A.R. REDDIN MEMORIAL LIBRARY

Policy and Procedural Manual

Southeastern Baptist College
Laurel, MS

CONTENTS

LIBRARY PURPOSE AND GOALS

Southeastern Baptist College exists to glorify God by providing quality post-secondary education from a Biblical world view in a Christian atmosphere, thereby developing Christian growth in students and preparing them for service in the Kingdom of God. The college attempts to maintain a high level of academic excellence, insuring that the work of its students will be valuable in the eyes of the academic and professional world. Within this context, the primary goal of the A.R. Reddin Memorial Library is to provide library services that support the college's curriculum and to fulfill the information needs of the students, faculty, staff, and administration through the building and maintaining of a vital collection of library materials and resources.

CATALOGING

The librarian is responsible for all aspects of cataloging service for books and materials acquired by the library. *Athena 9.1* by Sagebrush Technologies is the cataloging/circulation computer program used by this library. The librarian conducts all cataloging functions, including:

Classification

Abridged Dewey Decimal Classification and Relative Index, 11ᵗʰ ed. is used to classify non-fiction titles. Each book is labeled with its Dewey decimal number, followed by a suffix containing the first three letters of the author's last name. A book/material in a special section of the library (such as reference) is labeled with a specific prefix, followed by its Dewey decimal number and a suffix containing the first three letters of the author's last name. Specific prefixes are as follows:

Reference: R	Video Cassette: VC
Chart: CH	Compact Disc: CD
Computer Software: CS	Filmstrip: FS
Game: G	Map: M
Multi-Media Kit: MM	Music Score: MS
Picture: PI	Phonograph Record: DISC
Reel-to-Reel Tape: RR	Slide: SL
Transparency: TR	

A book classified as fiction is labeled with an "F", followed by a suffix containing the first three letters of the author's last name.

Subject Headings

Subjects headings will be selected by the librarian according to *Sears List of Subjects Headings*. A multiple amount of subject headings will be assigned to each book whenever possible to ensure better search sessions for users.

Periodicals

Periodicals are not cataloged in *Athena*. A list of the library's periodical collection is available to students and faculty at the computer catalog station; it notes periodicals that are kept indefinitely and those that are kept for only one year.

Cataloging Records

The librarian will maintain current records of all the library's materials, deleting any catalog entry of a book that has been lost or discarded. Files recording the amount of new books, donated books, a/v materials, and periodicals received each year will be kept as well, with totals reported to the Academic Dean at the end of each academic year.

CIRCULATION

Access to Materials

Non-fiction and Fiction Books: All students and faculty are allowed to use all non-fiction and fiction books. Students may check out an unlimited amount of books for a period of two weeks; books may be renewed, provided no fine is due. Faculty members may check out an unlimited amount of books for a period of up to one academic year.
Reference Books: All students and faculty are allowed to use reference books; however, none may be checked out. For instructional purposes, a faculty member may borrow a reference book for a specific class period, but he/she must pick it up immediately before the class session and then return it immediately after the class session.
Audio/Visual Materials and Equipment: Students and Faculty may check out audio/visual materials and equipment for a period of two weeks.
Periodicals: All students and faculty are allowed to view current and back issue periodicals; however, no periodical may be checked out.

     Reserve Books/Materials: Any faculty member may place library items on reserve for his/her students. These items will be kept under the circulation desk. Students must first sign the reserve book card and then view the reserved item in the library.

     Distance Students: Distance students may borrow materials from the library by making a request to the librarian via phone or email. After discovering materials in the online catalog, the student submits necessary identifying information to the librarian; all materials are shipped - up to seven items at a time (no renewal) - at the expense of the student. Library items will be shipped directly to the student, informing the student of the due date for items. The student will ship items back at their own expense.

Internet Access Policy

**Disclaimer: Southeastern Baptist College is not responsible for the content of any of the web sites accessed from these pages or from any other links you may encounter.

You must be either a student, faculty member or staff member of Southeastern Baptist College.

A.R. Reddin Memorial Library's Internet Access Policy should be read before using Library computers.

Please note that the library staff is available to give some introductory individual computer instruction; however, you should have a general knowledge of Windows-based software and become acquainted with its use before using Library computers.

A.R. Reddin Memorial Library seeks to make information available in a wide variety of formats, including print and audiovisual materials. In addition, the library's computer system provides access to information in different electronic formats, including CD-ROM and online.

Internet access makes it possible for the library to provide information to students, faculty, and community beyond its walls. Information, ideas, and commentary can now be quickly accessed from around the world.

The Internet is an unregulated medium. While it offers access to a wealth of materials that are personally, professionally, and culturally enriching to people of all ages, it also enables access to some materials that may be disturbing, offensive, and/or illegal.

The purpose of making Internet access available in A.R. Reddin Memorial Library is to enhance the library's current collection and to include access to resources which are physically unavailable from around the state, nation and the world.

A.R. Reddin Memorial Library provides primary access to the Internet through web browsers, which also includes Internet-searching capabilities. The library also provides access to e-mail for students and faculty members.

The library staff will identify specific starting points for information searches on the library's homepage which are appropriate to the objective and service roles of A.R. Reddin Memorial Library. It should be noted, however, that the library cannot monitor or control material accessed beyond the links provided on our homepage; therefore, we cannot guarantee the appropriateness of any pages beyond our own.

While patrons are encouraged to use the Internet, the information needed may be more easily obtained through the Library's more traditional resources. Library staff will assist users in locating these materials.

The library is not responsible for inadvertent exposure by minors or adults to potentially offensive material accessed by Internet users on library equipment. Because the library cannot fully control or monitor the large amount of material accessible through the Internet, it will be the responsibility of individual users to determine the suitability of the content of information received.

Internet Guidelines

 The following guidelines are agreed upon by each patron using Library computers:

Use of library computers is on a first-come, first-served basis. No appointments will be taken.

Library computers are available for use by all students, faculty, and staff of Southeastern Baptist College.

Library computers are available during all library operating hours.

While the library staff is happy to assist users in accessing the Internet, each user is nevertheless responsible for his/her own search. The staff cannot provide in-depth personal training in the use of the Internet or personal computers.

The library staff will not perform reference searches on the Internet at the request of telephone customers.

Library computers are in a semi-public area, and privacy is not guaranteed. The user is ultimately responsible for which sites he/she may choose to visit, but be aware that others may be involuntarily exposed to what is displayed. Please show respect for the sensibilities of other patrons at all times.

Materials obtained or copied from the Internet may be subject to copyright laws (Title 17, U.S. Code). A work protected by copyright may not be copied without permission of the copyright owners, except as permitted by principles of "fair use." Any responsibility for the consequences of copyright infringement lies with the user.

When you have finished with your session, please close the browser and leave the computer ready for the next user.

Unacceptable Internet Use

Use of library computers must be compatible with the mission and standards of A.R. Reddin Memorial Library. The library reserves the right to suspend the Internet access privileges of any person found guilty of "unacceptable use" of the library's property.

Damaging, tampering with, "hacking" or destroying equipment, software, or data belonging to the library; including adding, altering, or deleting files on library workstation hard drives or other library computer equipment.

Violating computer system integrity, including attempts to bypass security functions, obtain passwords, or alter the configuration of library workstations in any way.

Using the Internet for any illegal or immoral activity.

Harassing others.

Wasting finite resources (including printing without paying).

Adopted by the Library Committee, Baptist Missionary Association Theological Seminary, November 23, 1999 ---given permission for its use to A.R. Reddin Memorial Library, May, 2013.

Fines

After a period of two weeks, any student who has books that have not been returned will be fined a price of 10 cents per day. Saturdays, Sundays, and holidays are included when computing fines. Library notices will be distributed monthly. If a book has been lost or damaged by the student, that student will be charged the cost of the book (which appears in its catalog entry) in order for the library to replace the book.

6

Non-Students

Members of the community are welcome and are encouraged to visit the library to use its materials. Non-students are allowed to use any book, periodical, etc. within the library; however, they are not allowed to check out any books.

Circulation Records

Student and faculty use of the library is recorded each day. The number of books and materials used internally are counted, and the number of books and materials used externally are counted as well. End-of-the-year totals are calculated at the end of each academic year and presented to the Academic Dean in the library's annual report. Students are informed to leave any used books/materials on the library tables instead of reshelving them in order for the librarian to record what books/materials were used.

INTERLIBRARY LOAN AGREEMENTS/POLICY

Because we have cooperative agreements with multiple institutions - and each institution has its own specific interlibrary loan procedure, making our official agreements with them slightly different from each other – the SBC library has these interlibrary loan policies on file as separate documents from this manual. All are available to the public for examination through a request made to the librarian.

COLLECTION DEVELOPMENT

Due to the fact that the area of collection development is such a detailed and involved task of the library staff, with numerous policies and procedures within itself, a separate Collection

Development Policy has been written and adopted by this library. This policy can be found within this Library Policy and Procedural Manual binder, following the manual itself.

FACILITIES

Furniture

The library provides tables, carrels, and chairs for individual and group study. Some "soft" or "lounge" seating is also provided. All study tables and carrels are located in the main circulation room. A group study room with tables and chairs is also available for student use.

A conference room with a large executive table with chairs and podium is available for administration and board meetings. Students do not have access to this room.

Equipment

A number of computers are to be available for student use. These computers will provide Internet access (with *BeSafe Online* filtering system activated) as well as several word processing programs. A printer is also available to students; it is located in the librarian's office and is networked to all student computers.

Printer copies are 10 cents each.

One copy machine is available for student use. Copy machine copies are 10 cents each.

In the audio/visual room, a television, VCR, record player, and slide projector are available for student use.

Temperature

Control of temperature is critical because unacceptable levels of these contribute significantly to the breakdown of materials. Heat accelerates deterioration: the rate of most chemical reactions is approximately doubled with each increase in temperature of 18 degrees Fahrenheit (http://www.nedcc.org/plam3/tleaf21.htm). Over time, fluctuations in temperature cause pages to separate from their bindings. In general, the lower the temperature the better; recommended ranges should be maintained twenty-four hours a day, 365 days a year. Additional costs incurred by keeping the system in constant operation will be far less than the cost to repair damage caused by poor climate. *Recommendations:* 68-72 degrees where books, paper, and people are; 60 degrees where books, paper, photographic materials, and magnetic media are stored alone (*Solinet Preservation Services leaflet,* www/solinet.net>).

Lighting

All wavelengths of light are damaging to library and archival materials. Light causes bindings, ink, and dyes to fade, and it darkens and yellows papers. The damage caused by light is dependent upon the intensity, type of light, and duration of exposure. Lights should be turned off as much as possible. *Recommendations:* For this library, lights over the main stacks should be turned off Wednesday-Sunday (when students are not present); lights in the archives, audio/visual, and periodical rooms will remain off at all times unless the rooms are in use (briefly to retrieve an item). Light bulbs should not exceed 75 microwatts per lumen and should be controlled by using incandescent lamps or fluorescent lamps that are filtered with plastic coverings. Direct sunlight should be avoided (*Solinet Preservation Services Leaflet,* www.solinet.net>).

Sound

Recognizing the importance of quiet in an academic library setting, the library staff will be mindful of noise levels in staff work areas. Staff will monitor and advise noisy users of the importance of quiet. Staff are authorized to ask disruptive users (after receiving one warning) to leave the library. Cell phones are prohibited in the library. Notices to remain quiet and to turn off cell phones will be posted where students can see them.

Food/Beverage

Food and beverages are not allowed in public areas of the library. Staff members wishing to eat or drink within the library must do so in private offices. Notices that food and beverage are prohibited will be posted where students can see them.

Keys

All exterior doors on campus can be opened by using the same key. Therefore, all those faculty and staff members deemed appropriate by the administration have an exterior key and thus have access to the library. Inside the library, the librarian alone has keys to open the History and Archives room, the periodical room, and the librarian's safe. All keys are kept in the librarian's desk.

PREPARATION OF MATERIALS FOR USE

Books

A spine label is to be affixed to the spines of each book about one inch from the bottom and then covered with a clear spine label protector. A book card pocket is to be glued to

the inside of the back cover, with a book card placed inside; both the book card and the pocket should be labeled with the book's title, author, and call number. The book card pocket and the title page of the book are to be stamped with the library's name and address.

Periodicals

Each periodical is to be labeled in the top left corner with its volume number and issue number.

Audio/Visual Materials

Each item is to be given a spine label with its prefix, call number, and suffix (first three letters of the author/compiler/artist's last name) and be covered with a clear spine label protector.

TEACHING AND INSTRUCTION

Library instruction includes orientation and instruction to enable users of the library to effectively utilize its resources and services. It is accomplished by the librarian in the following ways:

1. Library presentations to groups who wish to schedule visits to the library.
2. Instruction in electronic searching by appointment, workshop, and on-the-spot question/answer sessions.
3. Printed instructional materials, such as guides and handouts to aid users in accessing library resources and services.
4. Online tutorials and research tips/techniques on the library page of the college website.
5. Evaluation and continual revision of the library instruction program as library resources and services change, and as the library users change.