind form for gifts and donations, whether seeking a tax benefit or not. These forms will be forwarded to the Development Office and

a letter of acknowledgement will be sent to the donor on behalf of the University.

Gifts of books or cash may be made in memory or in honor of an individual. The Library will place book plates in these items as directed by the donor.

Gifts of cash or endowment funds are normally used for the purchase of materials or equipment, at the discretion of the Library, unless the funds are designated for a specific use.

According to tax code, the Library cannot make an estimate of the value of any gift, since the Library is a party to the gift.

University Archives

The USF Archives collection is made available via the Library. This collection is not yet organized or cataloged. All materials related to the history of Saint Francis College and the University of Saint Francis will continue to be gathered and stored in the USF Archives until such a time as resources are available to provide the attention and expertise needed to evaluate, restore, catalog and properly house this collection.

Rare Book Collection

In the absence of proper facilities, the library has chosen to designate some materials as "Permanent Reserve". A book is considered for this status if it meets any of the following criteria:

1. Published before 1899
2. Materials whose market value meets or exceeds \$500
3. Tipped-in art plates, loose plates, portfolios
4. Direct connection with an archival collection

Recommended by librarian, faculty or student for extra protection, even though it may not meet any other of the above criteria

Health Sciences Collection

A core collection of nursing and allied health materials is maintained using a variety of selection tools for these specific areas. The library's participation in vendor programs for the automatic shipment of new editions of select titles as they are released ensures the collection's currency and quality. Additional titles are selected based on faculty recommendations and standard lists such as the *Doody's Core Title List/Brandon Hill Title List*.

Collection Evaluation

"The library collection should be continually evaluated against standard bibliographies and evolving institutional requirements for purposes both of adding new titles and identifying for withdrawal those titles which have outlived their usefulness. No title should be retained for which a clear purpose is not evident in terms of academic programs or extra-curricular enrichment." (Standards for College Libraries, 1986: approved by the Association of College and Research

Libraries Board of Directors, 1986.)

Consistent with the standards adopted by the ACRL and the USF Collection Development Policy, the Library will maintain an ongoing evaluation of the collection that will provide for the removal of outdated and worn-out materials, ensuring the currency and quality of the holdings.

The library staff will be responsible for the overall evaluation and weeding of the library collection. When materials need to be recataloged for any reason, they will be evaluated for retention by those on the library staff with the most expertise in that subject area. In some cases, knowledgeable faculty members may be asked for help. Materials that have been returned in poor condition after circulating will be similarly evaluated for retention, replacement, rebinding or withdrawal.

Materials to be withdrawn will be marked and placed in a designated area. In instances when there is a question about whether to withdraw an item, appropriate faculty may be asked to review the material before a final decision is made

Monographs

In addition to the collection development criteria previously outlined, some of the factors to be considered when evaluating materials for retention/removal include the following:

1. Is the item unnecessarily duplicated?
2. Is the item in poor condition?
3. Does the Library have a later edition of the item?
4. Does the item contain technical material that is out of date, perhaps dangerously so?
5. Has the item circulated in the past five years?
6. Is the item part of an incomplete set (which cannot or probably will not be completed)?
7. If the item is to be withdrawn, should a replacement be purchased? Is a replacement available?

When appropriate, titles marked for withdrawal should be checked against relevant lists of recommended books. Whether a book is still in print and whether it appears on a list of recommended titles should be considered in the weeding process. If for some reason a needed title cannot be replaced (out of print, too expensive, etc.), the library staff person with the most expertise in the subject area or a knowledgeable faculty member may be asked to make the decision.

Some materials, though old, may be of special interest to the collection. Archival materials, fiction and works by classic theorists should be retained, if at all possible.

Serials

In evaluating serials, other considerations in addition to the basic collection development criteria should be taken into account. These include:

1. Is the serial covered in an index to which the library subscribes?
2. Does the serial have its own indexing?
3. Does the serial contain artwork or color pictures of a unique or valuable nature?
4. How complete and what is the length of the run of the serial?
5. Can missing issues or volumes be filled in?
6. Can the serial be replaced in microform?
7. If the library no longer receives the serial, how long has it been since it ceased or was cancelled?
8. Is the serial readily available from other sources?

Microforms and items in other non-print media should be evaluated according to criteria similar to those described for books and serials.

USF Library Services is indebted to Northwestern State University's Collection Development Policy, Revised, 9 February 1993, Natchitoches, Louisiana, EDRS ED 284 575, which is the model upon which much of this document is based.

Collections

Weeding

The library staff will be responsible for the overall evaluation and weeding program of the library collection. When materials need to be recataloged for any reason, they will be evaluated for retention by the appropriate Library Liaison, responsible for that discipline. Whenever possible, faculty members from the appropriate departments will be asked to help in the evaluation process. Materials that have been returned in poor condition after circulating will be similarly evaluated for retention, rebinding or withdrawal.

Materials to be withdrawn will be marked and placed in a designated area. In instances when there is a question about whether to withdraw an item, appropriate faculty may be asked to review the material before a final decision is made.

For more detailed information on weeding, see the Collection Development Plan.

Book Purchasing

USF Library Services is primarily responsible for the purchase of books for its own collections.

Each year, book funds are apportioned to the academic departments based on the established allocation formula. Funds which go unspent by departments are then passed along to the appropriate Library Liaison to ensure uniform collecting across the library collection. All book purchases are handled through the Acquisitions Librarian.

Journal Subscriptions

The USF Library Services maintains records, follows up on any problems with service, and takes care of subscription renewals and cancellations for the journal collections through a subscription agency. This centralized system streamlines maintenance activities by providing accurate information for in-house subscriptions, establishing a common renewal date, preventing unnecessary duplication, and loss of unclaimed issues.

The journal budget is not apportioned to academic departments, as is the case with the book budget. However, faculty and staff recommendations and requests for new journal titles are always given serious consideration as the budget allows.

Gifts and Donations

Gifts and donations to the library collection are appreciated. However, some gifts, although undoubtedly valuable, may not fit the selection criteria (see Acquisition Policy) or may duplicate current holdings in the collection. In these cases, the professional staff reserves the right to refuse or to dispose of these contributions. Appraisals cannot be made for donated items. According to the Tax Reform Act of 1984, a donee may not act as a qualified appraiser. A gift-in-kind form should be filled out. A receipt for items received can be given, but no

cost will be assessed and no itemized list will be provided.

Rare and Historical Materials

There are times when USF Library Services may come into possession of material that may be considered rare or historically significant. In such cases, the material will be evaluated to determine the most appropriate placement, whether in the USF library collection, in a specialized collection, or whether it should be offered for sale and the proceeds used for the benefit of the library.

Acquisitions

Library Services will develop and maintain a core collection of books and journals and other materials to support the educational programs of the University of Saint Francis. Purchase decisions are based on a number of criteria, including cost, general user interest and needs, program support, collection needs, etc.

Library staff encourages library users to make acquisition suggestions and these are always given serious consideration. Special recommendation forms for this purpose are available online. The recommendations of those with specific subject area expertise are particularly welcome. The collection will be evaluated regularly for quality, currency and relevancy using a variety of measures specific to subject areas. (See the Collection Development Plan for more detailed information.)

Cataloging

The book collection is cataloged using Library of Congress (LC) and National Library of Medicine (NLM) classification schemes. Books purchased for the intended use of the nursing and/or allied health programs will be cataloged using the NLM classification system. Those books purchased for the intended use of other programs will be cataloged using the LC classification system. When the intended or primary use is not possible to determine, the classification system used will be determined by the cataloger.

Computer Use

Computer Use

The computers in the library are accessible to students, faculty, staff, alumni and guests. Students needing to work on class assignments and projects will be given first priority. Library staff may confirm a user's status by requesting to see a student ID or alumni card when computers are in high demand. Those who are using the computers for recreational purposes may be asked to give up their computer. All users must sign and abide by the USF Information Technology Acceptance Use Policy. When using headphones, volume must be kept low so as not to disturb others. Library staff will assist with research and basic computer hardware/printer problems.

General Library Information

Library Access

The library serves all faculty and staff of the University of Saint Francis and all of the students enrolled in its programs. The library is also accessible to alumni and others with established relationships or affiliations with the University. The general public may also use the library on a limited basis. Children under the age of sixteen must be accompanied by an adult at all times. Restrictions on use of services and electronic resources will vary according to user groups and the individual terms of product licensing agreements. The faculty, staff and students of the University of Saint Francis will, in all cases, have priority access to the services and resources of the library.

After Hours Library Access

To ensure the security of the collections and equipment, the library is always staffed during the hours it is open. However, there are times when access may be required during hours when the library is normally closed. For some specific individuals or groups demonstrating a legitimate need, special arrangements can be made for the library to be unlocked by Security. Authorization for a key is granted only under very exceptional circumstances and requires the approval of both the Director of Library Services and the Director of Operations.

Library Orientation

Providing instruction in the utilization of library resources is a key responsibility of the Library staff and is available to students, faculty and staff. The ultimate goal of library instruction is to equip students with the research skills they need to be successful life-long learners.

Students often have their first introduction to the library and library instruction through the English 101 and the ICONNECT courses. The library staff works closely with faculty members to tie instruction directly to class work throughout the curriculum. The format of library orientation is flexible enough to meet the needs of a variety of user groups and to ensure an optimum learning experience for the class size, subject area and skill level of the students involved.

Online tutorials and instruction are also available on the Library webpage for both students enrolled in distance education programs and for others who have not attended a library orientation.

Food & Beverages

Food is not permitted in the library, except in the cases of special functions. Persons eating food in the library will be required to leave. Security will be called to assist in eviction should that be necessary.

Beverages in cans or containers with lids will be permitted in the Vann Library, as long as the beverage is handled in a responsible manner.

Non compliance: In the case of students who fail to comply with the rules when requested, will have all or some portion of their library privileges suspended and a report

will be made to the Associate Dean of Students, who is responsible for the Student Code of Conduct.

Photocopying

A photocopier for staff and faculty use is located in the workroom on the first floor of the library. This machine is available for use by any employee who has a campus photocopier login and departmental code (this information should be available from your department head). Any copies made on the library's copier will automatically be charged back to the appropriate department.

The library photocopiers are not intended for high-volume copying tasks which strain capacity and limit access by other users. Users who must do this kind of copying will be referred to the USF Copy Center.

Fax Confidentiality

The USF Library Services provides faxing services to staff, faculty and students. USF faculty and staff are allowed access to this machine for work-related faxing free of charge. Public access to faxing for non-work-related use is permitted when the machine is available. USF campus policy has fixed the charges as follows: \$1.00 a page to send and 50¢ a page to receive.

Incoming faxes are checked by various library, student and volunteer staff throughout the day. Non-library faxes are to be placed in an envelope and labeled clearly on the outside with the recipient's name, the date and total amount due. The envelope is then to be placed at the 2nd floor Circulation Desk for the recipient to pick up. In some cases, individuals and departments may be contacted by phone when a fax arrives, however, confidentiality is often difficult to maintain.

Ideally, confidential faxes should be sent directly to the individual or department for whom they are intended. When this is not possible, it is the responsibility of the person receiving the confidential fax to be present as it is being received. The person who is the intended receiver should be in close communication with the sender to verify time of transmission. The ultimate responsibility for maintaining the confidentiality of non-library fax transmissions rests with the sender and receiver.

Faxes do not always clearly indicate the name or department of the intended recipient and it can be very time-consuming to track down the correct party when fax volume is high. It is the joint responsibility of the sender and the receiver to help ensure that the fax reaches the correct recipient.

Reference

Limitations on Searching for Information

The scope of a reference search is dependent on the amount of staff time, collection and financial resources available. The extent to which these resources will be used is dependent on the priority of the request. Urgent administrative requests are always given highest priority and every effort is made to locate and obtain information as quickly as possible.

The next priority is requests associated with an institutional project or need, such as a new service or new programming. Extensive use of resources will be made for these requests and deadlines met accordingly. In the case of costly projects, some compromises may have to be made to accommodate the needs of the requestor without unduly diminishing library resources.

The priority of all other requests is determined individually and each is handled as quickly and thoroughly as time and resources will allow. As a general rule, those who are not a part of the campus community and who have time-consuming inquiries, may be referred to public libraries or their own organizations, when appropriate. In cases where the USF Library has special resources in staff or materials and the needs of the user seem to warrant it, assistance beyond the routine may be given.

Reference Appointments

Reference appointments can be made for any University of Saint Francis students, faculty, alumni or staff. Patrons needing a reference appointment should be referred to the appropriate reference librarian if she/he is available.

When a reference librarian is not available, the patron should be given the option of filling out a Request for Reference Appointment form. If the patron prefers, she/he can contact the appropriate reference librarian directly. Business cards for all reference librarians will be kept at both circulation desks with the reference librarians' contact information. These cards can be distributed to any patron needing assistance.

Student Group Study Room Use

The University of Saint Francis and its library staff recognizes the need for student collaboration and quiet study. Student study rooms are intended to help meet the study needs of student library users. They are ideal for small student groups who are working on projects, studying or conducting meetings which require collaboration. For all of these reasons, the library has dedicated four rooms in the Lee and Jim Vann Library specifically for student study needs.

On the first floor of the library, rooms 101M, 101L will accommodate up to 4 students while room 101K will hold 8 students comfortably. To accommodate larger groups, rooms 101L and 101K can be used together to hold up to 12 students. Room 101N is intended for quiet individual study. This room will accommodate up to 4 individual students and is available on a first come first serve basis, no reservations accepted.

Room Use Policy

Requirements for group study rooms:

Rooms 101K, 101L, 101M are intended to be used by groups of two or more students. Access to these rooms is gained by checking out a key from the main circulation desk located on the second floor of the library. Reservations are strongly recommended due to demand but are not required. Groups with reservations will always have priority. Individuals may use these rooms when not in use by or reserved for a group. Group study rooms cannot be reserved for individual use.

These rooms are not intended to be used for regularly scheduled classes or regularly scheduled meetings and must be checked out by a student.

Requirements for group study rooms:

- A valid USF OneCard is needed to checkout one of the three study rooms. Rooms are reserved for up to two hours **per group**. At the end of two hours, the room can be renewed for one additional hour **per group**, if no one else is waiting for the room or has the room reserved. Study rooms therefore have a maximum use of 3 hours by any one group per day.
- During the final exam and midterm periods (the week before and during both), the demand for study rooms is overwhelming. **Room renewals will not be allowed.** The two-hour policy will be strictly enforced to allow equal access to the study rooms.
- Reservations can be made online at <http://www.sf.edu/library/> (24 hr notice required online), via phone at 260-399-7700 x.6065 or at the main circulation desk on the second floor of the library; otherwise circulation staff will assign study rooms on a first come, first serve basis depending upon room availability and group size.
- If the person/group who reserved a room is not present within ten minutes of the reservation time (or vacates the room for longer than fifteen minutes during their scheduled time), he/she will automatically forfeit their reservation if other

groups are waiting.

- All group study rooms are equipped with a whiteboard, dry erase markers and an eraser. A replacement charge will be assessed to the person who checked out a room in the case of any missing markers or erasers.

If a group study room key is not returned at the end of room use, a \$25 replacement fee will be assessed.

Requirements for quiet study room (101N)

- In order to maintain a quiet study atmosphere, no group work, cell phone conversations or eating is allowed in this room.
- Headphones can be used, but must be set a level that will not disturb other students in the room.
- Materials left unattended in this room for more than 20 minutes will be taken to the lost and found at the main circulation desk on the second floor.

General Study Room Requirements

- Only drinks in covered containers are allowed in the study rooms. Food of any kind is not permitted in any study room. **Disregard for the food policy could result in loss of Student Study Room privileges for the remainder of the school year.**
- Rooms may only be used during the hours the library is open.
- The Library is not responsible for personal items left unattended in the rooms.
- Please do not leave library materials in the rooms.
- Room windows or doors should not be covered or obstructed in any way.

Study room privileges may be suspended if these rules are not followed.

Library staff has the right to refuse use of a study room if inappropriate activities are reported or observed. Library staff will periodically check all study rooms. Violations should be reported to a library staff member.

Questions or problems concerning the student study rooms should be directed to the Main Circulation desk on the second floor of the library.