

Selma University
Stone-Robinson Library



Policy and Procedure Manual

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SELMA UNIVERSITY MISSION STATEMENT

Selma University's mission is to prepare students to be servant leaders, who inspire a spirit of generative servant leadership in the communities where they live and work. The school offers a quality educational program with liberal arts emphasis, equipping diverse students spiritually, intellectually, and socially; thereby, producing graduates who lead in the profession for which they were trained.

SELMA UNIVERSITY VISION

By 2031 Selma University will be firmly situated as a notable institution of higher education for transforming men and women into highly effective servant leaders in African American communities and abroad.

The campus community culture and climate will be one where cadre embrace and practice the Christian faith and demonstrate servant leadership as a lifestyle. The University seeks students who are willing to respect and practice the Christian faith, participate in Christian service opportunities, and willingly practice campus community protocols and biblical teachings.

The Mission of the Stone Robinson Library

The Stone-Robinson Library supports Selma University mission to prepare men and women to be servant leaders who inspire a spirit of generative servant leadership in the communities where they live and work by providing access to information services that support the curriculum and research needs of its students.

PURPOSE

In support of the mission of Selma University, the Stone-Robinson Library Procedures Manual's purpose is to provide the guiding principles and guidelines for the management of the library. The Library's purpose is to enhance instruction and learning in a manner consistent with the curriculum of Selma University. This manual is an operational document that is subject to modifications and updates.

Introduction

The Stone- Robinson Library has based its mission and philosophy on the Selma University institutional standards. These standards ensure that students and faculty have accessibility to adequate learning resources and support services. Consequently, Stone Robinson provides a

variety of library services and learning resources designed to enhance and support its mission. Institutional and program-specific standards adopted by Selma University are evaluated regularly by the Office of Institutional Effectiveness to ensure these resources and services effectively address the needs of the campus community. The Stone Robinson Library physical space includes a computer lab housing 9 computers, classroom space for instruction, and conference space for hosting events.

Circulation Procedures

Borrowing privileges of the Stone Robinson Library is extended to students, faculty, and staff; However, checkout restrictions are placed on some items. Non-circulating items include reference, periodicals, newspapers, and reserve items.

Instructors/staff have unlimited checkout time for books during the semester (with the understanding that items can be recalled if needed by other instructors). Students are allowed to check out books for a period of 21 days and may renew once. Unless other students are in need of the item. Renewal is denied when an item is requested by another student. Students may checkout up to three items. Library materials are checked out and returned to the Circulation Desk.

The general public may use materials in the library but cannot check out materials.

INTERLIBRARY LOAN (ILL)

Stone Robinson library is a member with OCLC (Online Computer Library Center). The memberships provide students and faculty access to materials via interlibrary loan. The Interlibrary loan request procedure consists of requesting the title to the Selma University Librarian. The title is then requested by the librarian to the borrowing library. Students, faculty, and staff have access to the Interlibrary Loan Request Form through the library website.

OVERDUE ITEM PROCEDURE

Once a library item is overdue, fines start accruing the first day, fines are 10 cents. An email is sent to the student and a hold is placed on the student's account. The business and registrar offices will be notified at the end of the semester when the student's account remains delinquent until all overdue items are returned and the overdue fine is paid. In the event the overdue item reflects to a staff or faculty member, an email reminder is sent.

REFERENCE & RESERVE SECTIONS

Reference titles are for in-library use only and are non-circulating. Reference items are housed in the Reference area of the library. Faculty may request materials to be held in reserve for student use in the library, and may be borrowed by the faculty for use in their classrooms.

RECIPROCAL BORROWING

Selma University students may use resources of the following libraries.

- Wallace Community College Library
- Selma Dallas County Public Library

However, Selma University students must abide by the policies and procedures of the lending institution.

PRIVACY OF USERS

It is the practice of the library to respect the privacy of all borrowers of library materials. The library will not reveal the names of individual borrowers nor reveal titles of materials checked-out to any borrower.

EQUIPMENT USE/CHECK-OUT PROCEDURE

The Stone Robinson library has limited equipment resources. In order to accommodate the needs of faculty and staff, please adhere to the following regarding equipment check out. Equipment is reserved for classroom instruction through the library's web page under BOOK A LIBRARIAN indicating class size, time, course name and semester. The Instructors will complete the request form and email back to the librarian to reserve the equipment needed.

COLLECTION DEVELOPMENT & GUIDELINES

PURPOSE OF THE GUIDELINES

The purpose of the collection development guidelines is to facilitate the acquisition and maintenance of a well-balanced resources collection that adequately support the curricula needs of the university as well as the general education and leisure interests of library patrons in order to meet institutional objectives.

OBJECTIVES OF THE GUIDELINES

- To prioritize criteria for collection development, maintenance, and elimination

- To establish the responsibilities of library and media services staff in the acquisition of materials
- To present guidelines for selection of materials specific to subject fields and instructional programs

CRITERIA FOR SELECTION

The librarian is responsible for acquisition selection and procedures. All materials are selected based on the objectives and goals of Selma University. The library supports all the diverse educational programs of Selma University. Primary needs consist of those materials based on program and curricular requirements. General reference works considered standard in most libraries as well as materials that foster intellectual curiosity and critical thinking are supplemental selections. The library abides by copyright laws when acquisitioning materials.

GUIDELINES SPECIFIC TO PROGRAMS AND INSTRUCTIONAL AREAS

Selection of resources is a cooperative procedure involving students, faculty, and staff with the librarian. Faculty members are given opportunities to assess their departmental collection and present written requests for resources to the librarian. Selection is based on the faculty's specialized knowledge in subject areas. Fulfilling the Instructors request is based on availability of funds in the library's budget.

PROCEDURES FOR INVOLVING STUDENTS, FACULTY AND STAFF IN COLLECTION DEVELOPMENT

The library staff takes verbal and written suggestions from patrons as they come in to use the library. A materials request form is available for patrons to fill out and submit to the library staff. Annually students and faculty/staff complete a satisfaction survey in which respondents answer questions about the Stone Robinson library services.

The librarian scans professional journals and standards reviewing source materials relevant to the curriculum and programs for collection development. Faculty members and administrators are encouraged to make verbal and/or written suggestions. The librarian sends email alerts to Instructors regarding collection development updates. At the end of the COVID pandemic, the library is host to many functions and events as an opportunities for faculty, students, and staff to browse the collection and utilize the library services.

ELECTRONIC RESOURCES

Stone Robinson Library allocates for both print and electronic resources. Electronic resources

represent an increasingly important component of the collection building activities of the library. The library electronic resources include e-journals, e-books, and full-text databases. Electronic Resource request are purchased by need and budget concerns.

Through Alabama Virtual Library the Stone Robinson library has access to essential library and information resources. This database is a free online library of databases, scholarly journals, magazines, encyclopedias and eBooks. In addition, the library has open access to the OER Institutional HUB for e-books, textbooks, scholarly journals and databases.

BUDGET ALLOCATIONS FOR COLLECTION DEVELOPMENT

The Stone Robinson library's annual fiscal budget is submitted to the planning council for discussion and review prior to submission to the administrative cabinet for pre-approval for the overall campus budget. The final budget is submitted to the Board by the President in the annual budget.

DONATIONS OF LIBRARY ITEMS

Donations of materials to be considered for inclusion in the Stone Robinson Library collection are welcome. Materials that are donated to the Library become the property of the Library. Donated materials are reviewed by the location Librarian. Decisions to accept donated materials into the Library collection are based on the criteria in the current collection development procedure for the relevant program area(s). Material that does not fit the scope and focus of the collection development procedure is not added to the collection.

WEEDING PROCEDURES

Periodic weeding is a vital part of collection development. Worn and out-of-date materials are removed and replaced as needed.

The following criteria are considered in making decisions related to collection weeding:

- o Poor physical condition
- o Obsolete information
- o Replacement by new edition
- o Excess duplicate copies of seldom used titles
- o Lack of space
- o Lack of value to the collection
- o Adequacy of similar information
- o Lack of use

The Selma University Archive

Materials here may be used by the academic and local community. These are non-circulating. Some may be copied with permission. The archive is located on the first floor and all materials are to be used there. Registration is required before use of any material. No pencils, pens, backpacks or scissors are allowed in the Archives Room.

Library Personnel

The Stone Robinson Library is operated by a Librarian, and a library assistant. The library is a unit of the Department of Academic Affairs which is overseen by the Vice President of Academic Affairs.

DUTIES AND RESPONSIBILITIES

The Director of Library

Plans instruction and training to develop relationships with both students and faculty that will provide immediate library skills and foster lifetime appreciation for library use. In addition the librarian will:

- Assist students and faculty with research and use of technology
- Provide instruction on Internet , and electronic databases
- Assist faculty in the selection of materials to support their instructional program
- Provide orientations to the library
- Develop long and short-range goals for the library and develop a plan of action, implementation and evaluation
- Plan, implement, and maintain the automation of library/media services
- Develop collection through ongoing evaluation of existing materials, equipment and services
- Assist with program advisory committee meetings
- Attend library/media related conferences and training workshops to stay abreast of the latest developments in library/media services
- Requisition supplies
- Order books, periodicals, equipment, etc.
- Order periodicals for individual instructors and department heads
- Maintain an inventory of reference materials and periodicals for individual departments
- Supervise and perform circulation services
- Perform cataloging, and weeding services in compliance with criteria and guidelines
- Handle Interlibrary loan service
- Administer surveys/evaluations and implement the results
- Participate in the interviewing/hiring process of library staff
- Supervise, train and evaluate library staff

LIBRARY STAFF – LIBRARY ASSISTANTS

- Provide library assistance to students, faculty and staff
- Assist the librarian in providing staff development
- Assist patrons with using computers
- Provide directional and reference assistance to patrons
- Assist patrons with electronic resources
- Input data and generate statistical reports
- Perform technical processing of items
- Maintain proper shelving of items
- Maintain the Archive Collection
- Provide library marketing communications under supervision
- Update & create library/learning resources instructional handouts
- Answer phone, take messages, and refer

GENERAL RULES OF CONDUCT BY PERSONNEL

The Stone Robinson Library emphasizes the demonstration of good work habits, efficiency, and strong customer service skills. Performance factors include attendance, character, teamwork, appearance, attitude, productivity, organizational skills, communication, leadership, and respect. All library staff is to behave in a professional and courteous manner toward each other, students, faculty and staff members.

Miscellaneous

LIBRARY BILL OF RIGHTS

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

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

6. Libraries that make exhibit spaces and meeting rooms available to the public that they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948 -- Amended February 2, 1961, June 27, 1967, and January 23, 1980, by the ALA Council. Source: America Library Association, ALA Handbook of Organization and Membership Directory, 1992/1993, ALA, Chicago, 1992. Page 146.

DONATIONS FORM FOR LIBRARY ITEMS

The Library Staff at Stone Robinson reserves the right to dispense items in any way that seems appropriate should the donated items not meet the collection development criteria for the library.

DONATOR INFORMATION:

NAME: _____

ADDRESS: _____

PHONE: _____

TYPE OF ITEMS: _____

NUMBER OF ITEMS: _____

DATE DONATED: _____

LIBRARIAN: _____

COLLECTION DEVELOPMENT REQUEST FORM

Student Requestor Name: _____

Faculty/Staff Requestor Name: _____

Material Type: _____

Title: _____

Subject: _____

ISBN Number: _____

Edition: _____

Cost: _____

Publisher: _____

Address: _____

Phone: _____

Fax: _____

INTER-LIBRARY/INTRA-LOCATION LOAN

BOOK REQUEST FORM

Faculty, staff, or currently enrolled students may request books through the Inter-Library Loan program. Students will be asked to verify enrollment to participate in this service. Please fill out one form per book.

Directions: Print this form. Fill in the requested information. Please provide as much information as possible. You may be contacted for additional information, if needed. Send the completed form to the Library.

Borrower Information

(You will be contacted using the information below. An incomplete or illegible form may delay processing)

Borrower's Name: _____

DATE: _____

Circle one Faculty, Student, Staff _____

Department/Program: _____

Phone: _____

Email: _____

Book Title Requested: _____

Author: _____

Publisher: _____

Date: _____

Edition: _____

GUIDELINES FOR USING LIBRARY COMPUTERS

The Stone-Robinson Library provides Internet and Wi-Fi services in the library's computer lab. The library has nine (9) computers for students and faculty use. The computer lab is to facilitate communication in support of academic research and education at Selma University. Students' use must be consistent with the educational objectives of Selma University. Selma University faculty may reserve the library computer lab for classroom instruction by completing a request form on the library web page under BOOK A LIBRARIAN.