WALLACE STATE COMMUNITY COLLEGE LIBRARY POLICY AND PROCEDURE MANUAL

Update 9.27.23

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I. A Description of School and Community

Wallace State Library is in Hanceville, Alabama. The town of Hanceville has a population of about 3215, and the county of Cullman has about 89496. It is centrally between four counties in north Alabama. The library serves a student body of forty-five hundred to five thousand. Wallace State is a junior/community college and technical school combined into one campus. The areas of study include Liberal Arts, Applied Technology, Allied Health, Work Force Development, and many other fields.

A. <u>Telephone Directory</u>

Main phone number	256-352-8260
Renee Marty Interim Library Director	256-352-8420, 256-352-8267
Kayla Aaron	256-352-8259. 256-352-8270
Iman Humaideh	256-352-8263
Tanya Shearer	256-352-7857

B. About the Wallace State Library

Operating Hours: Monday-Thursday: 7:30am-9:00 pm
Friday: 7:30 am-2:00 pm
Saturday: 8:00 am-4:00 pm
Closed Sunday

Holdings

Book, laptop, and Compact Disk collections

Special Collection: Genealogy

Library Automation System: Atriuum

Computer Availability: Forty computers in the Library Computer Lab are located on the second floor, and six computers are on the first floor in the Genealogy Lab. Each lab has Internet access and Microsoft capabilities.

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 Directors 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 serve the materials necessary for the effective dissemination of ideas and the free flow of knowledge. Pursuant to the 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 for academic and personal use.

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 to guide them toward an awareness of books as a means of satisfying their mental, emotional, and physical interests.
- To ensure collections are organized to allow easy access to the library's resources.
- To ensure collections are evaluated periodically to ensure that they are in keeping with the student 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, we 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 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

Wallace State Library provides 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 identify student needs that can be addressed through the facility and resources available to it. The Wallace State Library is accessible to all students who are enrolled in Wallace State College.

D. Statement of Role, Purpose, and Function

The Wallace State Library provides adequate learning and resource material for the student body and faculty. The library and library staff thinking skill. 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 affect 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 institutions.
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 our personal convictions and professional duties. It does not allow our personal beliefs to interfere with the fair representation of the aims of our institutions or the provision of access to their information resources.
8. Wallace State Library strives for excellence in the profession by maintaining and enhancing our own 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 ADA Services works closely with the Wallace State Library staff to make various library services accessible to all users. It may be useful for the individual to register with the ADA Office. If you would like some special assistance, do not hesitate to call ahead. Some useful numbers are 256-352-8260 or 256-352-8267.

Entrance to the Library Building

An assisted library entrance is on the first floor (west entrance). Please call one of the phone numbers posted on the doors for assistance entering the building. Elevators are at the end of the hall. The library may be entered via the elevated sidewalk in the front of the building (south side).

Assistance Available

For help retrieving books from the shelves, ask the circulation desk on the main entrance floor (second floor).

Circulation (second floor)

Located on the library's second floor. There, you will find library staff to help you with the book collection, online catalog, online databases, the Alabama Virtual Library, various print indexes, and numerous electronic resources. The main floor has wheelchair-accessible stations, copiers, and printers.

G. Collection Development

1. **Selection of Materials:**

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

2. **Books:**

The library will have available, for faculty and staff, several selection aids.
These include:

- Books for College Libraries.
- Books for Junior colleges.

- Library Journal.
- Databases for evaluation of books.
- Other Publications, including journals in various academic fields.

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

Materials for purchase are considered on the basis on the following criteria:

- eBook availability
- 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.
- Authoritative.
- Reputation of publishers and producer.
- Price
- Number of students enrolled in the subject of the request.

No effort is made to censor the collection. The library staff feels that the faculty and students deserve all sides of questions. The collection shall not be developed to serve the interest of any special 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.

In selection of books, priority will be given in the following order:

- eBook availability.
- 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 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 seller, hobby, and craft books).

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 the staff of the college.

3. **Periodicals and newspapers:**

Periodicals and newspapers are selected with faculty help. Periodicals and newspapers are primarily indexed and held in various online databases and the Alabama Virtual Library. 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 on their use and not as a substitute for printed materials. All audiovisual items are purchased with streaming capabilities.

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.

6. **Controversial Materials, Criticism, and Censorship:**

See challenge materials.

7. **Discarding Materials:**

Discarding or deselecting materials is an integral part of collection development. Obsolete and damaged materials are removed continuously. Generally, Department Heads, or someone they designate, are asked to evaluate their subject areas in the summer semester. They indicate items that must be removed, and the library staff takes the appropriate action. The department chairs will be provided with a list of the library holdings pertaining to their specific collection areas 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, condition of the book, and value to the collection of any individual item.

Criteria for withdrawing/discarding/deselecting material

A. 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 repaired or placed in a protective covering.

B. The collection has an excess number of duplicate copies.

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

C. The collection has superseded editions.

The edition may be a numerical, a revised, a new, 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 cumulated material in newer editions should be withdrawn.

D. 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 longer viable.

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 is of local interest.
- Contains subject matter that is unique and/or out-of-print.
- It has a fair circulation.
- Received an award (Pulitzer, National Book Award, etc.).
- It is listed in a standard index or a core bibliography for the field.
- It is a source material and supports the college curriculum.
- It is part of a series that remains useful.
- Includes extensive bibliography that remains useful.

- Reflects most of the time.

H. Archives, Local History, and Genealogy:

The library houses substantial archives, local history, and genealogy collection. Over the years, this collection has served a two-fold purpose. First, it supports 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 and the library staff select 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.
- **Distance Learning**: The WSCC Library supports distance learning programs principally through the development of the main collections, providing databases and 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 provides many reliable periodical sources for distance education students.
- **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 and administrators to provide limited loan periods and maximum access. The materials are placed on the reserve shelf behind the circulation desk.
- **Microforms:** Guidelines for adding microform materials include the following: material that is published only in microform, microform costs appreciably less than hard copy, original material is deteriorating, primarily requests are made by the Genealogy Department.
- **Maps:** Maps, Atlases, Globes, and charts are purchased selectively. Support of the curriculum, space, timeliness, and usage are major criteria in the selection.

I. Policy and Procedures for Patron Usage of Internet Resources

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.

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 fourteen 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 waiting for computer access and that users limit their time to appropriate and acceptable time limits. Enrolled Wallace State students take residence over the public relating to the use of computers.

Staff will assist patrons with the computer as time allows. A variety of reference materials are available to patrons, and instructional classes are offered upon request.

Black & White printing is available to patrons for free at the time of printing this document.

The library does not offer electronic e-mail accounts. Patrons may use the computers to check their web-based e-mail accounts.

The library reserves the right to take appropriate action to ensure 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.
- They do not misrepresent themselves 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 library's proper operation.

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 some patrons may find offensive or inappropriate for children. There are inappropriate sites 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 devices used to download information. 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, indemnity, and unconditionally reimburse the Wallace State Library for any damage, liability, costs, claims, or expenses that the Wallace State 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 the ALA (American Library Association) 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 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 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 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 as sent. 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 legitimate “national security” concerns. 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 that 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 the 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 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 fulfilment of their responsibility to provide information and enlightenment.
4. The library should cooperate with all people and groups concerned with resisting the 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 they serve. The library should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their 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 are informed that they should make any request for material 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 ensure that no departments are overlooked or that any one department gets an unfeasible portion of the budgeted funds.
3. Only materials requested in this way will be considered for purchase within 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 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 which would be worthwhile additions to the collection.
7. The requests are checked in the database to ensure it is not a request for something already purchased.
8. Selection is made according to curriculum needs, instructors' requests, students' needs, and the amount of the budget.
9. A purchase order requisition is initiated and submitted to the for approval.
10. Once approved, a purchase order is issued to the library to place the order.

B. Periodicals:

Periodicals are primarily held in online databases and in the Alabama Virtual Library. The following criteria are used in evaluating titles for the programs taught at Wallace State:

- Support of present instructional programs and curriculum of the college.
- 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.

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 int eh 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 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 receiving and loading MARC records, the call number information is indicated on the item's cover. The book is stamped with the school identification stamp, sensitized with a security strip, bar-coded, and linked to a record in the database. The book is now ready to be placed on the appropriate shelf in the library.

6. Books that are received 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. Periodicals are held at the Alabama Virtual Library and in various databases.

C. Newspaper:

1. Newspapers are held at the Alabama Virtual Library and in various databases.

D. Audiovisual Materials:

1. The audiovisual items are given to the head librarian for assignment of catalog information. The materials are cataloged and entered into the database. Labels are typed; items are bar-coded and 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 assigns inventory identification and applies it to each piece of new equipment.

V. Staff Job Descriptions

A. Library Assistant: Technical Processing

Processing Duties:

- Responsible for data entry of original cataloging data and of MARC records.
- Responsible for maintaining records used for yearly IPEDS (Integrated Postsecondary Education Data System) report.
- Responsible for maintaining computer records that deals with cataloging and related records.
- Responsible for overseeing the processing of book and non-book material.
- Responsible for maintaining accurate shelf list.

REFERENCE DUTIES:

- On a need basis, assist library patrons in the use of the library, including use of the Reference collection, use of the general book collection, use of the Alabama Virtual Library and all databases.
- On a need basis, assist patrons in the use of audio-visual equipment, including the use of listening and viewing stations and maintain testing and study rooms.

CIRCULATION DUTIES:

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

GENERAL DUTIES:

- Have a working knowledge of all library automation programs.
- Training and supervision of work study students who work at the same time as the library assistant.
- Keep an orderly and organized work area.
- Fill in during the summer for the nine-month personnel.
- Any other temporary or permanent duties 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.
- Performing the daily, weekly, and monthly tasks, which are necessary for circulation maintenance.
- Compiling statistical data concerning circulation for library reports.
- Maintaining a record of library entrance statistics generated by the Library Security System.
- Ordering and Keeping record of Interlibrary Loan transactions.
- Issue laptops.

REFERENCE:

- Assist library patrons in using the library, including the Reference collection, the general book collection, and all library computers.
- Assist patrons in using audio-visual equipment, including transparencies, slides, etc.

GENERAL DUTIES:

- Having a working knowledge of ALL library automation programs.
- Training and supervision of work study students who work at the same time as the library assistant.
- Keep an orderly and organized work area.
- Any other temporary or permanent duties performed by a library assistant, as deemed necessary by the library administration.

C. LIBRARY ASSISTANT: ACQUISITITIONS

ACQUISITIONS DUTIES:

- Maintain records of library purchases.
- Enter and maintain records of purchases, encumbrances, and the receipt of the library orders.
- Generate statistical reports concerning library orders, receipts, and budgetary matters.

REFERENCE DUTIES:

- Assists with Interlibrary Loan.
- General circulation duties as need dictates.

GENERAL DUTIES:

- Typing correspondences, book orders, purchase order requests, memos, etc.
- Having a working knowledge of ALL library automation programs.
- Training and supervision of work study students who work at the same time as the library assistant.
- Keep an orderly and organized work area.
- Any other temporary or permanent duties performed by a library assistant, as deemed necessary by the library administration.
- Issue laptops.

D. Library Director of WSCC Library

The Library Director manages the WSCC Library.
Departmental Management- The director reports to the Academic Dean (or designee) and:

- Develops, plans, implements, and evaluates long-range objectives for the WSCC Library.
- Promotes the services of the library in the community.

- Responsible for developing the library's collection, which includes selecting materials to be ordered, processing purchase requests, purchase orders, and weeding 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 classes to students as part of the Orientation 100 course 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 support the institution's overall educational plan.
- Serves as adjunct personnel on 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 regular library services evaluations.
- Establishes and supervises the operational tasks which are necessary for the daily functioning of the library services.
- Establishes a method of procuring materials requested by students, faculty, departments, and other library patrons. (Both book, non-book, and equipment).
- Works with the institution Facilities Coordinator in scheduling the facility's use and making necessary equipment arrangements.
- Selection, cataloging, and purchasing of materials needed to operate a quality library department.
- Maintain the Library Website and databases.
- Provides faculty, staff, or administration of the institution with any requested data needed from the library services program for accreditation requirements. (Whether for departments or the institution)
- All other duties assigned by the college administration would be performed by the Library Administration.

E. 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. Students/workers must 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.

- Pick-up mail.
- Shelve books according to the Library of Congress call number.
- Read shelves to ensure that books are maintained in their proper location.
- Assist in keeping paper in copy machines and printers.
- Providing students with assistance with computers and answering research questions.
- Any other duties as assigned.

F. Part-Time Librarian

The part-time professional is in charge when working.

- Supervision of work-study personnel.
- Reference assistance to patrons.
- Building security.
- Closing of the library at the end of the library workday.
- Normal and usual duties as assigned by the Director of the Library.

VI. Circulation Policies

A. Books

1. The entire library personnel may check out materials 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, part-time staff, and work-study may enter new patrons in the database.

3. Books, which have 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 have not been linked to a record in the database, are treated just like a book with no record.

5. Books, which are returned and have not been linked to a record, need to 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 material and their patron card for material to be renewed. Absolutely 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 Lion cardholders.

8. The Wallace State Library collection of regular circulating materials (book/non-book) is presently done using the Atriuum Library automation software.

9. OPAC (online public access catalog) 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-week period and may be renewed an unlimited number of times, providing that no one has placed a hold on the material.

11. There is a ten-book/item limit for Wallace State students and a five-book limit for community patrons.

12. There is a fine of .25 cents per day for each overdue book, with a maximum fine of $25.00 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 their transcript.

14. Any item that has been lost by the patron must be paid for. The item is researched on Amazon to estimate a replacement cost. The patron must agree to pay the researched amount plus a $25.00 processing fee.

B. Audiovisual Materials:

1. Audiovisual materials are circulated by checking them out through the database.

2. Audiovisual materials may be checked out to all persons holding valid Wallace State Lion cards.

3. Audiovisual items are only circulated for three days.

4. A fine of $1.00 will be assessed each day if the audiovisual material is late, with a maximum fine of $25.00.

5. Any item that the patron has lost must be paid for. The item is researched on Amazon to estimate a replacement cost. The patron must agree to pay the researched amount plus a $25.00 processing fee.

C. Laptop Equipment:

Wallace State offers laptops on loan for students who are currently enrolled and taking classes. Laptops are available at the Wallace State Library, but please make sure you read the following information before visiting the library to check out a laptop.

1. An application must be completed, https://bit.ly/48uJu2j
2. Only currently enrolled students may get a laptop and no one else may check it out for them. Faculty, staff, friends, and relatives cannot check them out for other people.
3. Students must have a Lion card or clinical ID to check out any material in the library, including a laptop. Get your Lion card at Lion Central in the Bailey Center.
4. Students must have a paper copy of their schedule as proof of their current enrollment status.
5. Students must know their WSCC email and password to load approved software onto the laptop.
6. Only Chrome, Microsoft Office Suite, and Respondus will be preloaded on the laptops.
7. The laptop loner application must be vetted to ensure the student meets proper protocols are met by the student before the laptop is issued.
8. Students will be contacted by the Library Director or Library Assistant to set up an appointment date to issue them a laptop.
9. Only if the student travels over thirty miles from the Hanceville WSCC library location will the library Director decide if the student can be issued a laptop the day the application is completed. If a range of factors, such as distance or off-campus classes, are the only classes being taken. The Library Director will consider approving the issuing of a laptop the day the application is completed.

D. Overdue Policy

Any patron with outstanding or overdue items will have a hold placed on their Blackboard account preventing them from registering or receiving a current transcript until the hold is released by Library personnel. The library makes every effort to maintain accurate records before placing a hold on 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 their patron card will not be permitted to circulate any further materials until fines are cleared.

4. Overdue notices will be e-mailed to patrons who have materials out that cause them to have fines and or overdue items.

5. Only librarians or staff can override a patron with overdue fines thus permitting them to check out more materials.

6. Patrons must present their Wallace State Lion card when checking out materials, rechecking, or paying fines. Absolutely no transactions will be made 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 to be made for the money collected. The patron will be given the white copy. The staff member/librarian taking money must initial the receipt.

E. Computer and Electronic Resources:

Computers on the second floor of the WSCC Library are for student and faculty research. Likewise, microform readers/printers, and copy machines are intended for the same. Students and faculty are therefore given priority over community patrons in using these items.
Computer resources available include databases, internet connection and the Alabama Virtual Library. Students should follow these guidelines when using such resources.

Failure to follow these rules could result in a student being asked to forfeit use of a computer:

- Users should not make any changes to the computers' setup features, shortcuts, bookmarks, or any other permanent features of the operating system or programs.
- Playing games or other non-research related activities are not permitted.
- All printed items are free at the time this manual is updated.

Laptops are available for circulation upon request. All circulation requirements must be adhered to when checking out a laptop. Laptops are checked out to registered and attending class WSCC students for each semester they are registered and attending classes.

F. Patron Cards:

The Wallace State Library issues six types of library patron cards, Student (Lion Card), Alumni, Community, Employee, and Faculty (part-time and full-time) will use their Lion Card.

1. **Student Cards-** students must use their WSCC student ID or Lion Card. Checked.

Rules that Apply to Student Cards

- Students must use a Lion card issued to students enrolled only in credit-bearing courses.
- Change expiration date on patron card in Atriuum.
- Students will need to be reminded that the Lion card must be presented when checking out materials or rechecking.

2. **Alumni Cards-** Any student who is exiting Wallace State College may desire to keep their WSCC library card active; in which case, they may purchase one additional year for a fee of $5.00. At the time of purchase, the card will be changed from student to alumni. The student must return their student card to the library and diploma to purchase 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 will use their Lion Card.

Rules that Apply to Community Cards

- No one who presently has overdue materials from the Wallace State Library and use will be issued a patron card until all outstanding fines are cleared. Check the overdue list before issuing a card.
- Check patron file drawer to make sure they have not previously been issued a card.
- Completed application form.
- Make sure classification is checked.
- Make sure signature and date is on the back of application form and the barcode on the patron card match.
- Check to make sure expiration date is correct.
- Collect the $25.00 card fee and indicate payment on the patron application form. Receipt must be written for funds collected.
- Remind the patron that the library card must be presented when checking out material and/or rechecking material.
- Community patrons may check out five items at any one time, and materials may be renewed.
- Remind patrons that the expiration date is one year from the date of purchase. (show them the expiration date on the card).

- Remind patron that a replacement for a lost plastic card is $5.00.
- Application forms, plastic cards and date due stamp are stored in drawer labeled "LIBRARY CHECK OUT CARD STUDENT AND COMMUNITY."

F. Controversial Materials, Criticism, and Censorship

The book collection will reflect the widest possible viewpoints regardless of their popularity or their authors' popularity. Possession should not be interpreted as endorsement, but rather as the fulfillment of a responsibility to present all sides to a question by the spokesperson. 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 book read.
- Specific objection (pages)
- Willingness to meet with review committee to discuss the material.

To accommodate the above criteria a form link is as follows: WSCC Challenge Book or Video Form.docx

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 last 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 which contains 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.
- If 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. Books are no longer professionally bound. A company that does binding can no longer be found in Alabama. A search is underway to establish a new company in the southeastern United States.

B. Reference and Archive Books

The library books labeled Archives (ARC above a regular call number) and the microfilm and microfiche of first floor are a specialized reference collection.

In general, the same rules apply to Archive books and microfilm as apply to regular reference books and periodicals. That is, they do not circulate, but are for in-house use only. Copy machines for paper or microfilm materials are provided for patron use. However, as a courtesy to faculty members, they are occasionally allowed to sign out periodicals for short specific periods of time.

C. Reserve/Hold Material

1. In-house use only- 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. Books- Patrons who do not have their library card may leave books at the circulation desk for one day. Their name and the date are placed on the book/audio tape, and the book/audio tapes are placed on the holding shelf. When the patron returns with their library card, they may check out the books.
3. Audiovisual materials are placed on reserve is 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 director is responsible for interlibrary loan transactions.

Wallace State Borrowing Procedures:

- Students are to check on OPAC/Serials listings to see if the materials are available through Wallace State Library.
- Students must fill out the interlibrary 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 services unless the lending library accesses charges, in which cases the charges must be paid by the requesting student. All efforts will be made to make students aware of any changes.

Wallace State Lending Procedures:

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

- Materials 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, both dates checked out and due, with the initials of the person doing the request placed on the form.
- The forms for interlibrary loan requests are filed in the file folders in the Library Directors office. The file-marked lender is filed until the materials are returned.
- When materials re returned to the library, the form is pulled, the book 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 a 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 seventy 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 obtaining 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:

- Factor 1: The Purpose and Character of the Use: https://bit.ly/3ZvkoMI
- Factor 2: The Nature of the Copyrighted Work: https://bit.ly/3RBlPHz
- Factor 3: The Amount or Substantiality of the Portion Used: https://bit.ly/48slKfr
- Factor 4: The Effect of the Use on the Potential Market for or Value of the Work: https://bit.ly/3EPriDf
- Resources https://www.copyright.gov/fair-use/

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

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 to copy any material.

Allowed

- In general, when copying portions of a work, ten percent is a reasonable guide for copying. It is also easier to calculate.
- The term of copyright for a particular work depends on several factors, including whether it has been published, and, if so, the date of first publication. For works created after January 1, 1978, copyright protection lasts for the author's life plus an additional 70 years. For an anonymous work, a pseudonymous work, or a work made for hire, the copyright endures for a term of 95 years from the year of its first publication or a term of 120 years from the year of its creation, whichever expires first. For works first published prior to 1978, the term will vary depending on several factors. To determine the length of copyright protection for a particular work, consult chapter 3 of the Copyright Act (title 17 of the *United States Code).* More information on the term of copyright can be found in Circular 15a, *Duration of Copyright*, and Circular 1, *Copyright Basics*.
- 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 the 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 for nonprofit purposes. Any person who makes an authorized copy or adaption of the computer program or 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 judgement, fulfillment of the request would lead to violation of the copyright law.

F. Photocopy Equipment

1. All library staff, including work study, may help patrons use the photoduplicating machines.

2. Any staff member working in circulation is responsible for adding paper to the machines and helping patrons with them.

G. Emergency Procedures

The WSCC library staff continuously monitors and keeps the patron abreast of changing weather conditions.

1. A first aid kit is in the first hall closet. Hand to the people who need it and let them remove whatever they need to use themselves.
2. In case 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 the 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 through the stairs. If a patron is trapped in the elevator, call campus security 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, checking thoroughly until you discover the reason for the system alarm sounding.
2. Videotapes, audiotapes, and computer disks should not be run through the detection system.

I. Shelf List

1. All shelf lists are developed through the Atriuum ILS (Integrated Library System) system.

J. Facility Arrangement.

1. **First floor (basement):** houses an auditorium, microfilm, and genealogy lab, a computer lab with eight internet accessible computers, and personal assistance Monday-Thursday, 7:30 am-4:30 pm, Friday, 7:30 am-2:00 pm, and Saturday, 8:00 am-4:00 pm.

2. **Second Floor (main floor):** has the circulation/information desk, forty computers with internet access and Microsoft Office software, newspapers, recently

published popular fiction, study tables, study rooms, testing rooms, copy machine, and printer.

3. **Third Floor:** holds circulating books with call numbers beginning with **A-K**, study tables, and testing rooms.

4. **Fourth Floor**: holds circulating books with call numbers L-Z and study tables.

5. **Fifth Floor:** holds the Georgia and Alabama family and regional history collection (non-circulating).

6. **Sixth Floor:** holds all other state books and indexes on family and regional history (non-circulating).

K. Opening and Closing Procedures

Opening:

1. Turn on lights on the first, second, third, fourth, fifth, and sixth floors.
2. Count cash drawer daily.
3. Count and balance the cash drawers (both $100 and $50 drawers).
4. Log the door count on the calendar weekly.
5. Unbar the front doors on the first and second floors.

Closing:

1. The time to begin shutdown operations is at 8:45 p.m. (Monday-Thursday); 1.45 p.m. (Friday), and 3:45 p.m. (Saturday).
2. Straighten up circulation desk.
3. Someone will go up and close to the third, fourth, fifth, and sixth floors; someone will stay on second and close it down.
4. Make sure all lights are turned off, money drawer in locked position, and doors are barred.
5. Everyone will leave as a group to ensure safety.

L. Lost Book, Audiotape, and Videotape Policy

- Any Patron that misplaces, destroys, or damages a book shall pay the full replacement cost of the item in question.
- A processing fee of $25.00 will be assessed to the replacement cost of the item.
- The item will be researched on Amazon 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 instructions on OPAC searching, Alabama Virtual Library searching, database search and a general description of the library facilities and patron regulations.
- A presentation will be given by the Head Librarian demonstrating the usage of the databases.

N. Yearly Budget Disbursement
Available upon request.

O. Policy on Children in the Library

To ensure the safety and welfare of the children and to maintain a suitable environment for all our library users, the following policy has been established regarding the children in the library.

- **Policy:**

Children aged seventeen or under must be accompanied by an adult (eighteen or older) while in the facility, and the accompanying adult is responsible for appropriate supervision of such children. An. Anyone under eighteen who is not enrolled in courses at WSCC (Wallace State Community College) is not permitted to use computer equipment, even with the supervision of an adult, unless the purpose of use e is to research information pertaining to a school project.

- **Responsibilities of Adults:**

Appropriate supervision is necessary for safety in the library and to maintain an atmosphere conductive to academic use. The responsible adult is expected to ensure that children follow all 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 use and of their responsibilities when violations of policy occur. Patrons will be asked to leave the library if they or their children are unable to adhere to this policy.

P. Ordering Library Materials and or Supplies

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

Q. Procedure for Receipt of Fines and Other Monetary Payments

- Once a week, a full-time library support person will remove the fine bag from the file cabinet located in the Library Director's office. All money will be counted and matched against receipts from the previous week. Any discrepancies will be noted. Only after this has been finished, the money bag will be taken to the Cashiers office for deposit.
- A receipt will be emailed to the director for placing in the receipt book.

- When a patron is assessed a fine, a receipt is to be made for the money collected. The patron will be given the white copy. The staff member/librarian taking the money must initial the receipt.

R. Book Leasing Plan

The Library Director and assistants are responsible for maintaining the McNaughton Leasing plan. This entails:

- Place orders for new books selected by the library staff.
- Place security tags in each book before it is sent to processing.
- Assists the Library Director with the annual return or purchase of books.

S. Food Policy/Smoking

At no time is smoking allowed in the library. All drinks and food should be consumed in the designated area on the second floor. Absolutely no food is allowed on any other floors of the library.

IX. Program Evaluation Procedures

A. Survey Mission Statement:

The Wallace State College Library supports the college's mission in all curriculum areas of the junior and technical divisions. 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 of Questions to be answered by students:

- How would you rate library services at the Wallace State Community College Library and why?
- What services did you find most useful?
- What services did you find least useful?
- How could we improve services in the library for community users?
- Would you recommend our library to others: Please explain.

- How would you rate Genealogy services at the Wallace State Community College Library and why?

C. Sample of 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.

Reference

Copyright.gov, https://www.copyright.gov/fair-use/

Columbia University Libraries: https://copyright.columbia.edu/basics/fair-_use.html