

Revised Library Procedures for Senate Review

- 4101 - Library Services
- 4103 - Grants and New Academic Programs
- 4109 - Use of Library Space
- 4121 - Library Collection Development
- 4124 - Headliners Awards Materials
- 4134 - Borrowing Library Materials
- 4136 - Reserve Collections
- 4137 - Interlibrary Loan Service

Procedure 4101: Library Services

Summary of Key Changes

The Procedure has been updated as follows:

- Matched homepage.

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STOCKTON UNIVERSITY



PROCEDURE

Library Services

Procedure Administrator: Associate Provost
Authority: N.J.S.A. 18A:64-8
Effective Date: March 21, 1978; February 10, 2011; TBD
Index Cross-References:
Procedure File Number: 4101
Approved By: Dr. Harvey Kesselman, President

PROCEDURE:

- A. The Richard E. Bjork Library serves the University community by offering services, materials, facilities and access to information necessary for study and research, the sum of which advances the University's goals of excellence in teaching and dedication to learning.
- B. To this end, all library collections and services are open and available for use by students, faculty, staff, and community borrowers within established guidelines.
- C. Services of the library include:
 - a. Developing, organizing and making available collections of information resources that support the curriculum, including archival materials on the history of the University and southern New Jersey.
 - b. Teaching students to locate, analyze, and evaluate information resources needed to complete assignments and projects.
 - c. Offering reference assistance to the University community.
 - d. Assisting the University community in acquiring skills in the use of library and information resources. Providing suitable spaces that support learning, connect patrons to our services and collections, and are accessible to all.
 - e. Maintaining statistical records detailing the use, services, acquisitions and inventory of the library.
 - f. Assisting with technology needed to sustain current pedagogies and practices.

Review History:*

	Date
Procedure Administrator	02/23/2021
Faculty Senate	
Divisional Executive	06/14/2021
General Counsel	07/16/2021
Cabinet	
President	

Review History:

	Date
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Procedure 4109: Use of Library Space

Summary of Key Changes

The Procedure has been updated as follows:

- Update title of the procedure administrator.
- Include reference to the online booking system used for reserving group study rooms.
- Update language about accessibility.
- Minor phrasing changes and formatting updates

media materials. They may be used for other purposes only when there is no one wishing to use them for their intended purposes.

3. Carrels and other library furniture modified for individual use

Procedure 4121:

STOCKTON UNIVERSITY

PROCEDURE

Library Collection Development

Procedure Administrator: Associate Provost

Authority: N.J.S.A. 18A;64-8

Effective Date: March 21, 1978; February 9, 2011; October 4, 2011; TBD

Index Cross-References:

Procedure File Number: 4121

Approved By: Dr. Harvey Kesselman, President

PROCEDURE:

- A. It is the library's responsibility to acquire material needed by faculty, students and staff. Funds for this purpose are allocated and expended by the library within University and state fiscal guidelines.
- B. The library reserves the right to make the final decision concerning all library acquisitions, including all purchases, gifts, materials for the University archives, subscriptions and memberships.
- C. In order to have a balanced collection, the library welcomes all users to participate in the collection development process.
- D.

responsibility to assign any value to a gift prior to donating it to the library.

H. University Archives

Procedure 4124: Headliners Awards Materials

Summary of Key Changes

The Procedure has been updated as follows:

Asked for the withdrawal of this procedure, as this collection has been removed from the library.

Review History:

	Date
Procedure Administrator	02/23/2021
Faculty Senate	

Procedure 4134: Borrowing of Library Materials

Summary of Key Changes

STOCKTON UNIVERSITY

PROCEDURE

Borrowing of Library Materials

Procedure Administrator: Associate Provost

Authority:

Effective Date: June 4, 1998, June 9, 1998; February 2, 2011; October 4, 2011; TBD

Index Cross

Circulation desk.

C. Borrower Responsibilities

A borrower is responsible for the following:

- § All items checked out to their account and the resulting fines if items are held past due dates.!
- § Items lost, stolen, or damaged and the resulting fines.
- § Notifying the Library of changes to contact information in their account.
- § Notifying the Library if a Community Borrower card is lost or stolen.

D. Loan Periods

Loan periods and the renewal of library materials on loan are determined by item type, and borrower category. Items such as reference materials, periodicals, microforms, and archival materials are non-circulating unless special permission is granted by a librarian. The Library may temporarily suspend its loan and renewal procedure for special circumstances (e.g. inventory). Reasonable notice will be provided to borrowers to limit inconvenience. All materials are subject to recall.

4. Alumni:

Alumni may borrow up to ten books, documents and/or circulating media. Books, audio books and documents circulate for a three-week loan period; circulating media has a five-day loan period unless the material is required by another user.

Alumni may renew books, audio books and documents twice in person, by telephone, or online unless they are required by another user. Circulating media may be renewed once unless required by another user.

5. Guests, VALE and NJALN Borrowers:

Guests

receiving a diploma. Faculty, staff, and current adjuncts are exempt from

Procedure 4136: Reserve Collections

Summary of Key Changes

The Procedure has been updated as follows:

- Minor changes were made to the elements of placing materials on reserve.

STOCKTON UNIVERSITY

PROCEDURE

Reserve Collections

Procedure Administrator: Associate Provost

Authority: N.J.S.A. 18A:64-8

Effective Date: June 24, 1998; July 9, 1998; February 2, 2011; TBD

Index Cross-References:

by the instructor. Upon receipt by the Library, it is the responsibility of the instructor to then have the articles placed in the reserve collection.

2. The Library reserves the right not to place photocopies or replicated materials on reserve if doing so may violate copyright. The instructor is responsible for obtaining copyright permission where required.
3. The Library may, at its discretion, place an entire volume in the reserve collection rather than photocopying or duplicating a portion of it.
4. All materials placed in the reserve collection may be used by students for the amount of time specified by the instructor, up to seven (7) days.
5. The Reserve Request Form lists the following loan periods possible for reserve materials:
 - a. 2 - 4 hours in Library use only (length at instructor's discretion).
 - b. 24 hours. Material may be borrowed and taken from the Library at any time but must be returned in 24 hours to avoid a late fee.
 - c. Three (3) days. Material may be returned anytime on the third day after it is borrowed.
 - d. Seven (7) days. Material may be returned anytime on the seventh day after it is borrowed.
6. Requests to place material in the reserve collection or remove material from the reserve collection can be made by the instructor at any time. Requests are processed as soon as possible in the order they are received.
7. Materials in the reserve collection will be returned to the Library collection or instructor at the end of the academic term.

C. Reserve Materials Loan

1. Anything to be loaned for less than overnight may not be removed from the Library.
2. Extensions to the designated loan period can only be made if the instructor gives his/her approval of the extension either in writing or verbally.
3. The best mechanism for the timely return of materials is the instructor's insistence that reserve materials be returned when due. However, as an added protocol, a fee of \$.50 per hour (or fraction thereof) will be charged for all overdue reserve material. For 3-day and 7-day materials, the fee will be \$1.00 for each day or portion of a day the material is overdue.

D. Other Information on Reserves

1. Reserve materials are typically intended for multiple users. On a case-by-case basis, the Library will place materials in the reserve collection for independent study projects and other teaching/learning situations oriented toward an individual.
2. The maximum number of copies of an item normally placed in the reserve collection is one copy for each 15 students in a course.
3. The Library will recall items on loan needed for reserve.
4. Unless requested to do otherwise by the instructor, all materials are removed from reserve the day following the last day of the academic term.
5. When two or more instructors request the same title for reserve, the instructor to first make the request may specify the details concerning loan of the reserved material. However, the Library

Procedure 4137: Interlibrary Loan Service

Summary of Key Changes

The Procedure has been updated as follows:

- Replaced the URL with the procedures to which the URL leads.

Procedure 4137: Interlibrary Loan Service

Summary of Key Changes

The Procedure has been updated as follows:

- Replaced the URL with the procedures to which the URL leads.

STOCKTON UNIVERSITY

PROCEDURE

Interlibrary Loan Service

Procedure Administrator: Associate Provost

Authority: N.J.S.A. 18A:64-8

Effective Date: July 1, 1998, July 9, 1998; February 2, 2011; TBD

Index Cross-References:

Procedure File Number: 4137

Approved By: Dr. Harvey Kesselman, President

- I. **PURPOSE:** To describe how library patrons may use the University interlibrary loan service.
- II. **PROCEDURE:**
 - 1.

damage, such as missing pages, torn pages, highlighting or other marks, stains or spots on any part of the material at the time it is retrieved. Patrons should report items damaged upon receipt to ILL staff before leaving the Library. Patrons will be responsible for material that is returned with unreported damage.

11. Patrons are responsible for returning borrowed ILL materials on time. If a loan becomes overdue, as well as on their Library and ILL accounts.
12. If a lending library should levy an overdue fine or a charge for a loan that is lost or damaged during the ILL process, these charges will be passed on to the patron. If a patron fails to pay ILL charges, a hold will be placed on the patron's Stockton record.

Review History:

Date