

Wallace State Library Policy And Procedure Manual

(Revised 06-12-07)

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I. A Description of School and Community

Wallace State Library is located in Hanceville, Alabama. The town of Hanceville has a population of approximately 2,951, and the county of Cullman has a population of approximately 80,000. It is located centrally between four counties in north Alabama. The library serves a student body of approximately five thousand. Wallace State is a junior college and technical school combined into one campus. Areas of study are offered in the Academic Division, Technical Division, and Allied Health Division.

A. Telephone Directory

Department Phone Number

Circulation (Main Number) 256-352-8260

Name Phone Number

William (Bill) E. Simpson 256-352-8267

Patty Dean 256-256-8259

Amanda Long 256-352-8244

Clay Cobb 256-352-8270

Kelley Stricklin 256-352-8237

Fax 256-352-8254

B. About the Wallace State Library

Operating Hours: Monday –Thursday: 7:30a.m – 8:30p.m

Friday: 7:30a.m – 2:00p.m

Saturday: 8:00a.m. – 2:00p.m.

Sunday: closed

Membership Affiliations: The Alabama Virtual Library, ProQuest, NetLibrary

Holdings: 55,000 books and 190 periodical subscriptions

Special Collections: Genealogy and Cullman County Law Library

Library Automation System: ATHENA

Computer Availability: 16 computers on second floor and 4 on fifth floor have high speed internet bandwidth and Microsoft Office; wireless “hotspot” for students.

In this policy and procedure manual, the word “materials’ will be used to encompass all information sources in various formats that the library acquires to make available to users.

Review of the Collection Development Policy:

This policy will be reviewed and revised as necessary by the WSCC Director and the Library Advisory Committee to reflect the changing information environment and the changing needs of the college community.

II. Philosophy and Role of Library Program

A. Mission Statement and Goals

The Wallace State College Library supports the mission of the college in all curriculum areas of the Academic, Technical College and Allied Health Division. Every attempt is made to provide the materials necessary for the effective dissemination of ideas and the free flow of knowledge. Pursuant to that goal, the library serves as a center for all types of learning materials -- books, periodicals, audiovisuals, and material in computer format.

1. Goals

- To provide user-oriented library service of the highest possible quality.
- To provide library materials which encourage the positive use of leisure time by the student body.
- To provide library materials and assistance to groups and individuals pursuing self-education.
- To serve the student body as a center of reliable information.

2. Objectives

- To develop collections to help meet the diverse educational and information needs of the student body.
- To provide library service to the student body, guiding them towards awareness of books as a means of satisfying their mental, emotional and physical interests.
- To ensure that collections are organized, allowing easy access to the resources of the library.
- To ensure collections are evaluated periodically so that they are in keeping with the student body needs.
- To provide programs encouraging the communication of ideas.

B. Vision Statement and Values

The Wallace State Library strives to be an approachable, accessible organization that is sensitive to the needs of all users while providing a positive learning experience and fostering excitement in the process of discovery. To accomplish this the library will be a service-oriented organization that is staffed by avid learners who evaluate and organize information, provide instruction, and fulfill the information needs of the student body and faculty.

1. Values

- We value exemplary service.
- We value patience, respect and kindness toward all individuals.
- We value education and autonomous critical thinking.
- We value the power of human interaction in nurturing intellectual exploration and growth.

- We value the importance of information in improving the quality of people's lives.
- We value academic and intellectual freedom.
- We value information in all useful and relevant forms.
- We value a perpetually learning staff.
- We value the preservation of knowledge.
- We value operating in accordance with professional ethics and relevant law.
- We value communication and cooperation within the student body and faculty throughout the college community.

C. Philosophy

The purpose of Wallace State Library is to provide a place to assemble, preserve, and administer books, non-print materials and technology to serve the students and faculty of which it is a part. The library will strive to provide materials, equipment, and assistance necessary to guide individuals in utilizing a wide variety of information sources to promote enlightened citizenship, enrich personal lives, and encourage continuous self-education for life in a rapidly changing society. Through books and related material, the library will serve the student body as a center of reliable information where individuals may develop and nurture their own growth intellectually, socially, emotionally, and vocationally. The library will seek to identify student needs that can be addressed through the facilities and resources available to the library. The Wallace State Library is accessible to all students who are enrolled in Wallace State Community College.

D. Statement of Role, Purpose, and Function

The role of the Wallace State Library is to provide adequate learning and resource material for the student body and faculty. The library and library staff will encourage thinking skills. The library will provide the necessary materials to complete educational tasks. The library will encourage a full range of abilities that students need to interact effectively with information and to construct meaningful knowledge. The library will assist in developing lifelong learning skills with varying viewpoints. It will accommodate the changing learning environment and develop skills that will positively effect contributions to society.

E. Code of Ethics

1. Wallace State Library provides the highest level of service to all library users through appropriate and usefully organized resources, equitable service policies, equitable access, and accurate, unbiased, and courteous responses to all requests.
2. Wallace State Library upholds the principles of intellectual freedom and resists all efforts to censor library resources.
3. Wallace State Library protects each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

4. Wallace State Library recognizes and respects intellectual property rights.
5. Wallace State Library treats co-workers and other colleagues with respect, fairness and good faith, and advocates conditions of employment that safeguard the rights and welfare of all employees of our institution.
6. Wallace State Library does not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. Wallace State Library distinguishes between personal convictions and professional duties and does not allow personal beliefs to interfere with fair representation of the aims of our institution or the provision of access to its information resources.
8. Wallace State Library strives for excellence in the profession by maintaining and enhancing its staff's knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

F. Physical or Mental Impairment Policy

The Office of Disability Services works closely with the staff of the Wallace State Library to make the various library services accessible to all users. It may be useful for the individual to register with the Office of Disability Services. If you would like some special assistance, do not hesitate to call ahead. Some useful numbers are 256-352-8260 or 8267.

Entrance to the Library Building

The entrance for physically disabled patrons to the library is located on the first floor (west entrance) of the library building. Proceed to the end of the hall and phone the circulation desk for access to the elevator. The library may also be entered via the elevated sidewalk in the front of the building (south side).

Assistance Available

For assistance in retrieving books from the shelves, ask at the Circulation Desk located on the main entrance floor (second floor).

For enlargement/magnification of materials and assistance with word processing and the Internet, call the Circulation Desk. Staff and equipment are located on the second and sixth floors.

Circulation (second floor)

Staff will arrange to retrieve books and journals from the stacks and hold them for you at the Circulation Desk. If you cannot pick up the materials yourself and plan to give a friend your ID to obtain them, please call ahead to notify the Circulation Desk. Journals do not circulate but can be copied at the copy center (Floor 2). There is also a wheelchair accessible photocopier on the main floor if you prefer to do the copying yourself.

Reference (second floor)

Reference materials are located on the second floor of the library building. There you will find library staff to help you with the reference collection, online catalog, various print indexes, and numerous electronic resources. The main floor has wheelchair accessible stations and printers.

G. Collection Development

1. Selection of Materials

Faculty members are responsible for the selection of materials to support their specific areas and curriculum. The Library Director and library staff are responsible for reference materials and any subject area needing strengthening. Administration, staff, and students are encouraged to submit recommendations, and suggestions are accepted from all members of the college community. The Library Director is responsible for the balance of the collection and the allocation of funds.

2. Books

The library will have available a number of selection aids for faculty and staff. These include

- books for college libraries.
- books for junior colleges.
- Choice magazine.
- Library Journal.
- New York Times Book Review.
- Books in Print Online.
- Other Publications, including journals in various academic fields.
- Advertisements received by library and teaching faculty.

The library seeks to provide standard works, classics, and popular titles in all curriculum areas.

Materials for purchase are considered on the basis of

- Overall purpose.
- Timelines and factual accuracy of material.
- Importance of the subject matter to the collection.
- Scarcity of material on the subject.
- Quality of the writing/production.
- Readability and popular appeal.
- Authority.
- Reputation of publishers and producer.
- Price.
- Number of students enrolled in the field of the request. Generally speaking, no effort is made to censor the collection. The library staff feels that the faculty and students deserve all sides of issues. The collection shall not be developed to serve the interest of any particular student. Books for faculty research will not be purchased unless freshman and sophomore students can use them. Interlibrary

loans will be used to satisfy faculty needs for research materials. However, books and journals that will help the whole faculty understand community college issues will be added as needed. In selection of books, priority will be given in the following order:

- Serials of standing order, including all indexes.
- Course need – A new course will be given extra consideration in meeting its most pressing needs.
- Material for areas that are involved in accreditation or re-accreditation.
- Materials requested by the instructors to supplement their fields.
- General reference material.
- Outstanding books in fields not covered by the present curriculum.
- General materials for leisure reading (including biographies, fiction, best sellers, hobbies and crafts).

The policy ensures the development and maintenance of a collection that supports and enhances the curricular and co-curricular programs of WSCC and the needs of the students, faculty, and staff of the college.

3. Periodicals and Newspapers

Periodicals and newspapers are selected with the assistance of the faculty, library director, and library staff. Every effort is made to keep the subscription list well balanced in relation to the curriculum. Periodicals to promote reading for pleasure are also selected. Because the library serves a student body with a wide range of reading skills, it will always seek to select materials of varying complexity.

4. Audiovisuals

Audiovisual materials constitute a vital part of the collection. The choice of these materials is based upon the fact that they are utilized in their own right and not as a substitute for printed materials. Criteria for selection:

- Usefulness to the curriculum
- Accuracy
- Level of treatment
- Technical quality
- Availability
- Cost
- Demand
- Authority
- Reputation of the producer

5. Gifts and Loans

The library accepts gifts if they have a good possibility of being useful for faculty and students and fit the general criteria for book selection. The library accepts gift books with the understanding that books which are useful will be retained and other books disposed of in whatever manner the library deems best. The library may give receipts as to the number of books and date of donation. The library

does not provide a monetary listing for the donor. Volumes purchased with cash donations will be marked with bookplates identifying the donor.

6. Controversial Materials, Criticism and Censorship

(See Challenge Materials.)

7. Discarding Materials

Discarding or deselecting of materials is an integral part of collection development. Obsolete and damaged materials are removed on a continuing basis. As a general rule, department heads or someone they designate are requested to evaluate their subject areas in the summer semester. They indicate items that need to be removed, and the library staff takes the appropriate action. When departments so request, the library will furnish printouts of library holdings in their respective areas in order to facilitate the evaluation process. The library staff routinely evaluates the reference collection and discards and replaces reference items. Factors considered in the decision to discard books are age or obsolescence, number of copies of a title in the collection, book condition, and value to the collection of any individual item.

Criteria for Withdrawing/Discarding/Deselecting Material

~ The physical condition of the material is beyond repair.

- If the material still meets the selection criteria, a replacement copy will be ordered if available.
- If the material is not available and is deemed valuable and still useful, it will be rebound or placed in a protective covering.

~ The collection has an excess number of duplicate copies.

- Duplicate copies will be withdrawn when it is deemed that multiple copies are no longer needed to meet the academic program.
- Exceptions may include popular works and literature for which the demand may fluctuate.

~ The collection has superseded editions.

The edition may be a numerical edition, a revised edition, a new edition, or an updated edition (other terms may be used). The edition notation may be on the cover, on the spine, on the title page, or on the verso. The date may not indicate the latest edition.

- The “next-to-last” edition may be kept depending on the subject, the length of time between editions, the circulation of the edition, or the extent of the revision.
- Some reference works should be kept in all revisions.
- Editions with cumulative material in newer editions should be withdrawn.

~ **The book is part of an incomplete set for which missing volumes are needed for viability, and the missing volumes are either too expensive to acquire or no longer available.**

Criteria for Retention of Material

An item is not discarded if any of the following conditions apply:

- Written by a local author, a faculty member, or of local interest.
- Contains subject matter that is unique and/or out-of-print.
- Has a fair circulation.
- Received an award (Pulitzer, National Book Award, etc).
- Is listed in a standard index or a core bibliography for the field.
- Is source material and supports the college curriculum.
- Is part of a series that remains useful.
- Includes an extensive bibliography that remains useful.
- Reflects the mores of a period of time.

H. Archives, Local History and Genealogy

The library houses a substantial archives, local history, and genealogy collection. Over the years this collection has served a two-fold purpose. First, it supports the classes taught through the Genealogy Program; secondly, it serves as a major research collection in genealogy and local history for the surrounding area. The Library Director, Directory of the Family and Regional History Program and the library staff select the materials purchased for this area. All items purchased for this collection, regardless of the funding source, are cataloged and entered as part of the WSCC library holdings.

In addition to the general guidelines, policy statements for specific formats of the collection are presented as follows:

- **Duplicate Copies:** Duplicate copies are purchased only if heavy and continued use of the title can be shown.
- **Recreational Reading:** Recreational reading will be purchased through McNaughton Book Service on a limited basis.
- **Distance Learning:** The WSCC Library supports distance learning programs principally through the development of the main collections, providing electronic access to it, and supplying materials from it to the students enrolled in the distance learning programs. Interlibrary loan procedures are also used to obtain the materials for the students. In addition, the Alabama Virtual Library, ProQuest, and NetLibrary e-books provide an abundance of reliable resources for the distance education student.
- **Reference Collection:** The Reference Collections are non-circulating materials designed to meet the basic research needs of the college community in all subject fields. Reference sources provide quick access to specific information (statistics, dictionaries, encyclopedias, directories, indexes, and bibliographies.) Reference materials are selected in accordance with selection criteria.
- **Reserve Materials:** The Reserve Collection consists of a temporary collection

of materials placed in the library by faculty or administrators to provide limited loan periods and maximum access. The materials are generally placed on the reserve shelf located behind the circulation desk.

- **Microforms:** Guidelines for adding microform materials include the following: material is published only in microform, microform costs appreciably less than hard copy, original material is deteriorating, and requests are primarily made by the Genealogy Department.

- **Maps:** Maps, atlases, globes, and charts are purchased selectively. Support of the curriculum as well as space, timeliness, and usage are major criteria in the selection.

I. Policy and Procedures for Patron Usage of Internet Resources

Purpose

To fulfill its mission of providing public access to information in a wide range of formats, the Wallace State Library provides access to Internet resources. The Internet offers access to many valuable local, national, and international sources of information. Computer access is a limited resource at the Wallace State Library. For this reason, patrons are encouraged to use these computers for informational purposes rather than for recreational use. The Alabama Virtual Library, ProQuest, and NetLibrary are suggested as the best sources for factual and reliable information.

Internet Access by Minors

The Wallace State Library affirms the right and responsibility of parents to exercise guidance on a child's access to the Internet. Children under age 14 will not be allowed Internet access without a parent or guardian present.

Procedures

The computers are open to all patrons of the library. The Library asks that consideration be paid to those who are waiting for computer access and that users limit their time to appropriate and acceptable time limits. The primary purpose of the computers is for academic research, and this use takes precedence over any other. Staff will assist patrons with the computer as time allows. A variety of reference materials are available to patrons, and instructional classes are offered periodically. Headphones are available at the Circulation Desk for computer audio access. Headphones are for individual use and, for sanitary reasons, should not be shared by other users. The headphones will be disinfected after each use. Black and white printing is available to patrons for seven cents per page. The library does not offer electronic e-mail accounts. Patrons may use the computers to check their web-based e-mail accounts. Patrons may not use personal software or alter or reconfigure the library's computers or software. All files must be downloaded directly onto a diskette or jump drive. Uploading information from a disk to the computer may be possible with the approval of library staff. The Library reserves the right to take

appropriate action to insure compliance with these procedures.

Acceptable Use Policy

When using a Wallace State Library computer, a patron must

- Not distribute unsolicited advertising.
- Refrain from illegal or unethical use of the Internet.
- Respect intellectual property by only downloading information or computer files with proper permission.
- Respect the privacy of others.
- Not misrepresent him/herself or attempt to gain unauthorized access either inside or outside the library.
- Not install any software on library computers.
- Not alter, remove, or damage configurations, software, telephone lines, or other facilities of the Wallace State Library.
- Not use Wallace State Library computers for any unauthorized, illegal, or unethical purpose.

Disclaimer

Users should be aware that the Internet is not a secure medium and that third parties may be able to obtain information regarding users' activities. However, the Wallace State Library will not release information on the use of specific Internet resources by members of the public except as required by law or necessary for the proper operation of the Library. The Wallace State Library cannot guarantee the validity or accuracy of information found on the Internet. Library patrons are advised, as with all library materials, to exercise judgment and discrimination when evaluating the usefulness and reliability of material found on the Internet. Although many potentially valuable sources of information are located throughout the Internet, some resources and destinations contain material that patrons may find offensive or inappropriate for children. There are sites that are inappropriate for use or viewing in a public setting. The library cannot control the content of sources found on the Internet. Therefore, patrons must evaluate the validity and desirability of the information found. The Library is not responsible for Internet content, for changes in content of the sources to which the Library Web Page links, or for the content of sources accessed through secondary links. Although Wallace State Library utilizes virus-checking software, this is not a guarantee that everything will be completely protected from viruses. Software downloaded from the Internet may contain a virus. The Wallace State Library is not responsible for any loss or damage to personal disks when downloading or damage to a user's own computer. Further, the Library is not responsible for any loss of data, damage, or liability that may occur from a patron's use of the Wallace State Library's computers. Violations of the Wallace State Library Policy and Procedures may result in suspension or loss of privileges to use computer resources at the Library. Any illegal activity involving the use of the Library's computers, including the Internet, will be subject to prosecution by the appropriate authorities. In addition, patrons shall agree to hold

harmless, indemnify, and unconditionally reimburse the Wallace State Library for any damage, liability, costs, claims, or expenses the library may incur that arise in any manner from any use or misuse of the Internet access by a patron.

J. Policy Concerning Confidentiality of Personally Identifiable Information about Wallace State Library Users in Association with ALA Guidelines

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to “information sought or received, and materials consulted, borrowed or acquired,” and includes database search records, reference interviews, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services. The First Amendment’s guarantee of freedom of speech and of the press requires that the corresponding rights to hear what is spoken and to read what is written be preserved, free from fear of government intrusion, intimidation, or reprisal. The Wallace State Library reaffirms its opposition to “any use of government prerogatives, which lead to the intimidation of the individual or the citizenry from the exercise of free expression ... [and] encourages resistance to such abuse of government power.” (ALA Policy 53.4). In seeking access or in the pursuit of information, confidentiality is the primary means of providing the privacy that will free the individual from fear of intimidation or retaliation. Libraries are one of the great bulwarks of democracy. They are living embodiments of the First Amendment because their collections include voices of dissent as well assent. Libraries are impartial resources providing information on all points of view available to all persons regardless of age, race, religion, national origin, social or political views, economic status, or any other characteristic. The role of libraries as such a resource must not be compromised by erosion of the privacy rights of library users. The Wallace State Library regularly receives reports of visits by agents of federal, state, and local law enforcement agencies to libraries, where it is alleged they have asked for personally identifiable information about library users. These visits, whether under the rubric of simply informing libraries of agency concerns or for some other reason, reflect insensitivity to the legal and ethical bases for confidentiality, and the role it plays in the preservation of First Amendment rights, rights also extended to foreign nationals while in the United States. The government’s interest in library use reflects a dangerous and fallacious equation of what a person reads with what that person believes or how that person is likely to behave. Such a presumption can and does threaten the freedom of access to information. It also is a threat to a crucial aspect of First Amendment rights, that freedom of speech and of the press includes the freedom to hold, disseminate and receive unpopular, minority, “extreme,” or even “dangerous” ideas. The Wallace State Library recognizes that, under limited circumstances, access to certain information might be restricted due to a legitimate “national security” concern. However, there has been no showing of a plausible probability that

national security will be compromised by any use made of unclassified information available in libraries. Thus, the right of access to this information by individuals, including foreign nationals, must be recognized as part of the librarian's legal and ethical responsibility to protect the confidentiality of the library user. The Wallace State Library also recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which would be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, the American judicial system provides the mechanism for seeking release of such confidential records -- the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.

K. Bill of Rights

The Wallace State Library affirms that the library is a forum 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 that the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. The library 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. The library should challenge censorship in the fulfillment of its responsibility to provide information and enlightenment.
4. The library should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use the library should not be denied or abridged because of origin, age, background, or views.
6. The library will make exhibit spaces and meeting rooms available to the faculty and student body it serves. The library should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting its use.

III. Acquisitions and Selection Policy and Procedures

A. Book Purchase and General Acquisitions Process

1. Once the library budget has been determined for the fiscal year, department heads are notified and informed that they should make any request for materials to support their program. Department heads should return all requests to the library within a reasonable length of time.
2. Once the requests are returned to the library, the librarian will review the requested materials and approve the requests. Care is taken to achieve and maintain a balance in the library's holding, as well as to insure that no departments are overlooked or that any one department gets an inequitable

portion of the budgeted funds.

3. Only those materials requested in this manner will be considered for purchase through the library's budget.
4. Absolutely no purchases will be made without prior approval or without an approved purchase order with the appropriate signatures. Anyone not following the library procedures on acquisitions runs the risk of having any and all requests denied.
5. Once the librarian has approved requests, the orders are processed. After the initial orders are processed and the totals subtracted from the budget, additional orders may be required. Any additional orders will be requested and approved in the same manner.
6. A file is maintained of titles which instructors recommend or request which would reinforce the curriculum and be worthwhile additions to the collection.
7. The request is checked in the database to be sure that it is not a request for something that has already been purchased.
8. Selection is made according to curriculum needs, instructors' requests, students' needs, and the amount of the budget.
9. A purchase order is typed and submitted to the Academic Dean for approval. The dean then passes the purchase order to the business office and then to the President for approval and signatures.
10. Once approved, the purchase order is returned to the library for ordering. After the material has been received, it is checked against the purchase order and the invoice.

B. Periodicals

The periodical subscriptions are renewed on an annual basis. Individual staff members and department heads make requests for periodicals needed for their departments, and they have the option of deleting or adding to the list on an annual basis. All periodicals are checked in at the library and then forwarded to the proper department or placed on magazine shelving in the periodical section. Because serials represent a continuing commitment, budgeting for and selection of serials requires a more specific process. The increasing number of electronic resources will be a factor in the serial selection. The following criteria are used in evaluating titles for acquisition or cancellation:

- Support of present instructional programs and curriculum of the college.
- Strength of the existing collection.
- Present use of the periodical or others in the subject area.
- Projected future use.
- Reputation of the journal and inclusion in an index.
- Recommendation of faculty and students.

C. Newspapers

Newspapers are handled in the same manner as periodicals.

D. Audiovisual materials

Selection is made in the same manner as books.

E. Audiovisual Equipment

1. The annual request for Library audio visual equipment is completed as part of the budget allocation each year.
2. A request must be made by the head librarian to the Academic Dean and President for funds to be transferred for the purchasing of equipment. Instructors may request that equipment be purchased through the library after money has been moved for that purpose.
3. Any equipment being purchased is done through a bid at the discretion of the business office.
4. When an item is to be bid, specifications for that equipment must be typed on a bid request form. Once that bid is complete, the business office notifies the librarian of the company receiving the bid, and a purchase order is submitted.
5. Purchase orders for equipment follow the same procedure as all others (Academic Dean, Business Office, and President) for approval.

IV. Processing Procedures

A. Books

1. After the shipment is approved, the invoices are signed by the librarian or acquisitions staff and submitted to the business office for payment. One copy of the invoice is retained by the library and entered into the budget record. The completed purchase order is then filed in the appropriate file cabinet.
2. Shipments are checked against invoices and purchase orders. Copies of invoices are filed in the appropriate file.
3. MARC records are either copy-cataloged from the Library of Congress or another library's catalog. If no record is found, the item is sent to the head librarian for appropriate catalog information.
4. Once the MARC record is loaded in the database, the barcode is linked to the computer record. The books are then ready to be processed.
5. After the MARC records are received and loaded, the call number information is indicated on the cover of the item. The book is stamped with the school identification stamp, sensitized with a security strip, bar-coded, and possibly linked to a record in the database. The book is then placed on the appropriate shelf in the library.
6. Books that are additions to series are marked off the invoice. The book is bar-coded and linked to a MARC record in the database. The book is then processed and placed on the appropriate shelves.
7. If faculty members have requested a particular book, they are notified that the books have been received and are ready to be circulated.

B. Periodicals

1. Upon receiving current issues of periodicals, the staff checks them on the

library's serial index, sensitizes them, and places them on periodical shelving for student use in the library or forwards them to the appropriate department.

2. Magazines are considered reference materials and do not circulate from the library.

3. Magazines which are housed in the library are stored with the most current issues placed on the periodical shelving. Back issues of periodicals are stored in the periodical shelf stacks. Back issues of periodicals dealing with news and current events are only kept on file for one year. This shortened period of time is due to the availability of the Alabama Virtual Library and ProQuest databases. Health journals are retained for five years. Periodicals dealing with history, literature, science and social science are kept on a permanent basis.

4. Periodicals are also available in the Alabama Virtual Library and ProQuest.

5. A current holdings index of periodicals available for patron use may be found on index tables and on the computer work stations in the reference area of the second floor. The serial list is arranged alphabetically by the title of the magazine, with dates of holdings and types of format for each.

C. Newspapers

1. The library subscribes to several local, state, and national newspapers. Back issues are not saved, with the exception of The Atlanta Constitution, The New York Times, U.S.A. Today, The Wall Street Journal, and The Washington Post. These are saved for 3 months, with back issues being stored on the periodical shelving.

2. All other newspapers are sent to the public relations department for clipping files.

D. Audiovisual Materials

1. The audiovisual items are given to the head librarian for assignment of catalog information. The materials are catalogued and entered into the database. Labels are typed, items are bar-coded and, when possible, linked to an existing record in the database.

E. Audiovisual Equipment

1. All equipment is checked off the invoices and purchase orders.

2. Invoices are returned to the business office for payment.

3. One copy is filed in the appropriate file.

4. The business office assigns inventory identification and applies it to each piece of new equipment.

V. Staff Job Descriptions

A. Library Assistant: Technical Processing

PROCESSING DUTIES:

- Performs data entry of original cataloging data and of MARC records.

- Maintains records used for yearly IPEDS report.
- Maintains computer records that deal with cataloging and related records.
- Oversees the processing of book and non-book material.
- Maintains accurate shelf list.

REFERENCE DUTIES:

- On a need basis, assists library patrons in the use of the library, including use of the reference collection, the general book collection, the periodical collection, and library computers.
- On a need basis, assists patrons in the use of audio-visual equipment, including the use of listening and viewing stations and in the production of transparencies, slides, etc.

CIRCULATION DUTIES:

- On a need basis, helps patrons checking in and checking out materials, paying fines, issuing library cards, entering and updating patron records, etc.

GENERAL DUTIES:

- Types correspondence, book orders, purchase order requests, memos, etc.
- Has a working knowledge of all library automation programs.
- Trains and supervises work study students.
- Keeps an orderly and organized work area.
- Fills in during the summer for nine-month personnel.
- Assumes any other duties, either on a temporary or permanent basis that would normally be performed by a library assistant, as deemed necessary by the library administration.

B. Library Assistant: Circulation/Reference

CIRCULATION DUTIES:

- Responsible for circulation of book and non-book materials
- Responsible for computer aspects of circulation, including entering and updating patron records, linking books, and keeping records of overdue books, etc.
- Performs the daily, weekly, and monthly tasks necessary for circulation maintenance.
- Compiles statistical data concerning circulation for library reports.
- Maintains a record of library entrance statistics generated by the library security system.
- Orders and records Interlibrary Loan transactions.
- Maintains the periodical collection.

REFERENCE:

- Assists library patrons in the use of the library, including use of the reference collection, the general book collection, the periodical collection, and of library computers.
- Assist patrons in the use of audio-visual equipment, including the use of transparencies, slides, etc.

GENERAL DUTIES:

- Types correspondence, book orders, purchase order requests, memos, etc.
- Has a working knowledge of all library automation programs.
- Trains and supervises work study students.
- Keeps an orderly and organized work area.
- Assumes any other duties, either on a temporary or permanent basis that would normally be performed by a library assistant, as deemed necessary by the library administration.

C. Library Assistant: Acquisitions

ACQUISITIONS DUTIES:

- Maintains records of library purchases.
- Enters and maintains records of purchases, encumbrances, and the receipt of the library orders.
- Generates statistical reports concerning library orders, receipts, and budgetary matters.

REFERENCE DUTIES:

- Assists with Interlibrary Loan.
- Assists in general circulation duties as need dictates.

GENERAL DUTIES:

- Types correspondence, book orders, purchase order requests, memos, etc.
- Has a working knowledge of ALL library automation programs.
- Trains and supervises work study students.
- Keeps an orderly and organized work area.
- Assumes any other duties, either on a temporary or permanent basis, that would normally be performed by a library assistant, as deemed necessary by the library administration.

D. Library Director of WSCC Library

The Library Director manages the WSCC Library.

Departmental Management – The Director reports to the Dean of Instruction (or designee) and:

- Develops, plans, implements, and evaluates long-range objectives for the WSCC Library.
- Promotes the services of the library in the community.
- Develops the collection of the library, including the selection of materials to be ordered, the processing of purchase requests and purchase orders, and the weeding of the collection.
- Assists in cataloging books in the library's collection once they have been received.
- Assists the Vice-President/Dean of the college in the development of the library budget.
- Conducts library orientation for students as part of Orientation 100 class and

upon request by the faculty of the college.

- Assists patrons with research problems.
- Oversees all library personnel. Performs all duties associated with and required by the institution for supervising library personnel.
- Establishes library policy and programs which are supportive of the overall educational plan of the institution.
- Serves as adjunct personnel on any and all assigned committees required by the institution.
- Manages the daily operational tasks necessary to maintain a quality library program
- Supervises the budgetary needs and functions of the library program.
- Establishes procedures for evaluating regular library services.
- Establishes and supervises the operational tasks necessary for the daily functioning of the library services.
- Establishes a method of procuring materials requested by students, faculty, departments, and other library patrons.
- Works with the institution's Facilities Coordinator in scheduling the use of the facility and makes necessary arrangements for equipment.
- Selects, catalogs, and purchases materials needed to operate a quality library department.
- Provides faculty, staff, or administrators with any requested data needed from the library services program for accreditation requirements (whether departmental or institutional).
- Assumes any and all other duties as assigned by the college administration which would be performed by the library administration.

F. Work-Study Students

These duties represent general expectations for work-study students. As such, these duties are subject to change. Also, work-study students are responsible for performing any other duties as may be assigned to them by their supervisors. For work study students who work in the library, a chart which details daily expectations will be kept within the Circulation area. Student/workers will be required to initial this chart for each duty completed on a particular workday. Also, a shelf-reading schedule will be kept. Students/Workers must note their shelf-reading progress on this chart. These charts appear on the pages immediately following this listing of duties.

- Picks up mail.
- Checks in mail and replaces magazines on shelves in their proper order.
- Shelves books according to Library of Congress call number.
- Reads shelves to ensure that books are maintained in their proper location.
- Assists in keeping paper in copy machines and printers.
- Performs circulation desk duties as needed.
- Provides students with assistance on computers and answers research questions.

- Displays newspapers.
- Assumes any other duties as may be assigned.

G. Part-Time Librarian

The part-time professional is in charge when working.

- Supervises work study personnel.
- Provides reference assistance to patrons.
- Supervises and assists in building security.
- Closes the library at the end of the work day
- Assumes normal and usual duties assigned by the Director of the Library.

VI. Circulation Policies

A. Books

1. Any library personnel may check out material to library patrons. Only full-time staff may override any error messages or grant permission for patrons to check out more than the allotted number of items.
2. Full-time staff, part-time staff, or work-study may enter new patrons in the database.
3. Books with no record in the database are checked out manually, and the information is delivered to the workroom staff for record adjustments.
4. Books which have been bar-coded but not linked to a record in the database are treated like a book with no record.
5. Books which are returned and not linked to a record should be recorded and placed on the problem shelf until they have been properly entered into the database. Once entered, the books are placed back into circulation.
6. Renewal of material may be made by any of the staff. The patron must present the item and his/her library card in order for material to be renewed. No renewals are done without a patron's card or by phone.
7. The only way material may be circulated through the library is by WSCC library cardholders.
8. The Wallace State Library collection of regular circulating materials (book/non-book) is presently done using the Athena Library automation software.
9. OPAC (on-line public access) is used by patrons to access the library's holdings. Patrons may access information using various forms of search tools.
10. Regular circulating books are checked out for a two (2) week period and may be renewed an unlimited number of times, providing no one has placed a hold on the material.
11. There is a ten (10) book/item limit for Wallace State students and a five (5) book limit for community patrons.
12. There is a fine of five cents per day, per overdue book, with a maximum fine of \$3.00 per book.
13. All overdue books and fines must be cleared before the end of each semester. Failure to do so will prevent the student from enrolling or receiving a copy of his/her transcript.

14. The library must be reimbursed for any item lost by the patron. The item is researched in Books-In-Print to estimate a replacement cost. The patron must agree to pay the researched amount plus a \$3.00 processing fee.

B. Audiovisuals Materials

1. Audiovisual materials are circulated by checking them out through the database.
2. Audiovisual materials may be checked to patrons holding a valid Wallace State Library card.
3. Audiovisual items should only be circulated for three days.
4. A fine of fifty cents per day will be assessed each day the audiotape is late, with a maximum fine of \$5.00.
5. The library must be reimbursed for any item lost by the patron. The item is researched to estimate a replacement cost, and the patron pays that amount plus a \$3.00 processing fee.

C. Audiovisual Equipment

1. A paper card is typed for each piece of equipment and placed in a file at the circulation desk.
2. Cards are filed according to the type of equipment (i.e., slide projectors, screens, cassette tape players, etc.).
3. When equipment is checked out, the instructor must sign the check out card. The card is then placed behind the Equipment Out file at the circulation desk.
4. Equipment circulates to all employees of Wallace State College with a valid patron card. Students have access to equipment for class projects only.
5. Equipment is circulated to community, civic and church organizations ONLY through the approval of the Library Director. Community circulation forms are filed and kept at the circulation desk.

D. Overdue Policy

Any patron with outstanding or overdue items will be “flagged” via the ACCESS registration system and will not be allowed to register or receive a current transcript until all items are cleared in the Library Management System (ATHENA). The Library makes every effort to maintain accurate records before flagging a patron.

1. An item circulating from the library becomes overdue when not returned on the designated date.
2. The library circulation system notes all items not returned on time and assesses the amount of the fine due. The system does not charge fines for weekends or holidays. Once an item is more than sixty days overdue, the system considers it lost and assesses replacement charges to the patron's record.
3. Any patron who has overdue or lost items assessed to his/her patron card will not be permitted to circulate any further materials until all fines are cleared.
4. Overdue notices will be mailed out on a monthly basis to patrons who have materials that cause them to have fines and/or overdue items.

5. Only full-time staff can override a patron with overdue fines and permit him/her to check out more materials.
6. Patrons must present their library card when checking out materials, renewing items, or paying fines. Absolutely no transactions will be done via telephone.
7. Students with items overdue will not be allowed to register for classes until all transactions are clear.
8. When a patron is assessed a fine, a receipt is made for the amount of the money collected. The patron will be given the white copy. The staff member/work-study/librarian taking the money must initial the receipt.

E. Computer and Electronic Resources

Computers on the main floor of the WSCC Library are intended primarily for students and faculty doing academic research. Likewise, microform readers/printers and copy machines are intended for the same use. Students and faculty are therefore given priority over community patrons in the use of these items. Computer resources include the Internet as well as the Alabama Virtual Library. Students should adhere to the following guidelines when using such resources:

- Users should not make changes to the computer's setup features, shortcuts, bookmarks, or any other permanent features of the operating system or programs.
- Playing games or other non-research related activities, particularly chat rooms (or similar sites like Myspace, Facebook, YouTube, etc.), is not permitted.
- All printed items must be paid at five cents per page at the circulation desk.

Failure to comply may result in losing use of the computer.

F. Patron Cards

The Wallace State Library issues six types of library patron cards -- Student, Alumni, Adult Education, Community, Employee, and Faculty (part-time and fulltime). Cards may be acquired at the circulation desk on the second floor of the library only. Full and part time staff and work study students may issue cards once the proper identification has been presented.

1. Student Cards - Students must present a valid student ID or be checked on the enrollment list before a library card is issued. Staff must also check the patron file drawer to make sure that the student does not already have a card on file.

Rules That Apply to Student Cards

- Student cards will be issued to students who are enrolled only in credit earning courses.
- A card WILL NOT be issued to any person whose name appears on a current overdue list.

- Complete application in full. Remind students NOT to discard the library card when it expires. The expiration date on the original card is updated upon expiration.
- To up-date a card, corrections (address, telephone number, etc.) are made on the application card as necessary. Change expiration date on patron card and application form. Update record in database.
- All materials (for issuing cards) are stored in drawer labeled “LIBRARY CHECK OUT CARDS – STUDENT AND COMMUNITY”
- Students will need to be reminded that the library card must be presented when checking out or rechecking material.
- Students should be informed that a replacement charge for a lost card or damaged card is \$5.00. A lost card should be reported and a hold placed on the card upon notification. Once it has been determined that the card is lost, it should then be deleted in the computer.
- All cards issued in a school year will have an expiration date of 10-01-(year). The card may be renewed on that date (if the patron is enrolled at that time; if a patron is NOT enrolled, he/she may pay \$5.00 to validate the card for a five year period and be reclassified as an alumni patron). The library staff will update computer records and attach a new expiration date label to the "current" patron card.

2. Alumni Cards - Any student exiting Wallace State Community College may desire to keep his/her WSCC Library Card active, in which case he/she may purchase five additional years for a fee of \$5.00. At the time of purchase the card will be changed from student to alumni. The student must return his/her student card to the library before purchasing an alumni card.

Rules That Apply to Alumni Cards

- Abide by the Student Card Rules.

3. Employee/Faculty (Full and Part Time) Cards - Full-time faculty and staff are issued a library card for a period of one (1) year.

Rules That Apply to Faculty Cards

- Complete application in full.
- Check expiration date on application form and patron card.
- Make sure barcodes on application form and plastic card match.
- Faculty cards will be stored in the library in the faculty file drawer unless the instructor wishes to keep the card.
- Faculty should be reminded not to discard the plastic patron card when it expires; the expiration date on the original card will be updated annually.
- Full-time and part-time staff members can enter faculty card information into the database. The application card will be placed in the basket entitled “to be filed”.

4. Community Card - Any licensed driver who is 18 years of age and not enrolled as a student of Wallace State may purchase a community patron card for \$10.00. The card will be valid for 5 years from date of purchase.

Rules That Apply to Community Cards

- No one who presently has overdue materials from the Wallace State Library will be issued a patron card until all outstanding fines are cleared. Check overdue list before issuing a card.
- Check patron file drawer to make sure he/she has not previously been issued a card.
- Complete application form.
- Make sure classification is checked.
- Make sure signature and date are on back of application form.
- Person issuing cards should make sure the barcodes on the application form and the patron card match.
- Check to make sure expiration date is correct.
- Collect the \$10.00 card fee and indicate "Paid" on the patron application form. Receipt must be written for fund collected.
- Remind the patron that the library card must be presented when checking out material and/or renewing material.
- Community patrons may check out five (5) items at any one time, and materials may be renewed. Remind patrons that the expiration date is approximately five (5) years (show them the expiration date on the card).
- Remind patron that a replacement for a lost patron card is \$5.00.
- Individuals must be 18 years of age before obtaining a Community card through WSCC Library.

5. Special Groups

- Adult Education

Rules That Apply to Special Group Cards

- The library requires written confirmation from the adult education director indicating the student's registration status.
- The student is then issued a patron card with student status at the time of enrollment to Wallace State Community College.
- The Adult Education patrons will follow the same rules as Wallace State students.
- A valid library patron card must be presented in order to check out or renew materials.

All patron cards which are not renewed on the expiration date will be moved annually to an inactive file. After a period of one year, the patrons' cards which have not been updated will be deleted from the database files.

G. Controversial Materials, Criticism and Censorship

The book collection will reflect the widest possible variety of viewpoints regardless of their popularity or the popularity of their authors. Possession should not be interpreted as endorsement, but rather as the fulfillment of a responsibility to present all sides to a question by the spokesman. Materials for the library are selected without partisanship or prejudice in matters concerning religion, politics, sex, and all social, moral, economic or scientific issues. The maturity of the readers for whom they are intended is assumed. The Library Director will reply verbally or in writing to any criticism by referring to the above policy. Complaints concerning materials from the collection must be submitted in written form addressing the following points:

- Name of person or group
 - Identification of material (title, author, publisher, date)
 - Statement on how much of the book was read
 - Specific objection (pages)
 - Willingness to meet with review committee to discuss the material
- A sample form follows for photocopying.

Wallace State Challenge Book or Video Form

The head librarian and full-time staff may issue this form. It may be returned to: Wallace State Community College Library, P.O. Box 2000, Hanceville Alabama, 35077.

Example: The Wallace State Community College Library has delegated the responsibility for selection and evaluation of library/educational resources to the school library media specialist/curriculum committee and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the Coordinator of Library Media Resources, Wallace State Community College Library, P.O. Box 2000, Hanceville Alabama, 35077.

Name _____

Date _____

Address _____

City _____

State _____

Zip _____

Phone _____

Do you represent self? ____ Organization? ____

1. Resource on which you are commenting: ____ Book ____ Textbook ____

(continued on next page)

____ Display ____ Magazine ____ Library Program ____ Audio Recording ____
Newspaper ____ Electronic information/network (please specify) ____
Video ____ Other _____
Title _____ Author/Producer _____

2. What brought this resource to your attention?
3. Have you examined the entire resource?
4. What concerns you about the resource? (Use other side or additional pages if necessary)
5. Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

VII. Maintenance, Weeding and Inventory Procedures

The policy should address regular maintenance of the collection and weeding as appropriate.

Collection Maintenance/ Weeding Policy for Wallace State Library

Both print and non-print materials should be reviewed and evaluated at regular intervals to determine if they are to remain in the current collection. This final step in the selection process ensures the library collection will contain materials that are factual and instructionally effective; useless materials are to be discarded. The librarian should consider space, budget, curriculum, and user needs when deciding how much and how often to weed. The librarian will decide how best to dispose of discarded materials.

A. Suggested Criteria for Weeding

- Record of use.
- Currency (The subject matter is out-of-date, factually inaccurate, or no longer relevant to current times; illustrations are outmoded or perpetuate gender, racial, or cultural stereotypes.)
- Technical Quality (non-print materials with poor visuals, faded or off-color visuals; faulty or inferior sound reproductions)
- Dispensability (duplicate copies or duplicates no longer needed in the collection)
- Physical Condition (The item is torn, soiled, or worn; pages or parts are missing.)
- Poor Purchases (materials purchased that were not quality items and/or items not appropriate)
- Reliability (non-fiction item containing factual information inconsistent with other sources)
- Short-lived Topics (The item is faddish and no longer of interest.)
- Subject Areas (The information is not timely.)
- The item is unneeded to balance the collection.
- Some information should not be discarded even though it meets one or more of the criteria listed.

B. Reasons an Item Should Not Be Discarded

- It is a work of historical significance.
- It has unusual illustrations or the illustrations are by a well-known artist.
- It is a work by a local author or illustrator.
- It describes local history or personalities.
- It is a memorial gift.

C. Evaluation

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.

D. Inventory

Inventory will be conducted once per year. The count will be supplied to the business office for documentation.

VIII. Miscellaneous

A. Binding Books

1. Every six weeks books in need of repair are pulled and sent to the Tuscaloosa Library Bindery. The books sent are checked out to the bindery via the library database. If damaged items are out-of-date or not relevant to the collection, they will be discarded. If economically feasible, the item will be replaced rather than re-bound.
2. A paper record/list is made of all materials that are sent to the bindery.
3. Once the books are returned, they must be reprocessed before being returned to circulation; book labels are typed, books are stamped, stripped, bar-coded again, and linked to a record in the database.

B. Reference and Archives Books

The library books labeled Archives (ARC above a regular call number) and the microfilm and microfiche on fifth floor are a specialized reference collection. In general, the same rules apply to Archives books and microfilm as apply to regular reference books and periodicals. They do not circulate but are for in-house use only. Copy machines for paper or micro materials are provided for patron use. As a courtesy, faculty members are occasionally allowed to sign out periodicals for short, specific periods of time. Some books and microfilm in the collection are the property of the North Central Alabama Genealogical Society, and are so marked. For all general purposes these books come under the same rules as library reference books or microfilm.

C. Reserve/Hold Material

1. All materials of this type are limited to one hour, in-house use only. These materials are housed on the second floor behind the circulation desk.
2. Overnight reserve - All materials of this type are circulated to all WSCC patrons. These items are checked-out thirty minutes before closing and are due back the next day by 8:00a.m. These materials are housed on the second floor behind the circulation desk.
3. Some reserve materials may be checked out for a three-day period. Anyone who has a valid library card may check these reserve materials out.
4. Books - Patrons who forget their library card may leave books at the circulation desk for one day. Their name and the date is placed on the books/audio tapes; the books/audio tapes are then placed on the holding shelf. When the patron returns with his/her library card, the materials may be checked out.
5. Audiovisuals placed on reserve are done in much the same manner as books. An instructor may request that certain materials be placed on reserve in the library. The length of time for materials to circulate depends on which type of reserve the instructor requests.

D. Interlibrary Loan

Interlibrary loan is a means of securing materials which are not available through the Wallace State Library. This service is available only to Wallace State students and faculty. The library reference assistant is responsible for interlibrary loan transactions.

Wallace State Borrowing Procedures

- Students are to check on OPAC/Serials listings to determine whether or not the materials are available through Wallace State Library.
- Students must fill out the interlibrary/photo duplication form, which requires name, address, and phone number, author, title and other vital information that might be needed by the lending library.
- Requests are then processed and forwarded to the lending library.
- There is no charge for the interlibrary loan service unless the lending library assesses charges, in which cases they must be paid by the requesting student. Students will be made aware of any changes.

Wallace State Lending Procedures

Wallace State library also lends item to other libraries through interlibrary loan. These requests are processed as soon as possible.

- Materials being requested from the WSCC Library are checked out on the Interlibrary Loan Patron Card in the database.
- Once books are checked out, the dates are noted (date checked out and date due) with the initials of the person doing the request placed on the form.

- The forms for interlibrary loan requests are filed in file folders in the cabinet behind the circulation desk. The file marked "Lender" is kept until the materials are returned.
- When materials are returned to the library, the form is pulled, the book is scanned through the security system, the book is checked back in through the database, and the file is moved into the "Interlibrary Loan Complete" folder and returned to the file cabinet.
- All interlibrary loan books are loaned for a one-month period. These items may not be renewed.

E. Adherence to Copyright Law

Wallace State Library attempts to adhere to the United States copyright law and the doctrine of fair use as specified in the attached guidelines for use of

- Print materials
- Non-print materials
- Computer software
- Database downloading
- Software licenses
- Facsimile transmissions (such as periodical articles)

Elements of Title 17, United States Code: The Copyright Law

Definition: Copyright is limited monopoly granted by federal law. It is the exclusive right that protects an author, composer, or programmer from having his or her work duplicated except by permission.

Purpose

The purpose of copyright is to encourage the development of new and original works and to stimulate their wide distribution by assuring that their creators will be fairly compensated for their contributions to society.

Length and Ownership

- Copyright lasts for the life of the author plus fifty years.

Works Included

Works of authorship include, but are not limited to, the following categories:

- Computer programs
- Dramatic works, including any accompanying music
- Literary works
- Motion pictures and other audiovisual works
- Musical works, including any accompanying words
- Pantomimes and choreographic works
- Sound recordings

The current American copyright law is embodied in Title 17 of the United States Code.

Doctrine of Fair Use

- "Fair use" is the legal right to copy a limited amount of material under certain conditions without harm to the owner. Such copying is allowable without

permission from the copyright owner.

- The new copyright law stipulates that photocopying and other kinds of duplication and reproduction must abide by the criteria of "fair use." The fair use criteria must be applied to determine if intended copying is "fair."

The four criteria of fair use are specified by Section 107 of Title 17, listed as follows:

The purpose and character of the use. (Copying for commercial purposes or for profit is not allowed.)

- The nature of the copyrighted work. (Consumable items may not be copied. Works which require royalty may not be copied. Reproduction of musical compositions, dramas, and audio-visual works is not authorized.)
- The amount of substantiality of the portion being copied. (Unreasonable amounts or excessive quantities are not allowed.)
- The effect on the potential market and on the value of the work. (If copying is done to avoid purchase, or if copying will adversely affect the sale of the item, it is not allowed.)
- All four of these criteria need to apply in judging whether or not there may be an infringement. Meeting only one of the criteria is not enough. The copying must reflect appropriate use of all four criteria.

Guidelines and Restrictions for Use of Copyrighted Materials

General Guidelines

- There are a few guidelines that apply to all types of materials. They will be listed here to avoid repetition. The fair use doctrine should always be followed when determining whether or not to copy any material.

Allowed

- In general, when copying portions of a work, 10% is a reasonable guide for copying. It is also easy to calculate.
- All works copyrighted before 1907 are in the public domain and may be copied without applying copyright guidelines.
- Nearly all government documents may be copied in unlimited quantity unless they are copyrighted.

Not Allowed

- Copies may never be made to avoid purchase.
- Illegal copying should not be done on direction from higher authority.
- Copies should never be made without inclusion of the copyright symbol or notice which appears on the work.

Warning of Copyright Restrictions

- The copyright law of the United States governs the reproduction, distribution, adaptation, public performance, and public display of copyrighted material.
- Under certain conditions specified in law, nonprofit libraries are authorized to lend, lease, or rent copies of computer programs to patrons on a nonprofit basis and for nonprofit purposes. Any person who makes an unauthorized copy or

adaptation of the computer program, redistributes the loan copy, or publicly performs or displays the computer program except as permitted by Title 17 of the United States Code, may be liable for copyright infringement.

This institution reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would lead to violation of the copyright law.

F. Photocopy Equipment

1. All library staff, including work study, may assist patrons with the use of the photoduplicating machine.
2. Any staff member working circulation is responsible for adding paper to the machines and helping patrons with them.
3. The copy machine is leased from Observer Supply Company, which is responsible for all maintenance of the equipment.

G. Emergency Procedures

As a general rule, the WSCC library staff continuously monitors and keeps the patron abreast of changing weather conditions.

1. A first aid kit is located in the first hall closet. Hand to the people who need it and let them remove whatever they need to use themselves.
2. If a Tornado Warning is issued, instruct the library patrons to please follow the staff/librarian to the first floor of the library. Instruct the patrons on upper level to please follow the stairs to the first floor.
3. In the case of power failure, please instruct all patrons to exit the upper floors by way of the stairs. If a patron is trapped in the elevator, call the maintenance department and have them extract the patron.

H. Security System

1. The Wallace State Library is equipped with a security detection system. All circulating materials are stripped, and if not properly checked out, an alarm will sound. If the alarm sounds, staff should check all materials to be sure that they are checked out properly, investigating thoroughly until the reason for the alarm's sounding is determined.
2. Videotapes, audio tapes and computer disks should not be run through the detection system.

I. Shelf List

1. All shelf list cards are filed in the workroom.
2. The shelf list cards are filed under the following categories:
 - Regular check out is arranged according to LC Numbers A-Z.
 - Archives.
 - Reference.

- Audiovisuals.

J. Facility Arrangement

1. First Floor:

- Audiovisual production area, darkroom, computer lab, and auditorium. The use of the auditorium is scheduled through Auxiliary Services Director.

2. Second Floor:

- Circulation desk, reserve materials section, audiovisual shelving, copiers, OPAC computers, internet computers, recent and back file periodicals, lounge area, study carrels, audio visual viewers, reference books, offices, staff lounge, work area, coin operated photoduplicating machine, technical services, office of the Library Director, and storage closets.

3. Third Floor:

- Circulation books A-N in open shelving, Cullman County Law Library, Culinary Arts room, and study rooms.

4. Fourth Floor:

- Circulation books P-Z, study and reading areas.

5. Fifth Floor:

- Regional and Family History Collection, microfilm/fiche readers/printers, OPAC computer, CD-ROM computer for genealogy research, microfilming area for filming old journals and newspapers, maps and map cases, reading areas, offices, and coin operated photoduplicating machines.

6. Sixth Floor:

- All non-circulation books related to Regional and Family History Collection.

K. Opening and Closing Procedures

Opening:

1. Turn on lights on the 1st, 2nd, 3rd and 4th floors.
2. Retrieve cash drawer keys from the closet and open the cash drawer.
3. Count and balance the cash drawers (both \$100 and \$50 drawers)
4. Place all printing money and fine money in the file cabinet in the Library Director's office.
5. Log the door count on the calendar.
6. Unbar the front doors on the 2nd and 1st floors.
7. Log on all computers.

Closing:

1. Alert patrons through the P.A. system at 8:15 p.m. (Monday – Thursday), 1:45 p.m. (Friday), and 1:45 p.m. (Saturday).
2. Straighten up circulation desk.
3. Someone will go up and close 3rd, 4th, 5th, and 6th floors; someone will stay on 2nd and close it down.
4. Make sure all computers and lights are turned off, the main money drawer is in locked position, and doors are barred.
5. Go out through basement or front doors and close it down.
6. Everyone will leave as a group to ensure safety.

L. Lost Book, Audio Tape, and Videotape Policy

- Any patron that misplaces, destroys, or damages a book, audiotape, or videotape shall pay the full replacement cost of the item in question.
- A processing fee of \$3.00 will be assessed to the replacement cost of the item.
- The item will be researched in Books In Print Online to establish a replacement cost.

M. Orientation Class Instruction Policy

- The head librarian will conduct orientation classes. When the head librarian is not available, the library staff will conduct the class.
- The class will be given instruction on OPAC searching, Alabama Virtual Library searching, a general description of the library facility, and patron regulations.
- Each individual student in the class will be given an assignment consisting of two OPAC searches and two AVL searches to be completed in the library during the class session.
- The students will be given the option to complete an application for a library patron card and an AVL card.

N. Policy on Children in the Library

In order to ensure the safety and welfare of the children and to maintain a suitable environment for all of our library users, the following policy is established in regard to children in the library:

• Policy:

Children age 15 or under must be accompanied by an adult (18 or over) while in the facility, and the accompanying adult is responsible for appropriate supervision of such children. Anyone under 18 who is not enrolled for courses at WSCC is not permitted to use the computer equipment even with the supervision of an adult unless the purpose of such use is to research for information pertaining to a school project.

• Responsibilities of Adults:

Appropriate supervision is necessary for safety in the library as well as for the need to maintain an atmosphere conducive to academic use. The responsible adult is expected to ensure that children follow all the policies and rules set by the college.

• **Responsibilities of Library Staff:**

Library staff cannot assist in supervising the actions of children in the library. However, staff will inform adults of applicable policy regarding such use and of their responsibilities when violations of the policy occur. Patrons will be asked to leave the library if they or their children are unable to adhere to this policy.

O. Ordering Library Materials and/or Supplies

Library staff members are responsible for ensuring that all general supplies are ordered in a timely manner. If a staff member becomes aware of needed library supplies and/or materials, the staff member should notify the Library Director. At that time, a purchase requisition will be completed by the library clerk as requested by the Director. The Director will review all purchase requisitions. No requisition is to leave the library without the Director's signature. Only after a purchase order has been issued by the business office may ordering proceed.

P. Procedure for Receipt of Fines and Other Monetary Payments

- Each morning a full-time library support person will remove the fine box from the file cabinet located in the Library Director's office. All money will be counted and matched against receipts from the prior day. Any discrepancies will be noted. Only after this has been finished will the money box be placed back inside the file cabinet located in the Director's office.
- When a patron is assessed a fine, a receipt is to be made for the amount of the money collected. The patron will be given the white copy. The staff member/work-study/librarian taking the money must initial the receipt.
- All copies made on the computer printers are paid for on the "honor system." Payments are made at the circulation desk, and no receipts are given.

Q. Book Leasing Plan

The Library Circulation/Reference Assistant is responsible for maintaining the McNaughton Leasing plan. This person

- Places orders for new books selected by the library staff.
- Places a security tag in each book before it is sent to processing.
- Assists the Library Director in annually returning or purchasing books.

R. Food Policy/Smoking

At no time is food or smoking allowed in the library. All drinks and food should be left at the circulation desk or placed in the trash can at the building's entrance.

IX. Program Evaluation Procedures

A. Survey Mission Statement

The Wallace State Community College Library supports the mission of the college in all curriculum areas of the junior college and the technical division. Every attempt is made to serve the student body, faculty, administration, and

community by providing the materials necessary for the effective dissemination of ideas and the free flow of knowledge. Pursuant to that goal, the library serves as a center for all types of learning materials: books, periodicals, audiovisuals, material in computer formats, and online sources.

B. Sample Questions to Be Answered by Students

- The learning materials housed in the library are adequate to meet my needs
- The resource books housed in the library are adequate to meet my needs.
- The periodicals housed in the library are adequate to meet my needs.
- The audiovisuals housed in the library are adequate to meet my needs.
- The computer materials housed in the library are adequate to meet my needs.
- The online services of the library are adequate to meet my needs.
- I have sufficient access to the library.
- I have sufficient access to library materials to meet my needs.
- The library collections of printed materials are well organized
- The library collections of non-printed materials are well organized
- The library hours are adequate for my needs
- The library provides adequate records of materials through catalogs, indexes, and bibliographies.
- The library procedures for circulation of materials are adequate for my needs.
- I am encouraged to make use of available computers.
- I am satisfied with the college's established priorities for computer usage.

C. Sample Questions for Faculty

- I have access to library materials needed to support the program(s) in which I teach.
- Instructional support services are organized so that I have adequate access to them.

X. References

Dixon Public Library, http://www.dixonpubliclibrary.org/internet_policy.html

University of Massachusetts, <http://www.library.umass.edu/disab.html>

Wainwright Public Library, http://www.cd.gov.ab.ca/building_communities/public_library/development/policy/pdf/Policy_manual_Wainwright_pt1.pdf

Wallace State Policy and Procedure, (1990)

Wood Place Public Library, <http://www.woodplacelibrary.org/Policy.html#Philosophy>

The Remove duplicates from collection action is a tool for building the processes, logic, and direction within workflows. It removes items that have values already existing in the specified collection. A variable containing multiple items, such as email addresses. Collection variables are useful for storing and operating on query results. The results from duplicates based on a single column vs the entire table can be very different. You should always be aware which version you want and what Excel is doing. Find And Remove Duplicate Values With The Remove Duplicates Command. It's so common, there's a dedicated command to do it in the ribbon. Select a cell inside the data which you want to remove duplicates from and go to the Data tab and click on the Remove Duplicates command. Excel will then select the entire set of data and open up the Remove Duplicates window. You then need to tell Excel if the data contains column headers in the first row. If this is checked, then the first row of data will be excluded when finding and removing duplicate values. However I also formatted for duplicates in that column to avoid errors of duplicate entries. The Problem: Despite the cells being treated as text, Excel must clearly still be reading them as numbers for the sake of comparison as both the 16th and 17th digits are not being accounted for and causing false positives. Notes: If I append a non-numerical character to the value, it will then correctly identify as unique (even if the same non-numerical character is used). Appending an apostrophe to the start of the barcode which would normally cause the value to be treated as text still results in the false-positive. Additionally, the apostrophe becomes impossible to remove without deleting the range of applied cells as excel automatically re-inserts the character when removed.