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SUBJECT: THE BREWTON-PARKER COLLEGE STATEMENT OF PURPOSE

Brewton-Parker College offers an undergraduate education committed to academic excellence, the liberal arts tradition, and the Christian faith. Faculty and staff, reinforced by the College’s affiliation with the Georgia Baptist Convention, share a desire to nurture and develop the whole student in a caring, Christian community.

Students study the traditional liberal arts and sciences, and selected professional and pre-professional programs, at the campus in Mount Vernon and designated external locations. Faculty serve as teachers, mentors, and scholars promoting intellectual inquiry that develops the mind and spirit. Activities both inside and outside the classroom, facilitated by faculty and staff, afford students opportunities for intellectual, social, emotional, physical, and spiritual growth that prepare them for meaningful service to their local, regional, and global communities.

Therefore, members of the college community aspire to a future that is:

- Enhanced through continually improving academic quality,
- Inspired by commitment to Christian distinctives in programs and activities,
- Expanded through an enriched student experience, and
- Sustained by financial viability.
SUBJECT: THE FOUNTAIN-NEW LIBRARY STATEMENT OF PURPOSE

The purpose of the Fountain-New Library is to support the mission of Brewton-Parker College by working in cooperation with the faculty and staff to nurture and develop the whole student in a Christian learning environment. The library strives to achieve this purpose through its collections, facilities, personnel and services, which collectively uphold the liberal arts tradition of the College. Through the acquisition and management of relevant collections, the library seeks to fulfill the instructional and research needs of patrons in both the on-campus and external programs. The library aspires to maintain an environment conducive to intellectual scholarship to encourage academic use of resources to prepare students for meaningful service to their local, regional, and global communities. A qualified staff committed to bibliographic instruction promotes the library mission to foster student maturation in knowledge, information literacy and lifelong learning.

Therefore, members of the Fountain-New Library staff aspire to a future that is:

- Enhanced through continually improving academic quality,
- Inspired by commitment to Christian distinctives in programs and activities,
- Expanded through an enriched student experience, and
- Sustained by financial viability.
1.3 ORGANIZATION

Revised: May 5, 1999

SUBJECT: ADMINISTRATION AND THE LIBRARY COMMITTEE

Administration

The Provost has planning, supervisory, management and budgetary responsibility for library functions and related staff personnel.

The Library Committee

Function: To plan improvements in the use, content, and availability of library materials; to serve as an advisory body in helping to evaluate and develop a sound library program; to recommend allocations and expenditures of library funds in meeting the needs of each department. Recommendations go to the Provost for approval and implementation.

Membership: At least five faculty members, Librarian and two students.
SUBJECT: DIRECTOR OF THE LIBRARY
(Exempt-Administrative, level 3)

The Director of the Library works under general direction of the Provost and manages and supervises departmental functions and responsibilities; assumes responsibility for planning, assigning and reviewing work of subordinates under direction; assumes responsibility for planning and recommending general departmental responsibilities as directed; exercises discretion and independent judgment with authority to make important decisions. The Director of the Library shall:

ADMINISTRATIVE DUTIES:

- supervise and direct the operation of the library in accordance with sound library practice;
- requisition new materials for the library with the recommendation of faculty members and approval by the Provost;
- promote the effective use of the library by:
  - informing the faculty of available library materials, and
  - instructing students in the use of the library
- employ qualified library staff, subject to the approval of the Provost;
- supervise and evaluate the library staff;
- maintain records of all library encumbrances and expenditures;
- prepare statistical reports of patron use, circulation and library expenditures for various agencies;
- maintain office hours; and
- perform special assignments as directed by the Provost.
ARCHIVIST DUTIES:

- catalog published archival materials;
- maintain vertical file of unpublished archival material;
- produce and update index of unpublished archival holdings;
- solicit archival materials from campus offices and from the community;
- ensure that archival materials are protected and preserved;
- maintain the security of all materials placed in the archives;
- assist researchers in the use of archival materials for the college events; and
- check campus publications for historical accuracy.

SYSTEMS ADMINISTRATOR DUTIES:

- maintain and upgrade the library online catalog (HORIZON system); and
- maintain and upgrade library PC’s and printers.

CATALOGER DUTIES:

- catalog recommended materials and gifts;
- transfer and/or update cataloged records in the library online catalog (Horizon);
- keep statistics of materials cataloged; and
- prepare books and periodicals for binding and receive items from the bindery.

COLLECTION DEVELOPMENT DUTIES:

- use academic resources to select materials for the relevant collections to fulfill the instructional and research needs of the Brewton-Parker community;
- prepare purchase order requests for all materials;
- submit orders by means of computer interface; and
receive and invoice new materials and prepare them for cataloging.
SUBJECT: CIRCULATION ASSISTANT I  
(Non-exempt, level 1)

The Circulation Assistant I works under the direct supervision of the Director of the Library and assumes responsibility for routine tasks using basic skills and established procedures; demonstrates effective job knowledge; demonstrates initiative and motivation in performance of job responsibilities. The Circulation Assistant I shall:

- handle circulation transactions;
- maintain statistical records of all materials checked out by faculty, staff and students;
- compile and report patron use statistics;
- issue over-due book notices;
- report delinquent accounts to the Registrar’s Office;
- keep materials shelved and in proper order;
- fill intra-library loan requests for off-campus patrons;
- assist users in the use of copiers and microform machine and keep ample supplies on hand for these machines;
- maintain schedule for use the library Seminar Room and circulating equipment;
- reconcile and prepare monies collected for deposit by the Business Office;
- maintain the library’s periodical collection by:
  - ordering new titles as needed,
  - keeping accurate records of receipts and holdings,
  - checking all incoming invoices of periodicals for accuracy
    before sending them to be paid,
  - keeping shelf holdings of loose copies updated (pull
    for bindery or discard);
• supervise the student assistants; and
• perform other duties as assigned by the Director of the Library.
The Circulation Assistant II works under the direct supervision of the Circulation Assistant I and assumes responsibility for routine tasks using basic skills and established procedures; demonstrates effective job knowledge; demonstrates initiative and motivation in performance of job responsibilities. The Circulation Assistant II shall:

- handle circulation transactions including:
  - registering patrons for library services,
  - checking materials in and out,
  - keeping patron use statistics,
  - collecting fines for overdue materials,
  - assisting with copiers and microform machine,
  - making change for copiers and microform machine;

- assist the Circulation Assistant I with shelving materials;
- check in and shelve new periodicals;
- pick up the mail daily;
- set up the Seminar Room for classes and meetings; and
- perform other duties as assigned by the Circulation Assistant I and the Director of the Library.
SUBJECT: **REFERENCE LIBRARIAN**  
(Exempt, level 2)

The Reference Librarian works under direction of the Director of the Library and manages/supervises other employees and or assumes responsibility for planning, assigning and reviewing work of employees under supervision; regularly assists bona fide executive or administrative personnel, exercises discretion and independent judgment with authority to make important decisions. The Reference Librarian shall:

- provide general research assistance to faculty, staff and students;
- conduct orientation and bibliographic instruction sessions;
- assist users with electronic database searching;
- participate in reference collection development and weeding;
- create and maintain online tutorial, survey instruments and other instructional tools;
- establish and maintain liaison role with academic departments regarding research paper assignments and other library instructional activities;
- establish and maintain liaison role with off-campus sites regarding library orientation and services;
- compile and report statistics of reference use and survey results;
- assist in the supervision of Reference Assistant;
- assume responsibility for library functions when assigned; and
- perform other duties as assigned by the Director of the Library.
The Reference Assistant works under the direct supervision of the Director of the Library and assumes responsibility for routine tasks using basic skills and established procedures; demonstrates effective job knowledge; demonstrates initiative and motivation in performance of job responsibilities. The Reference Assistant shall:

- assist the Reference Librarian in providing general research assistance to faculty, staff and students;
- assist the Reference Librarian in orientation and bibliographic instruction sessions;
- assist users with electronic database searching;
- handle circulation transactions in the absence of the Circulation Assistant;
- establish and maintain faculty reserve collections each semester as needed;
- work with OCLC to ensure that all interlibrary loan requests are met; and
- perform other duties as assigned by the Director of the Library.
3.1 POLICIES AND PROCEDURES – CATALOGING

Revised: December 8, 2009

SUBJECT: CLASSIFICATION SYSTEM AND OCLC

Classification System

The Fountain-New Library’s collection is cataloged electronically using the Library of Congress classification system (see below). The only exceptions are periodicals, which are arranged alphabetically by title, and recordings, which are assigned consecutive numbers as they are received.

Library of Congress Classification

A - General Works
B - Philosophy, Psychology, Religion
C - Auxiliary Sciences of History
D - History: General and Eastern Hemisphere
E - History: United States (General)
F - History: United States (Local)
G - Geography, Anthropology, Recreation
H - Social Sciences
J - Political Science
K - Law
L - Education
M - Music
N - Fine Arts
P - Language and Literature
Q - Science
R - Medicine
S - Agriculture
T - Technology
U - Military Science
V - Naval Science
Z - Bibliography and Library Science
Online Computer Library Center (OCLC)

All materials added to the Fountain-New Library’s collection are searched through the Online Computer Library Center (OCLC), where bibliographic records are edited and exported to the online catalog (Horizon), ensuring that the records meet national bibliographic standards.
SUBJECT: HORIZON ONLINE CATALOG

The Fountain-New Library’s collection is managed through the Horizon online catalog, a system maintained by SirsiDynix, Inc. The library is able to manage its acquisitions, cataloging, circulation, reserves and public access using this system. After library materials are cataloged electronically using the Library of Congress Classification System, the bibliographic records are imported to Horizon for use by the library’s patrons.
3.3 POLICIES AND PROCEDURES – CATALOGING

Revised: December 8, 2009

SUBJECT: CATALOGING PROCEDURES: MONOGRAPHS

1. The Director/Cataloger evaluates the book to determine whether the book will be placed in Reference, Circulation, or Special Collections. For Reference books, a barcode with protector and an orange dot are affixed to the back inside cover. For Circulation books, a barcode with protector and a pocket are affixed to the back inside cover. For Special Collections, all processing material is affixed to a blue reserve card. No material is affixed to the book itself.

2. The Director/Cataloger then searches OCLC for a bibliographic record matching the book. If a match is found, the Brewton -Parker College holdings symbol (GMB) is added to the OCLC record for interlibrary loan purposes before the record is exported to Horizon and edited, checking for suitable Library of Congress subject headings and a Library of Congress call number. Once a barcode has been assigned to the book a label set (one spine and one pocket) is printed. (For Reference books, the call number is preceded by REF, and for Special Collections, the call number is preceded with Sp.Col.)

If there is no record in OCLC and the book has an earlier copyright date, or there is no record because the book is locally produced, the book must be originally cataloged. The book is cataloged according to guidelines set forth in the OCLC Bibliographic Formats and Standards Manual.

3. Labels are affixed to the books and processed.
3.4 POLICIES AND PROCEDURES – CATALOGING

Revised: December 8, 2009

SUBJECT: CATALOGING PROCEDURES: STANDING ORDERS

1. The Director/Cataloger evaluates the volume to determine whether the volume goes in Reference or Circulation.

2. The Director/Cataloger then logs on to Horizon to search for the previously cataloged record, creating a new item record for the added volume and printing a label set.

3. If the standing order is a new title, the Director/Cataloger locates and edits the record in OCLC, and imports the record to Horizon, where a label set (one spine and one pocket) is printed. The Director/Cataloger then logs on to the Union List portion of OCLC to update the holdings.
3.5 POLICIES AND PROCEDURES – CATALOGING

Revised: December 8, 2009

SUBJECT: CATALOGING PROCEDURES: SERIALS

1. A Local Data Record (LDR) is completed for each journal title held by the library. The LDR includes the title of the journal, the format in which the library retains the journal (bound, microfilm or microfiche), and the volumes and years held by the library.

2. If the serial is retained in the permanent collection the item is assigned a barcode and updated in both the Horizon system and OCLC.
3.6 POLICIES AND PROCEDURES – CATALOGING

Revised: December 8, 2009

SUBJECT: CATALOGING PROCEDURES: AUDIO-VISUAL MATERIALS

1. The Director/Cataloger affixes a barcode with protector and a pocket to the audio-visual item.

2. The Director/Cataloger then logs on to OCLC and searches for a bibliographic record matching the item. If a match is found, the Brewton-Parker College holdings symbol (GMB) is added to the OCLC record for interlibrary loan purposes before the record is exported to Horizon and edited, checking for suitable Library of Congress subject headings and a Library of Congress call number. Once the barcode is assigned to the audio-visual item a label set (one spine, one pocket and one checkout card) is printed. (For cassettes, the call number is preceded by CAS; for compact discs, the call number is preceded by CD; for VHS tapes, the call number is preceded by VIDEO, and for digital videodiscs, the call number is preceded by DVD).

   If there is no record in OCLC, or there is no record because the audio-visual item is locally produced, the item must be originally cataloged. The item is cataloged according to guidelines set forth in the OCLC Bibliographic Formats and Standards Manual.

3. Labels are affixed to the books and processed.
4.1 POLICIES AND PROCEDURES – CIRCULATION

Revised: December 8, 2009

SUBJECT: LIBRARY USE AND BORROWING PRIVILEGES

Library Use

The Fountain-New Library is open to the public for use of the collection within the physical premises.

Borrowing Privileges

Borrowing privileges are available to Brewton-Parker College faculty, staff and currently enrolled students, as well as alumni and local patrons. Library cards are not issued to elementary or high school students. A parent may register as a local patron, and the student must present the card in order to check out materials.
4.2 POLICIES AND PROCEDURES – CIRCULATION

Revised: December 8, 2009

SUBJECT: BORROWER CARDS

Individuals must complete a registration card and receive a library barcode in order to borrow materials from the Fountain-New Library. For faculty, staff and currently enrolled students, barcodes are attached to Brewton-Parker College identification cards at the beginning of each semester or any other convenient time. This card must be presented for all borrowing transactions.

Library cards are issued to local patrons for a $10.00 fee.
SUBJECT: BORROWER CONFIDENTIALITY

As required by law, the Fountain-New Library protects the confidentiality of each patron. The library staff will not disclose information regarding any patron’s circulation record, i.e., what materials are checked out to whom. If a book is urgently needed, the staff will attempt to contact the patron about returning the item.
SUBJECT: LOAN PERIODS AND RETURNS

Patrons who borrow materials from the Fountain-New Library are granted the following loan periods:

- On-campus students and local patrons: 2 weeks
- Off-campus students: 3 weeks
- Staff members: 6 months
- Faculty members: 1 year

Date due slips are presented to the patron upon checkout. Students may check out up to fifteen books. Local patrons and high school students enrolled in a BPC post-secondary program may check out up to five books. There is no limit for faculty and staff members.

Audio-visual materials may be checked out by Brewton-Parker College faculty and staff members only. Students may use these materials in the Listening Room of the library.

Materials must be returned to the Circulation Desk during library hours or placed in the book return at the entrance if the library is closed.
4.5  POLICIES AND PROCEDURES – CIRCULATION

Revised: July 6, 2000

SUBJECT: SECURITY

The Fountain-New Library is equipped with a theft detection system. If an alarm sounds as a patron is leaving the library, he/she will be requested to return to the Circulation Desk, where a staff member will assist them with materials they need to check out.
4.6 POLICIES AND PROCEDURES – CIRCULATION

Revised: July 6, 2000

SUBJECT: NON-CIRCULATING MATERIALS

Reference books, periodicals and materials housed in the Special Collections Room are not circulated by the Fountain-New Library. Faculty members may arrange for short loans of reference books and periodicals for classroom use. Items designated as Special Collections may be used in the Special Collections Room only.
SUBJECT: RENEWALS

Patrons may renew any materials borrowed from the Fountain-New Library provided that no other person has made a request for the item. On-campus students and local patrons must present the book and a current identification card at the Circulation Desk. Requests for renewals by telephone will only be accepted from students who attend all of their classes off-campus.
SUBJECT: HOLDS

Registered patrons of the Fountain-New Library may place a hold on an item that is checked out to another patron. Notification will be sent when the item is returned.
SUBJECT: RESERVES

Brewton-Parker College faculty members may place materials needed for course assignments on reserve in the Fountain-New Library. Students may request these reserve materials from the Circulation Desk. Most reserve books are for use only in the library, unless the professor has requested a limited circulation period.
SUBJECT: OVERDUE FINES AND LOST BOOK CHARGES

Materials borrowed from the Fountain-New Library are subject to the following overdue fines:

Two-week books $0.25 per day
Reserve books $1.00 per day

Weekends and days the library is closed are included when overdue fines are figured. The book drop is always available for returns.

Overdue notices will be sent. These notices are a courtesy. Failure to receive a notice does not constitute a basis for altering or negating a fine.

Patrons must present their library card to pay overdue fines. Patrons will not be allowed to check out further materials until their record is cleared. Defacement or mutilation of any library material will result in a fine of $50.00 and appropriate disciplinary action. Delinquent borrowers will not be permitted to receive grades, transcripts, or other credit for work completed at Brewton-Parker College until all charges are cleared.

Patrons who lose books will be expected to pay the replacement cost of the book plus a $5.00 processing fee.
SUBJECT: OFF-CAMPUS BORROWING

Off-campus faculty, staff and students may access the Fountain-New Library’s collection electronically from the library page of the Brewton-Parker College website. Patrons may search the online catalog as well as the Periodical Holdings List from the library page.

Off-campus patrons who possess an identification card with library barcode are encouraged to submit requests for books through the online catalog. Requested materials will be mailed to the patron’s home address.

Off-campus students may check out books for a three-week period, and the book may be renewed if no other person has made a request for the book. Staff members may check out books for six months, and faculty members may check out books for a year.

There is a charge of $0.25 per day for each overdue book. Overdue notices will be sent, and payments may be mailed to the Fountain-New Library. Patrons will not be permitted to check out further materials until their record is cleared. Defacement or mutilation of any library material will result in a fine of $50.00 and appropriate disciplinary action. Delinquent borrowers will not be permitted to receive grades, transcripts, or other credit for work completed at Brewton-Parker College until all charges are cleared.

Patrons who lose books are expected to pay the replacement cost of the book plus a $5.00 processing fee.
SUBJECT: OBJECTIVES

The primary goal of the Fountain-New Library is to support the teaching and educational function of Brewton-Parker College. The objectives of collection development are: (1) to support the college curriculum, (2) to strengthen the collection, and (3) to provide for the research and information needs of the college community.
SUBJECT: SELECTION RESPONSIBILITY

The process of selection, acquisition and organization of library materials is a cooperative venture between the Brewton-Parker College academic faculty and the Fountain-New Library staff, though the ultimate responsibility for the quality of the library collection rests with the Director of the Library. The acquisition of new materials is accomplished primarily through the submission of requests by the faculty. These requests are approved by both the Division Chairperson and the Provost.
SUBJECT: FUND ALLOCATION

It is the responsibility of the Director of the Fountain-New Library to allocate the materials budget in such a way as to fulfill the library’s collection development goals. The funds available for monographs and audio-visual materials are divided equally among the academic divisions of Brewton-Parker College. Divisional funds not spent or encumbered by February 1st will be reallocated.
SUBJECT: SELECTION CRITERIA

The following criteria apply to selection of materials (excluding periodicals) for the Fountain-New Library collection:

- support and enrichment of the curriculum of the college;
- appropriate academic level;
- strength of present holdings of subject area;
- authority, including reputation of author and publisher;
- availability and price.

Other guidelines for selection:
1. Textbooks are not routinely purchased or provided for use in the classroom. They are purchased very selectively when they have inherent value to the collection as a reference work or authoritative source.
2. Due to space constraints, multiple copies of titles are purchased or retained only under unusual circumstances.
3. Paperback editions of books are purchased if available, and then sent to the National Library Bindery for binding.
4. Materials are selected in a wide range of formats—hardbound and paperbound print, a variety of electronic formats, microform, audio-visual, etc. When multiple formats are available, the library avoids duplication in most cases. Decisions on choice of format are based on ease of use, the need for simultaneous users, preservation, storage and price.
5. Consideration to replace lost or damaged materials is based on availability, significance to the collection and previous use.

Items selected for acquisition are typically chosen from reviews in professional journals (i.e. Choice) and standard academic booklists.
SUBJECT: PERIODICALS

The Fountain-New Library acknowledges that periodical subscriptions represent an ongoing commitment; therefore, budgeting and selection differ from that involved in purchasing monographs. Because each periodical title does involve a prospective longstanding commitment, and because of annual increases in subscription rates, the acquisition of a periodical title receives substantially more consideration than the acquisition of a single monograph.

Some or all of the following criteria are used in evaluating periodical titles for acquisition or cancellation:

- support of present academic curriculum;
- present use of this or other periodicals in a subject area;
- projected future use;
- price, projected availability of funds;
- reputation of journal and/or inclusion in a prominent abstracting and indexing source;
- whether the periodical is available in full-text in one of the library’s electronic databases.
5.6 POLICIES AND PROCEDURES – COLLECTION DEVELOPMENT

Revised: July 20, 2000

SUBJECT: GIFTS

The Fountain-New Library accepts donations of materials with the understanding that duplicate materials or other any materials deemed inappropriate to the collection will be discarded or returned to the donor upon request. A letter of appreciation is sent to the donor with a list of items donated. A gift plate identifying the donor is inserted in donated materials or items purchased with gift funds. Value appraisals for accepted materials are not provided.
SUBJECT: **WEEDING**

The Fountain-New Library’s holdings are periodically evaluated to identify inappropriate or outdated materials. This process is accomplished through a cooperative effort between the library staff and the academic faculty. Faculty members have the responsibility of weeding outdated or inaccurate materials in their area of expertise. The library staff is responsible for removing multiple copies, multiple editions, outdated materials and worn or damaged materials. Weeded materials are placed in the annual library book sale.

Worn or damaged materials are evaluated for preservation, replacement or removal. If the item is necessary to the collection, it is repaired or rebound if possible, or replaced. Items not appropriate to the collection are discarded or placed in the book sale.
SUBJECT: INTELLECTUAL FREEDOM

The Fountain-New Library seeks to provide information to the Brewton-Parker College academic community that encourages the development of analytical, critical and creative thinking skills. To this end, the library assumes the responsibility for maintaining a collection which represents a wide range of viewpoints. In order to provide such a collection, the library supports the Library Bill of Rights of the American Library Association (attached).
SUBJECT: INTELLECTUAL FREEDOM, cont.

The Library Bill of Rights of the American Library Association

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

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 abridgement 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 which make exhibit spaces and meeting rooms available to the public 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.
5.9 POLICIES AND PROCEDURES – COLLECTION DEVELOPMENT

Revised: December 10, 2002

SUBJECT: ACQUISITIONS PROCEDURES: ORDERS

1. Blank order cards are available at the Circulation Desk and should be completed by faculty members and submitted to their Division Chairperson and the Provost for approval. Each order card must have all three signatures before the order can be placed.

2. The Director checks the approved cards in Horizon to verify that the library does not already hold the title. If the library already has a copy, the call number is written on the order card and sent back to the faculty member.

3. After the order cards have been checked in Horizon, the Director searches each title to verify the accuracy of the information on the card and to verify the availability of the item. Each order card must include the ISBN number, author, title, publisher information and price.

4. The order cards are then entered into Horizon, listing the title/author, the ISBN number and the price. After the prices are totaled, a list is printed to attach to a Purchase Requisition for the Business Office.

5. When the Purchase Order is received from the Business Office, the Library Director enters it into the budget spreadsheet. After the order is placed, the purchase order number is entered into Horizon and the cards are filed by purchase order number. The Purchase Order is attached to the Purchase Requisition and placed in a file to await receipt of the items.
SUBJECT: ACQUISITIONS PROCEDURES: RECEIVING AND INVOICING

1. The Director checks items received to verify accuracy of shipment. The order card is matched with the item, and a processing slip listing the date received and the price of the item is placed in a pocket with the order card to be given to the Director/Cataloger. A tattletape is inserted in the item if needed. The item is then received and invoiced in Horizon.

2. The Director notes the date received, the budget account and the amount to be paid on the invoice and then prepares a check request for the Business Office. A copy of all documentation is retained for library records.

3. The check requests are then entered into the budget spreadsheet. The Director signs both the check request and the invoice before submitting the invoice to the Provost for final approval.
6.1 POLICIES AND PROCEDURES – LIBRARY FACILITIES

Revised: August 15, 2000

SUBJECT: SEMINAR ROOM

The Seminar Room of the Fountain-New Library is available for class instruction or for official meetings. Use of this room must be scheduled in advance with a staff member.
6.2 POLICIES AND PROCEDURES – LIBRARY FACILITIES

Revised: December 8, 2009

SUBJECT: LISTENING ROOM

The Fountain-New Library provides a Listening Room equipped with stereo and video stations for use by its patrons. The purpose of this room is to provide library patrons with the opportunity to use items in the library’s audio-visual collection.
SUBJECT: SPECIAL COLLECTIONS ROOM/ARCHIVES

The Special Collections Room of the Fountain-New Library houses Baptist historical records and Confederate and Colonial records, as well as the Brewton-Parker Archives. The purpose of the Archives is to preserve the history of the college through the collection of college catalogs, yearbooks, newspaper articles, photographs, brochures, programs and files of departments and organizations on campus. All faculty, staff, students and alumni are encouraged to donate these items to the Archives in order to provide a complete picture of past and current events. Use of this room must be scheduled with the Archivist.
6.4 POLICIES AND PROCEDURES – LIBRARY FACILITIES

Revised: December 8, 2009

SUBJECT: READING ROOM AND STUDY ROOMS

The reading room of the Fountain-New library is available for quiet study. The library provides study rooms for group study. Wireless internet is available within the library building.
SUBJECT: TELEPHONE

There are no telephones for public use in the Fountain-New Library. The library does not accept telephone requests to locate people. Cell phone conversations should be conducted outside the library out of courtesy to other patrons.
SUBJECT: TOBACCO PRODUCTS

The use of tobacco products by students, faculty, or staff members is strictly prohibited in the library building.
6.7 POLICIES AND PROCEDURES – LIBRARY FACILITIES

Revised: December 8, 2009

SUBJECT: COPIERS AND PRINTERS

Two copiers are provided for patron use by the Fountain-New Library. One copier is for faculty/staff only and may be accessed only with a departmental code. The student copier is equipped with a coin box, and copies are $.10 each. Change is available from the Circulation Desk.

Copies may also be made from the microform reader at a cost of $.10 per page.

Patrons may print from the student computers at a cost of $.10 per page.
SUBJECT: AUDIO-VISUAL EQUIPMENT

The Fountain-New Library owns a limited number of projectors and other pieces of audio-visual equipment. These are available for checkout by the faculty and staff.
6.9 POLICIES AND PROCEDURES – LIBRARY FACILITIES

Revised: August 15, 2000

SUBJECT: STUDY HALL

Group study halls are prohibited in the Fountain-New Library. Classrooms are available on campus for this purpose.
SUBJECT: REFERENCE MATERIALS AND PRINTED INDEXES

The Fountain-New Library reference staff is available to provide assistance in utilizing materials in the Reference collection that includes encyclopedias, dictionaries, handbooks and atlases. These books are marked REF and may not be removed from the library by students. Faculty members may arrange for short loans of reference books for classroom use.

To further aid patrons in research, the library provides access to printed indexes on a variety of subjects, which contain the citations necessary to locate journal articles.
SUBJECT: ELECTRONIC RESOURCES

Computers are available in the Fountain-New Library to provide Internet access. Patrons may access the electronic databases provided by the library from the library page of the Brewton-Parker College website. Copies may be made from the Internet for $.10 per page.
SUBJECT: PERIODICALS

The Fountain-New Library subscribes to a variety of periodical titles. Current issues are shelved on the periodical shelves in the center of the library. Retrospective issues may be found in bound periodicals, on microfilm, or on microfiche. Students may use the periodicals only in the library. Faculty members may arrange for short loans of periodicals for classroom use.

A list of periodical holdings is available at various locations throughout the library and on the library page of the Brewton-Parker College website. Off-campus patrons may request journal articles by completing an intra-library form on the website. A separate request must be sent for each article.

The library’s periodical holdings are supplemented with access to several electronic databases, where patrons may retrieve full-text articles.
SUBJECT: INTERLIBRARY LOAN

The library provides interlibrary loan services to faculty, staff and students for materials not available in the Fountain-New Library. Interlibrary loan forms are available at the Circulation Desk or electronically from the library page of the Brewton-Parker College website. There is a minimum charge of $1.20 per item requested by students.

Faculty and staff members who choose to order materials from the interlibrary loan service will have the privilege of doing so without incurring the local library cost or the costs from other places within the state. However, should they request materials that, being procured from out of the state are subject to fees, the person making the request will be required to reimburse the library for these fees.
SUBJECT: LIBRARY ORIENTATION AND BIBLIOGRAPHIC INSTRUCTION

The Fountain-New Library reference staff provides orientation sessions as well as bibliographic instruction to library patrons. Initial comprehensive orientations to library services and resources are given to Freshmen Seminar students. Faculty members, such as those teaching College Writing I and II, may also schedule more focused bibliographic instruction sessions by contacting the Reference Librarian. Topics addressed in these sessions reflect expectations for college students as set forth in the Association of College and Research Library’s Information Literacy Competency Standards for Higher Education. An online tutorial featuring seven lessons with accompanying exercises is available on the Brewton-Parker College website to further educate users on the following topics:

Lesson 1—Researching in the Library
Lesson 2—How to Find Books
Lesson 3—How to Find Articles
Lesson 4—How to Search the Internet
Lesson 5—How to Use Electronic Databases
Lesson 6—How to Evaluate Sources
Lesson 7—How to Cite Sources

Faculty teaching online classes may also request tutorials for placement on the Blackboard page for that course.

Individual reference assistance is provided to students on a drop-in or scheduled basis. Students who need in-depth assistance may schedule research consultations. Finally, the reference staff aims to serve students using a variety of technological methods,
including the Ask-A-Librarian form and Selected Links parts of the library’s website, and a Facebook fan page. Students also have the option of receiving reference assistance via instant messaging.