

LSUA Library Services
Policy Manual
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May 2005

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Policy on Library Priorities

Priorities for acquiring materials and establishing services must be determined with the needs of the users in mind.

The following provide principles for establishing priorities:

1. University Mission Statement and goals.
2. LSUA Library Services Statement of Purpose and Desired Outcomes.
3. The Library Bill of Rights and other established standards and best practices published by the American Library Association (www.ala.org), the Association of College and Research Libraries and its College Libraries Section.
4. Discussions and initiatives of the Faculty Committee on the Library.
5. Comparisons with peer institutions and contemporary literature in library and information science
6. Review of literature, information from conferences, and listserv archives to determine best-practices.
7. Annual surveys.
8. General informal feedback from students and faculty.
9. Directives of the Chancellor and/or Vice Chancellor for Academic Affairs.
10. Mandates of accreditation bodies.

The Director of Library Services meets regularly with library faculty and/or staff, especially public services staff and gathers input from them. The Director then drafts the mission statement and desired outcomes as part of the LSUA strategic planning process; the draft is then presented to the library faculty and staff for discussion. The Director makes modifications based on these discussions; then the draft is submitted to the Strategic Planning Committee. Selected unit desired outcomes are assessed annually.

The Director of Library Services, when the situation dictates and with advice from library faculty and/or feedback from faculty, students, or administrators, initiates changes in priorities and establishes policies and procedures to implement them. In accord with principles of faculty governance, the library faculty has the responsibility to help shape and approve library policies and procedures. Policies that have a direct impact on instruction must be forwarded to the Faculty Committee on the Library. This committee is encouraged to suggest modifications to the policy and when possible the committee is consulted in advance.

April 23, 2003

Approved by Library Faculty: 8/21/03

Forwarded to Library Committee:

Policy on Library Instruction

1. Library faculty provides formal instruction in the following skills required for a greater level of undergraduate information literacy:
 - use of the library,
 - use of library resources,
 - use of other available information resources,
 - strategic approaches to research
 - specific skills for research and use of information resources.

2. Instruction is provided in the following ways:
 - **Instructional “module” sessions** on general topics
 1. These sessions are scheduled by the Coordinator of Information Literacy Outreach at the beginning of each semester.
 2. Instructors may chose to require students to complete any or all of the modules as part of a course.
 - a. This requirement should be stated in the course syllabus of the assigning instructor
 - b. Instructors should make reference librarians aware of this requirement, so that any clarification of expectations can be made early in the semester in which the course is offered.

 - **Point-of-use instruction** to individual students requesting help or reinforcement in using library resources or research skills.
 1. Librarians are available for assistance to students at any time the library is open for
 - a. One-on-one assistance
 - b. Limited telephone assistance
 - c. E-mail queries
 - E-mailers who require substantial assistance will be asked to telephone the reference desk or come to the library for assistance.
 2. When assisting individual students, librarians will refer to a copy of the instructor’s assignment or syllabus in addressing specific questions regarding information resources
 - a. if the instructor does not provide the library with a copy of the assignment or syllabus, the librarian will refer to the student’s copy.
 - b. if a copy of the assignment is unavailable, the librarian will advise students to consult with the professor for clarification
 - c. a copy of the assignment or syllabus will be requested for future use in assisting students.

- **Course-related library instruction** (Formal instruction sessions on specific resources or research skills.)
 1. An instructional session is scheduled at the request of an instructor.
 2. Instructors are urged to require students to attend instruction modules so that class sessions can be used to support more specific resources and skills.
 3. Reference librarians will maintain a schedule of all instructional sessions.
 4. Prior to the initial session, instructors need to spend 30-60 minutes with the librarian who will be providing the library instruction to ensure that sessions are tailored to make the most effective use of class time.
 5. An assignment should accompany the session, or the session should prepare for a specific assignment.
 6. These sessions need to be scheduled with as much advance notice as possible, especially when demand is greatest.
 - a. The initial session should be scheduled about 15 days in advance of the desired session so that the instructor's objectives and library services and resources can be brought together efficiently and effectively.
 - b. Subsequent sessions for the same course should be scheduled 7 days in advance of the desired session.
 - c. The library will make every reasonable attempt will be made to accommodate instructors.
 - d. Instructors need to be present for whole-class instruction to
 - 1) provide definitive answers to questions specific to content or assignment requirements.
 - 2) assist the librarian with students needing redirection or individual assistance.
 - 3) reinforce that the session is integral to the course.
 - 4) keep abreast of what their students are learning.

Approved by Library Faculty: 8/21/03

Policy on Distance Learners

The library is committed to providing distance learners access to the broad array of library resources available to them.

A distance learner is a registered student none of whose courses require coming to campus and for whom distance makes use of the James C. Bolton Library on campus a hardship.

LSUA Academic Department Chairs should alert instructors that library services are available to their students.

When made aware of the existence of such courses, the library contacts the instructors to advise them on what is available so that they can communicate to the availability of library services to their students.

Upon consultation with the instructor, the library will provide information* on the general and discipline-specific resources available to the enrolled students. Desire2Learn® is the preferred vehicle for getting the information to students.

***Specifically mention:**

- Opportunities presented by LALINC Agreement on Reciprocal Borrowing: [http://appl006.lsu.edu/ocswweb/louishome.nsf/\\$Content/Reciprocal+Borrowing?OpenDocument](http://appl006.lsu.edu/ocswweb/louishome.nsf/$Content/Reciprocal+Borrowing?OpenDocument)
- LSUA Library Services Website: <http://library.lsu.edu/>
- Resources remotely available online: library catalog, full-text article databases, full-text journals, e-books.
- Interlibrary loan and document delivery <https://illiad.louis.lsu.edu/illiad/LAZ/logon.html>, and
- Email library@lsua.edu and telephone numbers to communicate with library staff.
- Circulating books and other materials will be mailed to distance learners on request.

April 23, 2003

Approved by Library Faculty: 8/21/03

Forwarded to Library Committee:

Circulation Policy

- An official LSUA photo-ID is required to check out books.
- Books loaned to LSUA students or non-LSUA borrowers circulate for thirty days.
- LSUA Students, Staff, and LALINC borrowers are limited to eight books out at a time.
- Other non-LSUA borrowers are limited to 3 books out at a time.
- LSUA Faculty are limited to twenty-five books out; loans from the circulating collection are due the last day of classes each semester. Other loans to faculty are normally due the next day or whatever due date the library determines for the particular item.
- Circulating books may be renewed once unless they are placed on hold by another or they are overdue. Renewals may be granted by telephone or email request.
- A hold may be placed on any book already checked out;
- Instructors occasionally request that the library recall a book so that it may be placed on Reserve. Recalled books are due back immediately.
- The library operates on a “no fines” system. This system continues to operate because of the cooperation of each student.
- Reference materials and microfilm do not circulate. (Some reference materials are in the stacks.)
- Library materials in nursing (call no. 610-620) and literature (call no. 800-899) are not available for checkout to non-LSUA users.

Reserve Materials

Reserve Materials may be checked out for use as specified by the instructor placing the item on reserve. An item designated for “in library use only” may be used within the library for a period of two hours. Items designated for “overnight use” may be checked out at any time, but must be returned by 1:00 p.m. the following day.

Library Cards

LSUA Students, Faculty, and Staff

Students, faculty, and staff must present a current LSUA ID card to check out library materials. Students, faculty, and staff that cannot show their ID may present a driver’s license at the time of check out only if the information on the license matches their personal information listed in the student roster.

NON-LSUA Borrowers

Non-student borrowers must obtain a LSUA non-student ID card from Enrollment Services and present it at the circulation desk each time they borrow a book. *Exception: When Enrollment Services is closed, non-student borrowers will be allowed to check out books once without LSUA ID. After this initial checkout, a non-student must come to LSUA when Enrollment Services is open to get an LSUA ID card.*

Registration for library privileges:

The borrower must present some form of valid government-issued picture ID, current address, place of employment, home and work telephone numbers, and social security number.

LSUA Library Services reserves the right to withdraw borrowing privileges from those who abuse them. Local residents will often find their general library needs met better by using their local public library branch.

Local residents

The library lends materials to residents over the age of 17 living in the parishes contiguous to Rapides Parish. These parishes include Allen, Avoyelles, Evangeline, Grant, Natchitoches, and Vernon. Privileges will be granted for a maximum of two years and may be renewed.

LSUA Faculty/Staff Dependents

The library will lend books to minor dependents of LSUA faculty and staff. The parents/guardians are responsible for their dependent children.

LALINC Borrowers

Qualified borrowers from LALINC institutions will be required to present a LALINC card, their institutional ID, and valid government-issued photo ID when requesting borrowing privileges. The expiration date on the LALINC card will be the expiration date of their LSUA privileges; however, in no case will privileges extend beyond one year from the date of issue. After registering at LSUA, only LSUA photo ID will be required.

Northwestern State University and Louisiana College

NSU and LC students and faculty need an LSUA non-student ID card.

Overdue Materials

An overdue notice will be sent to any borrower with overdue items. At the time that the item becomes overdue, a notation is made in the record of the borrower. A student must return overdue library materials or pay fees as listed below. Users are blocked from further borrowing until the materials are returned or fees have been paid.

Faculty and staff are required to return materials at the end of each semester; permanent faculty and staff may renew materials once by telephone or email. After the first renewal, the permanent faculty or staff member must physically bring items into the library for renewal.

Lost and damaged materials

LSUA library materials are the property of the State of Louisiana. Restitution is required for any library materials that are lost, mutilated or destroyed.

- Lost or destroyed book charges include the cost of replacement for a college library book as recorded in the current edition of *The Bowker Annual* (Minimum \$52) and
- A service charge of \$23 for each lost, destroyed (i.e. unusable) book.

Library materials lost through theft, accident, or calamity still require this restitution. Homeowner's, automobile, and renter's insurance often cover such losses. To maintain library privileges before completing payment, a police report or insurance claim is required.

4/29/03

Approved by Library Faculty: 8/21/03

Forwarded to Library Committee:

Policy on Use of Library Computers

1. LSUA Library provides computers for use by LSUA students, faculty, and staff. Campus visitors may also use the desktop computers if LSUA users are not waiting.
2. Users of all computers in the library are bound by the **LSUA Acceptable Use Policy** ([Appendix 6](#))
3. Computers in the library are intended for individual use. These computers may be reserved for instruction sessions taught by the library faculty.
4. Some of the computers in the library do not have word processing or other production software installed. Computer labs provide students with such software installed.
5. Library Services will not provide assistance and support in document preparation or other production/presentation formats. Such assistance is available in computer labs.
6. Files may be saved to an LSUA network drive or to user-provided 3.5 computer disks. Computer users are responsible for saving files they create, but not on library computers. No user created files are permanently stored on the library computers. The library is not responsible for files that are lost or cannot otherwise be restored.

LAPTOP COMPUTERS:

1. Laptop computers with wireless access to the LSUA computer network are available for student use, unless reserved by library faculty for instruction sessions.
2. These laptops are for use by LSUA students and may not be loaned to campus visitors.
3. Laptops are to be used within the LSUA library.
4. Laptop computers are checked out at the library circulation desk and must be inspected in the presence of the borrower before they are checked out.
5. Before borrowing a laptop computer the first time, users will be expected to sign a form that indicates they understand and agree to abide by special policies for use of the laptop computers ("Laptop Loan Agreement" following policy.) After the form is signed, circulation will add a note to the signer's online library record.
6. Laptop computers are checked out for 1 ½ hours. Computers not returned after 2 hours automatically generate a \$2,000.00 charge to the borrower's account.
7. Borrowers are responsible for the computers they check out and may not leave laptops unattended or give them to anyone else to use.
8. Laptop computers must be returned to a library staff member, not left on the desk or in the book return slot, for inspection in the presence of the borrower.

9. In the event damage or abuse is detected at the time of return, the borrower is liable for repair costs (as determined by the Educational Technology Department staff) up to the replacement cost of the computer.
10. A limited number of power cords for the wireless laptops are also available for checkout. These must be returned at the time the computer is returned.

8/11/2003

Approved by Library Faculty: 8/21/03

Forwarded to Library Committee:

Forwarded to Educational Technology: 8/22/03

Student Name:

LSUA ID #

Date:

LAPTOP LOAN AGREEMENT

- I understand that this equipment is on loan for a 1 ½ hour period and is to be used in the James C. Bolton Library building.
- I understand that if the equipment is returned past this time, I will be billed for the replacement cost of the equipment (up to \$2,000.00).
- If the computer or any of its attachments or peripheral equipment is lost, damaged, or otherwise tampered with, I will be responsible for the replacement cost of the equipment (up to \$2,000.00).
- I accept responsibility for this equipment and its attachments, and I agree that it is working order at the time I check it out.
- I understand that computers must be returned to a library staff member and not left on the library counter or in the book return slots.
- I understand that I am expected to be present when the computer is checked back in by a library staff member.
- I understand that I am bound by LSUA Acceptable Use Policy for computer resources.
- I understand that I am responsible for saving all files created while I am using this equipment and further understand that the library assumes no responsibility for files that are lost or cannot be retrieved.
- I understand that I should not leave this equipment unattended or let others use it while it is checked out to me.
- My signature below indicates that I have read the agreement and accept responsibility for the careful use of the equipment I have borrowed.

Laptop Borrower's Signature _____

Date _____ Printed Name _____

Student Record flagged for borrowing: Date _____ Staff initials _____

Copy to borrower.

Form created 8/11/2003

Staff checklist for checkout and return of Laptop computers and peripherals

Check list for check out:

Check list for return:

Procedure created:

Policy on Collection Development

SACS: Librarians, teaching faculty and researchers must share in the development of collections, and the institution must establish policies defining their involvement.

SACS: Each library or learning resource center must have a policy governing resource material selection and elimination, and should have a procedure providing for the preservation, replacement or removal of deteriorating materials from the collection.

Acquisitions: Books

Each year the acquisitions budget for books is divided, with these factors affecting the formula:

- The base budget for each discipline is based on a formula dividing the number of Student Credit Hours (SCHs) in all courses in a particular discipline with the total number of SCHs produced in the previous academic year. (For example, if 1000 SCHs were in English courses in a given academic year and the total number of SCHs produced at LSUA in that academic year was 10,000, then 10% of the base allotment would go to buy materials in English.)
- A supplement is then added to disciplines (majors, areas of concentration, etc.) in which we offer baccalaureate degrees.
- Another supplement is added for new academic programs.
- Then the budget is adjusted up or down to reflect the fact that some disciplines (e.g. math) do not publish many titles suitable for undergraduates and the average cost of a new title varies by subject. The data is derived from the most recent available edition of *The Bowker Annual*. Until the beginning of the third quarter of the fiscal year, money is kept aside for titles that are more costly, but which do not issue a new edition very often and which will support either coursework or frequent reference enquiries.

A librarian/bibliographer is assigned to each discipline. A bibliographer is a member of the library faculty in the assigned role of selecting what library materials should be in the collection for a subject area, and, when possible, of making contact with at least one classroom faculty member who teaches courses in that discipline or is knowledgeable about it.

Early during the Fall semester and occasionally during the academic year by e-mail, the library director (or the Coordinator of Collection Development) will invite classroom faculty (full-time and adjunct) to submit titles to the subject bibliographer for their discipline. Titles appropriate to course and programs offered or planned will be given priority.

Bibliographers are responsible for spending the allotment for their disciplines in time for the books to arrive before the end of the fiscal year; the bibliographer may either make the case for additional funding or for allocating funding to another discipline. The director of library services may also make adjustments in the budget as the fiscal year progresses and will communicate the adjustments to the bibliographers.

Some titles are either beyond the scope of the collection or it is more cost-effective to procure them as needed via interlibrary loan. Such titles will not be purchased.

On rare occasions, the director of library services may overrule a bibliographer regarding the purchase of a particular title. In a spirit of collegiality, the director will verbalize the rationale.

Acquisitions: Serials, Databases, Document Delivery

When LSUA budget for library acquisitions is finalized for the fiscal year, the Director of Library Services (or the Coordinator of Collection Development) will encumber sufficient money for annual subscriptions and renewals.

Periodical and database *subscriptions* are handled differently because they implicitly require ongoing annual funding.

The library will subsidize the acquisition of any article whether through paper copy, database, document delivery or interlibrary loan so long as it supports coursework or professional development and research needs of faculty. Before a student request for interlibrary loan or document delivery is honored, the student is required to consult with a librarian to make certain that the information the student needs is retrieved in the most effective and least costly way. In no way should the librarian use this consultation for the purpose of censorship; the provisions of the Library Bill of Rights and the tenets of academic freedom will always be honored.

The library subscribes to hard copies of journals:

- at the request of a faculty member or librarian, and
- when there is a good chance that current issues of the journal will be browsed, or when such a subscription is the only feasible way to access articles in a publication which will support academic courses and programs.

If the library already has access via a subscription database to articles from a particular serials title, a compelling reason must be offered in order to purchase the title. Such reasons include:

1. important matter (such as illustrations within an article) is not usefully presented in a digital format
2. there is a compelling pedagogical reason (such as the journal is so basic in a field that anyone educated in that field should be familiar with how it is formatted.)
3. the subscription is so inexpensive that it will have little impact on the budget.

In general, issues of such journals will not be bound, except when reason #1 is given and the discipline values retrospective literature.

Most databases are subscribed to as a bundle through the LOUIS annual fees. Additional database subscriptions to support LSUA's programs are also purchased.

Weeding of Collection (Stacks)

As an academic library, there is little desire to “weed” the collection, except in subject areas where program accreditation standards (e.g. nursing) dictate that obsolete material be discarded.

However, the finite amount of space in the library dictates that judicious weeding be performed.

1. Library staff may weed out duplicates of titles that have a low history of circulation, beginning with the items that are most worn and have the least useful life left in them.
2. Librarians may also weed titles that are no longer useful.
3. On a revolving schedule over five years, by call number ranges and subject areas, the entire stacks will be weeded with the following general methodology:
 - a. When a section is up for weeding, a notice will be sent out so that faculty whose areas are affected have a chance to participate and are encouraged to do so.
 - b. Librarians have the final say in what is discarded, giving great deference to faculty specialists.

Procedure: During the announced time period (not more than a week) for weeding a section:

1. Faculty members who elect to participate will be asked to identify titles suitable for de-accessioning, according to the standards in their discipline
2. This will be done with a slip of paper inserted between the pages of the identified book; the faculty member(s) recommending withdrawal, will initial the slip. (Any faculty member may also recommend keeping a title, noting that on the same slip.)
3. While the faculty members are doing this, they will be asked to help identify areas of the collection that are not well represented or which need updated mater, and report their observations/recommendations to the bibliographer, who will make written notes on faculty recommendations.
4. After librarians review the decisions, the volumes to be de-accessioned will then be processed out and removed from the catalog.
5. Bibliographers will then follow up on observations/recommendations for new/replacement titles.

Reference Collection

Over the course of a year, the reference librarians will review the entire reference collection. They will also follow the review literature to become knowledgeable about new reference titles that may fill a need for the library's users.

1. They will note which serials (e.g. yearbooks) need more recent editions.
2. They will note which reference books are no longer needed for the reference collection. In consultation with other librarians and subject specialists, they will decide which titles should simply be transferred to the stacks and which should be de-accessioned.
3. They will recommend new reference titles for purchase.

Worn or Damaged Library Materials

Normally these will be noticed during the five year weeding cycle, or during the course of regular stacks maintenance or circulation transactions. When a book is too worn or damaged for use, a decision will be made by the bibliographer whether to repair and/or rebind it; to purchase a new copy (if the title is still in print); to purchase another title which provides similar or better information, or whether the item should simply be withdrawn.

Withdrawn Library Materials

All withdrawn library materials should be carefully de-accessioned. This process includes removing or covering any LSUA ownership marks; stamping the item "Withdrawn," and suppressing or deleting reference to the item in the online catalog.

Withdrawn books may be donated to another library, put up for sale at a general book sale open to the public, sold to a used-book dealer, or may be discarded.

If a withdrawn book has an unusually high value as an artifact, the director of library services should attempt to sell it at market value; the proceeds from such a sale would go to a fund account whose investments are dedicated to library needs. Except in the last case, proceeds from the sale of the items will go to whatever group is holding the sale. In most cases, the group would be The Friends of the James C. Bolton Library or another non-profit student or service group.

April 23, 2003

Approved by Library Faculty: 8/21/03

Forwarded to Library Committee:

Materials to be kept in Rare Books Room

1. All material in the following categories should be processed for the Rare Books Room.
(This includes some types of publications to be safeguarded although not strictly “rare.”)

A. Publications published before and including 1860.

B. U. S. Publications published before and including the dates listed below
by state:

ALABAMA. 1839	NEBRASKA. 1874
ARIZONA. 1889	NEVADA. 1874
ARKANSAS. 1860	NEW HAMPSHIRE. 1800
CALIFORNIA. 1871	NEW JERSEY 1806
COLORADO. 1870	NEW MEXICO. 1870
CONNECTICUT. 1800	NEW YORK. 1819
DELAWARE. 1800	NORTH CAROLINA. 1812
DIST. OF COLUMBIA. 1800	NORTH DAKOTA. 1874
FLORIDA. 1838	OHIO. 1820
GEORGIA. 1845	OKLAHOMA. 1890
IDAHO. 1888	OREGON. 1864
ILLINOIS. 1846	PENNSYLVANIA. 1820
INDIANA. 1840	RHODE ISLAND. 1800
IOWA. 1854	SOUTH CAROLINA. 1823
KANSAS. 1865	SOUTH DAKOTA. 1889
KENTUCKY. 1826	TENNESSEE. 1849
LOUISIANA. 1865	TEXAS. 1867
MAINE. 1800	UTAH. 1870
MARYLAND. 1828	VERMONT. 1800
MASSACHUSETTS. 1800	VIRGINIA. 1810
MICHIGAN. 1848	WASHINGTON. 1877
MINNESOTA. 1869	WEST VIRGINIA. 1830
MISSISSIPPI. 1851	WISCONSIN. 1850
MISSOURI. 1851	WYOMING. 1884
MONTANA. 1884	

C. At least one copy (preferably two) of University Publications.

2. Additionally, other materials such as those noted below should be screened and considered for Rare Books Room housing:
 - A. Autographed books of exceptional interest.
 - B. Unusual limited editions.
 - C. Extraordinary first editions.
 - D. Portfolios containing original etchings, expensive plates, etc.
 - E. Erotica [Censorship or restricting academic freedom is prohibited as a reason to place such material in Rare Books. Normally it will be done only for preservation purposes.]
 - F. Local history and Louisiana publications. (Normally a copy will be placed in the circulating stacks, unless other considerations in this policy dictate otherwise.)
 - G. Scarce or expensive periodicals
 - H. Works justifying special attention on account of physical makeup:
Sumptuous binding; fine typography or illustrations; fore-edge painting; elaborate decorations; size or shape not adaptable to ordinary shelving; printing or vellum; silk, wood, or other unusual material.

Revised 9/94 and 8/27/03.

Revisions approved by library faculty:

Forwarded to Library Committee:

Interlibrary Loan (ILL) & Document Delivery Guidelines

No library can afford to collect everything that might ever be requested. However, membership in the LOUIS consortia enables LSUA Library Services to procure most materials from within Louisiana via ILL. Most journal articles which cannot be obtained via ILL can be purchased from a document delivery service. Both services are subsidized by the library.

WHAT IS INTERLIBRARY LOAN (ILL)?

Interlibrary loan is a process through which books, copies of journal articles, or other items are sent from one library to another library by request.

WHO IS ELIGIBLE TO BORROW MATERIALS THROUGH INTERLIBRARY LOAN?

LSUA faculty, staff, and students may request materials. Non-LSUA students should borrow ILL materials through their local public libraries.

WHAT CAN AND CANNOT BE BORROWED?

The lending library decides if an item may be loaned. Books, with the exception of reference books and rare books, are usually loaned; copies of journal articles are sent; theses and dissertations are usually loaned. Whole issues of journals, genealogy materials, and audio-visual materials are usually not loaned.

When materials cannot be procured via ILL, journal articles and some other documents can be purchased from a document delivery vendor. (The cost is the royalty fee set by the publisher plus a set service fee.)

WHAT IS THE COST?

Library services will subsidize the cost of ILL and document delivery for the following:

- LSUA faculty requests that are course-related or for professional development.
- LSUA student requests after an interview with a librarian to determine that a loan is the only appropriate way for the student to complete an assignment or pursue independent interests.

WHAT IS THE LOAN PERIOD?

The loan period and any other restrictions are set by the lending library. Photocopies of journal articles are usually sent, not the entire journal. You may keep the copies.

HOW LONG DOES IT TAKE TO OBTAIN AN INTERLIBRARY LOAN ITEM?

The timeliness of delivery depends on the lending library. You should request materials as soon as you are aware of a need for the material. Allow a minimum of 1 week for materials coming from a Louisiana library, 2 weeks for materials coming from out of state, and 4 weeks for photocopies of articles. See "Interlibrary Loan: Constraints and Timeliness" below.

HOW DO I ORDER INTERLIBRARY LOAN or DOCUMENT DELIVERY MATERIALS?

Interlibrary loan requests can be made at the reference desk on the first floor of the library or online at <https://illiad.louis.lsu.edu/illiad/LAZ/logon.html>.

For more information, please call the reference desk at ext. 6442 or e-mail library@lsua.edu.

April 23, 2003

Approved by Library Faculty: 8/21/03

Forwarded to Library Committee:

Interlibrary Loans: Outgoing and Charges between Libraries

- The library lends books from the circulating collection.
- Non-circulating and non-book material are not normally loaned; exceptions may be made depending on current needs of LSUA faculty or students for the particular item requested.
- Rare or archival materials may be lent only with certificate of insurance (or other written provision in case of lost or damage) from the borrowing library. Such loans are not to be done lightly.
- The loan period for items loaned from LSUA is one month.
- No costs are charged to libraries with which LSUA has reciprocal agreements.
 - Includes most academic libraries in Louisiana.
- Libraries with whom no reciprocal agreement is in effect and which charge for their loans will be contacted to find out whether they wish to reciprocate in not charging costs.
- Non-reciprocating libraries will be charged a minimum of \$20 per transaction, plus postage and photocopying charges.
- To simplify billing, LSUA library has signed onto the OCLC IFM program.

April 29, 2003

Approved by library faculty: 8/21/03

Forwarded to library committee on:

Interlibrary Loan: Constraints and Timeliness *(effective 2/23/2005)*

The library will procure any book or thesis which another U.S. library will loan as an Interlibrary Loan as a reciprocal partner or at a reasonable cost and subsidized by the library. **The timeliness of delivery is completely dependent on the lending library.**

For books and other returnable items the due date is set in advance by the lending library, the due date is usually 30 days *from the day the lender ships the item*. LSUA library may not alter the due date. Lending libraries may allow for renewals of particular items if we request the renewal about a week *before* the due date. Failure of LSUA library to return an item by the due date is considered an act of bad faith and jeopardizes any future dealings with that library.

- I Interlibrary loan materials:
 - A Should be requested as soon as possible
 - B Allow a minimum of one week for materials coming from Louisiana
 - C Allow a minimum of two weeks for materials coming from out of state
 - D Allow a maximum of four weeks for requested articles (photocopies)
 - E For articles needed by an instructor for a course during the current semester, allow a maximum of two weeks. The instructor may enter requests on behalf of students enrolled in the course.¹

- II Document delivery services
 - A. Faculty may submit a list of titles for common journals needed for undergraduate work in their discipline. The library will approve immediate and fully subsidized document delivery, bypassing ILL for some of these titles.
 - B For rush delivery (24-48 hours) users will be charged the full cost.
 - C For copies of articles not received through Interlibrary Loan by the maximum times stated in Section I D & E, the library will subsidize the cost of document delivery.
 - D For theses and dissertations unavailable through Interlibrary Loan:
 - 1. The library will subsidize the cost if the item falls within our collection development policy and supports our programs, but the item must be returned to the library for binding and cataloging.*
 - 2. Users will be charged the full cost if they wish to retain a personal copy. In that case, the library will show the user how to order it online with a credit card.

* For theses/dissertations to be procured this way, the ILL librarian will (1) send a copy of the bibliographic information to cataloging as soon as the item is ordered and (2) make a copy of the front matter pages when the document is received so that a temporary record may be entered into the catalog as soon as possible after receipt.

Approved by Library Faculty: 9/20/04

Approved by Library Committee: 2/23/05

¹ Illiad requests: users must note special need in note field.

Obsolete Library Faculty procedure on selection, retention, promotion, tenure, and annual review and Termination of full-time faculty. Obsolete because revision of PS 202 is due out Fall 2003

The policy of Library Services on full-time faculty must comply in every way with the LSUA PS 202 <http://www.lsu.edu/resources/administrative/policies/ps202.pdf> *Selection, retention, promotion, tenure, and annual review and Termination of full-time faculty* and PM-23 of the LSU System.

III. Faculty participation

As directed by PS 202 (Revision 8, 202-2, III), "Academic divisions shall devise ... procedures which will ensure the participation of appropriate faculty members in the selection, re-appointment, promotion, and tenure process."

This document intends to put the procedures for the full-time library faculty down in writing; and in some cases to call attention to the particular situation of librarians as faculty.

IV. Initial Faculty Appointments

Search committees for library faculty will consist of the following to be appointed by the Director of Library Services:

- At least one LSUA librarian of any rank.
- A librarian from another institution may also be appointed.
- One member each from at least four academic departments.
- At the discretion of the Director of Library Services, a member of the support staff may serve as a member.

Full-time library faculty members have a right to vote on the candidate. The director of library services will informally poll the faculty; however, if any faculty member wants a meeting with a formal vote on the candidate, the director will call a meeting at a time convenient for those eligible to vote.

A master's degree accredited by the American Library Association is the terminal degree for a librarian and is the minimum requirement for any library faculty member. A second Master's degree or a doctoral degree may be desired for positions that require subject expertise.

Equivalent ranks in the LSU System are:

Instructor	=	General Librarian
Assistant Professor	=	Assistant Librarian
Associate Professor	=	Associate Librarian
Professor	=	Librarian

Initial appointments for full-time library faculty are normally at the rank of Assistant Librarian, unless

- the position advertised is a temporary position, so the appointment would be to the rank of General Librarian
- or the candidate had attained rank above Assistant Librarian at another institution
- or the candidate had a successful career of over seven years at another institution which did not grant tenure, and who provided evidence of superior service to the profession and/or had published in peer-reviewed professional journals.

V. Reappointment

Same policy for equivalent librarian ranks. *Except (C.1.a.)* In lieu of teaching evaluations, sample comments and letters from students and/or (classroom or library) faculty with whom the librarian worked, or the supervisor's evaluation. The equivalent for teaching is "performance of one's professional duties."

C.1.b. The library faculty is relatively small, so all active qualified (as to tenure) library faculty members should be present at this meeting to be conducted by the director of library services. (Faculty on sick-leave, sabbatical, or approved leave-without-pay may either attend the meeting or send written comments to be read at the faculty meeting).

C.1.c. A simple memo noting whether or not the candidate was recommended with signatures of all in attendance will constitute the verifiable record of the recommendation. Due to the small size of the library faculty, the number of affirmative and negative votes will not be recorded.

Possible outcomes are recommendations to:

- Reappoint the candidate for one year.
- Not reappoint the candidate (first year)
- Reappoint with a terminal appointment.

VI. Promotion

The equivalent for librarians of "effective teaching" is effective performance of professional duties.

A. Criteria by rank. The terminal degree required for any librarian rank is a master's degree accredited by the American Library Association awarded by a regionally accredited institution.

Obsolete

Equivalent ranks in the LSU System are:

Instructor = General Librarian

Assistant Professor = Assistant Librarian

Associate Professor = Associate Librarian

Professor = Librarian

B. Procedures for Promotion.

B.2.a. In lieu of teaching evaluations, sample comments and letters from students and/or (classroom or library) faculty with whom the librarian worked, or the supervisor's evaluation. The equivalent for teaching is "performance of one's professional duties..

B.2.b. The library faculty is relatively small, so all active qualified (as to rank) library faculty members should be present at this meeting to be conducted by the director of library services. (Faculty on sick-leave, sabbatical, or approved leave-without-pay may either attend the meeting or send written comments to be read at the faculty meeting).

B.1.c. A simple memo noting whether or not the candidate was recommended with signatures of all in attendance will constitute the verifiable record of the recommendation. Due to the small size of the library faculty, the number of affirmative and negative votes will not be recorded.

Possible outcomes are recommendations to:

Promote the candidate.

Deny the promotion.

VII. Tenure

Equivalent ranks in the LSU System are:

Instructor = General Librarian

Assistant Professor = Assistant Librarian

Associate Professor = Associate Librarian

Professor = Librarian

Reviewed by Library Faculty on May 1, 2003; revision required due to later revision of PS202

Policy on Reimbursement for Professional Development and Official Travel

The library field is one that is rapidly evolving; both faculty and staff members need constant professional development and updating. The Director of Library Services will encourage faculty and staff participation in professional development opportunities and active participation in the consortia to which the library belongs, so that LSUA students and faculty can get the best library service possible.

- The director will normally approve official leave for all appropriate activities, as long as adequate coverage for public service is arranged.

Some priority on reimbursement will be given to tenure-track and tenured library faculty who, on account of their academic rank, are expected to be active in giving presentations and/or in service to the profession.

- At the beginning of the fiscal year, all library faculty and staff will be asked to submit a list of activities with a budget for travel from July 1 to June 30th of the following year. Every reasonable attempt should be made to keep the costs down when making choices on accommodations and transportation. The library director, consulting with members of the staff will review the requests to determine which ones will be funded and what percentage will be funded. He will also put aside some funds for unanticipated opportunities.
- The director will then prepare a schedule of reimbursement which will encumber the budget for travel in the current fiscal year and notify each of those who made requests.
- Priority for spending any unrestricted monetary donations to the library or income from invested funds (Foundation or Friends) will be given to cover professional development expenses, because general fund budget is generally not sufficient to meet the need.

The following list is in priority order and provides guidelines only, and depends in part on what funds are available:

1. Participation in official LALINC or LOUIS activities will be reimbursed 100%
2. Participation or attendance required by the library director will be reimbursed 100% .

Conference limitations:

- One national conference will be fully funded at the rates given below.
 - A second national conference will be funded at 50% of the rate below.
 - One in-state conference will be fully funded at the rates given below
 - A second in-state conference will be funded at 50% of the rate below.
3. Conferences at which one gives invited or juried presentations (poster sessions, sessions, etc.) will be reimbursed 90%.

4. Conferences at which a committee meets and one is an officer (chair, treasurer, secretary, etc.) will be reimbursed 75%.
5. Conferences at which a committee meets, and one is expected to attend (as a member or liaison, but not an officer) will be reimbursed at 60%.
6. Conferences which one attends but does not otherwise have a role, will be reimbursed at 40%.

Reviewed by library faculty and staff, May 1, 2003.

Effective July 1, 2003

Approved, with revisions, by library faculty: 8/21/03

Forwarded to library committee:

Library request for reimbursement form
(Follow up with LSUA leave and travel request forms)

Office use:

Name _____ Registration est. \$ _____

Event _____ Travel est. \$ _____

Place _____ Meals est. \$ _____

Dates of Event _____ Lodging est. _____

Adjusted Total est. \$ _____

(Only check the first that applies)

_____ LALINC or LOUIS event

_____ Attendance required by library director

_____ 1st National conference

_____ 2nd National conference (50% of below)

_____ 1st in-state conference

_____ 2nd in-state conference (50% of below)

_____ Juried or invited presentation involved. (90%)

Briefly explain: _____

_____ Officer (75%)

Office & Committee: _____

_____ Member, not officer (60%)

Committee or Board: _____

_____ Attendee only (40%)

Appendices

Appendix 1 Library Bill of Rights

<http://www.ala.org/ala/oif/statementspols/statementsif/librarybillrights.htm>

Appendix 2 Code of Ethics of the American Library Association

<http://www.ala.org/ala/oif/statementspols/codeofethics/codeethics.htm>

Appendix 3 Freedom to Read Statement

<http://www.ala.org/ala/oif/statementspols/ftrstatement/freedomreadstatement.htm>

Appendix 4 Libraries: An American Value

<http://www.ala.org/ala/oif/statementspols/americanvalue/librariesamerican.htm>

Appendix 5 Standards for Academic Libraries

<http://www.ala.org/ala/acrl/acrlstandards/standardslibraries.htm>

Appendix 6 LSUA Acceptable Use Policy for computers

(Effective May 8, 2002, from Educational Technology Dept.)

An individual who uses the computer resources provided by LSUA should be aware of the following:

- LSUA computer resources are defined as all publicly available networks, processors, peripherals and supplies under the administration of Computing Services and Instructional Computing and various academic departments and colleges.
- An individual member of the LSUA community, faculty, staff or student may be issued a logon ID to access one or more LSUA computing resources. This logon ID will remain valid so long as the individual is associated with LSUA. The proper use of a logon ID is ultimately the responsibility of the individual under whose name it has been assigned. Therefore, individuals should guard passwords and not share logon IDs.
- The use of another individual's logon ID will be viewed as inappropriate use of LSUA resources and could be deemed computer fraud.
- Inappropriate use of the Internet and other networks to which LSUA is directly or indirectly connected will be deemed abuse of computer privileges.

Examples of inappropriate use of the networks include:

- participation in network activities that place a strain on limited computer resources including any sending of obscene and/or harassing messages to other individuals on the network
- sending unapproved bulk mailings (SPAM or junk mail)
- unauthorized access or attempted access of another network computer system from LSUA computer resources printing materials not related to academics
- any behavior that negatively impacts the learning endeavors of other users in the computer labs

LSUA may take any or all of the following actions against an individual who abuses or has gained unauthorized access to computer resources:

- Logon ID will be immediately inactivated
- Appropriate administrative authorities (LSUA, local, state, federal) will be informed.

Actions taken by the administrative authorities will depend on the severity of the computer abuse. The LSUA Code of Student Conduct, Louisiana R.S. 14:73, Title 18 of U.S. Code 1030, Title 18 of the U.S. Code 2701 as well as other state and federal laws will be used in determining appropriate action.