



# M.P. BAKER LIBRARY POLICY MANUAL

Panola College

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## **Missions and Objectives**

### **Panola College Mission Statement**

Panola College is dedicated to providing excellence in education. The range of educational offerings includes university transfer programs, technical and workforce programs, instruction designed to increase academic proficiencies, and continuing education to enrich lives and improve skills. Our aim is to engage students to achieve success.

### **M.P. Baker Library Mission Statement**

The purpose of the M. P. Baker Library of Panola College is to be an academic Learning Resource Center for the students and faculty of the College. The LRC staff strives to offer resources and services, when and where they are needed, to enhance the development of the whole student, and to offer opportunities for students to become lifelong learners.

### **Objectives**

The following ongoing objectives have been established to support the mission and goal of the Library:

- Select, acquire, process, and maintain a collection of print, nonprint, and electronic resources to support instruction and serve as a resource center for the college district.
- Select, acquire, and maintain the audiovisual equipment and information technology necessary for the use of nonprint and electronic resources.
- Provide for the circulation of learning resources.
- Provide appropriate space, furnishings, and equipment to promote learning.
- Provide qualified staff to serve the information needs of students, faculty, staff, and community users.
- Provide reference assistance and instruction, both formal and informal, in the use of library materials and services.
- Provide access to a broad resource base through initiatives such as interlibrary loan and cooperative agreements at the regional, state, and national level.
- Evaluate the library collection, equipment, facilities, and services on a periodic basis.

### **Saving Clause**

Nothing contained in this policy manual shall conflict with the laws of the State of Texas or with any policy established by Panola College or its Board of Trustees.

## **Collection Development Policy**

### **Philosophy of Selection**

Panola College has shaped its mission around the needs of the people within its service area since its inception. As a two-year, public community college Panola College is dedicated to providing excellence to education for its constituents. Our aim is to help each student achieve his or her full potential and to contribute to the further development of society. In a rapidly changing

society, the Library program has been planned to provide support to the total college program in achieving its mission.

In the spirit of academic inquiry, the Library makes every effort to provide users with materials that present all sides of an issue, either benign or controversial. The balance of pros and cons shall be maintained to the extent possible, given the availability of the materials. All materials acquired by the Library should reflect resource needs of Panola College. As a community college and not a university research facility, the collection of the library should be current and relevant to the curriculum of the institution. This underlying principle will determine such basic matters as type, quantity, age, and scope of resources to be acquired. In general, the resource needs of the college should reflect one or more of the following:

- Curriculum support
- General information
- General or special professional growth
- Cultural enrichment
- Extracurricular interests

### Responsibilities for Selection

Ultimate responsibility for selection of materials rests with the Library Director, who operates within the framework of policies determined by the administration and board of Trustees. Selection is accomplished as a cooperative effort on the part of the library professional staff, faculty, administration, and students. The professional library staff use their knowledge of the collection, competencies they may have in various disciplines, and sources available for reviewing current literature to assure balanced collection development in a variety of print, non-print, and electronic formats. Faculty, administrators, and students request specific titles or materials needed to enhance instruction, to conduct independent research, to fill in perceived gaps within subject areas, to maintain currency in areas of community college curriculum and administration, and for general use. The responsibility for acquisition of materials for inclusion in the library collection lies with the Director of Library Services after consultation with appropriate members of the faculty and staff.

### Principles of Resource Selection

The Library is committed to the principles supported by the American Library Association's *Library Bill of Rights* and the *Freedom to Read Statement* as being consistent with and supportive of the basic selection policy in that it must provide:

- materials that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity level of the users served;
- materials that will stimulate growth in factual knowledge, literacy appreciation, aesthetic values, and ethical standards;
- materials that supply a background of information which will enable users to make intelligent judgments in their daily lives;

- materials on opposing sides of controversial issues, so that students may develop under guidance the practice of critical reading and thinking;
- materials representative of the many religious, ethnic, and cultural groups and their contributions to the American heritage;
- materials on various learning and interest levels necessary to complement the open door policy of the community college.

### Selection Criteria

Materials that meet one or more of the following evaluative criteria may be considered for inclusion in the collection regardless of format. Hardback, paperback, and electronic books, monographs, and serials may be selected. Audiovisual materials in a variety of formats to include CD, DVD, and streaming may also be included based on the following criteria:

- importance of subject matter to curriculum
- enrichment and support to curriculum
- permanent or timely value
- competent and qualified author, editor, compiler, or producer
- accuracy of information
- readability
- reputation and professional standing of publisher or provider
- format
- technical and artistic quality
- appropriateness of age, intelligence, abilities, and interests of undergraduate students
- availability of material elsewhere in community
- scarcity of material available based on subject or format
- interest by student or faculty
- historical value
- contribution of uniqueness or significance by the presentation or content
- price
- recommendation of faculty, staff, and students

The format of a title shall not be the chief determining factor in whether a title should be purchased. If a title is deemed an appropriate or necessary addition to the collection according to criteria outlines elsewhere in this manual, it should be purchased regardless of format. Because books in a library collection are heavily used, hardback books are the format of first choice.

Textbooks are not routinely acquired for the library collection but are judged by the existing criteria for all materials and are purchased when they are the most suitable format for supplementary reading, reference, or research. Current textbooks in use at the College are not part of the general collection but may be placed on reserve by an instructor for a limited time when deemed necessary by the individual instructor.

## Tools for Selection

Those participating in the selection process should use standard reviewing sources as their primary sources for requesting materials. The sources listed below are typical of those used, although this list is far from exhaustive:

- Professional association journals, newsletters, and book reviews
  - *American Libraries*
  - *College & Research Libraries*
  - *College & Research Libraries News*
  - *Texas Library Journal*
- Generally recognized current reviewing media:
  - *American Reference Books Annual*
  - *Booklist*
  - *Choice: Current Reviews for Academic Libraries*
  - *Library Journal*
  - *Resources for College Libraries (RCL)*
  - *Texas Library Association, Texas References Sources online*

## Maintenance of the Collection

The Library will retain control of all resources purchased through its budget and/or placed in its inventory. Duplicate copies of materials will be held to a minimum at all times. Need for duplicates will be determined by utilization, importance of materials to the curriculum, budget, and price. Systematic withdrawals will be conducted of outdated, damaged, and worn materials no longer useful during inventory and periodic weeding procedures. Withdrawn material will be forwarded to the Technical Services Department for appropriate disposition. For lost or damaged material, the same general and specific criteria for selection will apply in determining if the material is to be replaced in the Library collection. The following criteria are considered when discarding and/or updating materials:

- obsolescence
- physical condition
- insufficient use or basic value
- changing curricular needs
- physical space requirements
- maintenance costs

## Weeding the Collection

Weeding is the removal of an item from the library collection for the purpose of discarding it. Materials are discarded because of their content (dated or no longer of interest), their physical condition (scratched, torn, generally ragged and beyond repair), their usage patterns (declining or nonexistent), or a combination of these reasons. The primary benefits of weeding are:

- Improved use of shelving space.
- Improved access to the collection, i.e., users can more easily find up-to-date materials.

Weeding requires judgment (as did the original selection of a title) and knowledge of the entire collection and its users. A number of factors must be taken into consideration when weeding, including the relation of the book to other books on the same subject; the availability of money to purchase more satisfactory titles; the degree to which the library wants to represent older material; and the possible usefulness of a particular title to some special group or individual. These factors are best known by the librarians, and the final decision for removal of an item should rest with them.

### General Suggestions for Weeding

The following general suggestions for weeding are adapted from *Building Library Collections*, by Wallace Bonk and Rose Mary Magrill, 5th edition.

- *Books* that have become obsolete in content, style, or theme should be removed from the collection. In addition, duplicate titles and superseded editions should be carefully considered for removal.
- *General reference works*: Bibliographies and encyclopedias are of little use after five years, although exceptions may be made. When a new encyclopedia is purchased, the previous edition should be moved to the circulating collection. Sets of almanacs such as World Almanac and Time Almanac will be maintained for at least five years. Issues of the Texas Almanac will be kept permanently.
- *Religion and philosophy*: Retain systems of philosophy, but discard historical and explanatory texts when superseded. Also to be discarded are older theology, old commentaries on the Bible, and books on the conduct of life that are no longer popular.
- *Psychology*: Discard popular self-help psychology and other guides to living that are outdated.
- *History, geography, anthropology*: Discard sparingly. Keep everything related to local or regional history.
- *Travel*: Keep one edition, in addition to the most recent, of travel guides. Discard other travel books that are older than ten years.
- *Folklore, manners and customs, sports and amusements*: These areas require frequent revisions. Historical works should be kept.
- *Music & Fine Arts*: Discard sparingly.
- *Language*: Discard old grammars. Watch usage patterns.
- *Literature*: Discard sparingly. Watch usage patterns.
- *Pure science*: Discard books with obsolete information or theories; all general works that have been superseded, unless they are classics in their field. All ordinary textbooks can be discarded after ten years. Botany and natural history should be inspected carefully before discarding. Astronomy dates rapidly.

- *Applied science*: Keep this section up-to-date by discarding older material. Three to five years will date much of the material in medicine, nursing, inventions, agriculture, radio, television, and computer science. Retain historical works.
- *Home economics, gardening, and crafts*: Watch usage patterns.
- *Biography*: Keep collected biography. Keep anything that may be useful for local history.
- *Periodicals*: Strongly consider discarding incomplete runs, discontinued periodicals, and periodicals that are not indexed.

When materials are discarded, consideration should be given as to whether they would be appropriate for another library. Those that are will be donated. All cataloged materials that are removed from the collection will be so noted on various library statistical reports. Each item will be stamped "Discarded" or "Withdrawn."

### Replacement of Lost Materials

The library professional staff, in consultation with the appropriate faculty, shall determine if lost material is to be replaced and if so, with identical material or whether more current information should be sought.

### Challenged Materials

Free access to information is essential not only to education but to our democracy, the Library upholds the principles of the American Library Association's *Freedom to Read Statement* and makes every effort to provide materials representing all points of view, including those that are unpopular or unorthodox. However, since opinions may differ in a democracy, procedures are established for persons or groups wishing to challenge the appropriateness of materials in the collection. The procedure for requesting the removal of material is as follows:

- Concerns must be made in writing to the Director of Library Services. The letter must state, in specific terms, the reasons for the concerns. It must also contain the name and address of the complainant.
- The concern will be referred to the library professional staff, the Panola College Library Committee, and the Vice President of Instruction.
- Each member of the Panola College Library Committee will review the challenged material prior to meeting to discuss it. The complainant will be invited to attend the meeting to provide clarification.
- The decision of the Panola College Library Committee and all relevant materials, including the complaint, will be forwarded to the college President and, at his request, to the Panola College Executive Council.
- The complainant may appeal a decision through the Panola College Executive Council.

### Statement of Gifts

The Library is pleased to accept gifts and memorials of appropriate library materials on the individual merit of each item. The same criterion, which applies to selection of materials for the collection, applies to gifts and donations. Items will be added to the collection only when needed.

Items not needed for the collection will be distributed to charitable organizations. The Library is not obligated to retain items once they qualify for weeding from the collection based on criteria outline for maintaining the collection.

The Library staff are not qualified to make appraisals of materials either for re-sale value or statements of donation on income tax reports. The dollar value of donated materials should be determined by the donor. An acknowledgement will be sent to the donor. If materials are purchased in memory of someone, a note of gratitude is sent to the family making the donation.

### **Institutional Archives**

The Library acts at the institution's archival repository for the collection and preservation of documents, visual materials, ephemera, and collectible memorabilia associated with the history of the institution. Standard documents included are Panola College catalogs, employee handbooks, the Panola College Fact Book, and the Panola College President's Annual Report in addition to other various materials chosen to preserve the ongoing history of the institution.

## **Interlibrary Loan Policy**

### **Borrowing**

It is the policy of the M.P. Baker Library to provide access to materials through interlibrary loan when our library does not own the needed item(s). By affiliation with AMIGOS/OCLC, and TexShare, patrons are allowed to request use of materials from a variety of libraries. In order to submit a request, the patron must be a current Panola College student, faculty member, staff member, or holder of a local patron TexShare card. By completing an electronic request form, patrons are allowed to submit requests for the following items:

- Books (the Library is unable to request textbooks or supplemental course books)
- Journal and other periodical articles
- Audiovisual materials

Patrons are responsible for following the lending institutions' policies and accept responsibility for the borrowed materials as well as any fees or fines accrued from borrowing the items. Patrons are limited to three requests per submission (ONE request PER FORM; additional requests will not be processed).

### **Lending**

When patrons from another library request materials from the M.P. Baker Library, they are allowed the following privileges:

- Loans of book materials for four weeks with the option of one renewal.
- Free photocopies up to 25 pages of journal/periodical articles, reference materials, microform items, archival or genealogical materials.
- Photocopies of 26 pages or more at \$.10 per page of journal/periodical articles, reference materials, microform items, and archival or genealogical materials.

The recipient of the requested item(s) assumes sole responsibility of any copyright clearance fees that may be incurred. Whenever possible, library materials are shipped via the Trans-Amigos Express courier service. Otherwise, they are shipped at library rate by first class mail or sent electronically by email.

It is the practice of the M.P. Baker Library to submit and review all ILL requests on a daily basis and fulfill all requests in a timely manner while adhering to the guidelines of the ALA, copyright provisions, and the established policies of all affiliated working groups. The M.P. Baker library reserves the right to fill only requests it is possible for us to fill. Fees may be incurred for some loans as outlined here:

- A late fee of \$1.00 per day is charged for each overdue item.
- Due to copyright guidelines, the M.P. Baker Library may only request 5 articles from any one periodical title in a calendar year. Any articles surpassing that limit will incur a copyright clearance fee.
- Recipients of the requested item(s) assume sole responsibility of any copyright clearance fees that may be incurred.

## **Circulation Policy**

It is the policy of the M.P. Baker Library to serve the needs of all Panola College students regardless of their location or the mode of delivery utilized to receive instruction from the College. With that in mind the follow circulation policy applies to all Panola College students.

### **Eligibility**

The following categories of users are eligible to check out materials from the M. P. Baker Library:

- Currently enrolled students at Panola College (includes early college high school and Panola College dual credit students)
- Persons enrolled in the GED program at Panola College
- Persons enrolled in continuing education courses at Panola College
- Faculty and Staff currently employed at Panola College
- Retired faculty and staff of Panola College
- Persons presenting a valid TexShare Library Card

High school students, who are residents of Panola, Shelby, Marion, and Harrison counties, are younger than eighteen years of age, and have a consent form cosigned by a parent or guardian. This does not refer to dual credit or early college students but traditional high school students not enrolled in any type of college courses.

### **Loan Periods**

Students may check out four books whether print, audio, reference, or circulating reserve and two circulating movies at one time. This applies to all students regardless of location. TexShare

members and Retirees may check out two books whether print, audio, or reference and two circulating movies at one time.

Books are due in two weeks with one renewal allowed. No one may monopolize materials by rechecking the same books without waiting a minimum of seven days after a renewal. Movies are due in one week with no renewals.

### Library Cards

Faculty, staff, and currently enrolled students may use their campus ID as library cards. Local patron cards are issued to retired faculty and staff of Panola College and to high school students under 18 years of age from Marion, Panola, Harrison, and Shelby counties who are not dual credit students with Panola College and have their parents' consent, and to Panola College GED and/or CE students because they are not issued Panola College Student ID cards. TexShare cards are honored for all other local patrons in place of a local patron card.

Transient users (no local permanent address) may obtain a local patron card (with a one-week expiration date, which can be renewed) for Internet access only. However, local reference and contact information will be required. A borrower must use his/her own card for any checkout transaction. Library cards are non-transferable.

### Lost/inactive library cards

Current Panola College students can get an ID card replacement at the Student Services Department. Non-students may get a second TexShare card from their local academic or public library and then will be renewed if the existing card has become inactive. Local patrons (area High School students) and retirees may have new cards issued as needed.

### Fines & replacement costs

Fines for overdue books and movies are 50 cents per day. Fines for overdue reserve items accumulate at the rate of \$1.50 per hour. Maximum fine for a single item, regardless of type, is \$50.00. Replacement cost for any lost or damaged item is \$50.00 (non-refundable), which includes price of the item, processing fee, and library fine. Arrangements can be made with the Library Director to replace items, but the library fine must still be paid. Lost AV case covers cost \$1.00 each.

All existing fines of \$5.00 or less will be removed from the automation system each year. Items that have been declared missing for the last 6 months will be automatically moved by the automation system to the lost category and a \$50 fine will be attached to the patron's record.

### Non-circulation

Periodicals, newspapers, and several reserve items are for in-house use only except by faculty.

Audio-visual equipment and instructional movies are checked out only to faculty and administrators. Student and TexShare patrons may use instructional materials within the library only.

Two computer stations are designated for TexShare patron use. These terminals may be checked out at the Circulation Desk one hour per day. Students will take precedence if all stations are needed for their use.

A copy machine for public use is available on the second floor. Copy cards may be purchased at the dispenser located beside the copier or at the Information Desk if needed. However, the print system also accepts other means of payment. Copies range from \$.09 for one-sided black & white to \$.47 for two-sided color copies. The Library staff is unable to make change for bills larger than \$20.00.

A microfilm viewer is available in the Library. Copies can be made from these machines using the same print system available to students. Documents may also be emailed from the microfilm machine.

A 24-hour book drop is available outside the Library for after hour returns.

### **Reserve Policy**

Instructors of Panola College may place items on reserve in the Library for specified amounts of time. The most common time allotment for reserve materials is two hours of in-library use, and unless otherwise indicated, this will be the default time limit.

#### **Items which may be placed on reserve include:**

- Original items owned by the library for up to four weeks. (ex: books, movies)
- Original published items owned by the instructor (ex: Books, movies, articles) for as long as the instructor chooses. Please limit items to no more than 2 of each copy.
- Original, unpublished items created and owned by the instructor. (ex: Exams, answer keys, study guides, lecture notes).
- Photocopies, as an extension of classroom readings, and as limited by fair use guidelines. Photocopies may only be on reserve for a total of one semester without seeking copyright permission. A photocopy is limited to one article from a single publication or one chapter from a book.

#### **Items which may not be placed on reserve include:**

- Photocopies that do not meet copyright compliance guidelines because they include a large amount of the original work.
- Periodicals subscribed to by the library.
- Interlibrary Loan Materials.
- Items printed from the Internet

### **Audiovisual Equipment**

The library is responsible for purchasing, scheduling, circulating, and maintaining some of the audiovisual equipment used at Panola College, primarily that required by use of the library staff

for library-related events and activities. Faculty and Staff should consult with the appropriate Division Administrator for access to audiovisual equipment purchased with departmental funds.

Audiovisual equipment is available only for the direct support of Panola College instructional programs, for promotional support of campus programs, and for related administrative functions. The college does not lease or loan audiovisual equipment to persons, groups, or organizations not affiliated with Panola College for off-campus use.

*The Library does not circulate audiovisual equipment or instructional technology of any kind to students except by prior arrangement with the appropriate faculty member or Dean.* Faculty members who wish to reserve equipment for students to use in classroom presentations are responsible for making the appropriate arrangements with the Library Director.

### 3-D Printing Policy

The 3D printer gives students a new medium to work with which will promote creativity and ingenuity. Students can use the printer to create objects for scholarly and personal use. Anything they can think up and design can be printed.

#### Eligibility of Service

Panola faculty, staff and students may use the 3D printer. Anyone else requiring use of printer needs to obtain special permission from Library Director. Jobs will be printed in the order they are received. Student assignments will be given priority.

#### Intellectual Property Laws

Panola respects intellectual property laws. The 3D printer may not be used to print objects that are subject to copyright, patent, or trademark protection.

### Restrictions

The 3D printer may be used only for lawful purposes. Panola students, staff, faculty, and approved partners will not be permitted to use the 3D printer to create an object that is:

- Prohibited by local, state or federal law.
- In violation of Panola College regulations or the Student Code of Conduct.
- Unsafe, harmful, dangerous or poses an immediate threat to the well-being of others.
- Obscene or otherwise inappropriate for the educational environment.

### Right of Refusal

The Panola Library reserves the right to refuse any print job. Objects which are deemed obscene or harmful, such as guns or gun parts, will be refused. Manufacturing (printing mass quantities of an object) is not permitted.

### Print Materials

The 3D printer may be used to print 3D objects in polylactic acid (PLA). Only filament supplied by Panola may be used.

## Disclaimer

The Panola Library recognizes the limitations of 3D printing technology and does not guarantee that the objects printed will be fit for any particular purpose. The Panola Library requires that staff members operate the 3D printer. If a misprint occurs due to an invalid 3D model, the Panola Library is not held responsible. 3D printing is a slow process. The library staff reserves the right to prioritize or deny objects due to the printing time required.

## Pricing

There is no charge for printing objects required for class assignments. Personal items will be charged at the current price of filament based on usage. The current prices are:

\$.05 per gram for true color and limited color filament

\$.07 per gram for specialty color filament

\$.14 per gram for glow in the dark and tough PLA filament

## Computer and Internet Use

Public computers or workstations in the Library are primarily for educational use in support of classroom assignments. The Library assumes no responsibility for the content, accuracy, or quality of information accessed on the Internet. No advance reservations will be taken for workstation use. If all workstations are in use, staff will either advise users as to when they may become available or direct users to other computer labs on campus in accordance with their computing needs. The library staff reserves the right to prioritize use of workstations for students needing to complete academic endeavors over those seeking a workstation for personal use. However, it is the responsibility of those needing a computer to alert library staff if computers are being used for non-academic endeavors when one is needed for academic pursuit. The library staff does not monitor computer use but assumes all adults are engaging in academic endeavors in a college library unless it is brought to staff member's attention.

Federal copyright law (United States Code, Title 17) prohibits the unauthorized reproduction or distribution of copyrighted materials except as permitted by the principles of "fair use." Users may not copy or distribute text, images, programs, or data from the Internet or other electronic sources without the explicit permission of the copyright holder. The person using the workstation is liable for any consequences of copyright infringement. The Library expressly disclaims any liability or responsibility resulting from such use.

Users of Library workstations are expected to treat equipment and resources responsibly and appropriately. Certain actions, if repeated after a first warning, may result in a loss of computer privileges for the remainder of the day on which they take place. Repeated offenses of the same nature may result in an extended loss of computer privileges. These actions include, but are not limited to, the following:

- Using a computer for other than its designated purpose (e.g., using the computer designated for the online catalog and scanner for other activities).
- Refusing to relinquish a workstation when it is needed for academic endeavors.
- Indulging in behavior that is offensive or disruptive to others.

The following actions are more serious and may result in an indefinite suspension of Library computer privileges:

- Violating copyright law (see above).
- Attempting to change or damage computer settings, software, or hardware.
- Creating, using, or distributing viruses, worms, or other programs that attempt to explore or exploit network security or vulnerability.
- Attempting to gain unauthorized access to information resources (hacking).
- Attempting to defraud or obtain money or other valuables by false representation.
- Using a workstation for any criminal or illegal purpose as defined by state and federal laws that may result in arrest or prosecution.
- Invading the privacy of individuals.
- Using the campus Internet for commercial purposes.

Sending, receiving, or displaying text or graphics, including sexually explicit material that may cause an intimidating, hostile, or offensive working or learning environment for others.

*\*Computer labs close 15 minutes prior to the rest of the library.*

*The Library reserves the right to modify this policy at any time.*

## **Use of Facilities**

### **Gallery use**

Reservation for the use of the Fay Cassity Allison Gallery will be granted, based upon availability, to local entities for civic or non-profit use only. A memorandum of understanding (MoU) must be signed by those not affiliated with Panola College for gallery use.

### **Study Room Use**

Local patrons and civic or non-profit organizations can reserve study rooms for one hour increments for non-profit use only. \*Study Rooms close 15 minutes prior to the rest of the library.

## **Hours**

The M.P. Baker Library maintains regularly scheduled hours; however, hours may be adjusted as necessary to provide for the needs of students within staffing constraints. Hours are posted at the library entrance, on the library website, and announced on social media. The library will be open the following hours:

Fall and Spring semesters:

- Monday-Thursday 7:30 a.m. – 9:00 p.m.
- Friday 7:30 a.m. – 4:30 p.m.
- Sunday 4:00 p.m. – 9:00 p.m.
- Final Exams 7:30 a.m. – 12:00 a.m. (as needed)

Summer Semesters:

- Monday – Thursday 7:30 a.m. – 5:00 p.m.
- Friday 7:30 a.m. – 12:30 p.m.

## **User Responsibilities**

User responsibilities include, but are not limited to, the following:

- Respect for public property.
- Respect for the rights of others.
- The need to mention dissatisfaction with library service.
- The need to suggest improvements in service and the collection.

## **Public Property**

Materials

- Users are responsible for compliance with all current laws applying to library materials, such as federal copyright law (Title 17, United States Code).
- By requesting a library card, users agree to be responsible for all materials borrowed on their card, including but not limited to the following provisions:
- Proper care of materials as interpreted by library staff.
- Return of all items borrowed by the date(s) on which they are due.
- Payment for damages to materials.
- Payment for lost materials.
- Responsibility for notifying the library if material is lost, stolen, or damaged.
- Users assume all responsibility for damages incurred to their person or property resulting from the use or misuse of the facility, equipment, materials, and information borrowed or obtained from the library.
- Users must comply with such library rules or regulations enacted, approved, or amended in accordance with provisions made by the Panola College Board of Trustees or its legal designees.
- Users who set off the library security detection system upon entering or exiting the building will be expected to cooperate in a reasonable search of all parcels, purses, bags, briefcases, and similar items.

## Facilities

- Users will be careful not to damage the grounds, buildings, or furnishings.
- Users should notify either the staff or security should they witness someone vandalizing or otherwise damaging the Library.
- Users are allowed to have food and drink within reason in the Library. “Within reason” means:
  - Limited to small snacks but not meals, for example small candy or crackers but nothing that has been cooked. This prevents odors from permeating the library.
  - People are expected to clean up after themselves.
  - Drinks should have lids or covers.
  - Users are expected to comply with staff requests to remove food or drinks from the premises if asked to do so.
  - Users are expected to refrain from having food or drink around computers.

## Respect for the Rights of Others

### General Regulations and Prohibitions

While in the Library, users will be subject to certain prohibitions and will not do the following:

- Use tobacco products of any kind inside the building.
- Solicit or otherwise engage in commercial activity in a way that harasses other users.
- Bring animals inside the building, except for special service animals.
- Sit or stand on display and work surfaces, such as tables, end tables, counters, desks, etc.
- Make excessive disruptive noises or gestures.
- Exhibit poor personal hygiene.

Library staff may ask any disruptive person to leave and may summon Student Services or Campus Police if the staff cannot or wishes not to contend with the situation.

### Children

The library is not a daycare facility and will not serve as such. Parent(s) or guardians must understand that library staff are not licensed childcare providers and cannot guarantee the safety of their children while they are in the library. Children are to remain with the adult responsible for them at all times. Campus Police will be summonsed for unaccompanied children. If the adult needs to work on a computer, the child is expected to remain in an area within eyesight of the adult as children are not allowed in the computer area. If the child is too young to sit alone while the adult works at a computer, then they are too young to be accompanying the adult to an academic library and other arrangements should be made for the child.

Library staff may reprimand disruptive children. If the disruptive behavior continues, a staff member will inform the parents or guardian that their child is disturbing others. If the parent(s) or guardian refuses or are unable to control the child, a staff member may ask the group to leave. If the group refuses to leave, a staff member may summon Campus Police.

Disruptive children will be dealt with in the following manner:

- A staff member will warn the young person that he or she is causing a disturbance.
- If the disruptive behavior continues, staff will ask the young person to leave.
- If necessary, library staff will call Student Services or Campus Police.
- Invading the privacy of individuals.
- Using the campus Internet for commercial purposes.

## **Statistics and Surveys**

The regular and systematic measurement of library and media services is necessary for supporting internal library decision-making, assessing performance, and allocating resources. The most commonly used measurements are quantitative statistics and user surveys. The Library records a variety of statistics and conducts user surveys at regular intervals.

There is no set rule as to which kinds of statistics should be recorded. The chief criterion should be whether the information to be recorded is important for one or more of the reasons listed above. The Library has kept the following statistics in the past and will continue to do so:

- Number of titles and volumes held in all formats
- Number of items added and withdrawn from the collection
- Number of items circulated by format (includes audiovisual equipment)
- Number of library instruction sessions and number of students in attendance
- Number of items sent and received through interlibrary loan
- Number of registered borrowers
- Number of visits to Library website and online databases

This list is not intended to be all-inclusive. The Library shall collect any statistics deemed necessary to measure the effectiveness of library and media services.

The Library shall conduct a survey of students and faculty in the spring semester of each year. The Library may conduct surveys of other groups for specific purposes at any time if a need to do so has been determined.

## **Policy Review**

The Library Committee should review this Policy Manual periodically and make recommended changes through appropriate channels to the Administrative Council.

*Reviewed by Panola College Library Committee January 2019*