

INSTRUCTIONAL MATERIALS: LIBRARIES AND LABORATORIES

The library collections, including books, copies of bound and current periodicals, and audiovisual materials, shall be a sufficient size and quality to ensure effectiveness in the instructional program on and off-campus. Provisions must be made in the annual budget to keep the collection in good repair and to provide for continual improvement to meet current educational needs and trends. The library collection shall be inventoried periodically with recognized college library lists.

Circulation records that reflect student and faculty utilization of the library facilities shall be maintained. A program of orientation for the use of the library shall be maintained for freshman students.

The physical environment of the library shall be attractive and have adequate lighting, standard library furniture, fixtures, and equipment, adequate seating capacity, and sufficient workspace for the library staff.

SECTION ONE: LIBRARY POLICIES AND PROCEDURES

1.01 Books

Books from the regular collection are checked out for three weeks depending on the day they are checked out. Faculty members are expected to return their books on or before their date due unless special arrangements have been made to keep them for class use. Faculty are responsible for materials and equipment checked out to them. A statement will be sent for non-returned and damaged material based on replacement costs.

1.02 Reserve Books

Books that are involved in special assignments may be placed on reserve by faculty members for restricted use. These books are shelved behind the circulation desk and are restricted to library use only, overnight use, three-day reserve, or seven-day reserve, according to the wishes of the faculty member who placed them on reserve.

1.03 Reference Books

Such works as dictionaries, encyclopedias, almanacs, and certain other reference books so designated are to be used in the library only.

1.04 Periodicals

Magazines, newspapers, journals, etc., do not circulate outside the library.

1.05 Audiovisual and Other Non-Book Materials

The library has a collection of media, both audio and video, that may be used by faculty in connection with their classes. These materials may also be borrowed for short periods of

time for personal use. Again, faculty members are expected to return A-V materials as soon as they are finished with them. All media are scheduled

through the library. The library maintains a college-related collection of clippings, pamphlets, and other ephemeral material known as the archive. This material does not circulate.

1.06 Collection Development

Faculty members are expected to request relevant and current materials related to their discipline. The forms are provided in the library at the circulation desk.

The library staff is guided by a weeding policy and should periodically identify books to be removed from the collections. Faculty members must confirm that all of the materials are no longer relevant for current or archival use. The materials may then be discarded.

1.07 Support Services

The library provides copiers and computer workstations.

1.08 Interlibrary Loan

This service is provided to all users within the limitations of the ALA membership.

1.09 Professional Development

At the request of the academic administration, the Library may acquire and/or reserve appropriate materials for professional development purposes.

1.10 Gifts

The College may accept gifts to the Library that support the mission and goals of the College District and the library. All gifts must be approved by the College President prior to the College accepting the donation. Gifts are subject to the College's policy regarding disposal and surplus property policy (CAM Local).