



wadecollege
FOR CREATIVES SINCE 1962

**Wade College Library
Policy Manual**

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Mission Statement

The Wade College Library exists to provide services, materials, and information for students, alumni, faculty, and staff. The services, materials, and information available are chosen to reflect and enhance the college curriculum. The college library maintains facilities which comply with the principles of its regional accreditation association, the *Southern Association of Colleges and Schools Commission on Colleges*. The library facilities are an intrinsic part of the educational program; thus, funds are budgeted so the library can expand its holdings, including bound volumes, reference books, periodicals, electronic databases, electronic books and/or periodicals, audiovisual materials, and course-related computer software support. Information technology, on a scale appropriate to the institution, is employed to assist users in the location of materials and information. It is the ultimate goal of the Wade College Library, as it is of the institution itself, to create life-long learners, and to provide them with the tools to achieve that goal.

Material Policies

Catalog

Wade College Library uses Atrium, an online library system. Students, faculty, and administration have access to this catalog while on campus. Atrium has modules that provide search, cataloging, circulation, report, patron, and inventory functions. New patrons are added when they have completed and signed the library user agreement.

Books: Ordering

The library has accounts with several online book vendors. Material costs are compared before ordering, but buying gently-used materials is encouraged. As much information as available is included about the ordered item: author, title, ISBN, publisher, date, and edition. Atrium, the library's online catalog, is checked to ensure that duplicates are not ordered. The majority of orders are placed online and the email record of the transaction is kept as well as a paper copy. A record of each order should be kept until the entire order is received. The library gives the accounting department paper copies of all orders whether already paid online by credit card or an invoice requiring payment.

Barcodes

Barcodes are placed on the upper right, back cover of books, and, if possible, in the same place on AV materials. Barcodes are used to catalog and circulate materials, having replaced accession numbers. Barcodes began with the number 0 (zero) and are sequentially numbered. Electronic books (ebooks) barcode numbering began with 10,000,000. When items are deleted, barcode numbers may be reused for adding periodicals, or material sets which require a barcode number only for cataloging purposes (i.e. the barcode is not used to circulate the material).

Processing

Books

Shipments of books received will be checked against the original order for accuracy. Books are cataloged into Wade College Library using the Dewey Decimal system. They will be properly cataloged, bar-coded, stamped, pocketed with a security tag, and labeled before shelving. The catalog number and barcode number are written on the first page of the book.

Periodicals

Periodicals are checked in as they are received using Serial Works. Check-ins are recorded by the month, week, or date of issue as noted by that periodical. Periodicals are tagged with a Wade College Library label. Shelving is alphabetical by title, with the most current issue towards the right. Issues are routed, by request, to faculty/staff before shelving.

Circulation

Materials only circulate to students, faculty, and administration who have signed a library user agreement and been added to Atrium. A colored date due card, placed in an item's pocket at check out, reminds patrons when the item is due. Patrons are responsible for all materials they check out.

Books:

Reference materials: reference materials do not leave the library. Reference materials have a reference sticker on the spine and the call number begins with REF.

Reserve materials and textbooks: must be returned the same day they are checked out. These materials are checked out using both Atrium and the long blue checkout cards. Textbooks have a red dot on the spine label and reserve items have a green dot. Overdue fees for these items are \$1/day.

General circulating collection: all remaining books are the general circulating collection and may be checked out for two weeks. Students must present the item for renewal. Students may check out up to three items at a time if they do not owe excessive fines. Faculty have unlimited borrowing privileges.

Electronic books: ebooks circulate according to the vendor's circulation policy. Users will be required to establish an account with the various ebook vendors to "borrow" materials.

Magazines:

Magazines do not circulate to students. Periodicals are routed to faculty and administration at their request after being logged into Serial Works. Students may use magazines in the library and may request library staff or faculty to make copies. Back issues of magazines are kept based on shelf space, frequency of publication, and availability of electronic back issues.

Audiovisual Materials:

Audiovisual materials circulate for up to one trimester to faculty or administration. Students may check-out AV items for one day only. VHS tapes have been digitized and are accessible to the Wade community on the shared Wade College "V" network.

Periodicals

Claiming

The majority of the library's periodical subscriptions are handled by EBSCO Periodical Service. If a subscribed issue doesn't arrive, EBSCO will be notified and claim forms are submitted (online via Ebsconet or with a print claim form) with the following information: title number (available from the *EBSCO Librarian's Handbook*, or from the renewal list), title, and issues (month and year) not received. Wade College Library's account number with EBSCO should be included in the claim form. Claimed periodicals will arrive under separate cover. A copy of the claim form will be retained.

Ordering

Most periodicals are ordered through EBSCO. The local EBSCO representative is available for assistance in ordering, renewing, and claiming any missing periodical issues.

Periodicals are ordered on a yearly subscription basis, with most subscriptions running January through December. A renewal list is received in June; additions or deletions to the collection should be noted at this time if possible. Additions or deletions will take effect in January of the next year, unless otherwise noted. Ordering information for new periodicals can be acquired through the *Librarian's Handbook* (sent annually from EBSCO). Invoicing for the annual renewal list usually occurs in November or December for the upcoming year.

For periodicals not ordered through EBSCO, payment will be made online or issued by the accounting department separately from any EBSCO payments. These periodicals may have an odd subscription period. Renewal notices will be checked for accuracy and timeliness. Some periodicals are obtained as part of a faculty membership. The library handles the initial membership request and membership renewal.

Audiovisual Materials

AV materials, for class use, circulate to faculty for up to a trimester. AV materials may also be circulated to administration. Students may check-out AV materials from the library for 24-hours as the library computers no longer support the use of DVDs.

Weeding

Because of limited physical space, it may become necessary to weed the collection. The first items deleted will be duplicate copies. The copy in the best condition will be kept. Outdated computer books will be weeded next due to limited use. If additional space is needed, retention priority is given to books that best support the Wade College curriculum.

Periodical Retention Schedule

- Daily—3 months
- Weekly—6 months
- Monthly—18 months
- Bimonthly—36 months
- Quarterly—48 months
- Journals—Keep

Anything over 48 months old may be donated to the appropriate classroom and placed where the instructor indicates. **The only exception to this rule is for *Communication Arts* and *Wired* magazines. These are high-quality publications and are not to be cut or discarded.**

Circulation and Library Use Policies

User Eligibility

Any current student, alumni in good standing, faculty member, or administrative employee of Wade College is eligible to become a user of Wade College Library. Library privileges may be suspended or revoked for reasons previously described. Alumni may use computers and library materials on-site but are not allowed to check out materials. Guests should check in with the librarian, who can provide a guest password for those wishing to use the computers.

Circulation Limits

Students may check out no more than three items at a time, and only one textbook at a time. Reference materials do not circulate to students.

Renewals

General Circulating Collection

Items in the general circulating collection, without a hold or reserve, may be renewed once, for a total checkout period of four weeks. If there is no immediate demand for the item, the librarian may increase the number of checkouts in special cases. Items to be renewed must be brought into the library.

Reserve materials

Reserve materials may not be renewed but may be rechecked the following day. This allows other students the opportunity to review the material.

Student Reserves

A student may reserve an item currently checked out. Each student may place up to three reserves. Checked-out items with reserves on them cannot be renewed. This gives all students equal access to materials.

Overdue Materials and Fines/Fees

Overdue materials are those returned after their due date. Students are informed of the due date at the time of checkout and additionally, a due date card is placed in the item's pocket. Students are responsible for returning items on time. Any overdue materials not returned after 30 days are considered lost and the student is charged the replacement cost of the item(s), plus a \$10 processing fee.

All students with overdue materials or outstanding fines must clear their account prior to the last day of the trimester and prior to graduation. Any fines/fees not paid by the end of the trimester may result in a loss of library privileges.

Overdue Notices

Overdue notices are sent out on a regular basis. Students are responsible for returning items to the library with or without receiving an overdue notice. Notices are emailed, printed and handed out to students, and/or mailed to students.

Fines

The library does not assign fees for overdue books as the librarians feel that this discourages library use. Lost or damaged materials are charged the current replacement cost plus a \$10.00 processing fee. Books

more than 30 days overdue are considered lost and charged accordingly. All library charges must be paid in full to graduate or must not exceed \$5.00 to retain borrowing privileges.

Electronic Devices

Students may use personal electronic devices while on campus until it becomes a distraction to others. It is preferred that electronic devices are kept on silent when on campus.

Internet Access Policy

Wade College Library offers wireless high-speed Internet access intended for educational purposes only. The librarian can assist students, faculty, and staff with research, resource, and online searching questions and provide assistance with printing. This service is available on a first-come, first-served basis. Students working on course assignments or projects have priority on the library computers and may print for free while on campus.

Students are not allowed to download files directly onto the computer, but may save files to disks, flash drives, or their network folders.

Photocopies

Photocopies may be made by instructors or the librarian. Copies are black and white unless specified otherwise. Photocopying is on a first come, first served basis as time permits.

Outside Resources

Additional sources for locating materials not available at Wade College include El Centro Community College with which we have a reciprocal borrowing agreement and the Dallas Public Library (corporate cards for faculty). ILL (interlibrary loan) is provided to students and faculty. Area college and university libraries include the University of North Texas Libraries (both in Denton and Dallas), the University of Texas at Dallas, and the University of Texas at Arlington. The university libraries are open to the public during regular business hours and Wade College students may use items on-site. A student may make photocopies for a fee.

Dallas Public Libraries are open to the general public although only Dallas residents are eligible for free cards. Non-residents may use materials within the library or buy a library card. Non-residents should also check with their home municipality to see if they have reciprocal borrowing with Dallas Public Libraries. Dallas has 26 branch libraries in addition to the downtown Central library. The Wade College librarian can help students and faculty find the Dallas Public Library branch closest to them, plus a list of area public and academic libraries is posted on the Wade College Library site.

Problem Patrons

Students who do not abide by the rules of the library and/or college, become excessively loud, or are physical with another person will be asked to leave the library and/or campus. If a student refuses to comply, a member of administration will be called; in addition, security may also be contacted to resolve the issue.

Sleeping/Socializing

The library is available to students for studying or working on assignments and for class projects. Students not actively engaged in schoolwork (i.e. sleeping, socializing, and talking on a cell phone) can be asked to leave following a reminder.

Loss of Library Privileges

Library privileges may be suspended for a set time due to:

1. Excessive overdue books (3 items more than two weeks late).
2. Lost books without payment.
3. Intentional failure to follow library rules.
4. Failure to follow library or Wade College rules.

Revocation of library privileges:

Library privileges may be revoked in the case of theft of library materials, or at the discretion of the Vice-President of Academic and Student Affairs instead of suspension.

Administrative Library Policies

Library Administrative Structure

The library is an integral part of Wade College, and as such, requires a Director of Learning Resources to lead, monitor, and be responsible for all aspects of library service and facilities. The Director of Learning Resources reports to the President/CEO.

Director of Learning Resources

The Director of Learning Resources is hired by the President upon recommendation by current library workers. The Director of Learning Resources must have a master's degree in library science with work-related experience, and be familiar with drafting budgets and annual goals. The Director of Learning Resources reports to the President/CEO. The Director of Learning Resources' duties are to:

- develop and administer a comprehensive collection of print, non-print, and electronic educational materials as well as a program of instructional and educational support;
- formulate and recommend policy on the development and operation of the library and the college's learning resources;
- direct all library activities, including the supervision and training of all library employees including federal work-study students;
- select, order, receive, and process books, periodicals, and other materials housed in the library;
- establish policies for the acquisition of material and the maintenance of the collections;
- prepare and submit to the President an annual estimated budget for library operations and collections administers the approved library budget;
- maintain an effective, cooperative program of assisting students and teachers using library facilities and collections, including orientation lectures, handouts, and individual instruction;
- establish and maintain appropriate library records and inventory in accordance with the standards of the Southern Association of Colleges and Schools;
- periodically evaluate the holdings of the library as the college curriculum changes and makes adjustments in future purchases to serve new and expanding programs;
- regularly report new acquisitions and services to faculty and staff;
- submit an annual library progress and evaluation report to the President;
- remain current in library procedures/practices through professional development;
- maintain an active role in appropriate professional organizations;
- work on institutional standing and ad hoc committees, as assigned;
- support college activities and special events through attendance and/or participation;
- perform circulation functions such as checking materials in and out, placing holds on material, and charging/collecting fines for overdue items;
- generate standard reports of overdue material, collection maintenance and circulation;
- assist library users in locating material by using the online catalog and computerized database collections;
- perform basic reference work using library resources;
- catalog and process new acquisitions in order to maintain and retrieve the items;
- enter bibliographic information into the computer system when the cataloging information is available;
- comply with all college policies, rules, and regulations;
- participate in the college's institutional effectiveness program as directed by the President;
- participate in faculty and curriculum development meetings; and
- performs duties assigned by Vice-President of Academic and Student Affairs and/or the President.

In essence, the Director of Learning Resources is responsible for providing support to the faculty and students through the Wade College Library and through additional administrative duties. The Director of Learning Resources works closely with faculty in matters of academics and ancillary needs. The Director of Learning Resources directs all library areas, including the facilities, the collection, and the technical aspects. The Director of Learning Resources provides support to both students and faculty by maintaining access to the collections and facilities of the Wade College Library.

The Library Committee (from policy HB)

The purpose of the Library Committee is to periodically review the policies and practices of the Wade College Library. The Library Committee shall make suggestions as it feels necessary concerning changes and revisions to the operation of the library, its collection, and its electronic resources. The Library Committee's primary function is to encourage faculty interest in and responsibility for the selection of books, periodicals, and other instructional materials for the library.

The Library Committee shall consist of the Director of Learning Resources, the Vice-President of Academic and Student Affairs and President/CEO. As appropriate, the President/CEO may appoint additional faculty and staff.

The Library Committee shall assist the Director of Learning Resources in evaluating library and institutional learning resources and in making appropriate recommendations. The evaluations and recommendations will be taken into consideration and presented to the President. The President will review all proposed changes and will have final authority on adopted changes.

Library Goals and Objectives

The Director of Learning Resources is responsible for establishing annual goals and the annual review of them the following year. The goals are submitted to the President for review, editing and inclusion in the Wade College Institutional Effectiveness Plan and the Institutional Effectiveness Report.

Professional Memberships

Wade College pays for approved memberships to professional library organizations (i.e. American Library Association, Special Library Association, or the Texas Library Association). Memberships are deemed personal memberships and may not be transferred from one name to another. Memberships are for a calendar year and will be renewed online or through the accounting department.

Communication

The administrative team, including the librarian, currently use RingCentral for all calls and communications pertaining to work outside of the college. Teams and email are used for internal communication.

Inventory

A running inventory of books, audiovisual materials, equipment, and supplies is kept by the library director. A formal inventory will be completed each year to determine which books have been lost or damaged and which areas of the library need to be further developed.

Invoices

Detailed invoices (items, quantity, and shipping/handling costs) are given to the accounting department for payment. A note verifying receipt of items and total cost for payment should be included. Items needing prepayment should be submitted to the accounting department for approval. Upon approval, a check will be issued to be included with the order.

Receipt of Orders

Packages are received by the reception desk. The librarian is responsible for unpacking the items, checking them in on the packing slip, and retaining the packing slip to check against the invoice. Invoices enclosed with or following the shipment, should be submitted to the accounting department with an "Okay to pay" and the amount to be paid indicated.

Items missing from a shipment will be resolved with the vendor's customer service department or payment for that item will be deducted from the invoice total.

Supplies

The library keeps a supply of items needed in ongoing library work.

The librarian will order all supplies pertaining specifically to library needs. Wade College maintains accounts with several library supply vendors; orders do not require prepayment, but may require order approval, and may be placed by telephone or online. A record should be kept of items, item numbers, and quantities when placing an order. A copy of the invoice and a record of payment will be forwarded to the library when payment is made.

Office Supplies

General office supplies (pens, paper, tape, paper clips, etc.) can be obtained from the college's main supply cabinet. Notify the receptionist when supplies are low or need replacement.

Statistics

Daily statistics are kept on the “User Statistics” sheets for both the day and evening, recording the number of students using the library, and the number of students using computers. Additional statistics may also be tracked. Statistics sheets are filed in a binder and the statistics are later compiled for use in reports. Circulation statistics reports are accessible via Atrium.

Mail

All outgoing mail should be left on the postage meter in the main office supply room. The office manager will run mail through the meter and send it each day. If special instructions are required, the office manager should be informed either personally or with a note affixed to the item. Incoming mail is placed on the Director of Learning Resources’ desk as it arrives.

Testing Center

The library serves faculty as a student testing location outside the regular classroom. Faculty must complete a form in the test folder, provide all testing materials (test, scantron etc.), and identify testing parameters. Students must follow the rules for testing: no personal belongings at the testing table (i.e. backpacks and cell phones), sit near and face the circulation desk, no talking, students may not leave and return, turn in all tests and other materials to the library staff.

The library also proctors and administers Accuplacer tests required for Wade College admission. Some members of the administrative team are registered Accuplacer proctors and must adhere to Accuplacer testing requirements.

Weather Conditions

In the event of severe weather conditions, fire, or other emergency situations, the library and personnel will follow the Wade College Safety Plan and/or the Infomart emergency procedures.

Liability

Wade College is not liable for any information found wholly or in part on the Internet as it is accessed through any computer terminal available at Wade College. Wade College is also not liable for any action resulting wholly or in part from information derived from the Internet as it is accessed through any computer terminal available at Wade College. This non-liability covers the actions of all persons: faculty, students, staff, administration, guests, or non-approved users.

Wade College reserves the right to make changes to any policies contained therein and to make new policies as necessary. Policies are subject to change without notice.

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