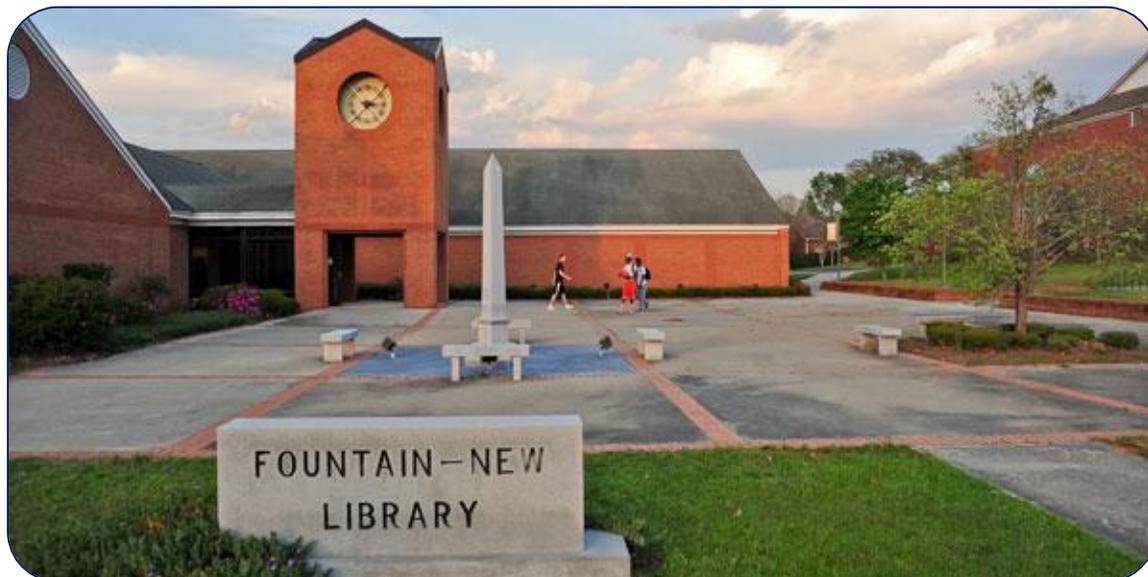




Fountain-New Library



Policies and Procedures Manual

Approved by the Library Committee September 19, 2000

Revised December 2002

Revised December 2009

Revised July 2014



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1.1 ORGANIZATION

Revised: July 28, 2014

SUBJECT: THE BREWTON-PARKER COLLEGE MISSION STATEMENT

The mission of Brewton-Parker College, a Georgia Baptist college, is to develop the whole student through the application of Biblically-centered truth to a liberal arts curriculum in a community of shared Christian values.



1.2 ORGANIZATION

Revised: July 28, 2014

SUBJECT: THE FOUNTAIN-NEW LIBRARY MISSION STATEMENT

The purpose of the Fountain-New Library is to support the mission of Brewton-Parker College by working in cooperation with the faculty and staff to nurture and develop the whole student in a Christian learning environment. The library strives to achieve this purpose through its collections, facilities, personnel and services, which collectively uphold the liberal arts tradition of the College. Through the acquisition and management of relevant collections, the library seeks to fulfill the instructional and research needs of patrons in both the on-campus and external programs. The library aspires to maintain an environment conducive to intellectual scholarship to encourage academic use of resources to prepare students for meaningful service to their local, regional, and global communities. A qualified staff committed to bibliographic instruction promotes the library mission to foster student maturation in knowledge, information literacy and lifelong learning.



1.3 ORGANIZATION

Revised: July 28, 2014

SUBJECT: ADMINISTRATION

The Vice-President of Academic Services has planning, supervisory, management and budgetary responsibility for library functions and related staff personnel.



2.1 PERSONNEL

Revised: February 18, 2013

SUBJECT: DIRECTOR OF LIBRARY SERVICES

(Exempt-Administrative, level 3)

The Director of Library Services works under general direction of the Vice-President of Academic Services and manages and supervises departmental functions and responsibilities; assumes responsibility for planning, assigning and reviewing work of subordinates under direction; assumes responsibility for planning and recommending general departmental responsibilities as directed; exercises discretion and independent judgment with authority to make important decisions. The Director of Library Services shall:

ADMINISTRATIVE DUTIES:

- provide vision and strategic direction for library services in alignment with the College's mission and core themes;
- plan, implement and administer all library resources and services for students, faculty and staff wherever classes are taught, in a context of continuous improvement;
- plan and supervise the assessment of all library resources and services for student learning and faculty effectiveness. Inform administration of the library's strengths and weaknesses in meeting college needs and accreditation standards;
- plan and supervise public services such as circulation, interlibrary loan, periodicals, reserves, and preservation of the collection;
- plan and supervise technical services such as cataloging, processing, and mending materials;
- supervise, train and evaluate library personnel and assist in their hiring;
- requisition new materials for the library with the recommendation of faculty members and approval by the Vice-President of Academic Services;
- promote the effective use of the library by informing the faculty of available library materials and instructing students in the use of the library;



- develop strong partnerships within the college and serve on college committees;
- prepare proposed annual budget; supervise and implement purchasing of library resources, services and supplies; maintain related records;
- prepare statistical reports of patron use, circulation and library expenditures for various agencies;
- demonstrate continuing professional development;
- maintain office hours; and
- perform special assignments as directed by the Vice-President of Academic Services.

CATALOGING DUTIES:

- catalog recommended materials and gifts;
- aid in the revision of the present book collection;
- transfer and/or update cataloged records in the library online catalog (Koha);
- keep statistics of materials cataloged; and
- prepare books and periodicals for binding and receive items from the bindery.

ARCHIVIST DUTIES:

- catalog published archival materials;
- maintain vertical file of unpublished archival material;
- produce and update index of unpublished archival holdings;
- solicit archival materials from campus offices and from the community;
- ensure that archival materials are protected and preserved;
- maintain the security of all materials placed in the archives;
- assist researchers in the use of archival materials for the college events; and
- check campus publications for historical accuracy.



SYSTEMS ADMINISTRATOR DUTIES:

- plan, implement, and maintain all digital library services such as databases and the library catalog. Select, administer and update electronic services and the integrated library system. Coordinate software, hardware and technical support needs with Technology Services; and
- stay current with library and information services and technology, including the integrated library system, electronic resources and Internet.



2.2 PERSONNEL

Revised: July 17, 2014

**SUBJECT: CIRCULATION/COLLECTION DEVELOPMENT
LIBRARIAN**

(Exempt, level 2)

The Circulation/Collection Development Librarian works under direction of the Director of Library Services and manages/ supervises other employees and or assumes responsibility for planning, assigning and reviewing work of employees under supervision; regularly assists bona fide executive or administrative personnel, exercises discretion and independent judgment with authority to make important decisions. The Circulation/Collection Development Librarian shall:

- oversee all aspects of circulation and supervise the part-time employees;
- assist in the supervision of the Circulation Assistant;
- compile and report patron and circulation statistics;
- reconcile and prepare monies collected for deposit by the Business Office;
- act as a liaison to faculty members and division chairpersons to develop and evaluate the collection in accordance with curricular goals;
- use academic resources to select materials for the relevant collections to fulfill the instructional and research needs of the Brewton-Parker community;
- prepare purchase order requests for all materials;
- submit orders by means of computer interface;
- receive and invoice new materials and prepare them for cataloging;
- maintain records of funds encumbered and expended;
- troubleshoot problems with the library's integrated library system;
- assist patrons in the use of the microform machine;
- develop and administer web forms and surveys to assist the Reference and Instruction Librarian in measuring library goals and assessing the research needs of the Brewton-Parker community;



- work with the Reference and Instruction Librarian to determine collection needs in regard to reference, periodicals, and online resources;
- assist the Director of Library Services in cataloging new materials as needed;
- assume responsibility for library functions when assigned; and
- perform other duties as assigned by the Director of Library Services.



2.3 PERSONNEL

Revised: February 20, 2013

SUBJECT: CIRCULATION ASSISTANT

(Non-exempt, level 1)

The Circulation Assistant works under the direct supervision of the Director of Library Services and assumes responsibility for routine tasks using basic skills and established procedures; demonstrates effective job knowledge; demonstrates initiative and motivation in performance of job responsibilities.

The Circulation Assistant shall:

- handle circulation transactions;
- maintain statistical records of all materials checked out by faculty, staff and students;
- prepare and submit help desk tickets and maintenance requests;
- report delinquent accounts to the Registrar's Office;
- establish and maintain faculty reserve collections each semester as needed;
- keep materials shelved and in proper order;
- fill intra-library loan requests for off-campus patrons;
- work with WorldShare to ensure that all interlibrary loan requests are met;
- assist patrons in the use of the copier and library printing services and ensure an ample supply of paper for the copier;
- maintain schedule for circulating equipment;
- maintain the library's periodical collection by:
 - ordering new titles as needed,
 - keeping accurate records of receipts and holdings;
- assume responsibility for library functions when assigned;
- perform other duties as assigned by the Circulation/Collection Development Librarian; and
- perform other duties as assigned by the Director of Library Services.



2.4 PERSONNEL

Revised: February 20, 2013

SUBJECT: CIRCULATION ASSISTANT II

(Non-exempt, level 1)

The Circulation Assistant II works under the direct supervision of the Circulation Assistant and assumes responsibility for routine tasks using basic skills and established procedures; demonstrates effective job knowledge; demonstrates initiative and motivation in performance of job responsibilities. The Circulation Assistant II shall:

- handle circulation transactions including:
 - registering patrons for library services,
 - checking materials in and out,
 - keeping patron use statistics,
 - collecting fines for overdue materials,
 - assisting with copiers and microform machine,
 - making change for copiers and microform machine;
- assist the Circulation Assistant I with shelving materials;
- check in and shelve new periodicals;
- pick up the mail daily;
- perform other duties as assigned by the Circulation Assistant I, the Circulation/Collection Development Librarian and the Director of Library Services.



2.5 PERSONNEL

Revised: February 20, 2013

SUBJECT: REFERENCE AND INSTRUCTION LIBRARIAN

(Exempt, level 2)

The Reference and Instruction Librarian works under direction of the Director of Library Services and manages/supervises other employees and or assumes responsibility for planning, assigning and reviewing work of employees under supervision; regularly assists bona fide executive or administrative personnel, exercises discretion and independent judgment with authority to make important decisions. The Reference and Instruction Librarian shall:

- provide general research assistance to faculty, staff, students and local patrons;
- conduct orientation and bibliographic instruction sessions;
- assist users with electronic database searching;
- participate in reference collection development and weeding;
- create and maintain online tutorial, survey instruments and other instructional tools;
- establish and maintain liaison role with academic departments regarding research paper assignments and other library instructional activities;
- establish and maintain liaison role with off-campus sites regarding library orientation and services;
- compile and report statistics of reference use and survey results;
- assist in the supervision of the Evening Reference Assistant;
- assume responsibility for library functions when assigned; and
- perform other duties as assigned by the Director of Library Services.



2.6 PERSONNEL

Revised: February 20, 2013

SUBJECT: EVENING REFERENCE ASSISTANT

(Non-exempt, level 1)

The Evening Reference Assistant works under the direct supervision of the Director of Library Services and assumes responsibility for routine tasks using basic skills and established procedures; demonstrates effective job knowledge; demonstrates initiative and motivation in performance of job responsibilities. The Evening Reference Assistant shall:

- assist the Reference and Instruction Librarian in providing general research assistance to faculty, staff and students;
- assist the Reference and Instruction Librarian in orientation and bibliographic instruction sessions;
- assist users with electronic database searching;
- handle circulation transactions in the absence of the Circulation Assistant;
- supervise student workers during the evening hours; and
- perform other duties as assigned by the Reference and Instruction Librarian and the Director of Library Services.



3.1 POLICIES AND PROCEDURES – CATALOGING

Revised: August 30, 2012

SUBJECT: CLASSIFICATION SYSTEM AND OCLC

Classification System

The Fountain-New Library's collection is cataloged electronically using the Library of Congress classification system (see below). The only exceptions are periodicals, which are arranged alphabetically by title, and LP records, which are assigned consecutive numbers as they are received.

Library of Congress Classification

- A - General Works
- B - Philosophy, Psychology, Religion
- C - Auxiliary Sciences of History
- D - History: General and Eastern Hemisphere
- E - History: United States (General)
- F - History: United States (Local)
- G - Geography, Anthropology, Recreation
- H - Social Sciences
- J - Political Science
- K - Law
- L - Education
- M - Music
- N - Fine Arts
- P - Language and Literature
- Q - Science
- R - Medicine
- S - Agriculture
- T - Technology
- U - Military Science
- V - Naval Science
- Z - Bibliography and Library Science



Online Computer Library Center (OCLC)

All materials added to the Fountain-New Library's collection are searched through the Online Computer Library Center (OCLC), where bibliographic records are edited and exported to the online catalog (Koha), ensuring that the records meet national bibliographic standards.



3.2 POLICIES AND PROCEDURES – CATALOGING

Revised: August 30, 2012

SUBJECT: KOHA ONLINE CATALOG

The Fountain-New Library's collection is managed through the Koha online catalog, a system maintained by Equinox Software. The library is able to manage its acquisitions, cataloging, circulation, reserves and public access using this system. After library materials are cataloged electronically using the Library of Congress Classification System, the bibliographic records are imported to Koha for use by the library's patrons.



3.3 POLICIES AND PROCEDURES – CATALOGING

Revised: July 28, 2014

SUBJECT: CATALOGING PROCEDURES: MONOGRAPHS

1. The cataloger evaluates the book to determine whether the book will be placed in Reference, Circulation, or Special Collections. For Circulation books, a barcode with protector is affixed to the back inside cover. For Reference books, a barcode with protector and an orange dot are affixed to the back inside cover. For Special Collections, all processing material is affixed to a blue reserve card. No material is affixed to the book itself.
2. The cataloger then searches OCLC for a bibliographic record matching the book. If a match is found, the Brewton-Parker College holdings symbol (GMB) is added to the OCLC record for interlibrary loan purposes before the record is exported to Koha and edited, checking for suitable Library of Congress subject headings and a Library of Congress call number. Once a barcode has been assigned to the book a spine label is printed. (For Reference books, the call number is preceded by REF, and for Special Collections, the call number is preceded with Sp. Col.)

If there is no record in OCLC and the book has an earlier copyright date, or there is no record because the book is locally produced, the book must be originally cataloged. The book is cataloged according to guidelines set forth in the *OCLC Bibliographic Formats and Standards Manual*.

3. The cataloger then processes the book, affixing the spine label and stamping with the Fountain-New Library stamp.



3.4 POLICIES AND PROCEDURES – CATALOGING

Revised: July 28, 2014

SUBJECT: CATALOGING PROCEDURES: SERIALS

1. A Local Data Record (LDR) is completed for each journal title held by the library. The LDR includes the title of the journal, the format in which the library retains the journal (bound, microfilm or microfiche), and the volumes and years held by the library.
2. If the serial is retained in the permanent collection the item is assigned a barcode and updated in both the Koha system and OCLC.



3.5 POLICIES AND PROCEDURES – CATALOGING

Revised: July 28, 2014

SUBJECT: CATALOGING PROCEDURES: AUDIO-VISUAL MATERIALS

1. The cataloger affixes a barcode with protector to the audio-visual item.
2. The cataloger then logs on to OCLC and searches for a bibliographic record matching the item. If a match is found, the Brewton-Parker College holdings symbol (GMB) is added to the OCLC record for interlibrary loan purposes before the record is exported to Koha and edited, checking for suitable Library of Congress subject headings and a Library of Congress call number. Once the barcode is assigned to the audio-visual item a spine label is printed. (For cassettes, the call number is preceded by CAS; for compact discs, the call number is preceded by CD; for VHS tapes, the call number is preceded by VIDEO, and for digital videodiscs, the call number is preceded by DVD).

If there is no record in OCLC, or there is no record because the audio-visual item is locally produced, the item must be originally cataloged. The item is then cataloged according to guidelines set forth in the [*OCLC Bibliographic Formats and Standards Manual*](#).

3. The cataloger then processes the item, affixing the spine label and stamping with the Fountain-New Library stamp.



4.1 POLICIES AND PROCEDURES – CIRCULATION

Revised: December 8, 2009

SUBJECT: LIBRARY USE AND BORROWING PRIVILEGES

Library Use

The Fountain-New Library is open to the public for use of the collection within the physical premises.

Borrowing Privileges

Borrowing privileges are available to Brewton-Parker College faculty, staff and currently enrolled students, as well as alumni and local patrons. Library cards are not issued to elementary or high school students. A parent may register as a local patron, and the student must present the card in order to check out materials.



4.2 POLICIES AND PROCEDURES – CIRCULATION

Revised: July 28, 2014

SUBJECT: BORROWER CARDS

Individuals must complete a registration card in order to borrow materials from the Fountain-New Library. For faculty, staff and currently enrolled students, the identification number located on the back of their ID card serves as the patron's barcode number. This ID card must be presented for all borrowing transactions.

Library cards are issued to local patrons for a \$10.00 fee.

For alumni of Brewton-Parker, a local card may be issued, and the \$10.00 fee is waived.



4.3 POLICIES AND PROCEDURES – CIRCULATION

Revised: July 6, 2000

SUBJECT: BORROWER CONFIDENTIALITY

As required by law, the Fountain-New Library protects the confidentiality of each patron. The library staff will not disclose information regarding any patron's circulation record, i.e., what materials are checked out to whom. If a book is urgently needed, the staff will attempt to contact the patron about returning the item.



4.4 POLICIES AND PROCEDURES – CIRCULATION

Revised: December 8, 2009

SUBJECT: LOAN PERIODS AND RETURNS

Patrons who borrow materials from the Fountain-New Library are granted the following loan periods:

On-campus students and local patrons	2 weeks
Off-campus students	3 weeks
Staff members	6 months
Faculty members	1 year

Date due slips are presented to the patron upon checkout. Students may check out up to fifteen books. Local patrons and high school students enrolled in a BPC post-secondary program may check out up to five books. There is no limit for faculty and staff members.

Audio-visual materials may be checked out by Brewton-Parker College faculty and staff members only. Students may use these materials in the Listening Room of the library.

Materials must be returned to the Circulation Desk during library hours or placed in the book return at the entrance if the library is closed.



4.5 POLICIES AND PROCEDURES – CIRCULATION

Revised: July 6, 2000

SUBJECT: SECURITY

The Fountain-New Library is equipped with a theft detection system. If an alarm sounds as a patron is leaving the library, he/she will be requested to return to the Circulation Desk, where a staff member will assist them with materials they need to check out.



4.6 POLICIES AND PROCEDURES – CIRCULATION

Revised: July 6, 2000

SUBJECT: NON-CIRCULATING MATERIALS

Reference books, periodicals and materials housed in the Special Collections Room are not circulated by the Fountain-New Library. Faculty members may arrange for short loans of reference books and periodicals for classroom use. Items designated as Special Collections may be used in the Special Collections Room only.



4.7 POLICIES AND PROCEDURES – CIRCULATION

Revised: December 8, 2009

SUBJECT: RENEWALS

Patrons may renew any materials borrowed from the Fountain-New Library provided that no other person has made a request for the item. On-campus students and local patrons must present the book and a current identification card at the Circulation Desk. Requests for renewals by telephone will only be accepted from students who attend all of their classes off-campus.



4.8 POLICIES AND PROCEDURES – CIRCULATION

Revised: July 29, 2014

SUBJECT: HOLDS

Registered patrons of the Fountain-New Library may place a hold in Koha on an item that is checked out to another patron. The patron will be notified upon the return of the item.



4.9 POLICIES AND PROCEDURES – CIRCULATION

Revised: July 20, 2000

SUBJECT: RESERVES

Brewton-Parker College faculty members may place materials needed for course assignments on reserve in the Fountain-New Library. Students may request these reserve materials from the Circulation Desk. Most reserve books are for use only in the library, unless the professor has requested a limited circulation period.



4.10 POLICIES AND PROCEDURES – CIRCULATION

Revised: July 29, 2014

SUBJECT: OVERDUE FINES AND LOST BOOK CHARGES

Materials borrowed from the Fountain-New Library are subject to the following overdue fines:

Two-week books	\$0.25 per day
Reserve books	\$1.00 per day

Weekends and days the library is closed are included when overdue fines are figured. The book drop is always available for returns.

Overdue notices will be sent. **These notices are a courtesy.** Failure to receive a notice does not constitute a basis for altering or negating a fine.

Patrons must present their library card to pay overdue fines. If paying a fine with a credit or debit card, patrons will be directed to the Business Office to complete the transaction. Patrons will not be allowed to check out further materials until their record is cleared. Defacement or mutilation of any library material will result in a fine of \$50.00 and appropriate disciplinary action. Delinquent borrowers will not be permitted to receive grades, transcripts, or other credit for work completed at Brewton-Parker College until all charges are cleared.

Patrons who lose books will be expected to pay the replacement cost of the book plus a \$5.00 processing fee.



4.11 POLICIES AND PROCEDURES – CIRCULATION

Revised: December 8, 2009

SUBJECT: OFF-CAMPUS BORROWING

Off-campus faculty, staff and students may access the Fountain-New Library's collection electronically from the library page of the Brewton-Parker College website. Patrons may search the online catalog from the library page.

Off-campus patrons who possess an identification card with library barcode are encouraged to submit requests for books through the online catalog. Requested materials will be mailed to the patron's home address.

Off-campus students may check out books for a three-week period, and the book may be renewed if no other person has made a request for the book. Staff members may check out books for six months, and faculty members may check out book for a year.

There is a charge of \$0.25 per day for each overdue book. Overdue notices will be sent, and payments may be mailed to the Fountain-New Library. Patrons will not be permitted to check out further materials until their record is cleared. Defacement or mutilation of any library material will result in a fine of \$50.00 and appropriate disciplinary action. Delinquent borrowers will not be permitted to receive grades, transcripts, or other credit for work completed at Brewton-Parker College until all charges are cleared.

Patrons who lose books are expected to pay the replacement cost of the book plus a \$5.00 processing fee.



5.1 POLICIES AND PROCEDURES – COLLECTION DEVELOPMENT

Revised: July 20, 2000

SUBJECT: OBJECTIVES

The primary goal of the Fountain-New Library is to support the teaching and educational function of Brewton-Parker College. The objectives of collection development are: (1) to support the college curriculum, (2) to strengthen the collection, and (3) to provide for the research and information needs of the college community.



5.2 POLICIES AND PROCEDURES – COLLECTION DEVELOPMENT

Revised: July 29, 2014

SUBJECT: SELECTION RESPONSIBILITY

The process of selection, acquisition and organization of library materials is a cooperative venture between the Brewton-Parker College academic faculty and the Fountain-New Library staff, though the ultimate responsibility for the quality of the library collection rests with the Director of Library Services. The acquisition of new materials is accomplished primarily through the submission of requests by the faculty. Prior to submitting an item request, the faculty member must obtain approval of his/her Division Chairperson.



5.3 POLICIES AND PROCEDURES – COLLECTION DEVELOPMENT

Revised: December 8, 2009

SUBJECT: FUND ALLOCATION

It is the responsibility of the Director of the Fountain-New Library to allocate the materials budget in such a way as to fulfill the library's collection development goals. The funds available for monographs and audio-visual materials are divided equally among the academic divisions of Brewton-Parker College. Divisional funds not spent or encumbered by February 1st will be reallocated.



5.4 POLICIES AND PROCEDURES – COLLECTION DEVELOPMENT

Revised: December 8, 2009

SUBJECT: SELECTION CRITERIA

The following criteria apply to selection of materials (excluding periodicals) for the Fountain-New Library collection:

- support and enrichment of the curriculum of the college;
- appropriate academic level;
- strength of present holdings of subject area;
- authority, including reputation of author and publisher;
- availability and price.

Other guidelines for selection:

1. Textbooks are not routinely purchased or provided for use in the classroom. They are purchased very selectively when they have inherent value to the collection as a reference work or authoritative source.
2. Due to space constraints, multiple copies of titles are purchased or retained only under unusual circumstances.
3. Paperback editions of books are purchased if available, and then sent to the National Library Bindery for binding.
4. Materials are selected in a wide range of formats—hardbound and paperbound print, a variety of electronic formats, microform, audio-visual, etc. When multiple formats are available, the library avoids duplication in most cases. Decisions on choice of format are based on ease of use, the need for simultaneous users, preservation, storage and price.
5. Consideration to replace lost or damaged materials is based on availability, significance to the collection and previous use.

Items selected for acquisition are typically chosen from reviews in professional journals (i.e. Choice) and standard academic booklists.



5.5 POLICIES AND PROCEDURES – COLLECTION DEVELOPMENT

Revised: July 29, 2014

SUBJECT: PERIODICALS

Due to the wide coverage of full-text periodical titles in the electronic databases to which the Fountain-New Library subscribes, the library does not purchase individual academic journal titles in print. Additionally, the library holds a significant number of back-run titles in bound format, microfilm and microfiche.

For the leisure reading interest of patrons, the library also provides a number of popular magazine titles in print on a variety of subjects.



5.6 POLICIES AND PROCEDURES – COLLECTION DEVELOPMENT

Revised: July 20, 2000

SUBJECT: GIFTS

The Fountain-New Library accepts donations of materials with the understanding that duplicate materials or any other materials deemed inappropriate or unsuitable to the collection will be discarded or returned to the donor upon request. A letter of appreciation is sent to the donor with a list of items donated. A gift plate identifying the donor is inserted in donated materials or items purchased with gift funds. Value appraisals for accepted materials are not provided.



5.7 POLICIES AND PROCEDURES – COLLECTION DEVELOPMENT

Revised: July 20, 2000

SUBJECT: WEEDING

The Fountain-New Library's holdings are periodically evaluated to identify inappropriate or outdated materials. This process is accomplished through a cooperative effort between the library staff and the academic faculty.

Faculty members have the responsibility of weeding outdated or inaccurate materials in their area of expertise. The library staff is responsible for removing multiple copies, multiple editions, outdated materials and worn or damaged materials. Weeded materials are placed in the annual library book sale.

Worn or damaged materials are evaluated for preservation, replacement or removal. If the item is necessary to the collection, it is repaired or rebound if possible, or replaced. Items not appropriate to the collection are discarded or placed in the book sale.



5.8 POLICIES AND PROCEDURES – COLLECTION DEVELOPMENT

Revised: September 14, 2000

SUBJECT: INTELLECTUAL FREEDOM

The Fountain-New Library seeks to provide information to the Brewton-Parker College academic community that encourages the development of analytical, critical and creative thinking skills. To this end, the library assumes the responsibility for maintaining a collection which represents a wide range of viewpoints. In order to provide such a collection, the library supports the Library Bill of Rights of the American Library Association (attached).



5.8 POLICIES AND PROCEDURES – COLLECTION DEVELOPMENT

Revised: January 23, 1996

SUBJECT: INTELLECTUAL FREEDOM, cont.

The Library Bill of Rights of the American Library Association

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2, 1961 and January 23, 1980,
inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.



5.9 POLICIES AND PROCEDURES – COLLECTION DEVELOPMENT

Revised: July 29, 2014

SUBJECT: ACQUISITIONS PROCEDURES: ORDERS

1. Blank order cards are available at the Circulation Desk and should be completed by faculty members and submitted to their Division Chairperson for approval.
2. The Circulation/Collection Development Librarian checks the approved cards in Koha to verify that the library does not already hold the title. If the library already has a copy, the call number is written on the order card and sent back to the faculty member.
3. After the order cards have been checked in Koha, the Circulation/Collection Development Librarian searches each title to verify the accuracy of the information on the card and to verify the availability of the item. Each order card must include the ISBN number, author, title, publisher information and price.
4. The order cards are then entered into Koha, listing the title/author, the ISBN number and the price. After the prices are totaled, a list is printed to attach to a Purchase Requisition for the Business Office.
5. When the Purchase Order is received from the Business Office, the Director of Library Services enters it into the budget spreadsheet. After the order is placed, the purchase order number is entered into Koha and the cards are filed by purchase order number. The Purchase Order is attached to the Purchase Requisition and placed in a file to await receipt of the items.



5.10 POLICIES AND PROCEDURES – COLLECTION DEVELOPMENT

Revised: July 29, 2014

SUBJECT: ACQUISITIONS PROCEDURES: RECEIVING AND INVOICING

1. The Circulation/Collection Development Librarian checks items received to verify accuracy of shipment. The order card is matched with the item, and a processing slip listing the date received and the price of the item is placed in a pocket with the order card to be given to the cataloger. A tattle-tape is inserted in the item if needed. The item is then received and invoiced in Koha.
2. The Circulation/Collection Development Librarian notes the date received, the budget account and the amount to be paid on the invoice and then prepares a check request for the Business Office. A copy of all documentation is retained for library records.
3. The check requests are then given to the Director to be entered into the budget spreadsheet. The Director signs both the check request and the invoice before submitting the invoice to the VP of Academic Services for final approval.



6.1 POLICIES AND PROCEDURES – LIBRARY FACILITIES

Revised: July 29, 2014

SUBJECT: COMPUTER LAB

The computer lab of the Fountain-New Library is available for individual patron use during the hours the library is open. The only exception occurs when the Reference and Instruction Librarian must reserve the lab for a class instruction session. In this case a sign will be posted on the outside Library Entrance door and the door to the computer lab directing patrons to use the computers in the reading room of the library.



6.2 POLICIES AND PROCEDURES – LIBRARY FACILITIES

Revised: December 8, 2009

SUBJECT: LISTENING ROOM

The Fountain-New Library provides a Listening Room equipped with stereo and video stations for use by its patrons. The purpose of this room is to provide library patrons with the opportunity to use items in the library's audio-visual collection.



6.3 POLICIES AND PROCEDURES – LIBRARY FACILITIES

Revised: August 15, 2000

SUBJECT: SPECIAL COLLECTIONS ROOM/ARCHIVES

The Special Collections Room of the Fountain-New Library houses Baptist historical records and Confederate and Colonial records, as well as the Brewton-Parker Archives. The purpose of the Archives is to preserve the history of the college through the collection of college catalogs, yearbooks, newspaper articles, photographs, brochures, programs and files of departments and organizations on campus. All faculty, staff, students and alumni are encouraged to donate these items to the Archives in order to provide a complete picture of past and current events. Use of this room must be scheduled with the Archivist.



6.4 POLICIES AND PROCEDURES – LIBRARY FACILITIES

Revised: December 8, 2009

SUBJECT: READING ROOM AND STUDY ROOMS

The reading room of the Fountain-New library is available for quiet study. The library provides study rooms for group study. Wireless internet access is available within the library building.



6.5 POLICIES AND PROCEDURES – LIBRARY FACILITIES

Revised: August 15, 2000

SUBJECT: TELEPHONE

There are no telephones for public use in the Fountain-New Library. The library does not accept telephone requests to locate people. Cell phone conversations should be conducted outside the library out of courtesy to other patrons.



6.6 POLICIES AND PROCEDURES – LIBRARY FACILITIES

Revised: July 1, 2011

SUBJECT: TOBACCO PRODUCTS

As of July 1, 2011, Brewton-Parker College is a tobacco-free campus. The use of tobacco products is strictly prohibited in all facilities, including the library building.



6.7 POLICIES AND PROCEDURES – LIBRARY FACILITIES

Revised: July 29, 2014

SUBJECT: COPIERS AND PRINTERS

A copier/scanner/printer is available at the Circulation desk for use by faculty or staff with a departmental code. Students who need to print documents utilize one of two WEPA kiosks located on campus (one in the Student Center and one in the computer lab of the library.) Copies are \$.10 per page, and currently enrolled students are provided \$5.00 on their ID cards at the beginning of each semester. If a student exhausts his allotted print budget, more funds may be added to his ID card using a credit/debit card, or a student may purchase a WEPA card from the Circulation desk.

Copies may also be made from the microform reader at a cost of \$.10 per page.



6.8 POLICIES AND PROCEDURES – LIBRARY FACILITIES

Revised: August 15, 2000

SUBJECT: AUDIO-VISUAL EQUIPMENT

The Fountain-New Library owns a limited number of projectors and other pieces of audio-visual equipment. These are available for checkout by the faculty and staff.

SUBJECT: HEADPHONES

The Fountain-New Library owns a limited number of headphones, which are available for checkout by library patrons on a first-come, first-served basis. These headphones are intended for use in the computer lab and in the listening room, so as to allow patrons to utilize audio without disturbing others. They may not be removed from the library, and must be returned before a patron leaves the building.



6.9 POLICIES AND PROCEDURES – LIBRARY FACILITIES

Revised: August 15, 2000

SUBJECT: STUDY HALL

Group study halls are prohibited in the Fountain-New Library. Classrooms are available on campus for this purpose.



7.1 POLICIES AND PROCEDURES – REFERENCE

Revised: December 8, 2009

SUBJECT: REFERENCE MATERIALS AND PRINTED INDEXES

The Fountain-New Library reference staff is available to provide assistance in utilizing materials in the Reference collection that includes encyclopedias, dictionaries, handbooks and atlases. These books are marked REF and may not be removed from the library by students. Faculty members may arrange for short-term loans of reference books for classroom use.

To further aid patrons in research, the library provides access to printed indexes on a variety of subjects, which contain the citations necessary to locate journal articles.



7.2 POLICIES AND PROCEDURES – REFERENCE

Revised: December 8, 2009

SUBJECT: ELECTRONIC RESOURCES

Computers are available in the Fountain-New Library to provide Internet access. Patrons may access the electronic databases provided by the library from the library page of the Brewton-Parker College website. Students may print articles out from the electronic databases via their WEPA accounts or at the front desk for \$0.10 per page.



7.3 POLICIES AND PROCEDURES – REFERENCE

Revised: July 29, 2014

SUBJECT: PERIODICALS

The Fountain-New Library holds a significant number of retrospective periodical titles in its collection. These may be found in three formats: bound copies, on microfilm, or on microfiche. Students may use these periodicals only in the library. Faculty members may arrange for short loans of periodicals for classroom use.

A list of periodical holdings is available at the Circulation desk and on the library page of the Brewton-Parker College website. Off-campus patrons may request journal articles by completing an intra-library form on the website. A separate request must be sent for each article.

The library's periodical holdings are supplemented with access to several electronic databases, where patrons may retrieve full-text articles.



7.4 POLICIES AND PROCEDURES – REFERENCE

Revised: July 29, 2014

SUBJECT: INTERLIBRARY LOAN

The library provides interlibrary loan services to faculty, staff and students for materials not available in the Fountain-New Library. Interlibrary loan forms are available at the Circulation Desk or electronically from the library page of the Brewton-Parker College website.

There is no charge for submitting an interlibrary loan request; however, if the lending library charges a loan or copy fee, those fees will be passed along to the patron.



7.5 POLICIES AND PROCEDURES – REFERENCE

Revised: July 29, 2014

SUBJECT: LIBRARY ORIENTATION AND BIBLIOGRAPHIC INSTRUCTION

The Fountain-New Library reference staff provides orientation sessions as well as bibliographic instruction to library patrons. Initial comprehensive orientations to library services and resources are given to Freshmen Seminar students. Transfer students who have earned 24 or more hours receive their library orientation through a mandatory online course, LIB 000, which must be taken during their first semester at BPC.

Faculty members, such as those teaching College Writing I and II, may also schedule more focused bibliographic instruction sessions by contacting the Reference and Instruction Librarian. Topics addressed in these sessions reflect expectations for college students as set forth in the Association of College and Research Library's *Information Literacy Competency Standards for Higher Education*.

Individual reference assistance is provided to students on a drop-in or scheduled basis. Students who need in-depth assistance may schedule research consultations. Finally, the reference staff provides service to students using a variety of technological methods, including the [Ask-A-Librarian](#) form and [Selected Links](#) parts of the library's website, and a [Facebook](#) fan page.