

POLICY AND PROCEDURES MANUAL

HOPKINSVILLE COMMUNITY COLLEGE LIBRARY

Revised: October 2017

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COLLEGE MISSION STATEMENT

Hopkinsville Community College is an inclusive, student-centered educational institution that provides accessible, innovative, and comprehensive learning opportunities within a supportive community that encourages academic excellence. The college sustains strong educational, community, military, agricultural, and economic partnerships to improve quality of life in the southern Pennyryle region and Fort Campbell and enables students to be responsible citizens in a global society.

Hopkinsville Community College promotes excellence in teaching and learning by offering:

- Degree, diploma, and certificate programs and courses that enable students to:
 - transfer to four-year institutions, and
 - acquire the knowledge and skills for new or continued employment;
- Developmental, academic and support services that promote student success;
- Customized business and industry training;
- Continuing education and community outreach; and
- Adult education

Last approved by the KCTCS Board of Regents
March 2017

LIBRARY MISSION STATEMENT

The mission of the Hopkinsville Community College Library is to support the college's credit and non-credit curricular needs. The Library accomplishes this objective by maintaining a climate conducive to the educational experience, by serving as a repository for a diversity of print, non-print, and online resources, by furnishing training in library/research skills and information literacy, and by supplying miscellaneous services that enhance and facilitate learning.

Reviewed 10/23/17

HCC LIBRARY GUIDELINES

HOURS

7:30 am - 4:30 pm Monday - Friday
Closed Saturday and Sunday

All KCTCS campuses are closed two weeks between the fall and spring semesters (late December/early January). Check the college website for the actual closing dates. The library is also closed on approved college holidays.

CIRCULATION

Periodicals do not circulate.

Reference materials do not circulate.

Books circulate for two week periods.

Reserve materials may be used in the library or as requested by the instructor.

Fines, fees, and other charges:

Late charge – books	\$.10/day, not to exceed \$10.00 per book.
Late charge – DVDs	\$1.00/day
Late charge – reserve items	\$1.00/day, not to exceed \$10.00 per item
Lost books/DVDs	replacement cost
Lost library card	\$3.00/occurrence
Damage charge	cost recovery for repair, rebinding, or replacement

If a student has a fine under \$5.00 (total) forgive the fine. The exception is reserve materials (DVDs and Larkin's reserve) do NOT forgive any amount of fine whether it is 10 cents or \$5.00.

Students who have overdue materials or who are delinquent in payment of fines and other charges will have a library hold placed on their record and may not register or receive transcripts.

EMERGENCY PROCEDURES

When the emergency alarm sounds, all persons in the library should immediately stop what they are doing and prepare to leave the building.

The librarians should make sure all patrons exit and stand at least 40 feet from the building (parking located on Talbert Drive). The patrons should be allowed to take valuables with them.

Before leaving the building, the library technicians should close (but not lock) all interior doors and turn out the lights. The librarians should make sure the office areas are secured. The library director (or in his/her absence the assistant librarian) should quickly check to make sure everything has been done and everyone has vacated the library. This individual should be the last person out. The director (or assistant) should then report to the mall area between the Technology Center and the Academic Building to meet with the other administrators.

No one may re-enter the building until clearance to do so has been given.

*Additional information is available in the Hopkinsville Community College Campus Safety Policies and Crisis Manual.

SECURITY PROCEDURES

When the security system alarm sounds, the following steps should be taken:

- 1) Politely stop the person who set off the alarm. If the person does not stop, make every effort to catch up with the person.
- 2) If the library staff member forgot to desensitize the materials, apologize for the oversight and desensitize the items.
- 3) Ask if he/she might have a video from a commercial outlet (e.g., Blockbuster, Kroger, etc.). If so, have him/her go through the gate without the DVD. If the alarm does not sound, return the DVD to him/her as he/she exits.
- 4) Ask if he/she has any used textbooks. If so, desensitize them so the problem will not persist. Have the person go through the gate again to make sure that was the only problem.
- 5) If the alarm sounds a second time when a patron is asked to go through the gate again, start eliminating prospective sources. For example, if the person has a book bag and a purse, have the patron lay the book bag down on the circulation desk and go through with only the purse. Next, try the book bag. If the alarm sounds, have the person open the bag so it can be checked.
- 6) If you find library materials, be diplomatic. If something is found that can be checked out, ask the person if he/she wants to check the items out. If it is a magazine or reference book, explain that they may not be checked out but a copier is available. If you find torn-out pages, again mention the copier.
- 7) If a patron is uncooperative or belligerent, get the library director, a chief/dean, or security involved.

MAKING SAFETY, SECURITY, AND SERVICE RULES WORK

- Know that a good predictor of future bad patron behavior is past bad patron behavior.
- If you impose no consequences for problem behavior, expect it to stay the same or escalate.
- Don't trade security for convenience. Lock employee-only doors, protect yourself and your colleagues, and use your security devices, policies, and procedures.
- Don't rationalize irrational patron behaviors.
- Don't ignore safety or security problems; they rarely go away.
- Listen carefully to colleagues and patrons as they explain their view of a situation.
- Avoid snap decisions unless it's an emergency situation. Assess several possible responses before you make a decision.
- As best as you can, stay focused and nonjudgmental; don't lose your patience or your temper or become fearful—both hurt the decision-making process.
- Paraphrase what you hear back to the patron until you both agree what the problem is.
- When you understand what the problem is, take action to resolve it quickly by valuing the patron's time.
- Explain your position using firm, fair, consistent, and assertive language.
- Keep your tone neutral and polite. Take special care to not use a condescending tone, especially when you're tired, frustrated, or at the end of your day.
- Work as a team with colleagues on particularly difficult patron situations.
- Get outside help, support, and advice if necessary, especially from safety and security stakeholders (police or sheriff's department, human resources, city attorney, county counsel, risk management personnel, facilities staff).
- After a difficult patron situation, debrief, support, and praise one another when it's safe to do so.

PATRON BEHAVIOR

Library patrons of all ages are expected to respect the rights of others, thus individuals shall not behave in a disruptive manner. Examples of disruptive behavior include, but are not limited to, excessive noise, harassment of others, unattended children, calls on cell phones, eating, drinking, etc.

When problems arise, a member of the Library staff will speak with the person(s) involved and will issue a warning if necessary. If the situation persists, the party(ies) may be asked to leave the library. In the event of continued abuse, the loss of library privileges may result.

If the unacceptable behavior cannot be satisfactorily resolved by the Library staff, the appropriate administrative personnel should be notified/consulted. Student issues should be addressed by the Chief Student Affairs Office. Community issues should be addressed by the Chief Academic Affairs Officer. If security is a perceived problem, notify the security staff and the Director of Safety and Security. If computer use is involved, notify the Director of Information Technology.

CELL PHONE USAGE

Patrons should be asked to abide by the following rules:

Cell phones should be used in the lobby area only. This includes both calls made by the patron and received by the patron.

Ideally, cell phones should be turned off. If that is not an option, they should be set on vibrate instead of ring or have the ringer volume turned down as low as possible.

When a phone rings it should be answered as quickly as possible, and the person on the other end should be asked to wait until the person with the cell phone can get to the lobby.

Calls should be completed before reentering the library.

UNATTENDED CHILDREN

Hopkinsville Community College prohibits employees and students from bringing their children on campus or on our extended campuses and leaving them unattended at any time, especially in unauthorized areas. Some examples of unauthorized areas are those areas specifically designed for faculty and students, such as the students' game room, TV lounge, computer and learning labs, Auditorium, and physical conditioning rooms. If there is an emergency and a student, faculty, or staff member deems it necessary to bring a child on campus, then the parents must provide supervision at all times.

The children can be brought to class with the parent only if the instructor approves it personally and the child does not disrupt the learning environment of the remaining class members.

The HCC Safety Committee has defined unattended as the parent and child(ren) not being in the same room.

KCTCS Student Code of Conduct is available on the college website.

In order to use Library computers, patrons under the age of 18 must be accompanied by an adult unless he/she is a student enrolled in HCC classes.

COPIER FOR STUDENT USE

A coin-operated copier (\$.10 per page) is available for student use. Change is located at the circulation desk.

Supplies, such as toner, papers, etc., are ordered through the HCC Business Office. The circulation technician should notify the appropriate Business Office contact when supplies are needed or when the copier's coin box needs to be emptied.

A Business Office designee is responsible for emptying the coin box. No refunds are given.

DOCUMENT SCANNING

Document scanning for students is not a service provided by the HCC Library.

DOCUMENT RETENTION/DISPOSAL

Office Max order confirmations – retain for one semester
Stacking the Deck answer sheets – retain for two years
Interlibrary Loan requests – retain until statistics are generated
Computer user library applications – retain for two years
Circulation statistics –retain one fiscal year
Cash receipts –retain for 3 fiscal years
Credit Card/BA8 forms—retain for 3 fiscal years

After the designated time period has elapsed, the documents will be shredded.

COPYRIGHT

Hopkinsville Community College Library complies with all copyright regulations. Any duplication of copyrighted materials is done within the boundaries of the Fair Use guidelines. The library is not responsible for copyright infringement by faculty, staff, students, or members of the community using library materials. However, a copyright notice is posted by the copier and copyright notices are posted in all books containing software.

§107. Limitations on exclusive rights:
Fair Use

Notwithstanding the provisions of sections 106 and 106A, the fair use of a copyrighted work, including such use by reproduction in copies or phonorecords or by any other means specified by that section, for purposes such as criticism, comment, news reporting, teaching (including multiple copies for classroom use), scholarship, or research, is not an infringement of copyright. In determining whether the use made of a work in any particular case is a fair use the factors to be considered shall include -

- 1.the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- 2.the nature of the copyrighted work;
- 3.the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- 4.the effect of the use upon the potential market for or value of the copyrighted work.

The fact that a work is unpublished shall not itself bar a finding of fair use if such finding is made upon consideration of all the above factors.

From *U.S. Code*, Title 17.

FAX MACHINE

1. The fax machine will be used for library operations as they relate to the program of the college.
2. The fax is not for community use or student use.

CIRCULATION PROCEDURES*

STUDENTS

Library books, and books on tape (audio CDs) are checked out for 2-week periods. At the end of that time, these items may be renewed if there is no demand for them. Only one renewal is allowed for library materials. A maximum of 5 items may be checked-out at any one time.

Audio CDs are checked out for two weeks.

DVDs and periodicals do not circulate.

Reserve materials (including DVDs) are checked out according to the instructor's directions.

NON-STUDENT PATRONS:

These patrons have the same library privileges as students. They are required to fill out a "community" patron card application, and their card is mailed to their home address. A valid driver license with correct address information must be made available before a library card will be issued. A copy of the driver license will be made and kept on file.

FACULTY/STAFF

Faculty/staff cards are filed in a separate drawer. The checkout period for books and DVDs is the current semester.

OVERDUES

Overdue fines are 10 cents per day (including weekends) and \$1.00 per day for reserve items not to exceed \$10.00 per item. There is a grace period of one day. Voyager generates an overdue notice on the fourth day the item is overdue. These notices are mailed to the patron's home address. Three notices are sent out before a bill for the non-returned item is generated.

Students with overdue items or fines greater than \$5.00 will have a hold placed on their record in PEOPLESOFT, which will not allow them to register for classes or receive transcripts until their account is cleared with the library

RESERVES

Faculty members notify the library staff about materials they wish to be placed on reserve. At that time, they indicate the appropriate loan period for the material: 1-day, 3-day, or in-house only. 1-day and 3-day loan items are checked out in VOYAGER, the 3 day period does not end over the weekend. VOYAGER does not allow renewals of reserve items.

*A manual detailing how to do specific procedures is kept at the circulation desk.

CASH LOG

Cash receipts are kept for all monies received from lost books, fines, card replacements, copies from microfilm and additional student printing. Weekly, the cash receipts are balanced, and a deposit made.

PETTY CASH

A cash drawer is located at the circulation desk in a filing cabinet. It contains \$50.00 at all times. This money is not spent. We cannot cash a check or accept bills over \$10.

The money is mostly in quarters, which the students use in the coin-op. It is checked regularly by the state auditor and should always be kept accessible. At closing time, the cash drawer is locked up in the safe.

PRIVACY OF RECORDS/CONFIDENTIALITY

The Hopkinsville Community College Library staff will “protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted” (Code of Ethics of the American Library Association, Article 3). This information includes, but is not limited to, database search records, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities, programs or services, such as reference interviews. This right to privacy is protected under the provisions provided for in KRS 61.878, OAG 82-159, and OAG 82-149 (see appendix). It is the policy of the HCC Library that no information about any library users will be provided to any agency of government—local, state, or federal—without an order in proper form showing good cause based on specific facts issued by a court of competent jurisdiction.

In the event that law enforcement officials request information about any library user, the following steps should be taken:

During the visit:

- The staff member should ask for identification when approached by an agent or officer.
- The library director should be notified immediately. He/she will in turn inform the designated contact people. If the director is unavailable, the professional staff and /or the appropriate dean/administrator should be alerted.
- The library director will meet with the official along with another colleague, administrator, and/or legal counsel.
- If the agent or officer does not have a court order, the director or designee should explain the library’s privacy policy and the state’s confidentiality law and inform the agent or officer that users’ records are not available except when a proper court order in good form has been presented. Without a court order, the agent or official is only entitled to the name and address of the person to whom they are speaking.
- If the agent or officer persists, or makes an appeal to patriotism, the director or officer should explain that, as good citizens, the library staff will not respond to informal requests for confidential information in accordance with professional ethics, First Amendment freedoms, and state law.
- If the agent or officer presents a court order, the library director or designee should immediately refer the court order to the library’s legal counsel (859-246-3138) for review.

If the court order is in the form of a subpoena:

- Examine the subpoena for any legal defect, including the manner in which it was served, the breadth of its request, its form, or an insufficient showing of good cause made to the court.
- Through legal counsel, insist that any defect be cured before records are released and that the subpoena is strictly limited to require release of specifically identified records or documents.
- Require a new subpoena in good form and without defects.

- Review the information that may be produced in response to the subpoena before releasing the information. Follow the subpoena strictly and do not provide any information that is not specifically requested in it.
- If disclosure is required, ask the court to enter a protective order (drafted by the library's legal counsel) keeping the information confidential and limiting its use to the particular case. Ask that access be restricted to those persons working directly on the case.

If the court order is in the form of a search warrant:

- A search warrant is executable immediately, unlike a subpoena. The agent or officer may begin a search of library records as soon as the library director or officer is served with the court's order.
- Ask to consult library counsel (859-246-3138) before the search begins.
- Cooperate with the search to ensure that only the records identified in the warrant are produced and that no other users' records are viewed or scanned.

If the court order is a search warrant issued under the Foreign Intelligence Surveillance Act (FISA) (USA Patriot Act amendment):

- The recommendations for a regular search warrant still apply. However, a search warrant issued by a FISA court also contains a "gag order." That means that no person or institution served with the warrant can disclose that the warrant has been served or that records have been produced pursuant to the warrant.
- The library and its staff must comply with this order. No information can be disclosed to any other party, including the patron whose records are the subject of the search warrant.
- The gag order does not change a library's right to legal representation during the search. The library can still seek legal advice concerning the warrant and request that the library's legal counsel be present during the actual search and execution of the warrant.
- If the library does not have legal counsel and wishes legal advice, the library can still obtain assistance from Jenner & Block, the Freedom to Read Foundation's legal counsel. Simply call the Office for Intellectual Freedom (1-800-545-2433, ext. 4223) and inform the staff that you need legal advice. OIF staff will assure that an attorney from Jenner & Block returns your call. You do not have to and should not inform OIF staff of the existence of the warrant.

After the visit:

- Review the court order with library counsel to ensure that the library complies with any remaining requirements, including restrictions on sharing information with others.
- Review library policies and staff response and make any necessary revisions in light of experience.

- Be prepared to communicate with the news media. Develop a public information statement detailing the principles upholding library confidentiality that includes an explanation of the chilling effect on First Amendment rights caused by public access to users' personally identifiable information.
- If possible, notify the ALA about your experience by calling the Office for Intellectual Freedom at 800-545-2433, extension 4223

INTELLECTUAL FREEDOM

Hopkinsville Community College Library supports the Library Bill of Rights and Freedom to Read Statements of the American Library Association and the Kentucky Library Association Intellectual Freedom Handbook (www.kylibasn.org/docs/klaifh2007.pdf).

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security,

as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. **It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.**

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. **Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.**

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. **It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.**

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. **There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.**

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. **It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.**

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. **It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.**

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. **It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.**

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970

consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

RECONSIDERATION PROCEDURES

Hopkinsville Community College Library will accept requests from faculty, staff, students and the community for reconsideration of material. The process for reconsideration of library material is as follows:

1. Requester fills out the Request for Reconsideration of Library Material form and turns it in to a library staff member.
2. Requests for reconsideration are given to the library director who informs the president of the college.
3. The president of the college appoints a review committee composed of the library director, a faculty member from each division, a staff member, and a student.
4. The committee will review the request for reconsideration and will determine if the material meets the criteria for selection.
5. The committee will submit a written report to the president of the college and the requester will be informed of the committee's decision.

Challenged material will be kept in circulation during the reconsideration process.

Request for Reconsideration of Library Material

Author _____

Title _____

Publisher (if known) _____

Request initiated by _____

Address _____

Telephone Number _____

Email Address _____

Request made on behalf of:

_____ Individual

_____ Organization (specify name) _____

_____ Other group (specify name) _____

1. Did you read the entire work/material? _____ If not, what parts?
2. Please explain to what in the material you object. Be specific. Site page numbers, quotations, scenes, etc.
3. What do you feel might be the result of exposure to this material?
4. Although you object to this book/material, does it have any merit? Please include some examples of merit found in this material?

5. What do you believe is the theme of this material?

6. What do you believe is the purpose of this material?

7. Are you aware of the judgment of this material by literary critics?

8. What other material would you suggest in place of this that would serve the same purpose?

9. What action are you requesting that the library take about this material?
 _____Withdraw it from the library.
 _____Return it to the library director for re-evaluation.

Signature of complainant

Date

Staff member accepting request

Date

INTERLIBRARY LOAN POLICIES

KCTCS LIBRARIES RESOURCE SHARING AGREEMENT

1. Each library will determine who at their campus will be served by this agreement and at what level, e.g. faculty, staff, students, and public.
2. Each library will lend directly to the other library.
3. All requests will be made by OCLC, effective July 1, 2006.
4. A no charge policy between libraries loaning and borrowing materials will exist. The borrowing library will attempt to retrieve from the patron any items not returned.
5. Photocopies of materials, books and other materials that are requested by a KCTCS library will receive top priority and rapid delivery. The sending library determines the delivery system.
6. Rush library materials will be delivered by the most appropriate method (including email, fax, or ground courier).
7. This policy will be reviewed annually by KCTCS Library Directors. After approval, the KCTCS Resource Sharing Agreement, with the approval date noted on the Agreement, will be distributed to all KCTCS Library Directors.

Approved: September 6, 2012

By: KCTCS Library Services and Resources Work Group

HCC students will not be charged for ILL service, unless the lending library charges. ILL books for students will be ordered from community college libraries.

Non-HCC students must pay a non-refundable \$2.00 fee per book/article request before the request will be processed.

LIBRARY INSTRUCTION

Library instruction is available to HCC classes as well as by special arrangement for outside groups, such as high school English classes. The instructor or other person(s) in charge must call ahead if a formal presentation is expected. It is preferable, though not necessary, for notification to be given to a library staff member if any class is coming to the library for an extended period of time. Either general library tours or customized instruction will be provided.

One-on-one instruction is done on a daily basis. Each member of the library staff assists patrons with their miscellaneous problems/questions as needed.

AUDIO-VISUAL EQUIPMENT

Equipment Check Out:

All equipment has a barcode attached for check-out. The person needing the piece of equipment must have a current library card. If the equipment is going off campus, a request form must be filled out and approved by the President.

AUDIO-VISUAL EQUIPMENT POLICIES AND PROCEDURES

1. Equipment must be checked in and out through a member of the library staff.
2. When faculty or staff members check out equipment, they are responsible and accountable for the equipment until it is checked in.
3. If a faculty member uses a particular piece of equipment in at least half of his/her class meetings, it may be checked out for one semester.
4. If a special project is being planned (e.g. a CE/CS class), equipment may be checked out for several days at a time.
5. Anytime equipment is checked out by a faculty member for any length of time, it should be understood that when the equipment is not in use the library staff reserves the right to use the equipment.
6. Equipment should be stored in a secure area, not in a classroom, the auditorium, or any other unlocked room.
7. When equipment is set up in and/or assigned to a classroom, it must not be moved or swapped.
8. Delivery, set-up, and operation of equipment by a member of the library staff is an option. *Requests should be made as far in advance as possible.*
9. Malfunctions and/or repair needs should be reported **promptly** to a member of the library staff. This includes the need for lamp replacement.
10. Equipment will be inventoried every May.
11. Equipment will be checked out according to the following priority list:
 - A. Credit classes
 - B. Non-credit classes
 - C. On-campus student use

BINDING

Our library is obligated to do business with whatever company has the State Contract.

The HF Group, 1010 N Sycamore St, North Manchester IN 46962, is the current binder. We send “National Geographic”, and “The Roundtable” yearly to be bound. A folder is in the ILL desk file for information and patterns. Presently we do not send paperbacks to be bound.

BOOK ORDERS

CONSIDERATION FILE:

LIBRARY REQUESTS:

A file of prospective purchases is maintained by the Director of Library Services. This file includes information from selection tools such as Library Journal, publishers’ catalogues, fliers, etc. Orders are sent out on a regular basis.

FACULTY REQUESTS:

Faculty members are urged to participate in the selection of materials for the library. Periodically, notices are sent to faculty members asking for any requests they may have. When requests are received, they are added to the file mentioned in the previous paragraph. Within reason, these orders are given top priority in the allocation of budget dollars.

PLACING BOOK ORDERS:

The school year runs from July through June, so new dollars become available on July 1. Discounts, availability, and speed of delivery are factored in when deciding what source to use when ordering.

BOOK PROCESSING

Arrival of Book and audio-visual materials:

When books or audio-visual materials are received in the library, they are checked against the packing slip to determine that the order is complete. The packing slip is kept until the invoice is received. The Librarian writes the date, price and supplier on the page after the title page and gives them to the appropriate staff member to be accessioned.

Accessioning:

The appropriate staff member assigns accession numbers as follows:

Books: the accession number is written on the title page of the book and on page 31. The book is recorded in the 'accession book' folder on the library department folder.

CDs: the appropriate accession number to the AV item and places security strip on the item. The CD is recorded in the 'CD accession book' folder on the library department folder.

DVDs: the appropriate accession number to the AV item and places security strip on the item. The DVD is recorded in the 'DVD accession book' folder on the library department folder.

Books with accompanying software:

- Put a "warning of copyright" label in the book.
- Label software.
- Add software to software shelf list (see list in **My Documents/Cataloging** folder in Windows Explorer).
- Add software number (from software shelf list) to book shelf list card and VOYAGER item record.
- Remove software from book. Put software in plastic sleeve in binder at circulation desk. Label the sleeve with the software number.
- Type label for book. Label should include software number and "Software available at Circulation Desk."

CATALOGING—Books and Audio-Visual Materials

Cataloging Books

Circulation Technician will search WorldCat (KYVL) and will complete, using the following form, information for each book. Once the record is found, it is saved to the OCLC Online Bibliographic Save File List. Write OCLC number in pencil above the barcode. Write date next to barcode for removal from new book shelf (usually 2 months from the current month).

Title: _____
Authors/Editors: _____
Place of Pub: _____
Publisher: _____

Date: _____
 Pages: _____
 Call # : _____
 OCLC #: _____
 Available at KCTCS College: Yes No

- Search OCLC (Cataloging Librarian):
- For books already in the KCTCS Voyager system, add a holdings record for HCC using the Voyager sublocation codes below. Go to OCLC, open the Online Bibliographic Save File, double check the record against the book to make sure they match, make the notation in the 049 field if the book/AV material belongs in any other category than stacks, add HCC symbol to record.
- For books not in the KCTCS Voyager system and for those that the Circulation Technician can't find a record, search by OCLC number, LC number, ISBN, title or author. When record is found, make any necessary changes to the record, export it to Voyager. Write OCLC number in pencil above the barcode. Write date next to barcode for removal from new book shelf (usually 2 months from the current month).

OCLC codes

KHHA	General Stacks
KHHB	Reference
KHHC	Kentucky Room
KHHD	Kentucky Room Reference
KHHK	Multimedia

- In Voyager (books not already in Voyager), import records from OCLC. Save bibliographic record and create and save holdings record.
- Librarian searches Voyager by OCLC number. Create and save item record in Voyager.
- Include source and receipt date as notes. Add shelflist number and price to record.
- Only the books going to the Stacks go to the New Book Shelf. All others go to the appropriate section (Reference, Kentucky, ECE Reserve, Best Sellers, Graphic Novels, and Sci Fi/Fantasy).

VOYAGER SUBLOCATIONS

HopCC Stacks	Stacks
HopCC Ref	Reference
HopCC Ky Room	Kentucky Room
HopCC KyRmRef	Kentucky Room Ref
HopCC Reserve	Reserve
HopCC KyRmSpe	Kentucky Room Special Collections

HopCC AV	Audio Visual Collection
HopCC NewBook	New Book Shelf
HopCC CircDsk	Circulation Desk
HopCC Sci-Fi/ Fantasy	Science Fiction / Fantasy Shelf
HopCC Graphic Novels	Graphic Novels Shelf
HopCC Best Sellers	Best Sellers Shelf

- Give books to Circulation technician to create labels.
- Library staff member will attach label protectors and/or book covers and will check books for label accuracy. Books are placed on the appropriate shelf.

Cataloging CDs

- Circulation Technician will search WorldCat (KYVL) and will complete, using the following form, information for each CD. Once the record is found, it is saved to the OCLC Online Bibliographic Save File List.

Title: _____
 Authors/Editors: _____
 Place of Pub: _____
 Publisher: _____
 Date: _____
 Pages: _____
 Call # : _____
 OCLC #: _____
 Available at KCTCS College: Yes No

- Search OCLC (Cataloging Librarian):
- For CDs already in the KCTCS Voyager system, add a holdings record for HCC using the Voyager sublocation codes below. Go to OCLC, open the Online Bibliographic Save File, double check the record against the CD to make sure they match, make the notation in the 049 field if the book/AV material belongs in any other category than stacks, add HCC symbol to record.
- For CDs not in the KCTCS Voyager system and for those that the Circulation Technician can't find a record, search by OCLC number, LC number, ISBN, title or author. When record is found, make any necessary changes to the record, export it to Voyager.

OCLC Code for CDs – KHHK Multimedia

- In Voyager, import records from OCLC. Save bibliographic record and create and save holdings record at location HopCC AV.
- Create and save item record in Voyager. Library staff member will assign CD Carousel # and will place the CD in the carousel.
- Include source and receipt date as notes. Add shelflist number and price to record.

VOYAGER CD LOCATION - HOPCC AV - AUDIO VISUAL COLLECTION

Voyager CD temporary location - HopCC Circ Desk

Cataloging DVDs

- Circulation Technician will search WorldCat (KYVL) and will complete, using the following form, information for each DVD. Once the record is found, it is saved to the OCLC Online Bibliographic Save File List.

Title: _____
Authors/Editors: _____
Place of Pub: _____
Publisher: _____
Date: _____
Pages: _____
Call # : _____
OCLC #: _____
Available at KCTCS College: Yes No

- Search OCLC (Cataloging Librarian):
- For DVDs already in the KCTCS Voyager system, add a holdings record for HCC using the Voyager sublocation codes below. Go to OCLC, open the Online Bibliographic Save File, double check the record against the book to make sure they match, make the notation in the 049 field if the book/AV material belongs in any other category than stacks, add HCC symbol to record.
- For DVDs not in the KCTCS Voyager system and for those that the Circulation Technician can't find a record, search by OCLC number, LC number, ISBN, title or author. When record is found, make any necessary changes to the record, export it to Voyager.

OCLC Code for DVDs – KHHK Multimedia

- In Voyager, import records from OCLC. Save bibliographic record and create and save holdings record at location HopCC AV.
- Create and save item record in Voyager. Library staff member will assign DVD number(s).
- Include source and receipt date as notes. Add shelflist number and price to record.
- Shelve DVDs in cabinets behind the circulation desk.

Removing Books from New Book Shelf

- Check for date in back of book (next to the barcode); remove from New Book Shelf when two months have passed
- Circulation Technician removes the “New Book” status in Voyager.
- Circulation Technician removes the “New Book” label from the book spine.
- Books are shelved in the stacks.

COLLECTION DEVELOPMENT

RESPONSIBILITY FOR SELECTION:

Material selection at Hopkinsville Community College is a cooperative effort between the faculty and the librarians.

Responsibilities of the Director of Library Services include:

1. Maintaining a balanced collection.
2. Reviewing various selection sources for the purpose of constantly updating and strengthening the collection, particularly weak areas.
3. Soliciting faculty input.
4. Selecting general materials not specifically represented in the curriculum.

Responsibilities of the faculty members include:

1. Recommending current materials that add to the quality of their subject areas and/or to the collection at large.
2. Lending expertise when decisions on weeding are needed.
3. Providing guidance on items considered “classics” in their field.

The Director of Library Services is assigned the task of ordering, so that individual can be sure all subject areas are covered in a proportion that is representative of its emphasis in the overall college curriculum. The Director of Library Services continuously reviews professional journals as they are received in the library. A file is maintained of potential purchases for the library. When sufficient items are accumulated, orders are sent out.

FUND ALLOCATION:

It is the responsibility of the Director of Library Services to allocate the materials budget in such a way as to fulfill the mission and objectives of Hopkinsville Community College Library.

CRITERIA FOR SELECTION:

General Collection

The major criterion for the addition of materials to the library collection is the relevance of the material to the educational program of the college. Additional criteria to be evaluated include the following:

1. contribution to a balanced collection
2. contribution to the overall education of our student population
3. local and regional interest
4. budgetary constraints
5. historical, enduring value
6. timeliness
7. quality/critical acclaim
8. contribution to the field of knowledge
9. strengths and weaknesses in particular subject areas.

Critical reviews from professional library and subject area journals will be used for selections. Priority will be given to faculty requests.

Reference Collection

The reference collection consists of non-circulating ready-reference and bibliographic materials, as well as e-books. Selection for the reference collection follows the same policies as the general collection, with consideration for expeditious access and broad subjects.

Periodicals/Databases

Periodicals and databases play an integral role in the collection of a library. Subscriptions in many fields are needed to provide up-to-date articles on subjects of contemporary interest, curriculum-related subjects, and back files for research. Periodicals are selected in paper and electronic formats. Remote access to all databases is available.

Audio-Visual Materials

The library will maintain a collection of audio-visual materials, primarily related to the academic needs of the students. The enhancement and enrichment of the curriculum and the possibility for individual learning are important considerations in the selection of audio-visuals. Creative use of instructional media in the classroom is encouraged. Faculty recommendations for selection are encouraged and provide the basis for the bulk of the collection.

Kentucky Collection

The Kentucky collection is a collection of materials by and about Kentucky and/or Kentuckians. There are both reference and circulating books in this collection. Genealogical and statistical research is also supported by the census data found here.

Popular Titles

As a part of the QEP initiative on reading, best sellers, graphic novels, and science fiction/fantasy selections are being added to the collection. Both fiction and non-fiction are selected from the New York Times best seller list. Selection for the graphic novel collection follows the same policies as the general collection.

GIFTS

The Office of Development has the responsibility for accepting gifts from private sources on behalf of Hopkinsville Community College. The regulations regarding gifts are outlined in Section 7, Independent Foundations, Grants, Contracts, and Related Policies, of the KCTCS Administrative Policies and Procedures.

INVENTORY

The HCC library has an on-going inventory process; inventory occurs during non-peak times typically during the summer and between semesters. All library materials are checked against the shelvest drawers or the appropriate accession information.

When an item appears to be missing, the shelvest card is tagged. If a book is on the shelf without having a shelvest card, the book is put on the “No Shelvest” sheet.

After the initial process is complete, double checks are done and additional efforts are made to locate the materials. Checks for oversights are done, and someone also determines which of the missing items are checked out.

Searching for shelvest cards involves looking in the catalog drawers of cards of long overdue/missing books and reviewing the lists of books that are awaiting new shelvest cards.

After an item is declared missing, a colored cover is placed on the shelvest card and the item is suppressed in Voyager. At this time, items that were marked missing in the previous inventory are deleted from the catalog and OCLC. These cards are removed from the shelvest and placed in the missing file.

When inventory is complete, a statistical breakdown/report is generated and shared with the appropriate administrators.

MICROFORMS

The library obtains its microforms from University Microfilms. Currently, Kentucky New Era is the only publication received on microfilm.

The reader/printer is no longer on a maintenance contract. Service is presently being provided by Assured Micro-Services in Cincinnati, Ohio.

Copies made from the reader/printer are \$.10 per page. Payment is made at the circulation desk.

The paper trays are kept at the circulation desk, and patrons must ask for one when they are ready to print out copies.

PAYING INVOICES

In late 1997, the procurement card system was put into place. A procurement card should always be used when placing orders unless the vendor will not accept a credit card or when the total amount of the order is over \$5000. If the vendor does not accept credit card order, a Check Request is prepared and submitted for payment when the complete shipment has been received and invoiced. If the order is over \$5000, a Purchase Requisition is typed and submitted for ordering.

Each month, a summary of all charges is received. An itemized invoice BA8 form (including shipping and handling) must be attached to this form for each charge. The Director of Library Services (or designee) assign the correct account code to it. The same person must also sign the form at the bottom. Copies of the summary form and the invoices are kept in the library.

PERIODICALS AND NEWSPAPERS

The Library only orders a minimum of periodicals since most periodicals/journals/magazines are available online.

Checking In:

The majority of the periodicals are checked in by volume and issue number. There is a gray filing box which contains a card for each title received. Periodicals kept for storage have a check-in card.

Daily newspapers such as the Kentucky New Era are checked in with a check mark under the day issued (not day received as it sometimes differs). Weekly newspapers are checked in by issue number.

Each check-in card should indicate whether the periodical is a gift or is received directly from the publisher.

Storing:

Periodicals are kept for five years. Annually, each title is weeded.

Back issues of newspapers are discarded at the beginning of each month.

Bound Periodicals:

Currently National Geographic, and The Roundtable, are sent to the bindery yearly. State contract regulations are following for binding purposes. Bound periodicals should be accessioned.

STATISTICS

CIRCULATION: At the end of the month, circulation statistics are gathered that include the number of check-outs, check-ins, renewals and browses; new and updated patron applications; patrons having done the Stacking the Deck exercise, and miscellaneous reserve check-outs. Other statistics involving contacts with patrons including reference questions, technical assistance, and miscellaneous questions are also maintained.

CATALOGING: Daily statistics are kept for all new materials. These statistics are kept in a journal and are used for year-end reports.

ATTENDANCE: Attendance statistics are cumulated on a monthly basis. The count is taken from the gate leading into Room 108 and the exit gate.

WEEDING

Primary responsibility for weeding rests with the library staff. Faculty will be asked for input as needed.

For all practical purposes, weeding is done on a continuous basis. As new editions of books come in, older versions are removed. When materials damaged beyond repair are checked in, they are removed from the collection. When new items are being considered and/or ordered, problems and concerns occasionally surface about volumes already owned. As deemed appropriate, these titles are withdraw.

Criteria for weeding materials:

1. Books in poor physical condition will be weeded. This includes, but is not limited to, brittle, yellowed, loose, or missing pages, broken spines, or loose binding.
2. Unneeded duplicates which rarely circulate will be weeded.
3. Works containing outdated or inaccurate information will be weeded, unless there is some other compelling reason(s) to keep them.
4. Budgetary constraints will be factored in when considerations are made about replacement, binding, etc.
5. Weeding will be done to reflect significant curricular changes.
6. Frequency of circulation will be considered, but will not be the sole factor.
7. Superseded editions will be weeded unless there is some intrinsic value to preclude the removal.
8. Books that should never have been bought (poor selection) or accepted as gifts (poor judgment) will be weeded.
9. Magazines that are not indexed will be discarded within one year.
10. Magazines available in the HCC Library in non-print formats will be discarded within five years.
11. DVDs will be weeded when they become worn out and have poor picture, and/or sound quality or are broken.
12. Audiovisual materials will be held to the same standards of content, timeliness, etc. as the print collection.

Criteria for retaining items:

1. Books listed in one of the standard catalogs will be kept.
2. In the case of classics, older editions will not be weeded except for unused multiple copies.
3. Circulation patterns will be factored into the retention of materials.
4. Books with unique features will be kept, especially if they are out-of-print.
5. Books of local interest and/or by a local author will be retained.
6. Prize winning books will not be weeded.
7. Books with historical value will not be weeded.
8. Books that would break up a set or series will not be discarded.

Other criteria:

1. Availability and ease of replacement of items will be considered in the weeding process.
2. The library strives to retain the most current formats and discard obsolete media types.
3. The impact on the overall collection will be considered. In a community college where scholarly research is not routinely done, a broad-based, general treatment of subject areas is the expectation.

STUDENT WORKERS

Financial Aid Student workers are not bonded and cannot touch monies. They begin with a total number of hours owed and work these hours off during the semester. The number of hours they can work weekly varies according to the total they have been awarded.

All Student workers are expected to work the hours assigned and need to call if they will be late or absent from work. A professional, helpful demeanor is required when dealing with patrons. They must sign the library policies for student workers form and the Intellectual Freedom Policy and Right to Privacy Statement before beginning work.

Presently, student workers are not being utilized by the Hopkinsville Community College Library.

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