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**Part I**

**MISSION and VISION STATEMENTS**

## **ALLEN COUNTY COMMUNITY COLLEGE LIBRARY MISSION**

The mission of the Allen College Library is to support student success virtually, concurrently, and in person by providing high-quality resources in student-centered learning environments. We aim to facilitate the intellectual growth of our students, faculty, and staff of the college by offering a well-rounded collection to trigger both academic and personal discovery.

### **VISION STATEMENT**

Toward this goal, the library will continuously:

1. Maintain both a physical space and virtual environment with a rich collection of physical and electronic resources.
2. Provide a dynamic learning environment aimed at enriching patron's academic and personal curiosities.
3. Partner with other college entities to promote information literacy initiatives.
4. Supply a user-oriented library team that is always available to facilitate the effective use of information in a pleasant atmosphere conducive to learning.

### **Goals**

Diversity of Resources: Provide resources in a diverse and unbiased manner

1. Streamline Technical Process: Examine cataloging processes and utilize Integrated Library System to fullest capabilities.
2. Instruction: Provide onsite and outreach instructional services to all library user employing a cross-curriculum approach.
3. Reimage physical library space to promote learning and creativity.
4. Increase and strengthen online education.

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## **Part II**

### **DESCRIPTION OF THE LIBRARY**

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The library is centrally located in the main building on our Iola campus. The book collection of around 20,000 volumes includes non-fiction, fiction, young-adult, DVD, children's books, periodicals, and tabletop game collections on the main floor, and history books on the mezzanine level. The collection is accessed via our Polaris Online Library Catalog or our EBSCO Discovery system. Our electronic databases provide indexing for over 15,000 periodicals, with full-text access, and 30,000 streaming videos.

Library tables and computer seating is available for around 100 and includes, study carrels, and computer workstations. We have lounge and non-table chair seating for an additional 20 persons, which includes couches and armchairs.

A group study/conference room seats 14 at a conference table of that capacity. There are 16 regular computer workstations, a special needs workstation that includes programs to facilitate access for those with visual, audio, and mobility handicaps. A printer/copy machine is also available for public use. We offer a coffee and cappuccino bar that provides coffee, a variety of cappuccino flavors, hot chocolate, and tea.

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**Part III**  
**POLICIES**

## **Who may use the Allen College Library?**

Allen County Community College maintains the library for the use of students, faculty, and staff of the college, and for residents of Southeast Kansas. To borrow materials from the library, students must provide their student ID cards, and community residents must provide us with current address information and a government-issued ID.

## **Privacy of Patron Records**

Library staff is required to protect the privacy rights of the persons using the library. The library staff will not disclose information from either library or college records about any persons who might use our facility. Kansas law protects borrower's records and has declared them to be exempt from open records provisions. Any requests for user information from library or college records are referred to the Director.

## **Collection Development Policy**

The library acquires and makes available a collection of materials to support the college curriculum and to meet the information needs and interests of students, faculty, and staff, and to supplement the information provided to the citizens of Southeast Kansas by the local public libraries.

The Allen College Library's collection development policy aims to reflect the diverse population of our student body. Our primary goal is to provide a collection that meets the academic needs of our students and supports the learning objectives defined in our common course outlines. Additionally, we provide a selection of leisure reading, popular films, and tabletop board games to further engage with our community.

Materials are selected utilizing the following sources:

1. Professional reviews.

The library staff members select materials from established review media, including Booklist, Choice, Library Journal, and New York Times Book Review, and Amazon reviews.

2. Faculty and staff recommendations.

The library encourages recommendations from faculty and staff, and these become our first priority, as budget permits.

3. Recommended subject lists.

The staff regularly review the collection, by section, to determine its adequacy in meeting curriculum and general information needs. Materials are selected for deficient areas using recommended lists (found in library and professional journals on the subject) – as a way of supplementing the regular selection process, which uses reviews of newly published items.

4. Recommendations by students and other library users.

Recommendations from students and other users are greatly encouraged. Librarians will review materials, and make selections based on perceived demand and budget.

Periodicals are evaluated annually. Additions and deletions are made according to appropriateness to the curriculum, usage, faculty, and library user requests, full-text availability of electronic databases, interlibrary loan agreements, and budget.

Criteria for determining which materials are selected for the library include:

1. Curriculum support.

The majority of the materials selected support the curriculum as defined by our Common Course Outlines.

2. Information demand deficiencies.

Any time that demand for information in a particular area cannot be adequately met by material of a sufficiently current nature, the staff will make every attempt to select material to answer the demand as soon as possible. Ideally, changes in information need patterns will be anticipated and appropriate material will have been added before the need occurs.

3. Controversial materials.

Materials are selected with the aim of presenting opposing points of view on controversial topics. The library subscribes to the principals of *the Freedom to Read* statement and the *Library Bill of Rights* of the American Library Association.

4. Leisure reading

The library purchases popular materials for recreational reading and viewing. These materials are found in our fiction, young adult, DVD, and table-top game collection.

## **CONTROVERSIAL MATERIALS POLICY**

Complaints about, or objections to, any material in the library must be made in writing by completing a Request for Reconsideration of Library Material form (see attached).

Procedure:

Upon receipt of the completed form, the Library Director will contact the President, who in turn will appoint an impartial advisory committee. This committee will review the material in question in light of the complainant's comments, and make a recommendation as to whether the material should be retained or withdrawn. The library shall abide by the committee's recommendations.

The committee will take into consideration perceived local community standards, *Freedom of Information* and *Right to Read* legislation, and the suitability of the material for a community college. It will also determine whether the material is balanced in the library collection by information supporting the opposite point of view (if it is on a controversial topic).

The Library Director will inform the complainant, by letter, of the committee's decision and the reasoning behind the decision.



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## ALLEN COUNTY COMMUNITY COLLEGE LIBRARY Request for Reconsideration of Library Material

Please check type of material:

\_\_\_\_\_ Book    \_\_\_\_\_ Periodical    \_\_\_\_\_ Video    \_\_\_\_\_ Audiocassette    \_\_\_\_\_ CD

Other \_\_\_\_\_

Author \_\_\_\_\_ Title \_\_\_\_\_

Publisher \_\_\_\_\_ Publication Date \_\_\_\_\_

Request initiated by \_\_\_\_\_ Telephone # \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip code \_\_\_\_\_

Complainant represents: Self \_\_\_\_\_ Organization \_\_\_\_\_

Other (identify) \_\_\_\_\_

Material came to complainant's attention through:

\_\_\_\_\_ Class assignment: (class) \_\_\_\_\_ Selected by complainant \_\_\_\_\_

\_\_\_\_\_ Brought home by son/daughter/other relative (what relation) \_\_\_\_\_

Other \_\_\_\_\_

1. To what in the material do you object? (Please be specific. Cite pages, scene in video, etc.)
2. What do you feel might be the result of reading or viewing this material?
3. Do you find anything "good" about this material?
4. Did you read, view, or listen to the material in its entirety?

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5. Are you aware of the judgement of this material by literary (or other) critics?
6. What, in your opinion, is the theme of this material?
7. What would you like the library to do about this material?
8. In its place, what material of equal literary quality would you recommend that would convey as valuable of a picture and perspective of our, [or any another] civilization?

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Signature of complainant

Adapted from the form recommended by the National Council of Teachers of English.

## **GIFT MATERIALS POLICY**

Gifts to the library are subject to the same selection criteria as purchased materials. Gifts and donations are usually accepted, but the library reserves the right to refuse gifts which do not meet our selection criteria. We also reserve the right to dispose of gift materials which do not fall within our collection development guidelines, or which are no longer useful due to condition or currency.

An acknowledgement will be sent to the donor for any gifts or donations which are accepted and added to the library collection. These can be used for income tax purposes, but be aware that any large donations of material considered to be valuable should be subject to appraisal by an expert in antiquarian books.

## **COLLECTION AND DESELECTION POLICY**

Periodically materials need to be deselected and discarded because they: have become out of date; are seldom used; or are no longer appropriate to the collection. It is an ongoing process performed in conjunction with its opposite function, collection development. The library staff, with the help of standard guides and the use of advice solicited from the faculty, regularly assess the various areas of the collection for currency, condition, obsolete information, and duplications. As additions are made to the collection, existing materials need to be reviewed using the above criteria. As out-of-date material is deselected, newer items, if not already in the collection, need to be selected to update the discarded material.

An item may be considered for withdrawal if:

1. It is an unnecessary duplicate.
2. It contains outdated information or if other materials in the subject area contain updated information.
3. It is rendered obsolete by a newer edition, which is already in the collection.

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4. It fails to meet a curricular need or at one time it supported a course (or courses) that is no longer offered.
5. Low or no circulation.

Hard copy periodicals are kept for one year's, and then discarded.  
Newspapers are kept for 3 to 6 months.

### **DEWEY DECIMAL CLASSIFICATION SYSTEM**

The library arranges its materials according to the Dewey Decimal Classification System. Materials are grouped according to subject matter; therefore, individual items on the same topic are in the same area on the shelves.

The main classes are:

- 000 General Works
- 100 Philosophy, Psychology, and related disciplines
- 200 Religions
- 300 Social Sciences
- 400 Languages
- 500 Science
- 600 Technology
- 700 Fine Arts
- 800 Literature
- 900 History
- FIC Fiction
- YA Young Adult

## COLLECTION LOCATION SYMBOLS

Some materials in the library are, for one reason or another, in collections other than the main circulating collection. Location symbols, found on the line above the Dewey Classification Number, are as follows:

ARC	Historic materials by and about Allen County Community College.	Non-circulating
ATL	Atlas	Circulating
CD	Audio Book	Circulating
CHI.	Children's Literature Collection	Circulating
COL	Collector's Item Collection (Rare books)	Non-circulating
DIC	Dictionary	Circulating
ENC	Encyclopedia	Circulating
FIC	Fiction	Circulating
ILL	Interlibrary Loan	Non-circulating
OVE	Oversized books	Circulating
PER	Periodical	Circulating
REF	Reference Collection	Circulating
RES	Reserve (in-library use)	Non-circulating

## Polaris ILS

The library uses the Polaris ILS-Innovative Interfaces, Inc. It consists of an online catalog, a circulation system, and a cataloging/technical processing system.

The Online Public Access Catalog is a user-friendly system with on-screen instructions, and is similar to other systems currently in use in many libraries.

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**PART IV**  
**PUBLIC SERVICES**

## EQUAL RIGHTS OF LIBRARY USERS

The library is available for use by any member of the college community and by anyone who lives within the Allen County Community College District, or within the boundaries of the Southeast Kansas Library System. Our participation in the KANLIB state library database, and in the state interlibrary loan system, also requires that we make our collection available to anyone in the state of Kansas. Any Kansas resident with a valid Kansas library card is entitled to use our library. We cannot deny a community member, or public school student, the use of a service.

## LIBRARY LOANS

Library materials can be borrowed at the circulation desk. Materials, excluding board games and bikes, can be renewed up to three times, as long as a “*hold*” for another person hasn’t been placed on the item. Renewals can be made in person, or electronically via the library catalog.

### LOAN PERIODS (Students)

Books	3 weeks
DVD Collection	5 days
Tabletop Game Collection	5 days
Bikes	3 days
Reserve Materials	As stipulated by instructor
Periodicals	3 days

Loan periods as above for students and community members. Faculty and staff may borrow books for about 90 days, but periodicals are checked out as above.

## **LOAN SIZE (number of loans allowed at one time)**

Patrons, regardless of designation, are subject to the following loan sizes

Books	10
DVD Collection	3
Tabletop Games	2
Bikes	1

## **NON-CIRCULATING MATERIALS**

The following materials are to be used in the library – they are not to be taken out.

1. Newspapers
2. Allen Community College archival materials (except staff)
3. Restricted reserve materials
4. College yearbooks and newspapers (except staff)

## **OVERDUE NOTICES, PERSONAL HOLDS, AND PAYMENT OF CHARGES**

Fines are assessed at the rate of 50¢ a day per DVD including Xbox and PlayStation discs, 50¢ a day per video game controllers, and 50¢ a day per tabletop games. Books and bikes are not assessed with fines.

The library sends up to three overdue notices. Two weeks after the third notice, an item is assumed lost. Lost books are billed at the cost of the book.

Overdue bikes are subject to a three-strike warning system. The first time a bike is overdue, a verbal warning will be given. The second warning consists of a verbal warning and an email warning to the patron. The third time a bike is overdue, the patron's bike borrowing privileges will be revoked for the remainder of the semester. The warnings and suspension will be given by either the Library Director or the Library Support Specialist. A note of said warnings will be written on the back of the patron's bike registration paperwork.



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The library has the right to suspend privileges to persons with overdue material or who owe more than \$5.00 in fines and/or charges. Overdue material must be returned or renewed and the fine paid (if over five dollars) to reinstate library privileges.

Print charges are .10 cents a printed page for community patrons. Students may print free of charge.

At the end of the semester, the library places grade and transcript holds on the records of any students who have overdue material or who owe charges that exceed \$5.00.

### **RETURN OF MATERIALS HELD BY FACULTY AND STAFF**

Books in the regular collection, and curriculum materials, are checked out to faculty and staff for approximately 90 days. If a patron places a hold on a book from the regular collection that is checked out by an employee, a notice is sent to the faculty or staff member asking for the return of the item, with appropriate explanation.

A list of all checked-out items shall be sent to faculty and staff members at the end of each semester, as a reminder. At the end of each academic year, an employee should return any materials which are no longer needed. We can renew the others for the next year.

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## **PART V**

### **ARCHIVES**

#### **Allen Community College Archives**

The Allen Community College Archives collects, preserves, and makes available primary and secondary materials that document the history of Allen Community College. These materials include, but are not limited to; yearbooks, newspapers, photographs, college bulletins, student works, college sports memorabilia, and other materials of historical significance to the college. The Archives also collects and stores college records and documents from the administration, academic programs, student services,

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and athletics. The College Archives does not store any student records. All student records are available from the registrar's office.

## **Selection Policy**

Materials retained by the Archives include:

1. College Publications
2. Records of Administrative office and academic departments.
  - a. Program Review
  - b. Accreditation Materials
  - c. Non-instructional Program Review
  - d. Self-studies
  - e. Handbooks
  - f. Publications written by faculty, staff, and administration
  - g. Strategic Planning Documents
3. Records of faculty, student, and other college-related organizations
  - a. Phi Theta Kappa
  - b. Student Senate
  - c. Student Activities
  - d. Student publications
  - e. Exemplary student works
4. College History
  - a. Yearbooks
  - b. Photographs
  - c. Newspapers
  - d. Catalogs
  - e. Commencement Programs
  - f. Memorabilia

### **Transferring College Documents to the Archives**

Faculty, staff and administration must meet with library staff before transferring documents to the college archives. Library staff will review

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materials to ensure they meet the requirements outlined in the selection policy.

### **Circulation Policy**

Items labeled ARC (Archives) do not circulate and must remain in the College Library at all times.

Materials labeled CDoc (College Documents) may circulate for up to three-days.