

## **LIBRARY**

### **Purpose**

The purpose of the Temple College Library is to provide the information resources and services necessary to support the mission of the College: fostering student success by providing quality lifelong learning and enrichment experiences.

### **LIBRARY: CIRCULATION POLICY**

Students, faculty and staff, retired faculty and staff and members of the Temple College Board of Trustees may check out materials from the library. Community patrons (adult residents) of Temple and TexShare card holders may also check out materials.

#### **Circulation information for students**

All materials in the circulating collection may be checked out for three weeks at a time and may be renewed once for another three weeks unless a hold has been placed on an item. Materials may be renewed in person at the library, by telephone, email or through the library's online catalog.

Reserve materials (those items kept behind the circulation desk at the request of instructors) usually check out for two hours and must be used in the library. Some items circulate outside the library for 1 day, 2 days, or 1 week.

All circulating items which leave the library are marked with the due date. Students are responsible for returning and/or rechecking materials on time.

Generally, periodicals (magazines, journals, and newspapers), reference books and most audiovisual materials are to be used in the library. However, some reference books and audiovisual materials may circulate for classroom use only and must be returned to the library as soon as possible after use.

#### **Circulation information for Community Patrons and TexShare borrowers**

Community Patrons may request a community borrower's card at the Circulation Desk. Identification is required to receive a borrower's card. Community Patrons are eligible to check out up to three items from the circulating collection initially and a maximum of five items at a time on subsequent visits.

TexShare card holders may request a Temple College TexShare Card (used for borrowing items from the Temple College Library) at the Circulation Desk. A valid TexShare card from the issuing institution and a personal identification card (student ID or driver's license) is required. A maximum of three items at a time may be checked out.

#### **Fines and overdue items--Students, Community Patrons and TexShare borrowers**

Materials overdue from the main circulating collection will be assessed fines based on the current fine schedule. Borrowers with materials overdue by 10 days will be barred from further check outs. **In addition, a hold will be placed on a student's account if**

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**the student has materials 10 days overdue or has accrued library fine/fees of \$10 or more. This hold must be cleared before students can register, receive grades, or receive transcripts.**

### **Circulation information for faculty, staff, and Board of Trustee members**

Faculty, staff, and Board of Trustee members may check out most materials for the length of one semester, but are encouraged to return items early if no longer needed. Notices regarding unreturned materials are sent at the end of the semester. All materials need to be returned at that time.

Generally, reference books and periodicals check out for one day use.

**Lost or damaged materials.** The borrower of record is responsible for the safe and timely return of library materials. Notification of overdue or lost materials is a service provided by the library. Notices for TC students, faculty and staff are first sent to the TC email address and then to the surface mail address on record with the college. Students are responsible for maintaining an up-to-date address with the college. Other borrowers are responsible for maintaining a current email and surface address with the library to ensure they receive notices. However, failure to receive a notice does not free the borrower of responsibilities.

- Items from the main circulating collection are presumed lost when they are not returned within 45 days from the due date.
- **Reserve items can be assessed *lost charges as soon as 1 day after the due time* if the materials are in demand by other borrowers.**
- For damaged material the library will decide if the item can be repaired and will charge an appropriate fee for the repair.
- If an item is lost or irreparably damaged, charges include:
  - The replacement cost of the item
  - Any overdue charges owed, plus
  - A \$10 processing fee
- Materials returned within 120 days of the due date will be credited for the cost of the book only. All other charges are nonrefundable.
- The library reserves the right not to accept materials returned after the 120 day period. Full payment for all charges would apply.

### **LIBRARY: COLLECTION DEVELOPMENT**

The Division Director Learning Resources is responsible for the selection of the materials and resources to be acquired for the library with the aid and advice of the faculty and within the limits set by the budget. The director will examine the recommendations and requests made by the faculty, together with items located through standard lists, notices of new publications, publisher catalogs, and other sources and make the selection of those items to be acquired with the purpose of maintaining a balanced collection in all subject areas, as well as meeting the curricular needs of the subjects taught and the purposes of the college subject to the final approval of the administration.

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Department Chairs are responsible for suggesting materials and resources that will develop the collection for the use of the students in areas of curricular interest under their jurisdiction. The main responsibility of selection lies with the individual faculty member. While faculty members are responsible for making recommendations to their respective chair, they are not authorized to make actual purchases for the library in the name of the college.

Library materials budget amounts will be assigned to each department. The Director of Library Services will distribute the library materials budget according to the need for material in the subject areas, taking into consideration new courses, use of the materials by students and faculty members, the cost of available materials, and previous departmental expenditures of library budget assignments.

Priority for materials to be purchased for the library will be given to those materials and resources which meet direct curricular needs of the students in the courses offered, including items needed for class assignments, collateral reading, references in the textbooks, supplementary individual study, or for use in preparing research papers and reports, including those reference and bibliographical tools which will facilitate finding and using these materials.

The following materials will not normally be purchased:

1. Rare books.
2. Extensive collections of materials in a limited subject area.
3. Research materials beyond the scope of the library.
4. Books in languages not taught at the college.
5. Technical reports (except when needed for specific classes).
6. Specialized technical books beyond the needs of students.

There will be a limited amount of duplication of titles except where the needs of the students and the continued demand for the material makes it apparent to the library staff that additional copies should be secured. Out-of-print book material will meet the same criteria for purchase as other books.

## **Gifts**

Gift materials will be accepted only if the library may handle them as it sees fit, which may include discarding them, if they are not judged to be desirable additions to the library's collection.

Money donated to the library may be designated to purchase materials in a subject area, but the library staff will select the specific materials.

## **Periodical Subscriptions**

Periodical subscriptions will be entered after taking into consideration:

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1. Curricular needs
2. Interests of the students and faculty
3. Type of information contained in the magazine/journal
4. Whether or not the periodical is indexed in available periodical indexes
5. Cost of the subscription in relation to its possible use
6. Inclusion on standard lists
7. Other subscriptions already received by the library in the same general area of interest.

Print periodical subscriptions will be entered to start, when possible, at the beginning of the calendar year.

Since most periodical subscriptions will be handled through an agency and since much time is needed before the first issue is received, recommendations for new periodicals should, when possible, be made by Department Chairs at least four months before the subscription is to begin.

All periodical subscriptions will be reviewed annually and all unnecessary titles deleted.

### **Reserve Materials**

If the reserve materials are to be available to the students needing them, the following conditions are desirable:

1. Instructors are asked to make sure that materials for required reading are in the library well in advance of when the assignment is made. They are also asked to complete a reserve request form showing the instructor's name, date placed on reserve, date to take off reserve, type of reserve (2 hour, 1 day, 2 day, 1 week), author, and title.
2. Instructors are asked to turn in the request for reserve materials in ample time for the materials to be assembled and prepared for reserve circulation.
3. Extra copies of short articles may be duplicated provided they are in compliance with the Copyright Act of 1976.
4. The reserve materials collection should be kept free of inactive reading material.

### **Weeding**

Library staff is responsible for the identification and removal of outdated and worn-out library materials and those items which are no longer needed to support the current curriculum. The library will notify the Business Office annually of the number of items withdrawn and the total original cost of the items. Whenever possible, items to be withdrawn will be reviewed by faculty from the appropriate discipline before removal.

### **LIBRARY: CHALLENGED MATERIALS**

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The professional library staff and the faculty of Temple College exercise careful consideration in the selection and recommendation of materials for inclusion in the collection of the Temple College Library. Nevertheless, there may be occasions when a person or a group judges some library materials to be objectionable on the grounds of political, moral or other beliefs. All materials are potentially open to criticism.

All complaints should be handled within the guidelines set forth in the American Library Association's *Library Bill of Rights* <http://www.ala.org/advocacy/intfreedom/librarybill> and its interpretive statement on challenged materials. Complaints should be dealt with so that the complainant understands the reasoning behind the selection of the materials and so that the complainant feels his or her opinions have been listened to and given consideration.

The following measures should be taken upon receipt of a complaint:

- Complainants who come into the library or who telephone should be referred to the Division Director, Learning Resources or designee.
- The Division Director, Learning Resources should discuss the questioned material with the complainant, describing the library's selection policies, criteria used, the qualifications of the selector, and the purpose for which the challenged resource was selected. Many complaints can be resolved simply through the personal contact of a meeting or telephone call, without the need for a formal written complaint.
- If the complainant is not satisfied with the discussion, he or she can file a formal written complaint using the *Request for Reconsideration of Library Materials* form which is available from the library.
- Complete forms for reconsideration should be returned to the Division Director, Learning Resources. Incomplete forms will not be acted upon.
- The Division Director, Learning Resources or designee will schedule a meeting of the Materials Review Committee to take place within two weeks of the receipt of the formal complaint. This ad hoc committee will be composed of the following persons: two library staff members and at least two faculty members (one from the material's discipline), chosen by the Division Director, Learning Resources.
- The Division Director, Learning Resources will provide copies of all pertinent information regarding the material in question, including the complaint, to committee members.
- Both the complainant and the library staff may provide information regarding the material in question to the committee. The committee will issue a written decision that the material be retained or withdrawn. This decision will be sent to the Division Director, Learning Resources, who will mail the decision to the complainant.
- During the reconsideration process, access to the challenged material shall not be restricted.

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