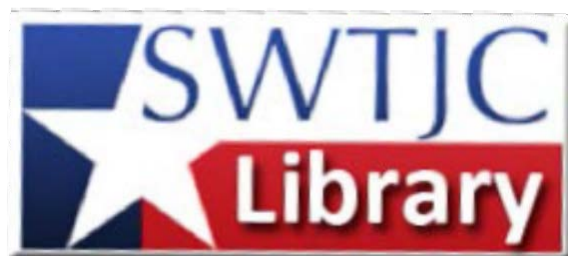


**LIBRARY POLICY**

**FOR**

**SOUTHWEST TEXAS**  
**JUNIOR COLLEGE**



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**MISSION:**

The Southwest Texas Junior College Libraries support and enrich the instructional, research, and public service missions of the College through the stewardship of scholarly information and the delivery of information services.

**VISION:**

As a dynamic center of academic study, our constituents will consider the Southwest Texas Junior College Libraries the preferred providers of learning and research information delivered in the best user-friendly and service-oriented manner.

## **GOALS:**

1. Promote communication of ideas, enlightened citizenship, and enriched personal lives.
2. Support college courses with library materials and instructional aids that supplement and expand the content of the curriculum.
3. Provide access to original, sometimes unorthodox, and critical ideas on many subjects.
4. Serve the college as a center of reliable, up-to-date information in a variety of formats, both print and online.
5. Promote information literacy by providing library/information instruction sessions to groups and/or individuals.
6. Provide off-campus access for students.
7. Support and co-operate with other campus departments, organizations, and groups in educational, civic, and cultural activities.

## **USER SERVICES IN THE LIBRARIES**

1. Well-organized materials in a variety of formats appropriate to student needs.
2. Up-to-date computers that provide access to library databases, the Internet, word processing and spreadsheets programs, etc.
3. Computers for education related CD ROM's used by request of the instructor.
4. A web page that provides online access to databases and services.
5. Online request forms for information for off-campus students.
6. Convenient and simple lending procedures.
7. Scheduled library instruction at the request of an instructor or professor.
8. Online and print indexes to assist patrons in finding materials.
9. Reference staff to assist patrons in the location of materials and information.
10. A Reserve shelf for special instruction-related materials.
11. Interlibrary loan available through the Texas State Library System.
12. Email notices to faculty to inform them of new services.
13. Flyers listing library services and databases, both general and subject related.

## **COLLECTIONS**

The collection of books, databases, periodicals, newspapers, pamphlets, and other materials is developed and maintained to support the goals and functions of the Library and of SWTJC. The professional librarians shall select and evaluate all materials with due consideration of the varied interests, abilities, and research requirements of the students and faculty. They will endeavor to provide materials that are of factual, cultural, aesthetic, literary, and ethical value and which reflect the latest scholarship and diverse opinions. Materials which represent the many religious, ethnic, and cultural groups will be provided, as well as those representing all sides of controversial issues. Principle shall be placed above personal opinion and reason above prejudice in selecting library materials.

Materials are chosen with particular criteria in mind.

1. Materials should:
  - support the purposes of the college programs.
  - be interesting, timely, accurate, stimulating, significant in content or shall be selected for entertainment interest.
  - provide enrichment and valid learning experiences to the users by widening boundaries of thought, developing an understanding of people and events, and fostering positive values.
  - be produced in a style appropriate to the expression of the subject.
  - present different points of view.
  - be of quality to justify the cost in relation to the type and the length of anticipated use.
  - be written and/or produced by persons who have recognized competence in the field.
  - be appropriate for and within the understanding of those who use the materials.
2. Principles of learning should have been followed in the development of the materials, with information sources documented.
3. In fields of rapidly changing developments, selection of materials with most recent publication dates is preferred.
4. Budget and space restrictions require careful consideration of all acquisitions. A duplicate copy of a title may be purchased if there is a continuing demand for the item. When certain materials are used as a requirement for a college course, the librarian may recommend to the instructor that those items be put on reserve or be purchased by the student from the bookstore.

5. Acceptance of duplicate gift books will be based on the same policy of significant value and appropriate usage.
6. Textbooks currently being used in college courses are not placed in the library collection. Certain textbooks may be included in the collection if they conform to the following criteria:
  - The textbook is recognized as a classic by experts in the field.
  - Other kinds of monographic publications in that particular subject are sparse or unavailable.
  - The textbook treats an important extracurricular subject not otherwise represented in the collection.
7. Periodicals are selected with priority given to those journals which are frequently cited and indexed and which are likely to be used by more than a few readers. Faculty recommendations are carefully considered for purchase. Popular titles of magazines are included for recreational and entertainment.
8. Area newspapers are a part of the collection, as well as daily newspapers from around Texas and the United States.
9. Reference materials encompass all Dewey Classifications and many standard unclassified items in a variety of formats. These are routinely evaluated for usefulness to the patrons of the library.
10. Media such as films, recordings, video tapes, and computer programs are purchased by instructors through their department funds and may be placed in the library for student use.

Selection of Library materials shall be made by reading, examining materials, and by consulting standard selection tools, including: CHOICE, LIBRARY JOURNAL and trade journals and reference selection sources. The selection of materials is coordinated by the professional staff working closely with the faculty.

## **EVALUATION OF THE COLLECTION**

Weeding the book collection and discarding books no longer useful are important aspects of maintaining a quality collection. Academic standards recommend a minimum number of library books, but the actual number is not as important as the quality of the books found on the shelves and the use made of them. Weeding is an on-going process which is intensified during the annual inventory. Method involves separating the undesirable books from those of good quality and in good condition.

1. Books of good quality but in poor condition will be removed from shelves and prepared for repair, rebinding, replacing or discarding.
2. Books of poor quality but in good condition, if not on approved lists, will be set aside for closer examination. If no positive reason for retaining the book can be found, it will be removed from the collection.
3. Out-of-date books will be replaced with up-to-date substitutions if they are relevant to current needs.
4. Textbooks will not be retained, except those which conform to the standards of the selection policy.
5. Little-used books will be offered to interested instructors or will be sold to library patrons.
6. Books belonging in the category of archives, Texana, Southwest or local history will not be subjected to the rigid standards of evaluation.
7. Books removed from the collection will be properly marked and deleted.

Continuous evaluation and weeding of the book collection is necessary in order to:

1. Maintain a reputation of reliability.
2. Maintain a collection that is up-to-date.
3. Locate books that need repair, rebinding, or replacing.
4. Provide the best possible library service through a collection of quality.
5. Give the library a fresh, inviting appearance.



## **INFORMATION LITERACY AND LIBRARY INSTRUCTION**

Information literacy forms the basis for lifelong learning. All SWTJC Libraries offer instruction in the library so the student can:

1. Determine the extent of information needed
2. Access the needed information effectively and efficiently
3. Evaluate information and its sources critically
4. Incorporate selected information into one's knowledge base
5. Use information effectively to accomplish a specific purpose
6. Understand copyright issues and what plagiarism means.

Short orientations of about 15 minutes are available when requested or needed. These provide an overview of library services and policies. Ask about them at the circulation desk.

Instruction sessions are available. Faculty members are asked to schedule these sessions with at least a 2-day advance notice so facilities, equipment, and personnel will be available. Check available times on the library calendar located on the [library homepage](#).

One-on-one help is available as needed. Each online database also has a **HELP** section.

## **ACADEMIC FREEDOM AND RESPONSIBILITY**

Attempts to censor the Library would be counter to the statement of academic freedom and responsibility adopted by the Board of Trustees and included in the SWTJC Faculty Handbook. The Library will use guidelines defining censorship and how to deal with it as set forth in the American Library Association publication, Intellectual Freedom Manual, and quoted below from the "Library Bill of Rights."

The Council of the American Library Association reaffirms its belief in the following basic policies that should govern the service of all libraries:

1. As a responsibility of library services, books and other materials selected should be chosen for values of interest, information, and enlightenment of all the people of the community. In no case should library materials be excluded because of the race or nationality or the social, political, or religious views of the authors.
2. Libraries should provide books and other materials presenting all points of view concerning the problems and issues of our times; no library materials should be proscribed or removed from libraries because of partisan or doctrinal disapproval.
3. Censorship should be challenged by libraries in maintenance of their responsibility to provide public information and enlightenment.
4. Libraries should cooperate with all persons concerned with resisting abridgement of free access to ideas.
5. The right of an individual to the use of a library should not be denied or abridged because of age, race, religion, national origin or social or political views.
6. As an institution of education for democratic living, the library should welcome the use of its meeting rooms for socially useful activities.

Complaints about Library Center materials should be handled promptly and courteously. The form, "**Request for Reconsideration of Library Materials**", should be filled out by the complainant, who will also receive a copy of the Library Selection Policy. The form and the material named for re-evaluation shall be submitted to the Library Director. The Director and the Library Advisory Committee shall examine the material and determine if the complaint is valid according to the Selection Policy and the Statement of Intellectual Freedom.

The decision reached by the Librarians and the Faculty Advisory Committee shall be submitted in writing to the Vice President of Student Services. Appeals of the committee's decision shall be submitted in writing to the Vice President, along with the original request for re-evaluation and the report of the committee.

All copies of the material being re-evaluated shall be suspended from use pending the decision of the committee.

## **CONFIDENTIALITY OF CIRCULATION RECORDS**

Library circulation records are confidential and shall not be made available to any individual or agency of state, federal or local government, except pursuant to such process, order or subpoena as may be authorized under the authority of, and pursuant to federal, state or local law relating to civil, criminal or administrative discovery procedures or legislative issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in court of competent jurisdiction.

## **LIBRARY PATRONS' RIGHTS AND RESPONSIBILITIES**

All Library users must abide by the following standards of responsibility in using Library facilities:

1. Every patron has the right to study or read undisturbed; likewise, he has the responsibility to refrain from infringing on the right of others to study undisturbed.
2. Every eligible patron has the right to borrow circulating library materials; likewise, he has the responsibility to assure others the opportunity to use those materials by returning them promptly.
3. Every eligible patron has the right to use the public facilities of the library; likewise, he has the responsibility to maintain those facilities in the same condition in which they were made available to him.
4. Every patron has the right to be treated with courtesy; likewise, he has the responsibility to extend the same courtesy to other patrons, library personnel and guests of the library.

Acceptable behavior in the Library Center includes reading, studying, listening to and/or viewing audio-visual materials, or sitting quietly.

Unacceptable behavior includes talking: loudly enough to disturb others, drinking, smoking, chewing tobacco or snuff, destruction or mutilation of library materials, placing shoes on the furniture or tampering with the computers. The consequences of such behavior may include expulsion from the Library, loss of library privileges, payment for damages, and/or withholding of grades and reports.

The staff is not responsible for young children brought to the Library. They need to be closely supervised by the adult who brings them and to follow all Library rules.

Theft of materials from the Library is punishable by dismissal from SWTJC and possible prosecution in a court of law.

Libraries are protected by state law. The Will C. Miller Memorial Library is also protected by SWTJC security officers. The Library staff will use all resources legally available to protect the facilities from those patrons who do not use them properly.

## **CHECK-OUT AND LOST/DAMAGED MATERIALS**

Current students, faculty, and staff members may borrow up to **six items at a time**. Time periods for use are as follows:

Item	Time Period
Books	3 weeks
Course Reserves Textbooks(In-Library Use ONLY)	2 hours
DVDs	1 week
Course Reserve DVDs	1 night

Items may be renewed up to **three times** unless requested by another patron.

### **Late Items**

There is a charge of \$0.25 per day for each overdue item, with a maximum fine of \$10.00 per item.

### **Lost Items**

If an item is lost or damaged, it is the patron's responsibility to pay for the item. This will include a processing fee of \$20.00.

A refund may be obtained if the item is found and returned in good condition within 90 days of payment for the lost item. The patron will be refunded the price of the item, less the \$20.00 processing fee and the late fee that had accrued at the time of payment.

The library will NOT accept replacements for lost or damaged items.

## **LIBRARY ADMINISTRATION AND PERSONNEL**

The Library Director shall be the executive of the Library with the responsibility of its administration under the direction and review of the Vice President of Student Services, the President, and the Board of Trustees. The Director shall be held responsible for the care of the Library building and equipment, for the efficiency of its service to the college, and for its operation under the financial conditions set forth in the annual budget.

The Librarian carries out responsibilities assigned by the Director, Vice President of Student Services, and the President. The Librarian shall assist and advise the Director in all phases of library and personnel concerns, and shall assume administrative duties in the absence of the Director. Other duties are outlined in the job description.

The Reference Librarian will be responsible for references services, database maintenance, outreach library issues, and other duties as listed in the job description and/or as assigned by the Director.

The Library Technicians serve as the support staff who carry out the duties outlined in their job descriptions and those assigned by the Director, the Librarian, and the Vice President of Student Services. Their service conditions and responsibilities are stated in the SWTJC Policies and Procedures Manual.

Student Library Assistants (work-study) are employed to assist the Library staff in carrying out routine tasks. Conditions for hiring students are determined by the Administration, the Financial Aid Officer and the Library Director. The Student Library Assistants' Handbook specifies the requirements, duties, and responsibilities of student employees.

## **LIBRARY FACILITIES**

The Library strives to be functional in arrangement and inviting in appearance, providing an atmosphere conducive to study. Facilities available to users of the Library are the following:

1. Study tables, small group conference rooms, reading areas, and a large conference room are provided for study and class instruction.
2. Copiers for making copies of materials that cannot be removed from the library. Copyright laws must be observed.
3. The archives room in the Uvalde library contains books and magazines of special value and rarity, local and area history, and SWTJC yearbooks and scrapbooks. The room is kept locked, but may be used under the supervision of a library staff member.
4. Library service to the SWTJC and SR-RGC Centers in Del Rio and Eagle Pass is proved through the use of digital libraries and small collections of materials.

## **COMMUNITY USE OF THE LIBRARIES**

The Library serves as a community resource, and its facilities are available to non-students when their needs do not conflict with those of the college students and faculty. Use of the library conference rooms by non-student groups may be granted in accordance with policies stated in the Faculty Handbook ([GF Local](#)). Time of use must coincide with regular library hours.

“To request permission to meet on College District premises, interested community members or organizations shall file a written request with the vice president of administrative services in accordance with administrative procedures. The community members or organization making the request shall indicate that they have read and understand the policies and rules governing use of College District facilities and that they will abide by those rules.”

Individuals not enrolled at SWTJC or the SR-RGC Center may use library facilities and materials. A TexShare Card, (along with their driver's license), is required to borrow library books. TexShare Cards are obtained at the individuals' local public library. TexShare Card holders are only allowed access to TexShare databases.



## **STANDARDS AND ACCREDITATION**

The SWTJC Libraries abide by standards required for libraries by SWTJC, the Texas Higher Education Coordinating Board, the Southern Association of Colleges and Schools, and the American Library Association.

## **EVALUATION POLICY FOR LIBRARY RESOURCES AND SERVICES**

Ongoing evaluation of library resources and services is the responsibility of a focus group made up of the three professional librarians. The chairman of this group is the Library Director.

Daily statistics are gathered including statistics from the outreach centers. SR-RGC and SWTJC usage are counted separately where possible.

A monthly report of these statistics is compiled in print form. All evaluations and statistics are kept in an evaluation notebook which is stored in the library director's office.

A Suggestion Box is available in the LibGuide section of the library webpage.

When the Library Advisory Committee meets, suggestions are solicited from the members for improving library services.

The Advisory Committee meets at least twice per academic year to:

1. Assess all data and statistics gathered during each semester.
2. Determine any changes/additions to the collection of statistics.
3. Formulate goals for the next year.
4. Consider long range plans.

## **DISPOSITION OF PAPER DATA**

Any papers printed and left at the circulation desk containing personal information will be shredded at the end of the working day. Some examples include, but are not limited to, resumes, emails, FAFSA information, and student research papers.