

WAYCROSS COLLEGE LIBRARY
HANDBOOK

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WAYCROSS COLLEGE LIBRARY

MISSION

Purpose Statement

Waycross College Library functions as an integral part of Waycross College's instructional program. Its purpose is to provide print and electronic resources, as well as to provide instructions in their use. These resources support the faculty in their preparation of course work, the students' need for study and research materials, and the staff's need for a range of specialized references. The library's resources are also used by the community served by Waycross College.

Guiding Principles

- To recognize that student service is a primary goal of all library activities.
- To maintain an environment that encourages the use of the facility and access to information resources.
- To maintain flexibility in meeting patron needs, whether planning services, applying regulations, or providing resources.
- To promote the importance of information literacy on campus and in the service area through public service and marketing.
- To aim for an internal working environment that will produce personal satisfaction in the attainment of library goals and in the attainment of personal goals of the library staff.
- To participate in resource sharing through interlibrary loan services, the University System of Georgia Universal Borrowing, and other cooperative collection collaborations.
- To acquire and preserve recorded knowledge for future generations as well as provide user friendly tools for ongoing teaching, cultural enrichment, and extracurricular interests as finances allow.
- To support the college commitment to community service.

WAYCROSS COLLEGE LIBRARY

PATRON CONDUCT POLICY

Waycross College Library's mission is to encourage scholarly research by maintaining an environment conducive to study. Library users are expected to act responsibly, appropriately and courteously to preserve the library facilities, environment and collections.

Persons who violate any library policy or engage in any conduct deemed inappropriate by the Library Director, may lose their privileges to use the Library, be subject to Waycross College imposed discipline, and/or be subject to criminal prosecution or other legal action, as appropriate.

Library administration reserves the right to authorize temporary suspension of any of its policies to accommodate college sponsored or library sponsored events and receptions.

GENERAL INFORMATION

TO OUR STUDENTS AND PATRONS:

Welcome to the Waycross College Library. We invite you to get acquainted with it and use the resources and services frequently. It is a place that caters to your individual study needs as well as group study needs. We have individual study carrels in various locations in the library and a conference room that facilitates individual study or group work.

Here are a few general guidelines to maintain a clean, safe, and student friendly environment:

- ☀ You can enter the library with your drink in a **spill-proof container** even though eating and drinking are not permitted in the library. Please do not place containers by the computers.
- ☀ You can leave your cell phone on vibrate or turn off the ringer so that you will not distract your fellow students. You may converse undisturbed outside the library.
- ☀ You can bring service animals inside the library as stated in Section 36.302 of the Americans with Disabilities Act; however, your pets are not allowed.
- ☀ You cannot use tobacco products in the library; there are designated areas on campus for smoking.

The Library contains more than 30,000 volumes of books and has a large selection of audiovisual material. It subscribes to over 140 periodical titles. The Library also owns over 27,000 full-text electronic books. The library maintains many back issues of magazines in bound, microfilm, and electronic format.

In addition, the library provides access to an automated catalog (GIL), a collection of periodical Databases (GALILEO), and the Internet. The online catalog provides a link to all the library catalogs in the University System of Georgia as well as access to the patron's individual library account information. Computers are also provided for e-mail use and word processing.

We encourage you to seek assistance from the library staff with your research and information needs. Our Reference staff is happy to provide one-on-one instruction in the library, assist in class instruction upon request of the instructor, and provide more in-depth research assistance by appointment. The library staff is here to serve you, so please do ask for assistance whenever you need it.

LIBRARY STAFF

Director	Room 194
Reference Librarian	Room 202
Library Assistant II	Room 201
Circulation Supervisor	Room 203
Secretary	Room 192

LIBRARY USERS

Waycross College Students
Waycross College Faculty and Staff
University System of Georgia Students
OTC (Okefenokee Technical College) Students, Faculty, and Staff
Community Users

LIBRARY HOURS

Fall and Spring Semesters

Monday – Thursday	7:30 a.m. - 8:30 p.m.
Friday	7:30 a.m. - 5:00 p.m.
Saturday	Closed
Sunday	2:00 p.m. - 6:00 p.m.

Summer Semester

Monday – Thursday	7:30 a.m. - 8:30 p.m.
Friday	7:30 a.m. - 11:30 a.m.
Saturday	Closed
Sunday	2:00 p.m. – 6:00 p.m.

Between Semesters

Monday – Friday	8:00 a.m. - 5:00 p.m.
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MAIN AREAS OF THE LIBRARY

- ❖ **Leisure Reading Area** – Located near front entrance of the library, across from the Circulation desk; contains popular and leisure reading magazines and the “New Book” shelf.
- ❖ **Reserves** – Located behind the Circulation Desk; contains classroom and other material selected by faculty members with limited circulation, generally for library use only.
- ❖ **Main Book Shelves (Stacks)** – Located in the center of the library. Main Collection items can be checked out. The last shelving unit (near the computers) houses the Reference Collection; these materials cannot be checked out from the library.
- ❖ **On-line Services** – Computers located in the center of the library. These computers access the catalog, Internet, and word processing and periodical databases.
- ❖ **Audio-Visual Area** – Located next to computers tables; various cabinets and shelving units house videotapes, cassettes tapes, and slide kits.
- ❖ **Conference Room** – Located next to the Reference Desk in the back of the library. Used for library related meetings; it also houses the Swamp Collection, U.S. Legal codes, and University System of Georgia Reports. Students who are preparing group projects for class presentations or need a quieter study area may use the Conference Room. If you wish to use it, please schedule the time with the library secretary or other Library Staff member. See Usage Guidelines in Appendix.

CIRCULATION SERVICES

LIBRARY CARD

Waycross College Students, Faculty/Staff

If you want to check materials out of the library, you must present a valid Waycross College Identification Card. Students and faculty/staff who have an out-of-date (Fox picture) ID and/or a Library card-stock card should obtain a current WC picture ID (Gazebo picture). The student/staff WC ID # (933...) will be utilized as the patron's library number. Library cards issued to retired faculty/staff will be made from

special library card stock (buff with Waycross College symbol). Temporary cards may be issued to night students using the buff card with Waycross College symbol).

USG Students, Faculty/Staff

All currently enrolled students and currently employed faculty and staff who are in good standing at their University System of Georgia’s College or University home library are eligible to use the Gil Express Service to borrow books from other USG libraries. USG patrons must present a valid picture ID card. While the preferred form of identification is a current, valid picture ID issued by your home institution, you may also use a government issued current, valid picture ID such as a driver’s license or a Georgia ID card, a U.S. passport, or a military ID. Verification of the information will be made through the Universal Borrowing (UB) System. USG borrowers will not be issued a Waycross College library card.

GIL Express borrowing policies will apply.

Okefenokee Technical College Students, Faculty/Staff

To check out materials from the circulating collection, OTC borrowers must present a current OTC ID card and be in good standing at their institution’s library. In lieu of a current OTC ID, the patron may present a picture ID (such as a driver’s license) **and** a signed validation form from the OTC Library verifying the patron’s eligibility to access library services. The Waycross College Library will then issue the user a WC Library Card (white card stock with red fox emblem).

Community Users

In order to obtain a Waycross college library card, a community patron must present a picture ID, such as a valid Driver’s License, and fill out a registration form. Parents will need to sign a Parental Consent Form for children under the age of 18, which states that the library does not filter its computers and that children under 16 years of age should not be left unattended in the library as well as occupy computer workstations under the age of seven. The library will provide the initial library card to community users for free. However, a \$2.00 fee will be charged for replacing lost cards. Community patron library cards will be made from non-picture card stock (white with red fox emblem) for each person who requests one. In other words, a family of users will not be limited to just one card per family.

WAYCROSS COLLEGE LOAN PERIODS

Students:

Books	3 Weeks	1 Renewal Allowed
AV	7 Days	1 Renewal
Magazines	Library Use Only	
Reserves	Varies-Generally Library Use Only	

*Most items are due on the last day of classes of the active semester.

Faculty/Staff:

Books	1 Semester	3 Renewals Allowed
AV	7 Days	1 Renewal
Magazines (limit 3)	1 Week	No Renewal
Reference	3 Days	No Renewal

OTC & Community Users:

Books	3 Weeks	No Renewal
AV	7 Days	1 Renewal
Magazines	Library Use Only	

Reserves

May check out items on Administrative and Library shelves only (unless permission given by instructor)

Reference Books – Library Use Only
Special Collections – Library Use Only

GIL EXPRESS TRANSACTIONS - The checkout period for most Gil Express loans is 28 days. Renewals allowed are subject to recall by the lending institution. Please refer to Gil Express information and policies.

SHORTENED LOAN PERIOD – The standard loan period may be less than stated in the event:

1. The date of the “last day of classes” comes before the general checkout loan period.
2. Student withdrawal from Waycross College – all items must be returned to the Library prior to withdrawal. Faculty members must return all library materials prior to last day work of termination of employment.
3. An item has been recalled by the Library. Recalls may be in effect for Gil Express borrowing within the USG.

SELF-RENEWAL (Waycross College STUDENTS, FACULTY AND STAFF ONLY)

Only Main Collection books and audio-visuals may be renewed online. These materials may only be renewed once. To renew online:

-Go to <http://waycross.edu/library/index.htm>

-Click on “Library Catalog”

-Click on “Renew Books Online”

-Type in the **Barcode** from the back of your Student I.D.

-Type in your Last Name and click “Logon”

-Check the boxes beside the book titles you wish to renew

-Click the renew button

-A new due date will appear

*If there is no box beside the title, then this item cannot be renewed (Reserve Items).

ONLINE RENEWALS MUST BE MADE PRIOR TO THE DUE DATE.

RESERVES (Waycross College Students)

Instructors often place materials on reserve in the library for the use of their students. The materials placed on reserve may be items owned by the instructor, copies of class notes or tests, or even material owned by the library. Your instructor's syllabus or class notes should reflect which items are on reserve in the library. These Reserve materials are kept behind the Circulation Desk for easy access and check out for varying lengths of time, according to the instructor's instructions. Generally, the loan period is one or two hours for use only within the Library.

Please request all reserve items from the Circulation Desk. Since reserve items do circulate through the automated circulation system (even those designated as Library Use Only), **YOU MUST PRESENT YOUR LIBRARY CARD IN ORDER TO CHECK OUT RESERVE MATERIALS.**

COURSE RESERVE LOAN PERIODS:

1-Hour	Library Use Only
2-Hours	Library Use Only
1-Day	

3-Days
1-Week
No renewal on reserve items. .

RESERVES (USG Students)

Some USG faculty teaching classes on the Waycross College campus may place items on reserve for their students. A library card is not required since eligibility is made through the Voyager system. No renewal on reserve items.

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WAYCROSS COLLEGE FINE AND FEE STRUCTURE FOR WAYCROSS COLLEGE MATERIALS

Applicable to Waycross College students, faculty/staff, and all community users.*

FINES

Overdue items **owned by Waycross College (including reserve materials)** are subject to fines (excluding days when the Library is closed such as Saturdays and holidays) for all students and community users as follows:

Books - .20 cents per day per item
Audiovisuals - .50 cents per day per item
Reserves Items - \$1.00 per day per item

Waycross Faculty and staff are exempt from overdue fines.

LOST MATERIALS

All Patrons are responsible for the replacement costs of library materials, plus a non-refundable processing fee. Overdue fines are also assessed if applicable. If lost materials are later found and returned after payment of all fines and fees, the replacement cost of the item will be returned, but not the processing fee or any overdue fines which were collected.

DAMAGED ITEMS

All Patrons are responsible for damages to library materials which occur while in their possession. Such damage includes water damage, marking or drawing on the pages, torn out pages, teeth marks, or broken covers. A professional librarian assesses damages, and the cost is determined by the degree of damage. Damaged materials are the property of Waycross College Library and are not returned to the patron. Damages are generally assessed for an amount for rebinding or for full replacement cost of the material. If an item is rebound, the minimum rebinding charge is \$10.00. There will also be a \$5.00 processing fee for all damaged books.

*See GIL Express policies for GIL transactions. Different Fine/Fee Policies apply.

OTHER LIBRARY ACCESS

When doing research you should take your time and thoroughly search through all our resources. If you identify items, which will be useful in your research, but are not owned by the Waycross College Library, you may request an Interlibrary Loan. This means that the article or book you need will be borrowed from another library.

Additionally, Waycross College and University System of Georgia (USG) students, faculty, and staff may borrow books from USG libraries through the Universal Catalog. This service is referred to as GIL Express.

INTERLIBRARY LOAN (Waycross College Students and Faculty only)

Use ILL to request photocopies of magazine and journal articles or books from libraries outside the USG that are not located in the WC library. To submit an Interlibrary Loan, go on-line to the Library's Home page (<http://www.waycross.edu/library/index.htm>) and select the appropriate request form (article or book). Please make sure the information is filled in correctly and that you list where the requested material was cited (i.e. name of database in GALILEO where you found the citation). Improper requests and those that are incomplete cannot be processed.

GIL EXPRESS (WC and USG Students, Faculty, and Staff Only)

This service allows you to check out books owned by other libraries within the University System of Georgia (USG). You will be able to monitor your personal GIL Express account without the intervention of a library staff member. Books may be picked up and returned to any USG library.

USG students attending classes on the Waycross College Campus (or visiting the Waycross College Circulation desk) **and** who check out Waycross College materials are considered GIL Express Users.

Please familiarize yourself with [GIL Express Policies and guidelines](#). Checkout periods, fines and fees, etc. may be different from the [Waycross College policies and guidelines](#).

The following instructions are applicable to books in the USG only:

1. Go to <https://giluc.usg.edu/>
2. At the Gil UC Quick search screen, enter your search term in the box. [Or use Keyword or Exact Search -- use Exact Search for title or author]
3. Click on **Go** button.
4. Click on the **title** you need.
5. Click on **Gil Express Request** at the top of the page.
6. Select **Waycross College Library** as your home institution. Enter your patron barcode and your last name.
7. Click on **Logon for USG Gil Express** button at bottom of page.
8. Click **OK to GIL Express Request**.
9. On the Request Form, enter your barcode again.
10. Verify that numbers are displayed below the name of the lending library. If there is a blank space, you need to click on the dropdown menu to display the numbers.
11. Click **Submit Request**. The following message should display: Your GIL Express Request was successful. See section "FAQ for GIL Express website" for further details. If your request failed, it means the book has already been checked out or is not available for check out.
12. Click on **Exit** at top of the page or **Logoff My Account**.

RETURN OF ILL AND GIL EXPRESS ITEMS

Patrons are encouraged to return library materials at the book drop located inside the library at the Circulation Desk at times when the library is open. However, two other book drop receptacles are available (1) inside Building "A" located directly outside the library and (2) outside Building "A." These book receptacles may be utilized when the library is closed.

Interlibrary Loan and Gil Express items must be picked up at the Library Circulation Desk. If a faculty member wants to send a proxy to pick up (non-Waycross College) library books, the proxy must sign for these items on the ILL/GIL Express sheets. Non-Waycross College Library materials will not be sent to faculty through inter-office mail. Return of ILL and Gil Express books are the responsibility of the patron until checked in at the Circulation Desk. Therefore, it is not recommended that faculty return these items by inter-office mail but return the items in person or through a proxy at the Circulation Desk or by placing them in one of the secured book drop receptacles.

LIBRARY COLLECTIONS

USERS MAY ACCESS MATERIALS IN THE LIBRARY THROUGH THE ONLINE CATALOG, GIL. Books, audiovisuals, and periodical titles may be searched through a variety of search methods: keyword, title, author, subject, and call number.

Once an item is identified in the catalog, it can be found in a specific location within the library (i.e. reference, main, audiovisual, etc.), using the spine label prefix and the alpha-numerical classification number.

CALL NUMBERS

Waycross College Library uses the Library of Congress Classification System to organize and arrange its library materials on the shelves.

A **Call Number** is a group of letters and/or numbers used to reflect the subject, material, and location of a book. Labels affixed to book spines displaying call numbers are referred to as **spine labels**.

A numerical system is employed to arrange audio-visuals on the shelf or in the cabinet; such as DVD 34.

Spine Label Abbreviations

Some spine labels affixed to the materials contain a prefix located directly above the call number to identify where an item is located. The following Waycross College Library prefixes appear on an item's spine label directly above the item's call number:

<u>Format</u>	<u>Location Display Name (Voyager)</u>	<u>Spine Label Prefix</u>
BOOK	ATLAS SHELF MAIN COLLECTION REFERENCE COLLECTION JUVENILE SHELF YOUNG ADULT SHELF SPECIAL COLLECTIONS – Room 198	ATLAS NONE REF JUV YA SWAMP PROJECT or SPEC
	OVERSIZE SHELF - MAIN OVERSIZE SHELF - REFERENCE	OVERSZ REF OVERSZ

<u>Format</u>	<u>Location Display Name (Voyager)</u>	<u>Spine Label Prefix</u>
ELECTRONIC BOOK	GALILEO netLIBRARY ELECTRONIC BOOK	
PAPERBACK BOOK	PAPERBACK SHELF	PBK
COMPUTER	DISKETTE CD-ROM	Disk CD-ROM
AV	AUDIOVISUAL COLLECTION	CD Rec Cas VCR DVD

THE MAJOR LIBRARY COLLECTIONS ARE:

<i>Main Collection</i>	<i>Young Adult</i>
<i>Reference Collection</i>	<i>Special Collections</i>
<i>Audiovisual Collection</i>	<i>Periodicals/Newspapers</i>
<i>Oversized Books</i>	<i>Juvenile Literature Collection</i>
<i>Microfilm</i>	<i>Valdosta Microfiche</i>
	<i>GALILEO netLibrary</i>

MAIN COLLECTION

This collection consists of approximately 30,000 volumes of books which can be checked out from the Library. They are arranged on the shelves according to the Library of Congress Classification system.

REFERENCE COLLECTION

Reference books are located near the computers for easy access. These materials contain brief background information and facts in many subject areas. They are arranged according to the Library of Congress Classification system. Encyclopedias, dictionaries, almanacs, and handbooks can be found here. Reference materials are available for library use only.

JUVENILE LITERATURE COLLECTION

This colorful display of juvenile books is located between the Reference Librarian's Office and the Audio-Visual Collection. Juvenile books have a different classification than the books in Main and Reference. These books can be identified by the JUV label above the call number. The juvenile book collection consists primarily of grades 1-5 level books to support the Waycross College Early Childhood Education program. Any patron may check out these books. We encourage children to read.

YOUNG ADULT

May be referred to as chapter books. These are generally at middle school reading level.

OVERSIZED BOOKS

When books are too large to fit on the shelves in their proper location, they are placed at the end of the collection in shelving units specially spaced to accommodate tall books. Oversized shelving is available at the end of the Main Collection and the end of the Reference Collection. The books shelved in Oversized can be identified by a label over the call number: OVERSZ or REF OVERSZ.

AUDIOVISUAL COLLECTION

The library has a large collection of audiovisual materials that you may use. Most can be accessed through the online catalog. Some of the older materials may have not been converted into an online format. These will be documented in separate lists. Audiovisual items are arranged numerically with an AV code such as VCR for videocassettes or DVD for DVDs. See a reference librarian for help in finding these materials.

Audiovisual materials may be used in the library or checked out for one week. Faculty and staff may reserve AV equipment and material by filling out a form at the Circulation Desk. Equipment must be reserved at least 24 hours in advance.

The equipment necessary for viewing AV material is available in the library. If you need any help operating it, please ask at the Reference or Circulation Desk.

A music area for listening to LP (33 1/3) records is located at the far left end of the library.

SPECIAL COLLECTIONS

Special Collections consist of materials pertaining to the Okefenokee Swamp, generally referred to as the "Swamp Collection," as well as materials on various topics requiring careful handling. Items assigned to Special Collections are non-circulating and may only be used in Room 198. Please request assistance from a library staff member.

[See Conference/Special Collections Room Usage Guidelines in Appendix.](#)

PERIODICALS/NEWSPAPERS

The Library currently subscribes to over 140 print periodicals, of both general and scholarly interest. These holdings are retained in a variety of formats in the original paper format, bound, or in microform format.

Periodicals do not check out of the library. You may photocopy the articles (10 cents per page). Please adhere to copyright policies.

You may search for magazine and journal titles in the online catalog by using a Journal Title search or you may consult the printed **Periodical Holdings List**. Once you have determined which particular periodical you need, you should consult the online catalog or **Periodical Holdings List** to see if the issue you need is available. If the library owns a particular periodical title, it will be listed along with the inclusive dates. A list of current periodical subscriptions categorized by subject is available on the Library's web page.

MICROFORMS

The WC Library has a collection of periodical back-files in microform format. This is a type of film onto which great quantities of material have been micro photographically reproduced. Usually an entire year's issue of periodicals will fit onto a roll of microfilm. We have two different types of microforms:

MICROFILM: 35MM film kept on rolls.

MICROFICHE: 4" X 6" sheets of film, each of which has about 100 pages reproduced on it.

To read a microform you must use a machine that magnifies the image and projects it toward you. All microform issues of periodicals are identified in the Periodical Holdings Record (MF for microfilm/MFC for microfiche). Microforms are stored separately in several microform cabinets.

If you need help using the microform readers, please ask at the Circulation or Reference Desk.

VALDOSTA MICROFICHE

Waycross College receives various educational journals in microfiche format from Valdosta State University. They can only be viewed using the microfilm/microfiche machine. Please see Library staff for access to this collection. These titles are listed in the Periodical Holdings List.

REFERENCE SERVICES

The reference goal is to provide bibliographical services and personal assistance to students, faculty, staff and community users in locating and using print and non-print resources.

REFERENCE SERVICES:

Reference Assistance

Staff is available to assist you in using library research tools and locating information for your class assignments. (All Patrons)

Reference by Appointment

If you have a special project and need more in-depth assistance, contact the librarian for an appointment convenient to you. (All Patrons) You may use the Workshop Request Form on the Library's Homepage to request an instruction session.

Class Instruction

Instructors may request subject specific or generalized library instruction to be held in their classroom, computer lab, or the library. Schedule a time in advance. (Faculty Only)

On-line Reference

If you have a ready-reference question (fact based answer), send an e-mail request from our web link on the Library Home Page: <http://www.waycross.edu/library/index.htm>. This service is good for off-campus students. (All Patrons)

REFERENCE RESOURCES

Reference sources, available in many formats, are designed to give you quick answers to questions and provide background information.

Print Resources include Reference books and print indexes located in separate areas near the library computers. Reference books and indexes are designated for library use only and may not be checked out from the library. Examples of available reference sources include:

Dictionary: contains information about words, such as spelling, definition, pronunciation, etc. Example: Oxford English Dictionary.

Encyclopedia: contains information about broad subjects, descriptions, dates and short facts. Example: Encyclopedia Britannica.

Specialized Encyclopedia: contains information in one particular subject or field. Examples: Encyclopedia of Religion, Encyclopedia of Health.

Almanac: a collection of miscellaneous facts, dates, and data. Example: The World Almanac and Book of Facts.

ELECTRONIC RESOURCES:

GALILEO

A virtual library of information resources containing over 150 databases indexing thousands of periodicals and scholarly journals, many in full-text format and other referenced collections. GALILEO is an initiative of the University System of Georgia.

Galileo Password:

You may access GALILEO from the Library's Home Page. No password is needed when using computers located on the Waycross College campus. Community Users may access GALILEO in the library. Remote access is password protected. The GALILEO password is restricted to current Waycross College students and Faculty/staff and is available through the user's account set up in the online catalog, GIL. **OTC patrons should get their password through the OTC library. Community Users must request the GALILEO password from their affiliated public library.**

OPPOSING VIEWPOINTS RESOURCE CENTER

Provides information on current social issues, including books, magazines, and newspaper articles.

Opposing Viewpoints Password:

You may access Opposing Viewpoints from the Library's Home Page. No password is needed when using computers located on the Waycross College Campus. The Opposing Viewpoints password for remote access is restricted to Waycross College students and faculty/staff. Contact the Circulation Desk for the password (449-7515).

ebrary COLLECTION FOR COMMUNITY COLLEGES

ebrary Electronic Books: Over 19,000 full-text searchable electronic books. You may access ebrary from the computers in the Library.

COMPUTER SERVICES

WEB PAGE

The library's web page may be found at <http://www.waycross.edu/library>. The web page has resources selected for the use of our students, such as: [tutorials](#) for searching GALILEO and the online catalog, Internet resource guides, patron [request forms](#) for services such as Interlibrary Loan, and [online reference questions](#). From the web page you access the [online catalog](#) (GIL), the [GALILEO databases](#), and [selected Internet sites](#). Additionally, information is provided about [library hours](#) and [staff](#).

COMPUTERS

Computers are provided to access the online catalog, GALILEO, and the Internet in the Waycross College Library. Microsoft Office is available on all computers. Email usage for instructional related purposes is permitted. Wireless access is also available.

Printer copies are provided **free of charge to Waycross College Students**. Other users (not paying a Computer use fee) must pay .10 cents per sheet.

All computer data storage devices must be **scanned** for viruses at the circulation desk upon entering the library. This scanning protects our equipment from spreading viruses as well as your material on the data storage device.

COLOR PRINTER

There is one color printer available for public use in the Library. Regular copies are \$.50 each. Picture Quality prints are \$1.50 (All Patrons). See the Circulation Desk staff for assistance.

We ask that you print your color documents from a data storage device. (You are welcome to prepare your documents on one of our public service computer terminals.) See the Circulation Desk staff for assistance.

COMPUTER USE GUIDELINES

Waycross College Library public-access computers are primarily intended for educational research by WC students, faculty, staff, and other students within the University System of Georgia. OTC students, faculty and staff, and community patrons may use Library workstations when they are not occupied.

Library computers are not installed with filtering devices or software to limit Internet access, although the campus network may utilize such security and other filtering or restrictive devices/software.

It is the Library's policy that parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their children. Therefore, parents or guardians, NOT the library's staff are responsible for the information selected and/or accessed by their children on the Internet. Parental supervision of children searching the Internet is advised.

See complete [Waycross College Library Computer Use Guidelines on web page and Library Appendix](#).

General Guidelines

1. Save all personal research and word processing to an external data storage device. Do not save on the computer's hard drive (C:).
2. All data storage devices must be scanned for viruses before using any library workstation. **Upon entering the library, please submit your storage device for scanning at the Circulation Desk.**
3. Do not place any containers (closed or otherwise) of drink or food near the computer terminals/tables/units.
4. Illegal copy or transfer of copyrighted materials (such as movies, music or software) is prohibited.
5. Adhere to the Waycross College Campus Network and Computer Acceptable Use Policy. (See <http://www.waycross.edu/compserv/>).

Fees

Printouts are free to currently enrolled WC students, WC faculty and staff, and other USG students enrolled in classes on the WC campus. **All other users are responsible for printouts in the amount of 10 cents per page.** This includes children of students (children are considered community users). Please pay for all copies at the Circulation Desk.

Special service: Color printouts from the color printer located at the Reference Computer **are available for a fee of .50 and 1.50** (depending on paper quality) **for all users.**

COPY SERVICES

The library has one coin operated copy machine. Copies are .10 cents each page. The copiers will make change for one dollar bills. Photocopies from microfilm/microfiche are also available at .10 cents per copy.

Please read the copyright statement, which is posted next to the copier.

APPENDIX

CONFIDENTIALITY OF LIBRARY RECORDS

Protecting the rights of library users to view and read materials without fear of intrusion, intimidation, or reprisal is a core value for all librarians. To safeguard the privacy of individuals in their use of the library, the Waycross College Library maintains the confidentiality of library records.

In the State of Georgia, library records are confidential (Georgia Code 24-9-46).

“(a) Circulation and similar records of a library which identify the user of library materials shall not be public records but shall be confidential and may not be disclosed except:

- (1) To members of the library staff in the ordinary course of business;
- (2) Upon written consent of the user of the library materials or the user’s parents or guardian if the user is a minor or ward; or
- (3) Upon appropriate court order or subpoena.”

Confidential records include but are not limited to circulation records, registration records, reference requests, reference and Internet searches, and interlibrary loan requests.

Federal privacy laws additionally protect student records, including library circulation records. The library usage records of borrowers are protected by the Right of Privacy Act of 1974, PL 93-575 and by First Amendment rights. Therefore, the library staff cannot divulge who has checked out any particular item or what material a patron has used. There have been court cases where the divulgence or use of a person’s library records was found to be a criminal offense. The Right of Privacy Act of 1974 can be found in the **Federal Regulatory Directory**, pp. 798-805.

The Waycross College Library has adopted the following guidelines:

- A person presenting a valid Waycross College library card will be considered the legitimate user entitled to access the information associated with that card.
- User information in various library records is available to library staff in the course of their daily business.
 - ❖ Library employees understand the legality involved in the confidential nature of library records.
 - *Any library employee asked for names of borrowers or users should reply that the information is confidential and protected by law.*
- No library employee or person shall make known in any manner any information contained in library records except in accordance with proper judicial order and with permission of the designated administrative officer(s) of Waycross College. The USA PATRIOT Act expands the scope of inquiries by law enforcement into library records, but library user rights to privacy and confidentiality remain unchanged.
 - *Any library employee presented with a court order or subpoena for records should immediately refer the presenter to the Library Director or to the Office of the Vice President for Academic Affairs.*

COPYRIGHT LAW, TITLE 17, U.S. CODE

The copyright law of the United States went into effect January 1, 1979. It governs the making of photocopies and other reproductions of copyrighted material. Photocopies and other reproductions can be made if they are for private study, scholarship or research. They may also be used for classroom instruction provided adequate time for purchase was not available.

The number or copies of items that may be photocopied and placed on reserve is also governed by this law and must be closely monitored to avoid infringements of the regulations.

Specific questions concerning copyright should be directed to the library staff.

The Waycross College Library reserves the right to refuse to accept an Interlibrary Loan if it is judged that the fulfillment would violate the copyright law.

Be aware that copyright infringement is not limited to standard photocopying of print materials; it extends to information retrieved in electronic format.

AMERICANS WITH DISABILITIES ACT

COMPLIANCE

Waycross College does not discriminate, in any form, against students, employees or applicants on the basis of race, color, sex, creed, national origin, age or disability. No person is excluded from participation in, denied the benefits of, or subjected to discrimination in any educational program or activity at the College.

In compliance with the requirements of the Americans with Disabilities Act (ADA), it is the policy of the College that it does not discriminate against an individual on the basis of disabling or handicapping conditions, as covered under the ADA and Section 504 of the Rehabilitation Act of 1973. All programs of the College are open to regularly admitted students without regard to handicap.

Any person, employee, or job applicant who has a concern, complaint, or grievance in regard to the ADA and Section 504 of the Rehabilitation Act of 1973 should contact Sharon Komanecky, Academic Building F, phone 449-7597.

The Library is wheelchair accessible through the use of electronic front doors. A computer workstation with Zoom Text capabilities for the sight impaired is available.

LIBRARY CONFERENCE/SPECIAL COLLECTIONS ROOM USAGE GUIDELINES

The Library has a conference room which also utilizes space for the housing of the Swamp Collection and for items designated as Special Collection items.

The Conference Room primarily functions as a meeting room for library staff. It may also be used as a meeting room for other Waycross College Staff upon request.

The collection known as the Swamp Collection, which contains many donated items relating to the Okefenokee Swamp, is housed in this room because it is the only location available with limited access, i.e. locked doors. Policies established for this collection state that the collection does not circulate. Patrons must use the collection in this room (or, alternatively, in a location supervised by library staff.) There are several other titles designated as Special Collection items which do not circulate from the room and are intended for in-room use as well.

All Special Collection materials must be kept secure and free from contaminants. Therefore, no drinks or food are allowed in the Conference Room. Any such items must be left outside the Conference Room or secured inside a book bag if the room is used by patrons as a study area.

If the Conference Room is not in use by library staff or other campus officials or for the viewing of the Swamp/Special Collection, the room may be used as a study room upon request. Students of Waycross College have first priority; students taking classes on the Waycross College campus next. The Conference Room functions as a study room for activities which include reading, studying, tutoring, and working on class assignments, projects or research.

Other library patrons needing a quiet room to study, read or conduct research may request the room if not in use or reserved by another group. Non student/staff individuals or groups affiliated with WC (ex. Foundation members) or WC personnel may reserve the room on a limited basis providing there is no conflict with primary users. Outside organizations needing meeting rooms must go through the Office of Continuing Education to schedule facility usage on campus. (Computer is for WC/USG faculty, staff, and students only).

Requests to use the room over a four-hour period of time are by special request and must be approved by the Circulation Supervisor or the Library Director. Patrons must occupy the room within 15 minutes of their scheduled time or the room will be deemed abandoned and available for other patrons. Additionally, the room must be occupied during the time scheduled or the room is subject to use by other patrons (15 minutes for bathroom or snack breaks are acceptable.)

Computer in Conference Room:

The computer residing in the Library Conference Room is intended for the use of WC personnel when using the Conference Room as a meeting room.

When the Conference Room is utilized as a study room by WC and USG students, the computer may be reserved (sign in at Circulation Desk) by study groups of three or more students or by a student(s) with a family need (accompanied by small children—children may not be left unattended in the room). Children may not sit at or use the computer.

REMEMBER: NO FOOD/DRINKS ALLOWED IN CONFERENCE ROOM

WAYCROSS COLLEGE LIBRARY COMPUTER USE GUIDELINES

Waycross College Library public-access computers are primarily intended for educational research by WC students, faculty, staff, and other students within the University System of Georgia.

OTC students, faculty and staff, and community patrons may use Library workstations when they are not occupied. All community patrons must sign-in for computer use.

Library computers are not installed with filtering devices or software to limit Internet access, although the campus network may utilize such security and other filtering or restrictive devices/software.

It is the Library's policy that parents or legal guardians must assume responsibility for deciding what library resources are appropriate for their children. Therefore, parents or guardians, NOT library staff, are responsible for the information selected and/or accessed by their children on the Internet. Parental supervision of children searching the Internet is advised.

Parents **must** sign a consent form for children under the age of eighteen (18), who are not currently enrolled WC/USG students, to use library computers. **Parents/legal guardian must directly supervise any child under the age of sixteen (16) using library computers. No child under the age of seven (7) may use or occupy computer workstations.**

General Guidelines

1. Save all personal research and word processing to an external data storage device. Do not save on the computer's hard drive (C :).
2. All data storage devices must be scanned for viruses before using any library workstation. **Upon entering the library, please submit your storage device for scanning at the Circulation Desk.**
3. Do not place any drink containers (closed or otherwise) near the computer terminals/tables/units. Food is not allowed in the library.
4. Illegal copy or transfer of copyrighted materials (such as movies, music or software) is prohibited.
5. Adhere to Waycross College's Campus Network and Computer Acceptable Use Policy, and other USG IT policies. (See http://www.waycross.edu/compserv/it_policy/).

Fees

Printouts are free to currently enrolled WC students, WC faculty and staff, and other USG students enrolled in classes on the WC campus. **All other users are responsible for printouts in the amount of 10 cents per page.** This includes children of students (children are considered community users). Please pay for all copies at the Circulation Desk.

Special Service

A color printer/scanner is located in the Leisure Reading area near the front library entrance. Color printouts are available for a fee of .50 and 1.50 (depending on paper quality) for all users.

Headphones

Waycross College headphone checkout is restricted to WC/USG students only; proper identification must be provided. Personal headphones may be used if of sufficient quality to contain noise. Headphones may only be used at the designated computers located along the back wall of the library.

Priorities

Workstations are available to Waycross College Library patrons in the following priority order:

1. Current WC faculty, staff, and students
2. Other University of Georgia System faculty, staff, and students
3. All other library users.

Users accessing GALILEO, the online catalog (GIL), Internet, and other licensed Library research databases have highest priority over other users. Recreational use is given lowest priority.

General workstation usage is limited to one hour when all computers are filled. Computers designated for headphone usage may be restricted to ½-hour increments as needed. Those using workstations for non-course related purposes (such as Internet surfing, personal e-mail) may be asked to give up their computer if others who have an educational need are waiting.

The software/hardware in the Waycross College Library is the property of the WC/University System of Georgia. Any effort to alter existing software or hardware, to add to or delete existing software, or to degrade computer system performance is considered an act of vandalism and is forbidden.

Non-adherence to these guidelines and the Waycross College Campus Network and Computer Acceptable Use Policy will be subject to suspension or revocation of library and/or college computer privileges at the will of the Library Director.

Inappropriate behavior as deemed by the library staff (such as using foul/obscene language, displaying belligerent behavior, and harassment of other patrons or staff) will result in the loss of library computer privileges and/or access to library and/or campus facilities at the discretion of the Library Director.

Rev. 06/04/08

WAYCROSS COLLEGE LIBRARY

COLLECTION MAINTENANCE AND DEVELOPMENT POLICY

I. Statement of Policy

The policy of the Waycross College Library is to provide a wide range of learning resources at varying levels of intensity with diversity of appeal and points of view to meet the needs of students and faculty. The implementation of this policy will be in concert with the Mission, Goals, and Long Range Plan of the College, and will ascribe to the principles of the Library Bill of Rights (www.ala.org/alaorg/policymanual/intellect.html) and the Freedom to Read Statement (www.ala.org/alaorg/aif/freeread.html) that have been adopted by the American Library Association.

II. Objective of Selection

- A. The primary objective of selection for the collection is to support and enrich the educational programs of the College through the interaction of the professional library staff and other members of the College community. It shall be the duty of the professional staff to provide access to a collection of materials that complements the instructional programs and users' needs.
- B. To this end, it is the responsibility of Waycross College administrators, faculty, and professional library staff:
 - ❖ to provide materials that stimulate thought and growth in factual knowledge, literary appreciation, and aesthetic values;
 - ❖ to provide the general materials necessary to enable patrons to make intelligent decisions and judgments;
 - ❖ to provide materials on opposing sides of controversial issues, providing patrons the freedom to analyze differing opinions critically and thereby form rational opinions;
 - ❖ to provide materials representative of the religions, ethnic, and cultural movements that are extant in our civilization;
 - ❖ to adhere to the College and Library Mission, Goals, and Objectives in the selection of materials that insure a comprehensive collection appropriate for qualified patrons.
- C. The Library collection shall include materials and resources in a variety of formats such as: monographs; periodicals; microforms; sound recordings, video recordings, and other current audiovisuals; and online resources.

III. Responsibility for Selection

- A. Waycross College delegates the responsibility for the selection of resources to the Library Director who will enlist the assistance of the professional library staff of the College to participate in collection building.
- B. Selection of resources should involve many people (administrators, faculty, and students); the responsibility for coordinating the selection process as a cooperative venture between the faculty and the professional library staff rests with the Library Director who has final authority for selection and maintenance of the collection.

IV. Criteria for Selection

- A. The following general criteria will be used in the selection of resources:

1. The collection shall support and be consistent with the Mission, Goals, and Long Range Plans of the College.
 2. Resources for the collection shall be chosen to enrich and support the curriculum. Materials which meet the cultural, recreational, and informational needs of the college community are also given consideration.
 3. Selection of materials should reflect identified strengths and weaknesses of the existing collection.
 4. Consideration of each item proposed for purchase should be based on the following criteria:
 - a. Authority – Authoritativeness of the author, reputation of publisher, reliability of sources.
 - b. Purpose – For whom it was written or produced and why, e.g. textbooks, statistical reports, etc.
 - c. Scope/Treatment – Range of material covered including time span, completeness, intensity, reading level (scholarly vs. general).
 - d. Currency and Timeliness – Date of publication in relation to the information covered in the item (book/AV); online source: currency of information and timeliness of updates.
 - e. Format – Is the format appropriate for the subject, of high quality and durability, and easily accessible.
 - f. Arrangement – Physical arrangement of materials in the book.
 - g. Limitations – Features that would affect its use.
 - h. Special Features – Print sources: graphs, charts, bibliographies, color illustrations, etc. Online sources: graphics, web links, full text availability.
 - i. Usefulness – Anticipated use, availability through cooperative lending such as Interlibrary Loan and Universal Borrowing, enduring value of the content.
 - k. Cost – In consideration of the existing collection budget.
 5. When possible, a professionally written review should be consulted.
- B. The following criteria will be used in the evaluation of materials recommended for purchase.

1. Books

- a. Language – Only works in the English language will be acquired unless written justification is provided and approved.
- b. Multi-volume sets – Cost, similar coverage in collection, and usefulness will be considered on an individual basis. Such requests should be referred to the Division Chair for high cost items.
- c. Multiple copies – The Library generally purchases only one copy of an item. Written justification must be submitted for multiple copies of a title based on need, value to the collection, and cost.
- d. Special Collections –

(1) Georgiana and Americana materials – Special collections in these areas will not be developed. Such material will be purchased to support curricular needs only and will be integrated into the Library's general collection. Gifts of such material will be subject to the same evaluative measures as all other items considered for purchase.

(2) Swamp Collection – Materials on the Okefenokee Swamp may be added to the existing Swamp Collection if received as gifts and deemed appropriate to the collection. Recently published items on the Okefenokee may be purchased if funds are available and integrated into the Library's general collection.

(3) Juvenile Collection – Juvenile level reading materials may be purchased in order to support the curriculum (classes in early childhood education). Generally, juvenile level reading materials will be shelved in the Juvenile Collection.

- e. Textbooks – Routine acquisition of textbooks will not be made for the regular library collection. Copies of textbooks donated by the faculty may be processed for circulation. A request for purchase of a textbook not used in the course of instruction at the College will require approval by the Division Chair.

2. Periodicals

Recommendations for new periodical subscriptions and review of existing periodicals will be solicited from faculty, staff, and administrators annually. Periodical renewal dates generally coincide with the calendar year. The renewal invoice from the primary vendor is usually sent to the Library in July for review prior to the final invoice submitted for payment in October. Renewal of each subscription on the list will be evaluated in light of the extent to which the periodical is used and the cost of its subscription. Priorities for periodical acquisitions will be as follows:

- a. Renewal of widely used periodicals.
- b. Initial subscription to periodicals in subject areas deemed necessary due to repeated requests for current issues and back issues and written justification from administrators, faculty and/or students.
- c. Renewal of moderately used periodicals.
- d. Initial subscription to new titles that represent general views and are recommended by generally accepted professional reviewing agencies.

Renewal of little-used periodicals is not a viable use of the budget and is not recommended.

3. Electronic Resources

Electronic resources considered for acquisition or access should:

- a. Be evaluated in light of other potential acquisitions and weighed against other acquisition priorities.
- b. Provide improved access to or be an enhancement or enrichment of current library collections.
- c. Reflect the excellence, comprehensiveness, and authoritativeness expected of materials in other formats.

4. Audio Visual Materials

Non-print materials will be procured as needed by the Library upon recommendation of administrators, faculty, and students. If possible, items considered for purchase will be ordered "on approval" to permit verification of suitability for the collection. Written justification from the requestor may be required if the item is unusually expensive or does not meet the criteria for selection.

5. Equipment

The purchase and maintenance of audio-visual and instructional equipment for college-wide use is handled by the Department of Computer Services.

Library equipment such as VCRs, televisions, cassette players, tape duplicators, and DVD players needed to access library materials may be purchased by the Library for use within the Library. Equipment may be purchased to replace nonfunctional and/or outdated equipment if use warrants it, and as funds are available.

6. Rare Books and Memorabilia

Rare books and memorabilia will not be purchased. Such acquisition is not in keeping with the focus of the Waycross College instructional program. Neither is there time, funds, or appropriate housing for special materials of this nature.

7. Out of Print Books

Out of print books will not be purchased. Acquisition is focused on the purchase of currently published materials. Out of print books can be requested from other libraries through Interlibrary Loan or Gil Express.

8. Gifts

Gifts will be accepted providing the donor relinquishes all claims to the material so that it can be evaluated for addition to the collection in the same manner as those recommended for purchase.

D. The following standard bibliographies and sources of criteria reviews should be consulted for assistance in evaluating materials recommended for purchase.

1. Bibliographies (latest edition of each)

- a. Books in Print
- b. Books for College Libraries
- c. Monthly Catalog of U.S. Government Documents
- d. Publishers catalogs
- e. Subject area bibliographies
- f. Essay and General Literature Index

2. Current reviewing media

- a. Choice
- b. Library Journal
- c. Book Review Digest
- d. Subject area professional journals
- e. Best sellers list

V. **Procedures for Acquisition and Selection of Resources**

Requests for materials submitted by the faculty are sent directly to the Library for consideration as possible purchases. If the library staff questions the requests for any reason, those questions are directed to the appropriate Division chairperson, who will consult with the faculty member making the request to determine the appropriateness of the request. If a faculty member should find an item appropriate for another area, the information should be forwarded to the appropriate faculty member who would recommend purchases for the Library by submitting a Book Request Form to the Library Director for consideration. Students and other users are

welcome to submit requests. Student and staff requests for materials in specific areas will be forwarded to the appropriate faculty member for consideration. Those requests that are within the scope of the Library's Collection Policy will be purchased provided funds are available. Each faculty member is urged to obtain firsthand knowledge of the library collection in one's area of specialization and discuss collection growth and maintenance with the library staff. Every effort should be made to keep the library collection current in each subject area.

VI. De-Acquisition of Materials

- A. General criteria for removal of materials in the de-acquisitions process: The faculty members responsible for each subject area of the library collection will work periodically with the professional library staff in the de-acquisition of materials that are no longer of use or relevance to the collection. The decision to remove materials from the shelves in this process will be governed by the following criteria:
1. Old, outdated materials no longer of value content-wise or those containing inaccurate information.
 2. Works that have been superseded by a newer edition and that contain outdated information.
 3. Badly torn or disfigured books that are beyond repair.
 4. Books that no longer are in use as reflected by circulation records for the past three years.
 5. Foreign language materials that have no English translation and are of no value to the foreign language courses.
 6. Multiple copies – Retain one copy, if useful (copy in best condition); discard excess copies not being used.
- B. Guidelines for de-acquisition of materials in the individual subject areas require participation of faculty members, administrators, and professional library staff. The enclosed classification chart provides guidelines for evaluating materials in each category.
- The Director of Library Services supervises this procedure, designating the period for collection evaluation, and assigning categories to evaluators.
- C. If a book is the last copy in the Georgia University System, it will be retained for Universal Borrowing, unless the book is no longer appropriate for the Waycross College collection. In this case, the item will be withdrawn and disposed of according to the guidelines of the Last Copy Policy.
- D. The de-acquisition of materials is part of the collection evaluation process. Materials are withdrawn on an on-going basis from the library in an effort to maintain the quality and usefulness of the collection.

VII. Policy Evaluation

The Collection Maintenance and Development Policy is subject to review at all times by the library staff and/or the Library Services Committee, but shall be carefully reviewed at least every five years.

GUIDELINES FOR EVALUATION OF MATERIALS IN EACH AREA OF THE CLASSIFICATION

<u>Class</u>	<u>Guidelines</u>
A	Duplicated materials should be discarded. Encyclopedias should be replaced with new editions at least every five years.
B-D	PHILOSOPHY – value determined by use and course content. Primary source materials should be retained. Caution should be taken to avoid retaining or building a collection that represents a narrow viewpoint.
BF-BH	PSYCHOLOGY – Value determined by use and course content. Major works in theories and primary sources should be retained. Commentaries should be evaluated carefully for accuracy and duplication.
BL-BX	RELIGION – Value determined by use. One copy of representative primary source for each sect is adequate. Care should be taken to avoid retaining or building a collection that is restricted to one particular religion or viewpoint.
C,D,E,F	HISTORY – Materials of valid and accurate historical importance should be retained. Care should be taken to discard any materials that are no longer accurate. Textbooks should be discarded if they are superseded by more recent editions and/or if they are not useful to the patrons who would be using them.
G-GA	GEOGRAPHY – Travel books before 1985 should be carefully evaluated and discarded if not totally accurate. African, European, and Asian geography books are of little use if published prior to 1980.
GB-GN	OCEANOGRAPHY, ANTHROPOLOGY, ECOLOGY – Value determined by use and applicability to course content: Books that represent historical perspectives should be kept.
GT	MANNERS – One copy of representative works should be kept. Outdated, superseded editions should be discarded.
GV	RECREATION – Official rule manuals for individual sports should be evaluated judiciously; only the official and current rule manuals should be kept. Sports biographies should be limited to the ones that are outstanding.
H-HA	SOCIAL SCIENCE STATISTICAL METHODS – Works that represent accurate, applicable methods should be kept. Old textbooks should be discarded.
HB-HF	ECONOMICS – Only the latest copies of textbooks should be kept. Older works should be evaluated so that historical perspective can be maintained. Books that deal with “current”

issues should be evaluated in light of timeliness and present day usefulness.

HG-HJ	FINANCE – Only the latest copies of textbooks should be kept. Older works should be evaluated so that historical perspective can be maintained. Books that deal with “current” materials from previous years should be carefully evaluated and man discarded.
HM-HX	SOCIOLOGY – care should be taken to maintain a collection that represents controversial issues from all viewpoints. Textbooks should be carefully evaluated and, if not germane, they should be discarded after ten years as a general rule.
J	POLITICAL SCIENCE – Books dealing with historical aspects should be evaluated based on use and usefulness. Timely and topical materials should be discarded after ten years unless there is a specific need.
K	LAW – Primary source materials should be retained only when they are current. Historical materials that represent a summary of the past can be kept. Commentaries and textbooks should be evaluated based on the usefulness and accuracy of the materials contained.
L	EDUCATION – Value should be determined by use and course content. Primary source materials on educational theories should be retained. Commentaries and textbooks should be carefully evaluated for possible discard.
M	MUSIC – Basic materials should be kept. One copy of scores should be adequate. Care should be taken to avoid duplication when possible.
N	ART – Basic materials should be kept and esoteric materials should be evaluated based on use and course content.
P	LANGUAGE AND LITERATURE (GENERAL)
PA-PB	CLASSICAL AND MODERN EUROPEAN LITERATURE – Primary source materials should be retained. Criticism of available primary materials should be kept.
PC-PM	WORLD LITERATURE – Outstanding representative primary sources should be kept. Care should be taken to retain secondary sources that match existing primary sources.
PN	LITERARY HISTORY AND COLLECTIONS (Drama, Prose, Oratory, Letters, Essays, Journalism) - Primary sources should be kept. Care should be taken to retain secondary sources that match primary sources in the collection.
PQ-PT	OTHER LITERATURE (ROMANCE, ENGLISH, AMERICAN, GERMANIC)– Primary source materials should be kept. Care should be taken to retain commentaries and other secondary sources that match primary sources in the collection.

PZ	<p>FICTION, JUVENILE FICTION -</p> <p>In the Fiction area, evaluation should be based on recreational needs as well as on course content. New fiction should be placed in the P section applicable to the author. No longer classify in PZ except to retain consistency for works already shelved in the PZ section. Juvenile level books should be placed in the Juvenile Collection.</p>
Q-QA	<p>MATHEMATICS – Only current, accurate textbooks should be retained. When more than one text exists on the same subject, care should be taken in choosing the best one. Duplication of idea and title should be avoided.</p>
QB-QE	<p>ASTRONOMY, PHYSICS, CHEMISTRY, GEOLOGY – Materials should be evaluated for timely accuracy. As a rule, materials older than seven years should be considered for discard.</p>
QH-QR	<p>NATURAL HISTORY, BIOLOGY – Materials should be evaluated carefully and only those that are presently accurate and useful should be kept. The only exceptions are for materials that represent historical perspective.</p>
R	<p>MEDICINE – Books on basic anatomy, physiology, community health, and first aid should be kept if not duplicates. Current commentaries and guidebooks should be retained. Generally, review for outdated information and discard after five years.</p>
S	<p>AGRICULTURE – Materials that represent historical perspective should be retained. Materials that give false information and are outdated should be discarded.</p>
T	<p>TECHNOLOGY – Materials should be evaluated according to individual merit based on use and course content. Materials that contain outdated information should be discarded.</p>
U,V	<p>MILITARY SCIENCE, NAVAL SCIENCE -</p> <p>Materials of current and historical interest should be retained. Duplicate and outdated materials should be discarded. Care should be taken to retain materials that present historical perspective or are of interest to students in history classes.</p>
Z	<p>LIBRARY SCIENCE, BIBLIOGRAPHY - Materials should be evaluated for accuracy, currency, and usefulness to the library staff and teaching faculty.</p>

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