

RESPONSIBILITIES
OF THE COLLEGE
LIBRARY AND
PERFORMANCE/
VISUAL ARTS

The library and performance/visual arts shall select materials in general agreement with the following principles to:

1. Provide materials that will enrich and support the curriculum taking into consideration the varied interests, abilities, and maturity levels of the students served.
2. Provide materials that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.
3. Provide a background of information which will enable students to make intelligent judgments in their daily life.
4. Provide materials on controversial issues so that students may develop under guidance the practice of critical reading, viewing, listening, and thinking.
5. Provide materials representative of many religious, ethnic, and cultural groups and their contributions to our American heritage.
6. Utilize principle and reason in selection of materials of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.
7. Provide access to appropriate electronic materials, both databases and books in electronic form, to expand the library's resources and provide access to those resources outside of normal operating hours and from sites outside the library itself.

Selection and evaluation of materials shall be in accordance with the following:

1. Materials as used in this policy statement may be defined as materials used to support and enrich the curriculum and selected for personnel of the college.
2. Selection of material, because of changing and enlarging curriculum and the publishing of new materials, is a continuous process; therefore, materials are selected by qualified personnel consisting of teachers, librarians, and administrators through individual or committee study and recommendations. The authority for the final selection of library materials resides with the director of library services, and for performance/visual arts with the division chair of communications and fine arts, in

consultation with the associate dean of instruction and the approval of the college president as appropriate.

3. The following evaluative criteria are used:
 - a. Educational suitability - materials are essential and appropriate for development of the subject.
 - b. Materials are factually accurate.
 - c. Materials contribute to literary appreciation or have aesthetic value.
 - d. Materials are selected because of the content and emphasis on the entire work.
 - e. Authors and artists are competent and qualified in the field.
 - f. Materials are selected to provide collectively balanced treatment of controversial issues.

RECEPTION
OF GIFTS

Books, library materials, and artwork donated or bequeathed to the college shall be evaluated and accepted according to the same criteria as materials purchased. All such materials accepted shall become the property of the college and subject to the college's rules of distribution, housing, and disposal.

COLLEGE
NEWSPAPER

The NaviGator is a publication of Brazosport College. It will be published exclusively as a product of the credit communications courses for the purpose of providing a learning experience for the students. The organization, publication, and distribution of the newspaper will be in accordance with the communications course curricula.

The contents of the NaviGator will conform to the standards of the curriculum objectives in the communications course. Material which is lewd, vulgar, obscene, or would reasonably lead to substantial disruption of the college will be excluded. Decisions regarding the acceptability of material will be made by the NaviGator faculty sponsor and the associate dean of instruction. Appeal from the decision of the dean shall be made in writing to the Executive Council. Appeal from the Executive Council shall be to the college president.

News worthiness shall be the prime criteria for selecting news materials. Criteria for determining news worthiness are timeliness, proximity, size or prominence, consequence, and benefit to the

students, faculty, staff, administration, or the college in general. Pictures, illustrations, cartoons, and other art work will be considered for publication in light of their contribution to effectiveness and communicative value. These materials shall conform to the same stipulations as outlined above.

MATERIALS
REVIEW
PROCEDURES

Individuals questioning whether or not certain books, materials, performances, or displays are appropriate for the college should present their criticism, in writing, to the director of library services or the division chair of communications and fine arts, as appropriate. The criticism should identify objectionable items in books, magazines, and publications and refer specifically to chapter and page, or to specified portions of performances or displays. When the criticism is reported to the director or division chair, the report shall be forwarded immediately to the associate dean of instruction.

The associate dean of instruction, upon receiving a written criticism, shall, within ten normal working days, refer the criticism to the Executive Council and provide a copy of the criticism to the college president.

Allegations will be considered by the Executive Council. The director of library services or the division chair of communications and fine arts may provide the council with written justification for the item, performance, or display in question, explaining how the item meets the college evaluative criteria. The council may consult other faculty members in the subject matter field of the material or work challenged to advise them, and will make a judgment as to conformity to the principles presented in the selection and evaluation section of this regulation.

When a written criticism is received, the books, materials, or performances questioned shall not be removed or suspended; however, materials may be placed on "room reserve," pending a written decision by the above council. Availability for review, not limited or restricted access, is the purpose of "room reserve."

The Executive Council shall decide by majority vote of those present and voting, on the suitability of the materials or performances in question and shall immediately transmit the decision in writing to the college president.

Appeals of the Executive Council decision may be made, in writing, to the college president within thirty calendar days of the decision.

INSTRUCTIONAL MATERIALS:
LIBRARIES, PERFORMANCES AND GALLERIES

EDAA-R
(LOCAL)

WITHDRAWAL AND
DISPOSITION
OF WITHDRAWN
MATERIALS

In consultation with appropriate personnel, the following library materials may be withdrawn from the collection and discarded, sold, or exchanged:

1. Obsolete materials: books that become dated within five to ten years; e.g., encyclopedias, directories, travel, science, and medicine.
2. Superseded editions: almanacs, yearbooks, older editions.
3. Superfluous duplicates.
4. Badly worn or defaced volumes for which there are suitable replacements; e.g., pages dirty, brittle or yellow, books with missing pages or broken spines.
5. Unused material not listed in basic bibliographies; books that have not circulated for an extensive period that have not been used for reference, and that are not standard titles.
6. Unindexed periodicals and incomplete sets of periodicals.

LIBRARY USE BY
STUDENT, COLLEGE
EMPLOYEES, AND
COMMUNITY
CLIENTELE

Individuals using the college library shall abide by library policies and shall recognize the authority of the library staff to supervise the library and all activities therein.

1. College students are eligible to checkout materials from the library on presentation of proper identification and after being issued a library card.
2. All college employees and spouses are eligible for library cards that entitle them to use the library. To secure a library card, part-time faculty should be prepared to show employment verification as proof of their association with the college.
3. Adults of the community are eligible to checkout materials by securing a nonstudent library card.

SECURING
NONSTUDENT
LIBRARY CARD

A nonstudent library card may be secured by the following procedure:

1. Application for a nonstudent library card shall be made at the circulation desk. Applicants must submit employment information and/or provide two local personal references with the application.

2. The application shall be processed and the individual notified of the approval or disapproval of the application.
 - a. The application is approved, the individual shall sign an acceptance agreement and will be issued a library I.D. card at the regular fee for such a card, which will entitle him or her to library privileges accorded a regular student (with the exception that he or she will normally be limited to a total of two books checked out at any one time).
 - b. If the application is disapproved, the individual may appeal the library's decision to the associate dean of instruction.

REVOCATION OF
LIBRARY
PRIVILEGES

Procedures for revoking library privileges shall be as follows:

1. Violation of library policies may result in the temporary suspension of library privileges. The library staff member shall advise the associate dean of instruction, in writing, of the action taken and the particulars in the matter.
2. The director, library services shall review the case and in consultation with the library staff determine the subsequent course of action to be followed.

Appeal may be made in accordance with the following:

1. If the individual feels that any penalty imposed is excessive or unjustified, he or she may submit an appeal in writing to the associate dean of instruction.
2. The individual, if dissatisfied with the decision of the associate dean of instruction, may request a hearing before the disciplinary appeal committee by submitting a request, in writing, to the associate dean of students within 10 class days of the decision of the associate dean of instruction. The procedures for a disciplinary appeal committee hearing are further described in Administrative Regulation FM-R (Local).

LIBRARY
SECURITY

A security system is installed at the entrance/exit of the library. Students shall be checked electronically at this gate for library materials. When the system alarm is set off by a student or patron, he or she will be asked to submit to a search of his or her person and what he or she is carrying. If library materials not properly checked out are found, the person may be asked to report to the director of the library or the associate dean of students.

Individuals found to be in clear violation of security measures may be subject to college disciplinary action.

CHECK-OUT
IDENTIFICATION

All those using the library must show library identification on request when checking out books. Library cards are nontransferable. All materials must be checked out at the circulation desk. The borrower will be held responsible for all library materials checked out under his or her card.

Students are normally limited to six books checked out at any one time. For more than six, special permission must be secured from a librarian. Library users from the community will normally be limited to a total of two books checked out at any one time; however, exceptions may be made by the librarian or library assistant on duty.

CHECK-OUT
PERIOD

Books from the general collection may be checked out for up to two weeks with the privilege of renewal. The renewal privilege may be denied if a request for the book by someone else has been filed with the librarian.

RESERVE BOOKS

Reserve books shall be identified as one of two types: open reserve and closed reserve. Open reserve books may be checked out overnight, for three days or for one week, depending on the assignments by the instructors placing the books on reserve. In order to keep the need for reserve books to a minimum, teachers are requested to include broad topic-author assignments in structuring course work.

Any book in the general collection may be placed on reserve by an instructor for a period of one semester. At the end of that time, the book will automatically be returned to the general collection unless the instructor requests otherwise.

Closed reserve consists of books and materials, such as reference books, which are not normally checked out of the library. Closed reserve books may only be used in the library or, by special permission from a librarian, for an overnight period beginning near the close of the library on one day until 9:30 a.m. of the next day on which the library is open.

INSTRUCTIONAL MATERIALS:
LIBRARIES, PERFORMANCES AND GALLERIES

EDAA-R
(LOCAL)

NONLIBRARY
MATERIALS AND
ACTIVITIES

Materials other than books may be placed on reserve behind the circulation desk as a convenience for instructors with the approval of the director of library services.

GROUP USE OF
THE LIBRARY

Teachers are requested to notify the library before bringing or sending classes into the library for group study. This consideration will guarantee adequate library staff on duty to provide reference service.

Teachers should also provide the librarian information as to the purpose of the class visit so that materials may be made readily available.

FINE RATES

All users of the library with overdue books are subject to fines. Fines are \$0.25 per day for each nonreserve book not returned on time. Fines are \$0.50 per day on rental books. Fines for three-day, one week, and overnight items are \$3.00 per day.

Fines shall accumulate to a maximum of \$10 for regular books and \$25 for certain reserve items until the material is returned or reported lost. Fines on books continue to accrue when the library is open, even though classes are not being held.

Notices shall be mailed to delinquent patrons.

Lost library material shall be governed by the following:

1. The loss of any library materials should be reported immediately to the librarian.
2. If the material is lost and not reported, the borrower is liable not only for the current value of the book plus a \$1 processing fee, but also the fine until the maximum is reached.
3. In the event that lost material which has been paid for is returned in good condition and if the material has not been repurchased by the library, a refund may be granted. Associated fines and processing fee will not be refunded.

LIBRARY
MATERIALS
ACCOUNTING

All library materials must be returned or accounted for. Students withdrawing from school shall have their withdrawal forms signed by the librarian. This indicates provisional clearance of their library record.

Both full-time and part-time college employees should be cleared by the librarian when they leave the employ of the college. Faculty will

be notified in writing of overdue books. If a second notice is necessary, a copy will be sent to the division/department chair.

BOOK
REQUESTS FOR
DEPARTMENTAL
USE

Materials may not be acquired through the library and assigned to departments on permanent loan. All items inventoried by the library will be circulated or held in the normal library reference reserves. Requests for books needed by departments and the faculty for permanent use will be referred to the director of library services.

SMOKING

Use of tobacco in the library is prohibited.

FOOD AND DRINK

No food or drink shall be brought into the library.

TELEPHONE
REQUEST FOR
LIBRARY SERVICE

To avoid unnecessarily disturbing those studying in the library, the library shall not honor requests to page people possibly in the library unless the situation is identified as an emergency.

INTERLIBRARY
LOANS AND
LIBRARY
CONSORTIA

Library staff members will assist faculty, staff, and students in acquiring interlibrary loan materials needed in support of the educational program.

Items secured through other libraries are the responsibility of the student. Students may be required to pay any fees charged by the lending library for processing the loan. Students are expected to return the materials in a timely fashion and will be required to pay all fines or fees charged as a result of overdue or replacement charges on interlibrary loan materials.

Library staff members may also help students secure a library card through existing state or area consortia providing circulation privileges at other state colleges.

LIBRARY
SERVICE
BETWEEN
SEMESTERS
AND OTHER
HOLIDAYS

During periods between semesters and over extended holidays when classes are not in session but when twelve month personnel are on duty, the library shall be open for service. The library may close at appropriate times in the year to allow for a comprehensive inventory of materials.