WKCTC

Matheson Library Policies & Procedures Manual

Revised 2017
Introduction

This document is intended to identify the basic policies which relate to the general operation of the library. Although some procedural notes may be included, this document is intended to be a working document for the establishment of necessary policies for the library's daily operations. As a unit of West Kentucky Community & Technical College (WKCTC) and Kentucky Community and Technical College System (KCTCS), the library adheres to additional policies, as described herein.

Librarians’ job descriptions are included to give a complete picture of the library organization. The job descriptions do not include detailed procedures for each area of responsibility. Procedures are continuously changing and are revised frequently to reflect the evolution of the world of information access.

The document was developed by the Director of Library Services and personnel and will be reviewed annually. Questions regarding the contents of this document should be directed to the Director of Library Services.

Amy Sullivan
Interim Director of Library Services

Revised January 2017
## Contents

### ADMINISTRATION
- College Mission .......................................................... 6
- College Vision .............................................................. 6
- Matheson Library Organizational Chart .................................. 8
- Matheson Library Mission Statement ..................................... 9
- Matheson Library Vision Statement ...................................... 9
- Library Goals .................................................................. 9
- Annual Objectives and Outcomes ........................................ 10
- Library Performance Assessment ......................................... 10
- Agreements ...................................................................... 10
- Community Relationships .................................................. 11
- Public Relations ............................................................... 11
- Personnel Practices .......................................................... 13
- Americans with Disabilities Act (ADA) .................................. 14
- Risk Management ................................................................ 14
- Library Ethics .................................................................... 14
- Business Practices ............................................................ 14
- Library Records Retention Schedule ..................................... 15
- Job Description: Director of Library Services ....................... 17
- Job Description: Classified Employees .................................. 19

### USER SERVICES
- User Services Policy .......................................................... 19
  - Customer Service ........................................................... 20
  - Circulation Policies .......................................................... 21
  - Reserve Materials ............................................................ 21
  - Confidentiality and Privacy ............................................... 21
  - Interlibrary Loan (ILL) ...................................................... 22
  - Reference ......................................................................... 22
  - Disruptive Patrons ............................................................ 23
  - Library Instruction ............................................................ 23
  - Online Learning ............................................................... 24
Internet .................................................................................................................. 24
Information Technology Policy ............................................................................. 25
Equipment Checkout ............................................................................................... 26
Reservation of Library Facilities ........................................................................... 28
Copying Services .................................................................................................... 28
Copyright Regulations ............................................................................................ 28
Print Management .................................................................................................... 28
RESOURCES SERVICES ........................................................................................... 32
Collection Development Policy ............................................................................. 32
Purpose .................................................................................................................... 32
Building the Collection .......................................................................................... 32
Factors ..................................................................................................................... 33
Faculty involvement ............................................................................................... 34
Considerations in determining access versus ownership ....................................... 34
Formats of materials ............................................................................................... 35
Preserving ................................................................................................................ 35
Evaluating ............................................................................................................... 35
Balance ................................................................................................................... 35
Challenged Materials .............................................................................................. 36
Textbooks ................................................................................................................ 37
Duplicates ............................................................................................................... 37
Gifts ........................................................................................................................ 37
Suggestions ............................................................................................................. 38
Serials ....................................................................................................................... 39
Sources/Vendors ...................................................................................................... 39
Computer-Dependent Materials & Technology ...................................................... 39
Electronic Books (e-books) .................................................................................... 40
Collection Maintenance ......................................................................................... 40
Weeding .................................................................................................................. 40
Inventory ............................................................................................................... 43
Missing Materials ................................................................................................... 44
Cataloging .............................................................................................................. 44
APPENDIX ............................................................................................................... 47
Agreement-Lindsey Wilson College ................................................................. 47
Federation of Kentucky Academic Libraries (FoKAL) .......................................................... 49
Collaborative Collection Development among SAALCK Libraries .................................................. 52
Bylaws of Mcracken County Information Network (MCNET) ....................................................... 54
Resource Sharing Agreement - KCTCS Libraries .................................................................... 59
Matheson Library Policy for University of Kentucky (UK) Engineering Program in Paducah... 60
Challenged Materials Form ....................................................................................................... 61
KCTCS Cataloging Guidelines .................................................................................................. 62
Other Library Manuals .............................................................................................................. 71
  Circulation Policies and Procedures Manual ........................................................................ 71
  Crisis Management and Recovery Plan ................................................................................. 71
  Student Assistant Policies and Procedures Handbook .......................................................... 71
ADMINISTRATION

College Mission

The mission of West Kentucky Community and Technical College (WKCTC) is to provide excellence in teaching and learning, promote student success, and support economic development.

To accomplish this mission, the college will provide the following:

- Academic, general education, and technical courses leading to certificates, diplomas, and associate degrees
- A general academic curriculum of university-parallel courses meeting transfer requirements of the first two years of a baccalaureate degree
- Technical and occupational curricula designed to meet current and future workforce needs
- Community partnerships as an integral component in assessing and providing programs for cultural, educational, economic, and civic development
- A comprehensive program of transitional education
- Customized training to meet the changing needs of business and industry
- Adult and continuing education
- Associated services including, but not limited to, library services, cultural and enrichment opportunities, information technology resources, and student support services.

College Vision

WKCTC will empower individuals to achieve excellence through innovative and equitable learning opportunities and will continue to be a nationally preeminent community college.

The library’s mission and planning process are in support of the KCTCS vision, mission, values, and strategic planning process as presented here:


The library follows the Policies and Procedures for KCTCS Libraries presented here:

https://publicsearch.kctcs.edu/policies/Admin%20Policies/4-1.pdf#search=Library%20policies%20and%20procedures

The library works with the college at large (WKCTC) to maintain compliance with the accreditation standards of the Southern Association of Colleges and Schools (SACSCOC):


Library policy and procedures are to be developed and administered in accordance with the rules and regulations of the college, KCTCS, and the state and federal government. Library
policies are developed in concert with library staff and approved by the Associate Vice President of Learning Initiatives and Vice President of Academic Affairs.

On the following page is the library organizational chart, showing how the library fits into the college structure.
West Kentucky Community & Technical College

Matheson Library Organizational Chart

President/CEO
Dr. Anton Reece

Vice President of Academic Affairs
Dr. Tena Payne

Associate Vice President of Learning Initiatives/SACSCOC Accreditation
Dr. Renea Akin

Interim Director of Library Services
Amy Sullivan

User Services Librarian
Carol Driver

Library Specialist
Anita Weathers

Library Specialist
Sam Evens
Matheson Library Mission Statement  
**Our Mission Is to Help Users Succeed**  
The library mission is to provide access to information and knowledge in appropriate formats to support the college curriculum. Comprehensive and dynamic services are provided to encourage information literacy, the achievement of research goals, and the pursuit of intellectual enrichment.

Matheson Library Vision Statement  
Offering free information, resources, instruction, and access to every student, on-campus or online, recent high school graduate or returning adult learner, and fostering student success throughout every course, degree, or certificate program pursued through West Kentucky Community and Technical College.

Library Goals

1. Provide comprehensive, dynamic services to promote information literacy and lifelong learning.

2. Provide equitable library services and information access in a variety of formats for all types of learners and persons with individual needs, both on campus and through distance learning.

3. Acquire, organize, and make available quality information resources in various formats to support the college curriculum.

4. Sustain a learning environment and offer expertise which enable patrons to learn and utilize resources.

5. Incorporate emerging trends and technologies into library services to maintain optimum effectiveness.

6. Deliver engaging and educational programs and presentations to the college community and beyond.

7. Support and encourage cooperative efforts to promote information access by enhancing the role of libraries in the community.
Annual Objectives and Outcomes

The library participates in the annual college process of stating measurable objectives and presenting data to show accomplishment of the objectives. The tool used to document this process is Weave. [http://weaveeducation.com/products/institutional-assessment-software/]

For any objectives not met or partially met, a plan is presented to help meet the objective for the next cycle, or to reassess the value of the objective itself.

Library Performance Assessment

The systematic library evaluation plan includes formal evaluation of the library’s performance as an information provider through surveys completed by students and faculty. The suggestion box at the library and the “Ask a Librarian” online submission form also offer opportunities for input. The librarians and faculty regularly evaluate library materials and information resources. Detailed library surveys are administered annually to students, faculty, and staff regarding the library services and collection. Students leaving the college also assess the quality of the library services via the WKCTC Student Exit Survey.

The results of these assessments are reflected in the Weave process, and are factored into changes and improvements for the library policies, procedures, services, and resources. The goal of this collection development plan is to maintain viable access to information through collaboration with the college community. A portion of the library’s materials budget is set aside for faculty contribution to the collection development process. Faculty are also asked to participate in the systematic collection weeding process. (For details of the collection development plan, see Resource Services).

Agreements

Formal agreements, partnerships, and memberships exist with the following local, state, and regional entities to provide and enhance information access and services:

- Lindsey Wilson College (See Appendix);
- Federation of Kentucky Academic Libraries (FoKAL, [http://fokal.pbworks.com/w/page/5304423/About%20FoKAL]) (See Appendix for Memorandum of Agreement);
- State Assisted Academic Library Council of Kentucky (SAALCK, [http://www.saalck.org/]) (See Appendix for collaborative agreement);
• McCracken County Information Network (MCNET, https://www.facebook.com/McnetMccrackencountyinformationnetwork) (See Appendix for bylaws);
• Resource Sharing and Document Delivery among the KCTCS libraries (See Appendix);
• University of Kentucky (See Appendix);
• Kentucky Virtual Library (KYVL, http://www.kyvl.org/);
• Online Computer Library Center (OCLC, http://www.oclc.org)

Community Relationships

Community-at-large: Site visits, special circulation privileges, and WKCTC library sponsored professional development opportunities for library staff represent some of the library efforts to establish a strong relationship with area libraries. Library personnel also participate in community service organizations and academic support services.

KCTCS: The library personnel participate in professional development activities at state and regional levels. Continuous communication among college libraries ensures quality library service through cooperation.

WKCTC College Community: The library recognizes the importance of student recruitment and retention and seeks to be a partner in these efforts, as well as being the provider of information services to both the credit and non-credit programs. Members of the library team serve on campus committees and support all aspects of the college. In an effort to keep the lines of communication open between the library and the college community, the library publishes a biennial newsletter and assigns library staff members to be liaisons with academic divisions. The campus library committee, led by the Director of Library Services, consists of faculty and staff members who assist the library with its endeavors and act as liaisons to other divisions on campus.

Library: Library personnel serve as a team to provide quality information access. All employees are given the opportunity to participate in the development of library policies, services, and goals by serving on internal committees. These committees include orientation, circulation, technology, collection development, public relations, and website. Monthly staff meetings, committee meetings, and the availability of electronic mail and instant messaging facilitate the opportunity for open communication among the library personnel.

Public Relations

In recognition of the responsibility of Matheson Library to maintain continuing communication with present and potential users of the services and resources of the library and to strive toward optimal usage by patrons, the library has established a Public Relations (PR) committee
to coordinate events and services to attract and retain patrons. The PR committee chair has the responsibility for coordinating all PR activities and meetings. Specific funds are allocated from the library budget annually to carry out PR activities, which are approved by the Director of Library Services. The Director of Library Services is also an active member of the PR committee, oversees and approves all events, and assists with event planning.

The objectives of the PR committee include:

- Promoting campus awareness of the library and its services;
- Stimulating student, faculty, and staff interest in and usage of the library;
- Developing understanding and support of the library and its role on the WKCTC campus and within the community; and
- Promoting and educating the campus and the community about campus, local, state, and national literary and educational endeavors.

The following means are used to accomplish the PR committee objectives:

- Newsletters, brochures, flyers, and other promotional materials, both printed and electronic/digital, including campus televisions, to be distributed to the campus.
- The library website, [http://www.westkentucky.kctcs.edu/Academics/Library.aspx](http://www.westkentucky.kctcs.edu/Academics/Library.aspx) housed on the main WKCTC website, [http://www.westkentucky.kctcs.edu/](http://www.westkentucky.kctcs.edu/)
- Press releases, coordinated through WKCTC’s Office of Public Relations.
- Social media, including Facebook and Twitter.

The library may sponsor programs, classes, exhibits, contests, and other library-centered activities, and cooperates with other groups on campus and in the local community in organizing these to fulfill the needs of the college for educational, cultural, informational, or recreational opportunities. All events are scheduled with the Office of Public Relations.

Materials to be used by the press, radio, or television, and materials to be distributed both on and off campus are approved by WKCTC’s Office of Public Relations. The library adheres to the KCTCS branding guidelines in collaboration with WKCTC’s Office of Public Relations. The library adheres to KCTCS business procedures for all PR related purchases, including advertising, refreshments, prizes, and other items.
Personnel Practices

As a member of KCTCS, WKCTC subscribes to equal opportunity in recruitment, appointment, promotion, payment, training, and other personnel practices without regard to race, ethnicity, sex, color, creed, religion, age, or political belief. See KCTCS Equal Opportunity, Benefits, Health, and Safety Related Policies, https://publicsearch.kctcs.edu/policies/Pages/KCTCSPolicies.aspx

All regulations regarding employment with KCTCS apply to employees of the colleges. The employment guidelines for the library are established by the KCTCS administration and the governing board.

Sexual harassment is a violation of college rules and will be dealt with under appropriate disciplinary procedures. See KCTCS Administrative Policy 3.3.1, https://publicsearch.kctcs.edu/policies/Admin%20Policies/3-3-1.pdf#search=sexual%20harassment

Librarians: The Director of Library Services holds faculty rank and obligations. All other library positions are staff positions. Vacant librarian positions are filled with candidates who hold at least a Master’s Degree in Library Science or the equivalent from an American Library Association accredited institution.

Technical and Clerical Staff: Academic preparation and experience requirements are dependent upon the position’s classification. The search for vacant positions follows the KCTCS personnel guidelines.

Student Assistants: In accordance with the college’s policy that all student employees must maintain at least a 2.0 GPA (Grade Point Average), the library offers employment to only those students who qualify academically. KCTCS employment standards are observed.

Volunteers: Volunteers are defined as persons offering services without financial remuneration. All persons interested in volunteering their services must be approved by the Director of Library Services, and are asked to sign a waiver of liability.

Job Performance Evaluations: Library personnel performance reviews follow KCTCS guidelines.

Faculty/Staff College Benefits and Relations: All regulations regarding faculty/staff benefits and relationships to the college are outlined in the KCTCS Personnel Policies.

Professional Development: All full-time library employees are strongly encouraged to participate in professional development opportunities, and a portion of the library’s annual
budget is allotted for professional development. Full-time employees may enroll in a state-supported institution of higher education learning (maximum of 6 hours per semester) with tuition waiver. The college’s professional development committee coordinates college-wide professional development activities and budgets a portion of their dollars for department/division-managed professional development experiences. Library continuing education opportunities include special presentations at library staff meetings, workshops, attendance at professional organizational meetings, and site visits to other libraries.

**Americans with Disabilities Act (ADA)**

The library staff collaborates with the college’s Manager of Accessibility Services to ensure all WKCTC students have library access. [http://westkentucky.kctcs.edu/Student_Life/Accessibility_Services.aspx](http://westkentucky.kctcs.edu/Student_Life/Accessibility_Services.aspx)

This is in compliance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973. [http://www.ada.gov/](http://www.ada.gov/)

**Risk Management**

The library safety policies and procedures are based on the campus' Safety Committee of WKCTC policies and procedures (see Appendix, Crisis Management and Recovery Plan). The campus Manager of Security and Safety is responsible for equipping the campus facilities with the necessary safety equipment and monitoring compliance with city, state, and federal safety standards and regulations.

**Library Ethics**


**Business Practices**

The library’s purchasing procedures and financial records management are outlined by the KCTCS Business Procedures. Cash management for fines and fees is subject to the KCTCS Cash Handling Policy.

Records Retention: Financial records, correspondence, general library reports, and equipment inventory are subject to the State Agencies Model, Records Retention Schedule, Kentucky Dept.
Library Records Retention Schedule

<table>
<thead>
<tr>
<th>Type of Information</th>
<th>Retention Period</th>
<th>Disposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accession records</td>
<td>Retain permanently electronically</td>
<td>Not destroyed</td>
</tr>
<tr>
<td>Accident reports- no claim filed</td>
<td>3 years after report date</td>
<td>Destroy</td>
</tr>
<tr>
<td>Accident reports -claim filed</td>
<td>3 years after case closure</td>
<td>Destroy</td>
</tr>
<tr>
<td>Annual reports</td>
<td>3 years</td>
<td>Incorporate into monthly report, destroy at year’s end</td>
</tr>
<tr>
<td>Circulation records &amp; statistics</td>
<td>Current fiscal year</td>
<td>Retain finding aids/reference guides until superseded or obsolete</td>
</tr>
<tr>
<td>Collection management</td>
<td>Retain permanently electronically</td>
<td></td>
</tr>
<tr>
<td>Course syllabi</td>
<td>Current academic year electronically</td>
<td>Delete duplicate copies when no longer useful</td>
</tr>
<tr>
<td>Employee sign-in sheets/work</td>
<td>1 year</td>
<td>Destroy</td>
</tr>
<tr>
<td>schedules (students)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Family Medical Leave Act records</td>
<td>3 years</td>
<td>Destroy</td>
</tr>
<tr>
<td>Financial records (invoices, BA8s, etc.)</td>
<td>3 years-department copies</td>
<td>Destroy</td>
</tr>
<tr>
<td>Fines/fees records</td>
<td>5 years, write off, then retain 1 additional year</td>
<td>Destroy</td>
</tr>
<tr>
<td>Graphics work orders</td>
<td>Current year</td>
<td></td>
</tr>
<tr>
<td>Interlibrary loans</td>
<td>3 years</td>
<td>Destroy</td>
</tr>
<tr>
<td>IT work orders</td>
<td>2 years (we keep for reference)</td>
<td>Destroy</td>
</tr>
<tr>
<td>Job Analysis Questionnaire</td>
<td>Retained electronically permanently in HR</td>
<td>Destroy copies if not useful</td>
</tr>
<tr>
<td>Leave requests</td>
<td>3 year</td>
<td>Destroy</td>
</tr>
<tr>
<td>M&amp;O work orders</td>
<td>2 years</td>
<td>Destroy</td>
</tr>
<tr>
<td>Manuals (ex: Circ. &amp; Policy, directories)</td>
<td>Keep current electronically + 1 print copy permanently</td>
<td>Destroy previous versions</td>
</tr>
<tr>
<td>Meeting minutes-audio</td>
<td>30 days (if not disputed)</td>
<td>Destroy (if disputed, when resolved)</td>
</tr>
<tr>
<td>Meeting minutes</td>
<td>3 years</td>
<td>Destroy</td>
</tr>
<tr>
<td>Monthly reports</td>
<td>3 years</td>
<td>Destroy</td>
</tr>
<tr>
<td>Orientation documentation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Open/close report, worksheets, memos, and quiz results)</td>
<td>3 years</td>
<td>Destroy</td>
</tr>
<tr>
<td>Patron counts</td>
<td>1 year print; past years electronically</td>
<td>Destroy</td>
</tr>
<tr>
<td>Personnel files (applications, Absence requests, Incident reports, Doctor’s excuses, etc.)</td>
<td>Retain permanently unless copies in HR</td>
<td></td>
</tr>
<tr>
<td>POD programming applications</td>
<td>3 years</td>
<td>Destroy</td>
</tr>
<tr>
<td>PPEs (printed)</td>
<td>5 years after termination of employment (retained Electronically in HR/PeopleSoft)</td>
<td>Destroy</td>
</tr>
<tr>
<td>Receipt books</td>
<td>1 year, then return to Business Office</td>
<td>Do not destroy</td>
</tr>
<tr>
<td>Signed agreements/contracts</td>
<td>3 years after termination</td>
<td>Destroy</td>
</tr>
</tbody>
</table>

for Libraries & Archives, Public Records Division, State Records Branch.

http://kdla.ky.gov/records/recretentionschedules/Documents/State%20Records%20Schedules/KYUniversityModel.PDF
<table>
<thead>
<tr>
<th>Record Type</th>
<th>Retention Period</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student applications/contracts</td>
<td>5 years after termination of employee</td>
<td>Destroy</td>
</tr>
<tr>
<td>Student applications (not hired)</td>
<td>1 year</td>
<td>Destroy</td>
</tr>
<tr>
<td>Survey results</td>
<td>3 years</td>
<td>Destroy</td>
</tr>
<tr>
<td>Travel requests &amp; vouchers</td>
<td>5 years</td>
<td>Destroy</td>
</tr>
<tr>
<td>Website content</td>
<td>Maintain until no longer in use</td>
<td>Remove content</td>
</tr>
<tr>
<td>Worker’s compensation forms</td>
<td>3 years after case closure</td>
<td>Destroy</td>
</tr>
</tbody>
</table>
Job Description: Director of Library Services

As a part of the instructional support program, the library is under the administration of Academic Affairs. The Director of Library Services reports to the Associate Vice President of Learning Initiatives, and serves on the Academic Council with division deans and other academic leaders. The role of the Director of Library Services is to ensure the effectiveness of information services to the college community.

The following job description outlines the major responsibilities of the Director of Library Services at WKCTC, who administers all phases of library services.

I. Supervision and administration
   • Supervise personnel as illustrated by the library organizational chart.
   • Provide for the development of library services.
   • Oversee the budget and finance management.
   • Represent the library on the college’s Academic Council.
   • Oversee and approve public relations activities coordinated by the PR team leader.
   • Conduct regular librarian and library staff meetings.
   • Coordinate the development and review of policies.
   • Ensure compliance with SACSCOC accrediting standards and coordinate writing and supporting documentation.
   • Review and update Weave documentation in conjunction with WKCTC’s Vice President of Learning Initiatives.

II. Collection development
   • Participate in the systematic review of the library collection for relevance to curriculum and currency of information.
   • Select materials to be added to the library collection.
   • Evaluate and weed the collection for viability, in cooperation with other library personnel and teaching faculty.
   • Participate in collection inventory.
   • Develop policies and procedures for processing library materials in accordance with cataloging standards and community and technical college system agreements.
   • Train, instruct, and supervise staff in processing of materials.
   • Catalog library materials.
   • Participate in quality control activities pertaining to the library catalog.
   • Correspond with KCTCS libraries to achieve effective use of electronic cataloging services.
   • Oversee serials control.
   • Supervise selection, processing, inventory, and maintenance of library equipment.
• Provide reference services, in person and through the Ask a Librarian link on the library website.

III. Library instruction
• Conduct library orientation classes as assigned by the User Services Librarian.
• Plan and conduct new faculty orientation sessions for full-time and part-time teaching faculty.
• Instruct community patrons in available library services.
• Participate in the development of on campus and online library orientations.

IV. General library services
• Collaborate with library staff to develop library goals and objectives.
• Oversee library website content.
• Contribute to the library newsletter, the library policy manual, the library website, and other public awareness efforts.
• Provide information services to students, campus personnel, and community patrons, using library resources.
• Participate in the ongoing assessment of library services.
• Serve as the library liaison to academic divisions to improve library collections, services, and awareness.
• Cooperate as a team member in performing any other duties essential to the achievement of effective library service.

V. External community service
• Plan and develop professional development workshops, seminars, etc.
• Speak to organizations upon request.
• Serve on local, state, regional, and/or national library boards and/or committees.
• Represent the library in the McCracken County Information Network (MCNET).
• Serve as a resource person for area libraries.
• Provide instruction for groups and individuals in the area of information literacy.

VI. Professional development
• Participate in educational programs to enhance library services.
• Participate in professional organizations.
• Review current literature in the field.

VII. Internal community service
• Serve on campus committees.
• Support campus programs and events.
• Attend campus staff and division meetings.
• Serve as library liaison to assigned divisions.
• Serve on KCTCS committees as assigned.
• Represent the library at the KCTCS Library Directors’ and Federation of Kentucky Academic Libraries (FoKAL) meetings.

**Job Description: Classified Employees**

Classified employees’ job descriptions can be provided by the Director of Library Services or the College’s Human Resource Department.

**USER SERVICES**

The role of the User Services Librarian is to ensure the effective operation of services to patrons and to oversee the orientation program.

The following job description outlines the major responsibilities of the User Services Librarian.

I. Supervision and administration
   • Oversee the activities of the User Services staff and services to patrons.
   • Coordinate the development and review of policies pertaining to User Services.
   • Supervise personnel as illustrated by the library organizational chart.
   • Oversee the hiring, budgeting, scheduling, evaluation, and supervision of the student assistants.

II. Library instruction
   • Oversee the library instruction program.
   • Schedule library orientations and the use of the Library Lab.
   • Schedule and conduct meetings with English faculty to seek their input.
   • Develop orientations that provide for the changing needs of classes including English, Transition Education, Achieving Academic Success, Allied Health, Nursing, and other specialized orientations.
   • Conduct library orientations.
   • Serve as the contact for questions and problems with the use of orientations.
   • Constantly seek to improve, develop, and research orientation possibilities.

III. Circulation desk
   • Coordinate coverage for the circulation desk.
   • Provide answers to reference questions.
   • Add/remove delinquencies from PeopleSoft.
• Coordinate print management services with the Business Office and Information Technology (IT) department.
• Work at the circulation desk as needed.

IV. Collection development
• Select materials for the library collection.
• Assess and seek paper and online periodical subscriptions.
• Participate in evaluating and weeding the collection, in cooperation with other library personnel and teaching faculty.
• Oversee stacks maintenance.
• Coordinate the annual collection inventory.

V. Public Relations
• Chair the PR committee, responsibilities of which include:
  o Coordinate library newsletter.
  o Plan events and communicate with faculty, staff, and community members.
  o Oversee library displays and advertising.
  o Ensure compliance with proper branding in conjunction with the Office of Public Relations.

VI. Professional development
• Support and participate in professional organizations.
• Seek new possibilities for orientations and library services through professional readings.
• Attend conferences, campus professional development offerings, webinars, and visit other libraries.

VII. Internal Service
• Serve on assigned library and campus committees.
• Participate in campus staff and assigned division meetings.
• Volunteer for campus activities such as graduation, recruitment, etc.

User Services Policy

User services encompasses those services which most directly impact library users on a daily basis. It includes circulation, instruction, patron interaction, reference, copying/printing services, reserves, and interlibrary loan.

Customer Service

Matheson Library recognizes the need for quality customer service in relations with students, faculty, staff, and the community at large. Customer service is defined as a combination of: (1)
sensitivity to a patron’s needs; (2) detailed knowledge of the resources available; (3) interpersonal relations skills; and (4) a positive attitude in dealing with customers. The library staff strives to show understanding to patrons, make them feel welcome, help them feel important, and provide a comfortable environment in which learning is encouraged. Since the desired result of customer service is satisfaction, customer satisfaction surveys are conducted annually. Survey results are then used to plan and improve services.

Circulation Policies

Circulation policies are detailed in the WKCTC Matheson Library Circulation Policy Manual.

Reserve Materials

Instructors or administration may place materials on reserve for the use of their students or for other academic purposes. Materials to be placed on reserve should be given to the User Services staff, specifying instructor’s name, class information, and checkout period. All reserve materials should be left at the library 24 hours prior to the date needed. Instructors placing materials on reserve are responsible for compliance with copyright laws. For guidelines regarding copyright compliance, see http://www.ala.org/advocacy/copyright as well as KCTCS policy 3.3.5.

Confidentiality and Privacy

Library circulation records are to remain confidential in keeping with the Right to Privacy Act, http://www.justice.gov/opcl/privstat.htm

1. The circulation records and other records identifying the names of library users are confidential.
2. Records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.
3. Before complying with a legal request for information, the Director of Library Services will consult with legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance. Records will not be made available to any agency of state, federal, or local government unless approved by the Director of Library Services, pursuant to federal, state, or local law relating to civil, criminal, or administrative or legal procedures.

Computer confidentiality is to be honored by students’ use of their own account. Students should not let others use their personal WKCTC account log in and password, and should always log off when using campus computers.
Interlibrary Loan (ILL)

Borrowing Policy - Interlibrary loan (ILL) service is available to patrons in good standing in student, faculty, staff, and special patron categories. For a description of categories, see the Circulation Policies and Procedures Manual. Matheson Library requests books, articles, videos, and microfilm from other KCTCS libraries and Kentucky Virtual Library (KYVL) Network libraries for all patron categories except community patrons, Adult Education students, and Murray State University students. The library requests materials for Paducah Junior College/WKCTC Foundation board members and WKCTC retirees. For faculty requests, materials will be requested outside of Kentucky, if not available in-state. Requests are made within Kentucky for other patron categories. Requests are transmitted using the most expedient and cost-effective means available.

The library charges no fee for ILL borrowing services; however, if the lending library charges WKCTC for materials borrowed or photocopied, WKCTC passes that fee on to the patron. The library requests first from libraries that do not charge or those willing to establish reciprocal agreements, then from other sources.

Patrons should provide the ILL staff member printed citation(s) of the materials they want to request, send the request through email, or use the ILL form on the library website: https://secure.westkentucky.kctcs.edu/illrequest/

Lending Policy – The library lends materials to any library in Kentucky, members of the McCracken County Information Network (MCNET), and to academic U. S. libraries outside of Kentucky. The library lends books from the circulating collections. Items from Reference, Special Collections, items newer than 6 months, items costing in excess of $100, and non-print materials in the AV Media area may only be loaned with the approval of a librarian. Circulating audiovisual materials may be loaned to faculty and staff at Kentucky academic libraries.

See the WKCTC Matheson Library Circulation Policy Manual for more details on ILL.

Reference

All library personnel provide reference and information services to students, faculty, staff, and community users, whether those patrons contact the library or come to the library. Patrons may also use the Ask a Librarian link, https://secure.westkentucky.kctcs.edu/asklibrarian/ , located on the library website. Library personnel conduct information searches and guide patrons in finding information. When filling information needs, library personnel refrain from providing medical or legal advice, and adhere to the Right to Privacy Act, http://www.justice.gov/opcl/privstat.htm

The library policy regarding reference electronic services is to:

1. Provide short answers to factual questions.
2. Guide those who need assistance with finding information resources.
3. Respond, during normal business hours, to electronic reference questions within 48 hours (though the library does not guarantee a complete answer in that time).


5. Resources used to provide reference service extend beyond the locally owned library collection. The library reserves the right to pass on to the patron any charges incurred in providing information. Prior patron consent to pay incurred expenses must be obtained.

Disruptive Patrons

A disruptive patron is defined as one whose behavior is distracting or threatening to others or their property. A patron complaining about library policies or procedures is not considered a disruptive patron unless the person’s behavior meets the above definition. Anyone who takes up an inordinate amount of a staff member’s time repeating a complaint is distracting the staff member from performing required tasks and qualifies as a disruptive patron. Therefore, s/he will be referred to a librarian or supervisor.

The goal in dealing with disruptive patrons is to protect the safety of patrons, library personnel, and library property with as little confrontation and argument as possible. If at any point a patron gives sufficient cause to believe s/he is dangerous, staff members will notify a WKCTC Security Officer, their supervisor, and/or the librarian in charge.

Library Instruction

Library instruction is essential to a college education specifically and to lifelong learning in general. As part of the library’s mission to educate students, faculty, staff, and the public at large about library services, library instruction is offered. To empower patrons in the pursuit of knowledge, the library personnel strive to teach the skills of identifying, locating, and evaluating information sources. This is accomplished in a variety of formats: one-on-one consultation between library personnel and patron; point-of use documentation covering specific components of library services; and hands-on instruction. The library advocates student participation in a common library experience where an introduction to the research process is outlined. Current settings for such a common experience are the FYE105 (Achieving Academic Success) and the English library orientation programs. The following represent goals to be attained in these orientations:

1. Train patrons in the planning and implementation of a search strategy to find information in a rational sequence, including background material and more recent developments.
2. Orient students to the physical layout of Matheson Library.
3. Teach students primary research skills, including the use of the one-search discovery system, which entails the use of the online library catalog and electronic databases and locating source material within KCTCS.
4. Guide students in the selection of peer-reviewed literature for research needs.
5. Communicate to patrons the concept of keyword searching.
6. Demonstrate to patrons the importance of distinguishing between differing viewpoints in information sources and enable them to evaluate the information obtained, ascertaining the effectiveness and drawbacks of sources and their value to an assigned topic.

To ensure a successful instruction program, the library seeks to maintain a collegial relationship with faculty. When related to course content and conducted in conjunction with an assignment, library instruction is especially successful. Orientations to library services are conducted as a component of the English, Transition Education, Dental Assisting, Physical Therapy, Sonography, Radiography, Nursing, Interdisciplinary Early Childhood Education, and Achieving Academic Success programs. Some of these are made available on the library website as online orientations. Other orientations are conducted in the library. Library orientations are based on the student applying information literacy concepts during the research process, as well as exploring various electronic databases and indexes.

Evaluation of orientations is included as a part of the annual campus and library surveys each spring. Also at the end of each spring semester, the Orientation Team meets with the English faculty to seek feedback and input on the development of the orientations.

Online Learning

Online learning is defined as instructional opportunities that reach beyond the college campus either through distance learning courses or the use of technology. Matheson Library is committed to providing equal information access to all WKCTC students as resources allow. The library subscribes to numerous online research databases. The library catalog is available online, and there are thousands of e-books available. Access to online databases is provided through a proxy server enabling students from off-campus to do research just as if they were on campus. Online orientations are provided for students enrolled in online classes requiring a library orientation. Tutorials are provided online, and an Online Learning Library Guide is offered through the library website which is geared towards distance learning students.

Internet

The library maintains a website at http://www.westkentucky.kctcs.edu/en/Academics/Library.aspx
Since the library is a department of the college, the website is maintained according to the policies of WKCTC and KCTCS. Website content is overseen by the Director of Library Services and updated by library personnel as deemed necessary.

WKCTC and Matheson Library specifically deny any responsibility for the accuracy or quality of information obtained through the Internet. All users need to consider the source of any information they obtain, and consider the validity of that information.

Information Technology Policy

The library adheres to the WKCTC and KCTCS information technology responsible use policies: https://publicsearch.kctcs.edu/policies/Admin%20Policies/4-2-5.pdf#search=Information%20technology

Additionally, the library has developed its own computer regulations as stated below –

1) The resources in the library are provided to support the educational mission of WKCTC; therefore, educational purposes shall take precedence over all other uses.

2) The number one priority for the computers on the library network is academic preparation by WKCTC faculty, staff, and students.

3) In consideration of other users, a thirty (30) minute limit may be observed for computer use except for instructional sessions.

4) Internet resources may not be used to infringe on copyright or to plagiarize materials.

5) Users are responsible for the protection of their passwords against security violations.

6) WKCTC is not responsible for materials viewed from the Internet. Parents are expected to monitor and supervise minors’ use of the Internet.

7) No software/hardware will be installed on or connected to the computers without prior approval of library management.

8) Wi-Fi is available in the library, and students may bring their personal laptops or electronic devices to connect to it. Students must adhere to the KCTCS Information and Information Technology Responsible Use Policy when using library equipment or personal devices in the library.
9) Failure to abide by these regulations shall result in suspension of use pending administrative review.

Equipment Checkout

Matheson Library Faculty and Staff Equipment Checkout Policy

Employees of WKCTC, who include administrators, faculty, and staff, may borrow library equipment. Items available for checkout include laptop computers, projection units and screens, e-readers, a portable microphone, a digital camera, a video camera, CD players, a DVD player, calculators, extension cords and surge protectors, and easels. It is recommended that borrowing these items be scheduled in advance. To reserve equipment, please contact Library Assistant Andrew Burden, 270-534-3191, or via e-mail at aburden0025@kctcs.edu

Equipment circulates to faculty and staff for instructional and/or college-related purposes only, and may not be checked out for personal use. Please understand that you may be asked for what purpose you are checking out an item when you request it. The library upholds KCTCS policy 4.2.5 and its subsets regarding information technology and responsible use.

All equipment circulates for three days. This is to ensure that equipment is available when needed by other faculty and staff members on campus. When patrons return equipment late, even by a short time, they may cause major difficulties for another person or even an entire event or class. Realizing that special circumstances arise, the approval of the Director of Library Services, Amy Sullivan, is needed to extend any equipment loans. She may be reached at 270-534-3171 or by email at amy.sullivan@kctcs.edu. In her absence, please contact User Services Librarian, Carol Driver, at 270-534-3170.

There are no overdue fines for equipment, but overdue notices are sent as a courtesy. Equipment should be returned on time since others may have reserved it upon its return.

All equipment must be checked out and returned to staff at the circulation desk. Equipment must be picked up by the person requesting it, not by someone else, unless approved in advance by the Director of Library Services, Amy Sullivan. Equipment should not be returned in the book drops and must be checked in and inspected by a library staff member.

Equipment may not be loaned to others and should not be left unattended or exposed to conditions that may cause damage. The library staff should be notified immediately if equipment is damaged, missing, or not functioning properly. Cords and pieces should be included in the equipment case upon return.

Storing of personal information or files or downloading additional software to the laptops is not permissible. Software is pre-loaded for project use. All saved files must be copied to a flash drive or other external device before returning to the library. Files saved to the hard drive will
be erased upon check-in. Those using the equipment should comply with all copyright, rights, and other information regarding the use, display, and public viewing of equipment and materials, as well as adhere to KCTCS policy 4.2.5.

While efforts are taken to ensure equipment is current, functional, and in ample supply, there are no guarantees that we will be able to meet all requests for any specific technology in every instance. We welcome suggestions for future equipment purchases and will make every attempt to provide items as our budget allows.

For any questions regarding equipment, please contact Amy Sullivan, Director of Library Services, at 270-534-3171 or email amy.sullivan@kctcs.edu

**Matheson Library Student Equipment Checkout Policy**

After providing a campus identification card/library card, or a valid photo identification with school email or institution number, students of WKCTC may check out designated equipment/technology items from Matheson Library. All equipment circulates to students for educational and/or college-related purposes only, and may not be checked out for personal use.

Items available for checkout include:

- E-readers;
- Calculators;
- A portable microphone;
- CD players;
- Headphones for use with laptop computers; and
- Headphones equipped with a microphone for recording purposes.

Each item has a designated checkout period and should be returned to the circulation desk when due. Equipment should not be returned to either of the library book drops, and must be inspected by a library staff member upon return. Students are responsible for replacement costs should equipment become damaged or lost. (See Matheson Library Circulation Policies and Procedures Manual).

Equipment should never be left unattended or loaned to another person.

Please note that all computer stations in the Library Research Room and the Library Lab include a pair of headphones for library use only.
Reservation of Library Facilities

Faculty, staff, and student organizations with a faculty or staff advisor can reserve the Library Lab, the Library Conference Room, and the Library Reading Room for campus functions. A request to use the Library Conference Room or the Library Reading Room can be made through ASTRA. Instructions for ASTRA and a link to make a request through ASTRA are located under Faculty/Staff information on the campus webpage at http://westkentucky.kctcs.edu/faculty_and_staff.

Requests to reserve the Matheson Library Lab should be made directly to the User Services Librarian, Carol Driver, at 270-534-3170 or by email at carol.driver@kctcs.edu

Copying Services

The library provides a photocopier, a fax machine, scanners, a microform printer, and black and white printers for public use.

The copy machine is self-service and is provided by ABC Business Equipment who maintains the copier as detailed in the signed agreement with WKCTC. Copies are 15 cents each. There is a posted warning notice of copyright restrictions above the copier.

Copyright Regulations

The library adheres to the current Copyright Law of the United States. Faculty may consult with library personnel regarding compliance issues upon request. See http://www.ala.org/advocacy/copyright for information about copyright laws and regulations.

Print Management

A print management system called Papercut is used by WKCTC to limit excessive printing. Currently enrolled students are given a printing account of $20.00 (400 free black/white type print pages) at the beginning of each semester. Students may print in color at the Grisham Lab in Rosenthal Hall at a charge of 20 cents per page. Each color page is deducted from the student’s account at the rate of four black and white pages.

Any balance left in the account at the end of each semester will “not” be reimbursed or rolled over.

Students who go over their printing allowance may purchase vouchers for additional pages from the Business Office at the Anderson Technical Building. Additional pages may be purchased in the following increments:
Voucher increments of:
$1.00 (20 pages)
$5.00 (100 pages)

Students must enter their KCTCS student login information to release a print job.

When the account drops below $2.50, a message displays notifying the student that additional pages should be purchased. Students may not transfer any portion of their print account to another student’s print account.

Community users are allowed to print 10 pages per day.
Copier Rental Agreement

Customer: WKCTC - Allied Health & Personal Services  
4810 Alben Barkley Drive  
Paducah, KY 42003

Phone No.: 270-534-3471  
Name: Amy Smith

Advance Business Concepts agrees to install the equipment listed below under the following terms:

**PRICE**
The customer agrees to pay the rental charges shown below for 36 months from date signed.

<table>
<thead>
<tr>
<th>Model</th>
<th>SN:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savin 9033B Digital Copier</td>
<td>M9205000096</td>
</tr>
<tr>
<td>ITC 5408 Series Coin OP</td>
<td>1419U0162</td>
</tr>
</tbody>
</table>

Number of copies included: 0

All Copies To Be Charged At: $.15 cents

Accessories:
- Platen Cover
- Copier Cabinet

Beginning Meter Reading: __________

**DELIVERY AND INSTALLATION**
The customer will be assessed freight charges of $0 for delivery and $0 for removal of equipment.

**MAINTENANCE**
Advance Business Concepts will provide the required maintenance and necessary replacement parts at no additional charge to the customer, except repairs made necessary by other than normal use. Also excluded are repairs made necessary by lack of key operator function, and/or abuse.

**SUPPLIES**
Supplies are included in the rental agreement, except paper & copier staples.
Copier Rental Agreement (Continued)

IT IS AGREED UPON THAT ADVANCE BUSINESS CONCEPTS:

Will train customer personnel in the use of the equipment.
Will retain title to the equipment and shall have the right to enter onto the premises of the user and take immediate possession of said equipment upon any breach of termination of this agreement.
Will have the option to supply either new or reconditioned equipment.

AND THAT THE CUSTOMER:

Will make no alterations to the equipment and will not remove, cover or deface the name plate.
Will obtain written authorization of Advance Business Concepts prior to any movement of the equipment.
Will pay, according to Advance Business Concepts' established service policy, for service requested outside of regular service hours.
Will pay any and all taxes and assessments levied against the equipment, or the use thereof, during the term of the rental period, with the exception of personal property taxes which will be the responsibility of Seller.
Will assume complete responsibility for any and all risks of physical loss or damage to the equipment from any cause whatsoever during the rental period, reasonable wear and tear excluded.
Will give a written 30 day notice (unless otherwise agreed upon) in advance, of rental removal. If written notice is not given 30 days in advance, customer agrees to be billed, and will pay, for the 30 days notice.

Liability with respect to property damage or personal injury arising out of or connected with services performed under this agreement is limited strictly to that imposed by common law, and there is no contract imposing any greater degree of liability on Advance Business Concepts.

Mary [Signature]
WKCTC Health & Personal Services

John [Signature]
Advance Business Concepts Sales Manager
Approved by - Title
January 29, 2013
Date
RESOURCE SERVICES

Resource Services includes the development and implementation of plans to maintain a viable and usable collection of library resources, providing intellectual access to these resources through cataloging. Resources Services is overseen by the Director of Library Services.

Collection Development Policy

The primary mission of Matheson Library is to support the teaching and research needs of WKCTC students and faculty/staff through its collections and services. To meet these needs, the library is committed to collecting and providing access to the most appropriate sources of information in various formats. Selection of library materials is a multifaceted process which includes faculty, staff, and students under the leadership of the library staff. Each librarian primarily serves as the collection manager for those areas of the collection representing the divisions for which the librarian is a liaison, but the librarians work together on all facets of collection development.

The goal of this collection development plan is to maintain viable access to information through collaboration with the college community. A portion of the library’s material budget is set aside for faculty contribution to the collection development process. Faculty are also consulted regarding the systematic collection weeding process.

Purpose

This collection policy provides context and guidelines for the selection, acquisitions, provision of access, and maintenance of library resources. It does not address specific procedural issues such as where a particular resource will be located, or funding options.

The library facilities, staff, and materials are measured by ALA/Association of College and Research Libraries (ACRL) “Standards for Libraries in Higher Education,” http://www.ala.org/acrl/standards/standardslibraries

The standards assist in evaluating and developing library programs.

Building the Collection is accomplished according to the following objectives:

- Acquiring materials related to and supporting the curriculum;
- Acquiring materials in support of faculty, student, and staff information needs when the materials are appropriate for the collection and within the library's financial means;
- Acquiring materials to support the special collections maintained by the library;
• Acquiring and providing access to reference resources;

• Acquiring general literature and materials that broaden and balance the library’s collection and promote intellectual inquiry and self-discovery;

• Acquiring popular, young adult, and children’s literature to promote reading and support the campus Quality Enhancement Plan.

**Factors** to consider in determining appropriate collection decisions (serials covered in separate criteria) are not necessarily rated in order of importance. All criteria are considered during the selection process.

• Is the content appropriate, considering the standard in the main collection development statement?

 • How well are the contents presented?
   ▪ Language considerations
   ▪ Chronological consideration
   ▪ Geographic considerations
   ▪ Level of material
   ▪ Reliability of data

• Is the same, or similar, content now available in a different format, or is the same information provided free on a website?

• Is there a need to maintain the content in more than one format?

• Is there a need to maintain more than one copy of the item?

• What is added by having this particular content in this particular format?

• What is the cost of the product? (Particularly in relation to other means of providing the same information.)

• Is this format of media appropriate for this genre of information?

• How many people need to use the content and how often?

• Do we have the appropriate equipment for this format? If not, can we purchase it and at what cost?

• If the format is new, how prevalent is it apt to become?

• What level of staff expertise will be needed in order to make proper use of this product?

• Is the vendor reliable? What support will the vendor provide?

• Is complete and accurate documentation provided?

• What restrictions are there on accessing or using the information?

• How easy/difficult to use is this particular product?

• Is the author/creator an expert in the field?
• Is the publisher/producer reputable in the field?

Faculty involvement in collection development is critical to the vitality of any academic library collection. Since faculty and librarians are partners in establishing an effective library collection, designated funds will be allocated each year for faculty orders that support the curriculum. The amount of funds for faculty orders is dependent upon the following factors:

• amount of overall monies in the library budget.
• average cost of material in each discipline.
• collection development criteria listed elsewhere in this policy.
• availability of outside funding sources.
• program accreditation schedule.

Division Deans and Program Coordinators will be notified at the beginning of the fall semester as to the amount of library funds available, and will be reminded throughout the year.

Faculty and staff may contact any of the librarians with order requests, or may fill out the online library order form, located under the Favorites menu, WK-Special Links v2 folder, Library Orders. Once the form is completed, hit submit at the bottom of the form. The request immediately goes to the appropriate library personnel and the Division Dean for review, and the Library Specialist, who places the orders. Faculty and staff may be contacted if the library staff has any questions or if an order cannot be filled.

While the library depends on the judgment of Division Deans or of other library personnel who review program/division selections on the library form, the Director of Library Services is kept informed of all orders and purchases. Spending by divisions is monitored in order to keep the library collection balanced. The Director of Library Services has the final decision on library materials purchases.

Items purchased with library funds will reside at the library in a location determined by the librarians and/or the Director of Library Services. Faculty members may check out items until the end of the semester if needed for classroom purposes, but materials purchased with library funds will not permanently reside in classrooms or other locations on campus. Exceptions to this are up to the discretion of the Director of Library Services.

Patrons may request items to be added to the collection by contacting a library staff member or filling out a card at the circulation desk.

Considerations in determining access versus ownership:

A. Cost considerations.
B. Anticipated use/demand for the material will determine the method for delivering the resource.
C. Equipment/technology suitability influences cost.

Formats of materials

The library currently purchases books, paper periodicals, audio CDs, and DVDs, and subscribes to online databases which include e-books, online streaming videos, and online streaming music. Any request to purchase materials in other formats must be discussed with the Director of Library Services. The librarians and the library staff will stay up to date on other possible formats and consider the technology required to access them.

Preserving the physical condition and maintaining the quality of the collection is accomplished according to the following objectives:

A. Repairing and binding materials when necessary;
B. Replacing materials when warranted;
C. Weeding the collection in accordance with established criteria (See Collection Maintenance section).

Evaluating the collection is accomplished according to the following objectives:

A. Compiling periodic reports on collection strength in selected disciplines;
B. Assessing the collection and collecting patterns in relation to the curriculum and research interests;
C. Encouraging faculty participation to ensure a viable and current collection;
D. Analyzing collection use and research topic patterns;
E. Examining interlibrary loan request patterns;
F. Reviewing the collection for specific programs’ accreditation needs.

Balance

It is the library’s intention to provide a balanced collection, representing the most important views on issues that are considered controversial. Since the cost of databases is such an increasingly large percentage of the library’s total materials budget, the library cannot promise to have enough physical books to represent a balance of views on every subject that might be the focus of any research paper. However, the library is committed to providing an even wider diversity of views through its collection of electronic books, millions of full-text articles, the variety of titles in the Films on Demand streaming video collection, and especially the resource, Opposing Viewpoints in Context in the Gale database group.
Challenged Materials

The library collection has been developed to provide students, faculty, staff, and local patrons with the information and materials critical to effective scholarship and inquiry. The library does not automatically withdraw, at the request of any individual or group, material which has been chosen on the basis of stated selection criteria. The library affirms the principle contained in the “Library Bill of Rights,” adopted by the American Library Association, June 18, 1948. Amended February, 1961, June 27, 1967, and January 23, 1980 by the ALA Council, http://www.ala.org/advocacy/intfreedom/librarybill


Any individual or group questioning the appropriateness of materials in the collection should direct the questions to the Director of Library Services. In the event that the appropriateness of an item in the collection is challenged, the following procedures will be followed. The purpose of these procedures is to define the manner in which library patrons may request reconsideration of specified materials available in the library while at the same time preserving the integrity of the library’s collection.

- The Director of Library Services, or in the director’s absence, a member of the library staff, will listen to the patron’s concerns in a private area of the library. Written notes may be taken on the item being challenged and the patron’s concerns. If possible, the patron will be provided with an explanation as to how the item in question adheres to the library’s collection development policies (this also applies to email inquiries).

- If the patron still wishes to appeal the item, the patron will be asked to fill out the Challenged Materials Form for each objection (see Appendix). In the case of email, the Director of Library Services will forward the digital copy of the form to the patron. The patron will be required to identify himself/herself on the form. Failure to do so will render the appeal invalid.

- The Director of Library Services and/or library staff member will inform the patron of the procedure for review of the challenged material:
  - The Challenged Materials Form will be turned in to the Director of Library Services, copied, and kept on file in the directors’ office.
  - The Director will call a meeting as soon as possible with the campus Library Committee, who will review the request. A member of the committee will take notes at this meeting. The committee will recommend to the Director of Library Services a course of action for the material in question.
  - The Director of Library Services will review the Challenged Materials form, the notes taken at the initial interview, the meeting notes, and the recommendation of the Library Committee.
The Director of Library Services will make a final decision regarding the material in question, after consultation with the Vice President of Academic Affairs of WKCTC (who can overrule this decision).

- The Director of Library Services will respond to the patron in writing in a timely manner. A copy of this correspondence will be filed along with the Challenged Materials Form in the office of the Director of Library Services.
- The challenged items(s) will be retained in the library collection until a decision is reached by the campus Library Committee.

Textbooks

The library does not systematically collect textbooks. Exceptions are made, however, when textbooks are the best or only source of information on a topic. Instructors may utilize the library’s reserves services to place textbooks on reserve for in-library use by students, for a specified amount of time.

Duplicates

Duplicate copies of titles are not normally purchased. Exceptions are made for titles in great demand, additional copies needed for reserve or the campus One Book Read, additional circulating copies for selected materials generally assigned to the Special, Reference, Popular, or Audiovisual collections, and other specific or unique needs which justify the purchase of more than one copy. Sometimes a new addition and/or translation of a literary classic becomes available, and it might be appropriate to add it and also keep the earlier one(s).

Gifts

The library accepts gifts or donations based on established collection development policies as time and priority allow. Gifts normally accepted include current academic resources, books on Paducah or western Kentucky, or Kentucky history, rare books, popular fiction titles, and children’s or young adult books, in good or excellent condition. Hardback copies are preferred, but paperback copies will also be accepted. Gifts of rare books or those related to Kentucky or Paducah history may be placed in the Special Collections when appropriate. Materials not considered for the collection may include, but are not limited to: LP sound recordings, cassette tapes, music CDs, electronic books, media or electronic formats that the library does not own equipment for its use, microfilm, sets of general content encyclopedias, or periodicals (unless the issues fill in gaps in the collection).

The library has the right to accept or reject all gifts, and all gifts become the property of the library unless otherwise specified in writing at the time of the donation. The library cannot accept gifts under restrictive conditions. Donated items become property of the library, who
assumes the responsibility for their final disposition. The library reserves the right to discard, give away, or sell donated materials.

Gifts that are not added to the library collection are generally discarded in one of the following ways:

1. relocated to a faculty/staff member’s office or division for instructional or reference purposes;
2. donated to Better World Books, http://www.betterworldbooks.com/info.aspx, who resells books to help fund literacy programs nationally and internationally. A percentage of these sales directly benefits the Paducah Junior College Foundation general student scholarship fund at WKCTC.
3. donated to another library or non-profit organization, including, but not limited to, the McCracken County Public Library’s Friends of the Library organization;
4. recycled or disposed of in compliance with the KCTCS Green+ Sustainability Initiative; https://kyabetocredentials.kctcs.edu/en/Open_and_Responsible/Improving_Efficiency/Sustainability.aspx

The library has no responsibility for the donor’s monetary valuation statement for tax or other purposes. No donation receipts containing an appraisal for tax purposes will be issued. The Internal Revenue Service regards libraries as an interested party, and we are unable to provide appraisals for tax purposes. The appraisal or establishment of an item’s value for tax purposes is the responsibility of the donor, as are appraisal costs. Donors should seek further information or valuation of donated property from the Internal Revenue Service and their own tax advisor or attorney.

If requested, Paducah Junior College will provide a standard letter acknowledging receipt. The donor will be asked to fill out a gift-in-kind form issued by WKCTC, and will receive acknowledgement of the donation from WKCTC at a later date.

In accordance with US 39 USC 3009, a library is under no obligation to accept, acknowledge, return, or pay for unsolicited materials received through the mail.

Any questions regarding gifts may be directed to the Director of Library Services, who is also responsible for the decision on what is done with all gifts.

Suggestions

Suggestion forms are available in paper at the library and on the “Ask a Librarian” link on the library website, where users may suggest materials for the library to purchase for its collection.
**Serials**

Serials are defined as titles issued periodically and expected to continue indefinitely, often with numbered parts. The Serials collection includes magazines, journals, newspapers, annuals, and indexes. Serials may be in the following formats (but are not limited to): paper, microform or electronic.

**Factors in Selection of Serials**

1. Relevance of the title to the curriculum;
2. Strength of existing subject coverage in the collection and a title’s ability to add significantly to the existing coverage;
3. Cost and projected availability of funds;
4. Currency of information;
5. Availability of the title in the library databases.

**Factors in Retention of Serials**

1. Relevance of the title to the curriculum;
2. Projected use patterns;
3. Cost;
4. Availability of title in local libraries and networks;
5. Availability of back files in alternate formats;
6. Currency of information;
7. Physical space on shelves;
8. Availability.

**Sources/Vendors**

The main source for the library’s purchasing of books and audiovisuals is the Amazon website, but other publishers and vendors are used when not available through Amazon or when more cost effective. EBSCOhost is the source for most of the library’s paper magazines and journals. YBP Library Services is the main vendor for the library’s non-journal serials and continuations. Our eBook collection is ProQuest eBook Central, and we maintain an academic collection subscription through this vendor rather than purchasing individual eBooks.

**Computer-Dependent Materials & Technology**
• Software that must be installed in order to be used will not be purchased with library funds due to active directory considerations and regulations governed by the information technology department of the campus.
• Materials that require software which is licensed by KCTCS may be considered.
• Other considerations to take into account in purchasing software include:
  o Licensing restrictions;
  o If product requires registration to use;
  o Ability to catalog/process item without installing software.

**Electronic Books (e-books)**

The library’s electronic book collection currently consists of purchased collections from one vendor (ProQuest). Therefore, the library does not purchase individual e-books from other sources. A few e-books are available on e-readers that circulate to patrons, but these are available only on the e-readers.

**Collection Maintenance**

Systematic and regular withdrawal (also called "weeding") of materials from the collection benefit the library by ensuring that the collection accurately reflects the current needs of the college community. Selection and de-selection are two aspects of the same continuous process of collection development and maintenance. In general, the same criteria apply to weeding as applies to the selection of new materials.

**Weeding**

Librarians evaluate the collection periodically for library materials that have become obsolete, are superseded by a new or revised edition, are physically unusable, have low circulation, or present erroneous or misleading information. As part of their review, librarians may consult the instructors in those disciplines under review for advice regarding the withdrawal of material. The final disposal of all materials shall be approved by the Director of Library Services.

Materials selected for removal must meet as least one of the following conditions before being discarded:
1. The material has been infrequently used for an extended period of time.
2. There is other material in the collection that fulfills the same need more adequately.
3. The physical condition of the material is such that it cannot be utilized, and repair would be impractical.
4. The age of the material is such that it is not useful for either current or historical purposes or is no longer within the scope of the current collection development policy.
5. Duplicate copies of the title exist and use does not mandate more than one copy.
6. The material no longer supports the curriculum.
7. The item has a newer edition available.

Titles that receive heavy use are checked for availability through Amazon.com or other companies and publishers before discarding and are replaced with newer editions if available. When examining the collection, librarians consider each item to determine whether or not it warrants a place on the shelf. The following categories will emerge:

1. Retain.
2. Withdraw. Subject matter out of date, no further issue potential; no longer consistent with curriculum.
3. Withdraw and replace. Poor physical condition but the material is still useful, or an old edition to be replaced by a new edition.

Once it is determined that an item will be removed from the collection, the item will be pulled and deaccessioned from the collection. This includes withdrawing the items and holding records from Voyager and the OCLC cataloging system. Stamps, labels, barcodes, or other marks of ownership denoting WKCTC Matheson Library will be removed or marked out, and the item will be marked as “discard.”

Library resources weeded from the collection are discarded in one of the following ways:

1. relocated to a faculty/staff member’s office or division for instructional or reference purposes;
2. donated to Better World Books, http://www.betterworldbooks.com/info.aspx, who resells books to help fund literacy programs nationally and internationally. A percentage of these sales directly benefits the Paducah Junior College Foundation general student scholarship fund at WKCTC.
3. donated to another library or non-profit organization, including, but not limited to, the McCracken County Public Library’s Friends of the Library organization;
4. recycled or disposed of in compliance with the KCTCS Green+ Sustainability Initiative; https://kyabetocredentials.kctcs.edu/en/Open_and_Responsible/Improving_Efficiency/Sustainability.aspx

The library has a four-year cycle (A-G; H-N; P; Q-Z) in which to weed and inventory the collection. The broad Library of Congress (LC) subject areas into which the Book Stacks section of the collection is divided are:

LC Class A – General works, encyclopedias, indexes (Review for currency if older than 5 yrs.)
LC Class B – Philosophy, Psychology, Religions (Review for currency if older than 10 yrs.)
LC Class C-F – History (Review for currency if older than 10 yrs.)
LC Class G – Geography (Review for currency if older than 10 yrs.)
LC Class H-HG – Business, Economics (Review for currency if older than 5 yrs.)
LC Class HM-HZ – Social Science (Review for currency if older than 10 yrs.)
LC Class J-K – Political Science and Law (Review for currency if older than 10 yrs.)
LC Class L – Education (Review for currency if older than 10 yrs.)
LC Class M – Music (Review for currency if older than 10 yrs.)
LC Class N – Art (Review for currency if older than 10 yrs.)
LC Class P – Language, Literature (Review for currency if older than 10 yrs.)
LC Class Q – Sciences (Review for currency if older than 5 yrs.)
LC Class R – Medicine (Review for currency if older than 5 yrs.)
LC Class S – Agriculture (Review for currency if older than 10 yrs.)
LC Class T – Technology (Review for currency if older than 5 yrs.)
LC Class U-V – Military and naval sciences (Review for currency if older than 5 yrs.)
LC Class Z – Information Science (Review for currency if older than 5 yrs.)

Other sections of the library included in the maintenance schedule are AV (Audiovisual) Media, Reference, Children’s, Popular, Young Adult, Video and DVDs, and Audiobooks.

**Periodical Discard Policy**

The library’s Collection Development Committee will evaluate the current paper periodical subscriptions annually. All titles will be evaluated based on specific criteria. Those titles deemed unnecessary will be discontinued. If titles are in question, the librarians will consult the appropriate deans, instructors, or program coordinators to determine whether the periodical is needed to support the curriculum or department, or for accreditation needs.

Titles selected for removal must meet one or more of the following criteria:

- **Relevancy** – does the periodical support the goals or curriculum of the department/program?
- **Price** – does the cost of the periodical outweigh the importance of the information provided?
- **Availability** – is the current information available full-text through one or more of the electronic databases being subscribed to and paid for by the library already?

All discontinued and back issues will be retained at the discretion of the Director of Library Services. Retention periods will also be determined by the Director of Library Services. All issues outside of the retention period will be discarded annually and recycled, or given to faculty members to retain at their respective offices/program locations. The retention schedule will follow the format of a calendar year, beginning each January. Back issues will be kept in file boxes on the library shelves in alphabetical order by periodical title, then chronologically.

The process of conducting the annual periodical weeding is as follows:
1. Use the master periodical list to pull all periodicals that have been discontinued over the year.
   a. Suppress holding records in Voyager.
   b. Mark titles off master list.
2. Using the revised master list, pull all current back issues according to their retention periods.
3. Go through all the pulled editions to verify that the correct dates have been pulled.
4. Go through all remaining periodicals to verify that all editions fall within the retention period.
5. Send a list of all pulled periodicals to faculty and staff. If anyone wants the discarded titles to retain at their offices or for program support, they will be tied and held for the requestor. The pickup period will be at the discretion of the Director of Library Services.
6. All remaining titles will be tied, loaded, and recycled.
7. Make necessary changes in Voyager.
   a. Delete suppressed records.
   b. Adjust retention periods.

**Inventory**

The library collections are inventoried on the same timetable as the weeding, according to a schedule established by the librarians annually. The purposes of inventory are:

1. Identify materials that are missing.
2. Identify cataloging problems, by finding discrepancies between items on the shelves and the corresponding Voyager records.

Inventories are performed using Voyager Access reports.

**Paper version:**

1. Run a list of items that are supposed to be in a given section.
2. Have library staff member compare the list with the corresponding shelving area, and mark any items that are missing.
3. Add “missing” note in Voyager for missing items from the list.

**Scanner version** – if a working hand-held scanner is available:

1. Scan the appropriate enabling barcode on the configuration sheet.
2. Scan the items in a defined section of a collection.
3. Upload barcodes to a Table in Access Reports.
4. Run a list of items that are supposed to be in that section.
5. Run a query to determine which items are missing; add “missing” note in Voyager.
**Missing Materials**

Missing materials are not automatically or immediately replaced; however, if a missing item is needed for reserve or there is demand for the title, a replacement copy may be ordered more promptly, at the discretion of the Director of Library Services.

A list of missing titles is generated at least three times per year; if an item is still missing, it is withdrawn. Based on the frequency of circulation, the existence of other copies of the work in the library, and the selection criteria outlined previously, and/or the needs of the affected academic division, the Director of Library Services and librarian(s) determine if the missing item(s) should be replaced.

**Cataloging**

Matheson Library participates in the OCLC cataloging network and the KCTCS Network, and adheres to the cataloging and input standards of these entities. The library follows Resource Description and Access (RDA) for bibliographic description and name headings, and uses Library of Congress (LC) subject headings.

For all books, serials, periodicals, sound recordings, and audiovisual materials added to the library collection, bibliographic records are entered into the KCTCS Library Catalog and holdings are reflected in OCLC. Matheson Library follows KCTCS Cataloging Guidelines (See Appendix).

The monthly and annual library reports include data on processed materials.

To help preserve items in the collection, security stickers that are detectable by the library’s security gates are placed on all materials.

The locations at WKCTC are:

- **Audio** – popular fiction or educational books on CD.
- **AV Media** – audiovisual material which is mainly for curriculum support (primarily the nursing division), and thus can be circulated to faculty but not students. Students may use in the library only. Usually these are more expensive than entertainment movies.
- **Children’s** – books that can be read by pre-teens.
- **Microform** –
  - *Congressional Globe (23rd-42nd)*: February 1855-June 13th 1868
  - *Nursing Research*: 1984-2014
  - *The Paducah Sun*: January 1879-Present
Register of Debates in Congress: 1800s

**Periodicals** – journals and magazines in paper format that can be for educational support or recreational reading.

**Popular** – nonfiction and fiction books whose main purpose is to promote general literacy and pleasure reading.

**Special** – books whose main focus is Paducah, the Purchase area of Kentucky, or the college itself (including PJC, PCC, and WKCTC). It also includes some works by employees of the college. These items are for in-library use and do not circulate unless approved by the Director of Library Services.

**Stacks** - circulating books that are primarily educational in focus and support the curriculum, including subjects that are likely to be the focus of research papers.

**Reference** – books whose main purpose is to provide quick facts but are not intended to be read in their entirety (atlases, encyclopedias, manuals, dictionaries, etc.). These items are for in-library use and do not circulate unless approved by the Director of Library Services.

**Video** – movies mainly intended to entertain. Priority is given to quality films which were nominated for academy awards, or nominees or winners of some similar distinction. Documentaries and academic/educational movies are also included.

**Young Adult** – fiction and nonfiction largely geared toward teenagers or college students, for pleasure reading.

Most books, serials other than periodicals, audiovisual, and interactive multimedia materials are assigned LC Classification numbers. Labels for children’s books consist of a three letter code derived from the author’s surname. Periodicals receive no classification numbers, but are arranged in alphabetical order by title. Back issues of periodicals are retained according to 3-5 year schedules, as determined by the collection development team and based on space issues.

The classification number and subject headings found in a bibliographic record are considered the default that should be used for WKCTC users’ needs. However, sometimes there is a precedent that should override a given call number, to keep items together that relate to users at our particular location. Likewise, adding a more specific or even a more general subject heading may be desirable for our local users. A cataloger should consider local users or community college level users when making such judgments regarding subject access to the works in Matheson Library. This does not mean creating imaginary call numbers or subject headings, but rather using bona fide call numbers and headings that may be different from those in the bibliographic records that have been found. Subject cataloging is by nature more subjective than descriptive cataloging.

For each item added in a location that is not Stacks or Periodicals, a colored sticker is added over the call number – each color represents a different location. Each cataloged item needs a location, a call number, a barcode beginning with 32119, an item type, an item statistical category, and an item status. (The item status is not mainly a cataloging function but usually related to the availability status – the default is always “not charged.”)

The typical call number for a single new item includes the date. If the library gets a later edition
of the same work, that uses a different Voyager record, the later date is also part of that call number.

Sometimes an item arrives as part of a set, and each item typically has a volume number, so that volume number needs to be added in the Enum box in the Voyager item record. If a volume number does not appear clearly visible on the spine of the item itself, it should be added under the call number on the spine label, so the user can find the desired volume(s).

Likewise, if an item arrives as part of a serial for which the library already has volumes representing earlier years, then add that year in the Chron box of the item record. If that year does not appear on the spine itself, it should be added under the call number on the spine label, so the user can find the desired year of the volume. (Always prefer the Chron box instead of the Year box, because the former shows up more readily in the cataloging hierarchical view).

If a second copy of an item is added to the collection, “c.2” is added to the call number on the spine label, and to the Voyager item record. Each first item record in Voyager should be defaulted to be considered copy 1, but that is not retroactively added to the first copy when the library obtains another copy.

For most items that are discarded from the collection (exceptions include magazines and reserve items), the item is first placed in withdrawn status. If it is the last WK item, the holding record is suppressed in Voyager. If the WK holding is the last among the KCTCS libraries, the bib record is suppressed in Voyager.

After the numbers for items added and withdrawn are counted for the latest monthly report, they are ready to be deleted from Voyager, and for their KPC holdings to be deleted from OCLC. If an item cannot be deleted from Voyager due to technical issues related to a delinquent status or purchase order, the KPC holding is still deleted from OCLC record, and a note “oclc del” is added in the Note field of the Voyager item record – so future staff that can finally delete the Voyager item will not think they also need to delete KPC from the OCLC record.
AGREEMENT

LINDSEY WILSON COLLEGE (LWC) AND WEST KENTUCKY COMMUNITY AND TECHNICAL COLLEGE (WKCTC)

Fall Term 2016 – Summer Term 2017

By virtue of both institutions being members of the Federation of Kentucky Academic Libraries (FoKAL), students at both institutions have borrowing, circulation, and electronic resource privileges as outlined below.

Lindsey Wilson College (LWC) agrees to:

1. Provide electronic access to the LWC library catalog, databases, and general library information via the library's web page at www.lindsey.edu/library and through Blackboard course pages (password protected).
2. Provide materials through interlibrary loan as requested. Materials from LWC will be mailed to an address of the student’s designation.
3. Provide needed user ids and passwords and/or proxy access information to the electronic databases that the LWC library subscribes to.
4. Respond to suggestions from the WKCTC library concerning the perceived informational needs of the LWC distance learning campus community.

West Kentucky Community and Technical College agrees to:

1. Provide a library card, circulation, and interlibrary loan privileges to LWC students, who are responsible for following the circulation policies and procedures of the WKCTC library.
2. Provide reserve services to Lindsey Wilson College
   - Provide space for deposited materials. Faculty or the site coordinator will work with the library to provide materials to be placed on reserve and will abide by commonly accepted copyright practices.
   - Provide circulation control.
   - West Kentucky Community and Technical College reserves the right to refuse any material it feels violates copyright law or its copyright policy.
3. Provide on-campus access for and assistance with WKCTC computers and online databases. It is understood that off-campus access is limited by license to students, faculty and staff of WKCTC.
4. Provide local reference services.
5. Assist LWC students and faculty in filing document requests to the LWC library if needed.
6. Offer LWC students an annual library instruction session, and/or create an online Library Guide/tutorial on using Matheson Library’s resources that will be updated annually.
An annual review of this agreement will be conducted by the Director of Library Services at LWC and the Director of Library Services at Matheson Library. The agreement will be modified as needed and renewed if mutually agreeable.

Amy Sullivan
Interim Director of Library Services
Matheson Library, West Kentucky Community and Technical College

7/18/16
Date

Phil Hanna
Library Director
Lindsey Wilson College

7/18/16
Date
Federation of Kentucky Academic Libraries (FoKAL)

Memorandum of Agreement

I. Introduction

a) This memorandum of understanding and agreement is made by and between voluntarily participating academic libraries of Kentucky to create the Federation of Kentucky Academic Libraries (FoKAL).
b) The agreement shall be continuous, renewing automatically each year and will terminate only upon written notice as indicated in section VI.
c) FoKAL is a voluntary consortium of public and independent academic libraries serving institutions of higher education in Kentucky. The consortium, in accordance with the provisions of its Bylaws, works cooperatively to further teaching, learning and research through the sharing of library collections, programs and expertise.

II. Values of the Federation

a) Transparency in deliberations
b) Participation of all constituency groups and institutions
c) Contribution to the common good by each member
d) Emphasis on cooperation in order to effectively stretch the financial resources available to each library

III. Functions of the Federation

The functions of the federation include but are not limited to:
a) Supporting interlibrary resource sharing services.
b) Expanding and enhancing access to electronic information resources through group negotiation and purchasing agreements.
c) Supporting cooperative collection management, digitization, preservation, archiving and storage projects.
d) Supporting training and continuing education for member library staff.
e) Advancing the interests of the federation and its membership through effective marketing, public relations, and advocacy programs at local, state, regional and national levels.
f) Supporting the development of information literacy initiatives for the Commonwealth of Kentucky.

IV. Governance and Membership

a) FoKAL is governed by the FoKAL Membership Council, a board composed of the library director of each member library.
b) Each member library shall have one vote on the Council.
c) The Council will elect an Executive Committee according to the Bylaws of the federation.
d) All members must qualify based on the membership regulations detailed in the Bylaws of the federation.

V. Membership Obligations, Responsibilities and Privileges

While each individual member library retains autonomy over its own operations, participation in a federation requires collaboration and commitment to the federation. Each member agrees that it will:
a) Abide by the Bylaws as approved by the Membership Council.
b) Meet all the obligations inherent in the various FoKAL activities in which they participate.
c) Maintain and enhance library collections, staff, and technological infrastructure and that FoKAL membership does not replace these institutional obligations.
d) Accept responsibility to protect licenses negotiated by FoKAL through appropriate access guidelines. FoKAL members also share responsibility for selecting digital resources for licensing by FoKAL.
e) Contribute the time and expertise of its library administrators and staff, to the extent possible, to further the mission and goals of FoKAL.
f) Extend borrowing privileges to authorized patrons (students, faculty & staff) from all member libraries.
g) Provide free and equitable support for interlibrary loan (ILL) among members of the federation.
Each member shall determine the degree to which it chooses to participate in elective FoKAL programs.

VI. Duration and Termination

This memorandum shall continue in force until terminated by mutual agreement. A member library may terminate its membership in FoKAL with six months advance notification in writing to the FoKAL Executive Committee Chair. A terminating member is and will continue to be responsible for any and all financial obligations incurred during its entire membership period.

Upon recommendation of the Executive Committee, a library's membership may be terminated if that member materially breaches its duties and obligations. A member library of an institution which loses its SACS accreditation may remain eligible to participate in FoKAL for up to twelve months.

By signature below the authorized representative acknowledges having read and understood this Memorandum of Agreement and agrees to be bound by its terms and conditions.

_________________________________  ______________________________________
Name                                                                 Title

_________________________________  ______________________________________
Institution                                                                 Date

Accepted by ______________________________________ on behalf of FoKAL
(Executive Committee Chair)

Date: ____________________

51
Collaborative Collection Development among SAALCK Libraries

The SAALCK Consortia Group seeks to offer and maintain a diverse, wide ranging collection to serve individual user groups and the Commonwealth of Kentucky as a whole. Member libraries are dedicated to sharing resources when appropriate to achieve efficient use of space, expand the range of materials available in the Commonwealth, and work collaboratively to strengthen local collections. In light of this goal, the following guidelines are recommended to SAALCK libraries when making decisions about withdrawals from the library’s collection or not adding gifts to the library’s collection:

1. When withdrawing an item or deciding not to add a gift item to the collection if it falls into an area of emphasis of one of the other libraries, library staff should offer it to that library for a possible addition to its collection.
2. The libraries’ areas of emphases should be maintained on the Collections Committee and SAALCK web sites.
3. Individuals that work with withdrawals and gifts should maintain an awareness of the areas of emphases of the SAALCK libraries.
4. The SAALCK Collection Committee’s listserv may be used as the means of communication.
5. When a library is contacting another library about a title that might be of interest, full bibliographic information (title, author/s, publisher, date, and edition) should be included for each title and a deadline for a response be given.
6. This document will be edited as new collection interests are developed or discontinued, so please check for the latest edition.

The areas of emphasis of the libraries are:

- **EKU** - Southeastern Kentucky culture & history, mining, education in southeastern Kentucky (moonlight schools, etc.)
- **KCTCS** – Current practices at community college level; small-town Kentucky (especially areas around schools in the KCTCS system)
- **KSU** – Africa; African-American (works by and about); aquaculture; local history of Frankfort/Franklin County and the adjacent counties
- **MoSU** - Jesse Stuart, James Still, Appalachia, coal, tobacco, Daniel Boone National Forest, eastern & southeastern KY, Morehead KY, Morehead State, Cave Run Lake, folk art, traditional/bluegrass Music, rural health.
- **NKU** – Ohio River Valley (especially northern Kentucky area); Kentucky military; Civil War; and Appalachia
- **UL** – Cities; urban areas; city planning; Ohio River (especially Louisville area); Indiana/southern Indiana; and Louisville area local history
- **UK** – Agriculture, equine science, Appalachian studies, KY politics, public policy, and government, KY artist books and printing, modern fine printing, sustainability, general KY
history and culture
WKU – Cave and Karst studies, Shaker history and culture, western Kentucky regional history, folklore and general culture, hymnals, singing conventions, shape-note singing and genealogy

Approved by the SAALCK Committee on 1/18/2013
Approved by the SAALCK Deans on 1/18/2013
MISSION STATEMENT
The mission of the McCracken County Information Network (MCNET) is to support and improve the library and information profession through networking, professional development, and service to the community.

GOALS
1. Promote reading, resource sharing, information literacy, and professional development in the field of librarianship.
2. Serve the community at large through outreach and literacy-based service projects.
3. Communicate effectively through monthly meetings, social media, email, and the MCNET website.

ARTICLE I: MEMBERSHIP
Section 1 - Scope
Membership in MCNET shall be open to all librarians willing to commit to the policies and objectives of the network. Membership voting privileges equal one vote per member.

Section 2 – Criteria
Interested parties should fill out a membership application. Each applicant shall, in the opinion of the majority, represent an appropriate institution or system that can make appropriate contributions to and benefit from MCNET. Each applicant agrees to adhere to MCNET’s bylaws and other regulations and policies adopted by the members. Noncompliance with such bylaws or regulations and policies shall be grounds for expulsion from MCNET.

Section 3 – Membership Fee
Members will be assessed an annual membership fee, payable on or before August 31. The treasurer shall notify members who are in arrears to determine whether membership should be continued and/or make payment arrangements.

Section 4 - Withdrawing from MCNET
Any member may withdraw at any time. Membership fees are nonrefundable.

Section 5 - Voting
A quorum shall consist of two-thirds of the membership present at designated meetings. Action may also be taken without a membership meeting if the unanimous consent of the members is obtained in writing, either in hard copy or by email. For informal business requiring quick response of the membership, the officers may conduct a telephone or email vote provided the voting responses/results are recorded in the following meeting minutes.
MCNET MEMBERSHIP APPLICATION

Name:

Job title:

Name of library/institution:

Address of library/institution:

Email:

Phone (work):

Phone (cell):

May we text you? Yes or No

Fax:

Library website:

Hours available to the public:

Clientele served:

Special collections:

Services offered to MCNET members:

I agree to comply with the MCNET membership criteria and the bylaws.

Applicant signature _____________________________ Date _______________

Supervisor signature ____________________________ Date _______________

MCNET approval _______________________________ Date _______________

11/91; Revised 6/93; 10/94; 4/95; 4/96; 7/97; 6/01; 3/05, 7/16
ARTICLE II: MEETINGS

Section 1
A monthly meeting of members for the transaction of business shall be held at a time and place to be announced in writing to each member at least seven (7) days in advance of the meeting.

Section 2 – Executive Committee
The executive committee (See Article III, Section 3) will meet annually to adopt the budget and as needed at a mutually agreeable time and place.

ARTICLE III: OFFICERS

Section 1 - Nominations
Nominations for officers will be made at the May meeting. The election shall be by voice vote at the June meeting.

Section 2 - Offices
The officers shall be president, vice-president, secretary, and treasurer. The officers shall be elected by the majority. The terms of the office shall be one year and shall coincide with MCNET’s operating year with the exception of the treasurer, who shall serve a three-year term. No officer shall hold more than one (1) office at a time. These officers shall perform the duties prescribed by these bylaws and by the parliamentary authority adopted by MCNET.

Section 3 – Executive Committee
The executive committee shall be composed of the officers. The committee shall have general supervision of MCNET affairs and shall make recommendations. The executive committee shall be subject to the orders of the membership, and none of its acts shall conflict with membership action. The executive committee functions as the auditing committee (see Article VII, Section 2).

Section 3 – Duties
President – call and preside over monthly and executive committee meetings. Spokesperson and contact for all MCNET events, both internal and community-wide. Co-signor of banking account, along with treasurer. Perform treasurer’s duties in treasurer’s absence.

Vice-president – preside over meetings in president’s absence. Oversee all committees, monitoring their progress and making recommendations. Assist president in all matters as requested.

Treasurer – prepare and balance budget, make deposits, purchase and pay bills, collect dues, notify members in arrears and make payment arrangements/verify memberships. Report account balances at monthly meetings.

Secretary – take, prepare, and distribute all meeting minutes. Take attendance at meetings. Send reminders and correspondence to members as requested. Write letters on behalf of organization as requested. Read all received correspondence at meetings. Maintain membership directory. Keep record of standing committees.
ARTICLE IV: OPERATING YEAR

All of the operations and activities of MCNET shall coincide with the federal fiscal year (July 1 – June 30).

ARTICLE V: AMENDMENT OF BYLAWS

These bylaws will be reviewed annually by the bylaws committee and can be amended at any membership meeting by unanimous vote of the voting representatives, provided that the amendment has been submitted to the membership in writing at least seven (7) days prior to the meeting.

ARTICLE VI: PARLIAMENTARY AUTHORITY

The rules contained in the latest edition of Robert’s Rules of Order shall govern in all cases to which they are applicable and in which they are inconsistent with these bylaws and any special rules of order MCNET may adopt.

ARTICLE VII: COMMITTEES

Section 1 - Nominations & Criteria
Nominations for committees will be made at the May meeting. All committees (with the exception of the Auditing Committee) will be comprised of at least two and no more than four members, and will be nominated by majority vote. Members may serve on two (2) committees at the same time. Election shall be by voice vote at the June meeting, following election of officers. Terms are one year. All committees should keep records of activities and procedures within their committee that may be passed on to future members to assist them in their duties.

Section 2 – Duties
Auditing Committee – comprised of executive committee. The auditing committee provides oversight of the financial reporting process, the auditing process, the system of internal controls, and compliance with laws and regulations of local municipalities and the IRS.

Bylaws Committee – responsible for the annual review and recommended revisions of existing bylaws for committee approval. Revise and distribute bylaws after approved by committee. Provide documentation of all proposed changes and versions to president.

Communication Committee – Send out welcome letters to new members, post messages on social media sites including Facebook and Twitter, and create and maintain MCNET website.

Conference Committee – Organize/plan the annual MCNET conference in conjunction with the executive committee.

Executive Committee – President, Vice President, Treasurer, and Secretary (see Article III, Section 3)
Membership Committee – recruit new members through various avenues, keep membership directory updated, and get contact information corrections to secretary.

Service Committee – recommend service projects to group, and, once adopted, plan dates and details of service projects.

Social Committee – recommend and plan social activities, including restaurant scheduling and reservations for meetings after president establishes dates and times.

11/91; Revised 6/93; 10/94; 4/95; 4/96; 7/97; 6/01; 3/05, 7/16
Resource Sharing Agreement - KCTCS Libraries

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 for materials will exist. Any fines collected will remain with the library which made the assessment. If a patron loses a book, the borrowing library will attempt to collect the lost book fee. The borrowing library will not be responsible for item replacement.
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 electronic, fax, or ground courier).
7. All KCTCS Libraries are members of FoKAL (Federation of Kentucky Academic Libraries). This consortium works cooperatively, which enhances the sharing of collections within all Kentucky libraries.
8. 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.

Reviewed and Approved: April 3, 2014

By: KCTCS Library Services and Resources Work Group
Matheson Library Policy for University of Kentucky (UK) Engineering Program in Paducah

Collection
UK has made available to UK College of Engineering students a large collection of electronic resources. There is also a large collection of books in Matheson Library’s book stacks (primarily in the T classification area) related to engineering. UK faculty members in Paducah are invited to use the online materials request form to identify said resources to add to the library’s collection. Each request is reviewed and approved by the Director of Library Services.

Circulation
UK students are allowed to check out books and videos from Matheson Library’s circulating collections upon presenting a library card or their student ID that will allow them to obtain a library card. This is part of the mutual lending policy among members of the Federation of Kentucky Academic Libraries (FoKAL). UK students may also use periodicals, reference, and special collections items in the library (these are non-circulating items). UK students may also check out equipment (for current list of items, ask a library staff member).

Interlibrary Loan - KPC/KUK Collaboration
If there are books or articles UK students need that are not part of Matheson Library’s collection, UK students can request them through Matheson Library’s interlibrary loan service. The materials may come from UK’s collection or from another lending library. UK’s Engineering Extended Campus borrowed materials requested by students, faculty, or staff will be picked up at Matheson Library. The ILL person will process the material and place it on the UK Engineering shelf for pick-up. Patron must sign the ILL form and place the signed form in the ILL basket at the circulation desk.

Computers
UK students can log in to the library computers as guest users. This will enable them to search Internet resources, including WKCTC’s website and electronic databases. They may also access UK Libraries website and electronic databases from any computer on the WKCTC campus, including the library.

Due to WKCTC software licensing agreements, guest users are not enabled to use Microsoft Office products, which includes Word, Excel, and Access.

Revised December 2015
Challenged Materials Form

West Kentucky Community & Technical College Library
Challenged Materials Form
Please complete the following concerning the material in question and return to:
Director of Library Services
West Kentucky Community & Technical College
P.O. Box 7380
Paducah, KY 42002-7380

Format (book, record, film, tape, etc.): _____________________________________
Author: ______________________________________________________________
Title: _________________________________________________________________
Producer or Publisher: __________________________________________________
Patron’s Name: ________________________________________________________
Telephone: _____________________________________________________________
Address: _____________________________________________________________
City: __________________________   Zip Code:______________________________

1. Do you represent an organization?__________ If so, please identify it.

2. Have you read, seen or heard this material in its entirety?__________ If not, which
   parts? _______________ ______________________________________________
3. To what in this material did you object? (Please be specific; if printed material, cite
   pages.)
   _____________________________________________________________________
   _____________________________________________________________________
   _____________________________________________________________________

4. Do you believe there is anything good about this material?

5. Are you familiar with review of this material? ______________________________

6. Can you recommend an alternate to this material? __________________________

(Please attach additional pages if needed.)

   __________________________   __________________________
   (date)                        (patron’s signature)

Note to patron: Your concern is appreciated. Your objection will be referred to the
appropriate committee. You will receive a written response concerning their decision
as soon as possible.

1/12/2016
The following guidelines should be used in conjunction with the Voyager Cataloging User’s Guide, OCLC documentation regarding searching, editing, and entering bibliographic records and local cataloging practice. It is understood that Voyager and Connexion settings are often based on local practice or personal preference.

The Library of Congress has implemented RDA (Resource Description and Access) as the replacement for AACR2 as of the end of March 2013, as announced on March 2, 2012. http://www.loc.gov/catdir/cpso/news_rda_implementation_date.html

OCLC’s interim policy on records in Worldcat formulated according to RDA and AACR2 is stated at http://www.oclc.org/us/en/rda/policy.htm and, in part, directs catalogers to refrain from re-cataloging RDA records according to AACR2 (and vice versa) or from creating duplicate records when and AACR2-using library finds only an RDA record for an item in OCLC (and vice versa). Certain exceptions apply for less-than-full-level records.

As records constructed according to RDA are already in the KCTCS Voyager database and will be present in increasing numbers as the Library of Congress and other libraries implement RDA in master records added to OCLC, simply accepting the RDA may be the most efficient course. Recent tests with imported records indicate little change in the default OPAC displays for RDA records versus AACR2 records and in the indexing of bibliographic records in Voyager. Depending on your individual workstation’s version of the Voyager OCLC tag tables, your tag tables may need additions for RDA records to validate at import or re-save to the database.

(Search for records with the keyword “rda carrier” for some examples of RDA records.)

SETUP – VOYAGER

To Setup Voyager
1. Click Options.
2. Click Preferences.
   A. Holding item default – location based on items being added.
   B. Call Number hierarchy = Select Call no. class.
   C. Bibliographic Import/Replace Profile = OCLC Add Conditional.
   D. Authority import = NONE
      Or Add Conditional [for those importing authorities]
   E. Check Delete records from work files once saved to database.
   F. Check Delete records from import file once saved to database.
   G. Click Add subfield ‘a’ to a new field.
   H. Display MARC Views maximize (up to personal preference)
4. Validation
   A. Cataloging formats = OCLC MARC 21?
   B. Uncheck Bypass MARC Validation
5. Work Flow
   A. Check Retain last search
   B. Check Automatic truncation for non keyword searches
   C. Check for Duplicate Item Barcodes
   D. Check Suppress confirmation message upon successful save
6. Item Defaults – varies based on items being added.
   A. Copy 1 – entering a copy number in the item record ensures appropriate display in the OPAC
   B. Pieces 1
7. Folders/Files
   A. Templates:
      i. Bib: c:\voyager\catalog\template\bib. tem
      ii. Hldg: c:\voyager\catalog\template\hold. tem
      iii. Auth: c:\voyager\catalog\template\auth.tem (or leave blank)
   B. Folders:
      i. Work: <Blank>
      ii. Template: <Blank>
      iii. Import: C:\Documents and Settings\Desktop (up to personal preference but path must be compatible with Setup – Voyager 7.d. AND the same as Setup – OCLC Connexion Client 7.a.)
   C. Work Files:
      i. Bib: <Blank>
      ii. Hldg: <Blank>
      iii. Work Files: Auth: <Blank>
   D. Save to Local File:
      i. File: c:\documents and settings\desktop\export.dat (up to personal preference but path must be compatible with Setup – Voyager 7.b.iii. AND the same as Setup – OCLC Connexion Client 7.a.)
   E. Character Set: OCLC (non-Unicode) or MARC21 UTF-8 (Either one will work but should be consistent throughout Voyager and Connexion setup)
   F. Mapping: OCLC (non-Unicode)
   G. Colors Fonts: Local preference.

We are having problems with RDA records that contain the copyright symbol © in field 300. The copyright symbol is transformed at export/import in such a way that the record ends up with “Ã2012” or “ 2011” displaying in the OPAC.

SETUP – OCLC CONNEXION CLIENT
To Setup OCLC Connexion Client
1. Click on Tools
2. Click on Options
3. **Access**>Internet Access.
   a. Check OCLC Default – For most users (http://connexion.oclc.org)

4. **Authorizations**.

5. **Batch**. (up to personal preference)

6. **Derived Record**. (up to personal preference)
   a. Possibly check 09X, 1XX, 2XX, 3XX, 4XX, 5XX, 6XX, 7XX, 8XX

7. **Export**. (up to personal preference)
   a. Destination: File:C:\Documents and Settings\Desktop\Export.dat (to Create: click on Create> File> Look in> and browse for location you want to exported records to. File of type or extension must always be .dat.) (up to personal preference but path must be compatible with Voyager 7.B.iii AND the same as Setup – Voyager 7.D.)
   b. Format: Unicode or MARC-8 (Connexion can be set to export either in UTF-8 or MARC-8. Either one will work but should be consistent throughout Voyager and Connexion setup)
   c. **Important**: To automatically remove fields that should be left out of the KCTCS Voyager database when they are imported, go to Options>Export>Field Export Options. In the entry box, put 029,084,653, 909, 938, 963 (and any other field numbers appropriate to remove )
   d. **Fonts**. (up to personal preference)
      i. Records and Lists>Font: Arial Unicode MS or ALA BT Courier
      ii. Records and Lists>Font> Records(Display Size: 9 and Print Size: 9
      iii. Labels Printing> Font: ALA BT Courier
      iv. Labels Printing> Size: 12

8. **General**: (up to personal preference)
   a. **Session Timer Options**: Logoff off Connexion after 17 minutes
   b. Warn box checked to warn 5 minutes before timeout
   c. **Action Options**: uncheck box Disable Update and Produce if bibliographic record is held. Check box Warn before doing online actions immediately
   d. **Startup Options**: “Choose an action to run automatically when you start the client or change to a different user profile”: check box Start a client function: Search Local File (bibliographic)
   e. **Offline Cataloging Options** (varies from library to library)
   f. Classification Scheme: Library of Congress.
      i. Classification Scheme: Library of Congress, Dewey, NLM, SuDoc
      ii. Holding Library Code: KXXX
      iii. Institution Symbol: KXX
      iv. MARC Organization Code: <Blank>
   g. **Validation Level Options**> Choose the level of validation you want for each of the actions below.
      i. Set Holdings: Full, Basic, None
      ii. Export Bibliographic Record: Full, Basic, None
      iii. Export Authority Record: Full, Basic, None

9. **Printing** (varies. Need to setup if using OCLC Connexion for printing labels or records but depends on personal preference. The following example is for 1 spine label and 2 book labels per book)
   a. Select the printer you want to send your labels to
b. Label Options button > Format: SL6 – Spine, Two Six-Line Pockets (up to personal preference or type of OCLC labels ordered.)

c. Label Options button > Form: Sheet (when using a laser printer or copy machine)

d. Check Prompt for Options

e. Print Offsets: as needed to get labels lined up correctly

f. Define Automatic Stamps button to print automatic stamps above or below call number. Example of automatic stamps may include: Ref, SpCol, GovDoc, Career, Kentucky.

10. Record Display (up to personal preference)

11. Spelling (edit as needed)

12. Toolbar (up to personal preference)
   a. Position: Top
   b. Button Size: Standard
   c. Check Wraparound (View all buttons)

SEARCHING KCTCS

1. Search the KCTCS catalog using the cataloging client with a variety of search keys to determine if a record is available in the database. Title searches are considered the most efficient.

2. Add your library holdings to an existing record if the author, title, publisher, and date of publication and/or copyright date are exact matches. Enter a new record in OCLC according to Bibliographic Formats and Standards, “When to Input a New Record”. If in doubt, use an existing record.

3. Add your library holdings to serial records for titles that are serial in nature. When in doubt, search OCLC or search the online Library of Congress catalog catalog.loc.gov to determine the Library of Congress practice regarding the title in hand.

4. In the case of duplicate records, attach your holdings to the record that requires the least local editing or containing the most needed information. Notify by e-mail the library contact for the library that entered the second record.

5. Notify by e-mail the library contact for a library that entered a monographic record for a serial title to recommend that they attach their holdings to the serial record.

6. Search the OCLC database and import a record if a bibliographic record is not available in the KCTCS database for the item in hand. Please see below.

EDITING KCTCS BIBLIOGRAPHIC RECORDS

1. Edit records in the KCTCS database to correct errors in spelling especially if such errors would result in an inability to access the record using conventional search keys.

2. Update CIP records. When editing CIP records be sure to update the Fixed Fields.

3. Do not edit call number fields, 050, 060, or 082 to reflect local practice.

4. Call numbers transfer to the holdings record, reading from the bottom up (just as in OCLC) so delete local call numbers if 050, 060, or 082 are on record.

5. Add local call number to 852 of holdings record.

6. Edit records in the KCTCS database to reflect current descriptive practice regarding form of entry if the conflict is obvious and readily verified, i.e. works of fiction by Samuel Clemens should be entered under the name Mark Twain.

7. Updating the body of the record to current descriptive cataloging standards is optional.
8. L.C. practice should be followed regarding 4XX fields (monographic series).
9. Delete 029 field(s) Other System Control Number.
10. Delete 035 fields containing NOTIS numbers.
11. Remove VHS information from the 300 field.
12. Add VHS and other format information to the 538 field rather than the 500.
13. Delete 59X fields unless the field includes purchasing information.
14. Add local notes to the holdings record not the bibliographic record.
15. Delete all subject headings that are not L.C. or N.L.M.
16. 655 fields should be retained if they are L.C. or N.L.M. headings, including LC genre headings identified at the end of the field with “$2 lcgt”; other 655 fields may be deleted. See the genre-heading information in OCLC’s Bibliographic Formats and Standards at http://www.oclc.org/us/en/bibformats/en/6xx/655.shtm
17. Correct subject headings that have incorrect indicators.
18. Delete 909 fields.
19. Delete 938 fields (vendor links)
20. Delete 963 fields.

ADDING URLs TO KCTCS RECORDS
1. Add URLs for bibliographic items in the public domain to bibliographic records using Internet as the location.
2. Add URLs for items not in the public domain to local holdings.
3. If URLs for related resources are to be part of the catalog information, add each URL in an 856 field in the bibliographic record.
4. To add a URL open the page to be added in a web browser. Open the record to which the URL is to be added; press Control U.

HOLDINGS RECORDS
1. Enter number of copies in fixed field 008, e.g. 002.
2. Verify that the first indicator of the 852 represents the classification. This is necessary for the Mfhd call number search.
3. Enter the classification number in +h; enter the cutter number in +i. +h should correspond to +a in the OCLC record, +i should correspond to +b in the OCLC record.
4. Enter multiple copies in the same Voyager location on a single holdings record.
5. Enter numbering of copies in +t, if desired.
6. Enter local notes that you do not want to display in +x. Nonpublic note.
7. Enter local notes that you do want to display in +z. Public note.
8. Use 866 for holdings information for serial or multiple volumes. Use 3 for the first indicator (NISO standards). Use 0 for the second indicator (triggers Library Has or Older Issues in OPAC). Do not use a separate 866 for each volume.
9. Use 867 for supplementary issues. Indicators are the same. Supplement displays automatically.
10. Use 868 for indexes. Indicators are the same. Index displays automatically.
   A. , (comma) – use to indicate a gap in holdings, e.g. 1994, 1996-1999
B. ; (semicolon) – use to indicate a gap in the title’s publication history, i.e. volumes or numbers never published, e.g. v. 1 (1966) ; v.3 (1968)
C. / (diagonal) - use as a connector for volumes years that represent a single item, e.g. v.1/2 (1999/2000) and for non-calendar years, e.g. a volume that begins in September and ends in June.
D. () parentheses - use to enclose chronological designations, unless that is the only designation. e.g. v. 1 (1996) – v. 4 (2000)
E. – (hyphen) – use to indicate a run of holdings, e.g. 1996-2000.
F. Abbreviations
2. Seasons = win., spr., sum., fall (always lower case)
3. Volume = v. ; Number = no. ; Part = part
4. Years: always record the year with four digits, e.g. 1996/1967

ITEM RECORD
1. Recommend entering volume, number, or part in Enumeration field so it will display when multiple items are attached to a bibliographic record.
2. Recommend entering year designation in Chronology so it will display when multiple items are attached to a bibliographic record.
3. Enter copy number (1 or greater) in Copy. Entering a copy number other than 0 in the item record ensures appropriate display in the OPAC.
4. In Pieces, enter the number of physical pieces, e.g. 2 for a book with a CD that will be charged on a single barcode. This triggers a check (a pop-up window stating number of pieces) when charging or discharging.
5. Enter cost in Price, if desired. This is picked up as replacement cost in Circulation. If a price is not entered, the system supplies the default replacement cost.

SEARCHING OCLC
1. Search the OCLC database using a variety of search keys to locate a bibliographic record. Number search and title searches are generally the most accurate and timely searches.
2. Use only English-language records. Recently created or revised records in OCLC show the language code “eng” in subfield b of the 040 field, meaning that the language of the cataloging agency that created the record is English (not the language of the item itself). If no subfield b exists, the language of the description is assumed to be English. DO NOT USE RECORDS IN WHICH ANY LANGUAGE CODE OTHER THAN “eng” is in this subfield unless no English-language record exists in OCLC. OCLC guidelines state a cataloger may use the non-English record but SHOULD TRANSLATE THE RECORD FULLY into English for use in a local catalog.

One way to limit by language of cataloging is in the SearchWorldcat window. In the lower left hand corner, check “Apply Language of Cataloging Limiter”, then select a language from the menu. Another way is to include language of cataloging in a command line search. The field label is "ll:“, (that's LL: in lower case).

In Connexion Client 2.3, press F2. In the lower left corner of the resulting dialog box, find the
Apply Language of Cataloging Limiter box and check it. Then choose English in the drop-down menu below. Click on OK. You may need to re-start the Client.

- 040 DLC $b eng $c DLC $d UKM        [OK to use]
- 040 DEBSZ $e rakwb $b ger $c DEBSZ   [Do not use! The record is written in German.]

This particular record continues with the following German-language abbreviations and non-U.S. style of description, which are other clues to its non-English language cataloging agency:

- 250 3. ed.
- 300 XVIII, 336 S. : $b III.

OCLC calls these non-English records that duplicate the English-language record “parallel records.” At one point, OCLC identified parallel records with a 936 field containing the code “PR,” but discontinued this practice and deleted the 936 field. A few of these may still exist in the KCTCS Voyager database.

In some cases, multiple languages may occur in OCLC bibliographic records; OCLC refers to these as “hybrid” records. KCTCS catalogers should follow the guidelines for use of OCLC’s records in these cases, as described in “Special Cataloging Guidelines” section of OCLC’s publication, Bibliographic Formats and Standards.

See the details of this section below and in the publication itself at http://www.oclc.org/us/en/bibformats/en/specialcataloging/default.shtm#BCGBAEHC

From the OCLC documentation:
A parallel record is characterized by the use of a single language of cataloging in these fields:

- Field 040 contains a code for language of cataloging in subfield $b
- Field 300
- Non-quoted notes in 5xx field(s)
- The GMD in the 245 $h

Note: The language of the subject headings (65x fields) is not a factor when determining the language of cataloging.
Language of descriptive cataloging is coded in field 040 (Cataloging Source), subfield ‡b (Language of cataloging) of the record. If subfield ‡b is not present, the language of descriptive cataloging is assumed to be English.

Subfield ‡b is in records created by libraries for which English is not the language of the cataloging agency. The language is indicated by a three-letter language code. For a list of these codes, see the MARC Code List for Languages (http://www.loc.gov/marc/languages/).

Examples

040   LGP ‡b cze ‡c LGP
040   FLD ‡b fre ‡c FLD

The language of descriptive cataloging (field 040 subfield ‡b) is not to be confused with the language of the item, which is recorded in the fixed-field element Lang (Language Code) of the record.

Example

Lang: spa

3. Search for a DLC +c DLC record. (040)
4. Member records should be used ONLY if no matching DLC +c DLC record can be found.
5. In the case of duplicate member records use the record that requires the least local editing or containing the most needed information. Avoid using records with Encoding Level (Enc Lvl) M (Warning) in the fixed fields.
6. Accept bibliographic records for which the author, title, edition, publisher, date of publication and/or copyright and pagination agree.
7. Notify OCLC of the existence of duplicate records according to the directions in OCLC documentation.
8. Plan serial records to monographic records for items that are serial in publication.
9. Prefer serial records with DLC validation in the 040 field.
10. Enter a new record in OCLC according to Bibliographic Formats and Standards, “When to Input a New Record”. If in doubt use an existing record.

EDITING OCLC RECORDS FOR IMPORT

In general, OCLC records will require minimal editing. Edit member records according to the guidelines below.

1. Edit the fixed fields to reflect item in hand.
2. 020 fields: If an ISBN for an ebook is included in the record for a paper book, move the ebook ISBN to a subfield z. This will prevent an accidental overlay of an ebook record in Voyager if an ebook record is already present or added later.
3. Delete 029 Other System Control Number
4. Retain 035 +a (OCoLC) ocm #######; delete 035 +9 (other system numbers).
5. Delete 090 and 096 fields if a 050 or 060 are present.
6. Update descriptive cataloging to current standards, especially in regard to choice of entry and form of entry.
7. Delete any local notes.
8. Delete all subject headings that are not Library of Congress (second indicator 0) or National Library of Medicine (second indicator 2). It is recommended that LC subject headings for children’s literature (6XX, 2nd indicator 1) be converted to valid Library of Congress headings; deletion is optional. DO NOT retain Sears subject headings (second indicator 8) or foreign-language headings.
9. 655 fields (genre headings for specific types of materials) should be retained if they are Library of Congress, National Library of Medicine, or from other standard genre-heading lists. See the code list for standard genre headings sources at http://www.loc.gov/standards/sourcelist/genre-form.html

Any genre heading without a second indicator of “0” or “2” (LC or NLM, respectively) should have a second indicator “7” and subfield 2. Subfield 2 contains the code identifying the list. Use only English-language genre lists, such as “migfg” [“Moving Image Genre Form Guide” from Library of Congress MBRS] and “lcgft” [Library of Congress genre/form terms for library and archival materials]. Other 655 fields should be deleted.

10. Valid table of contents URLs may be retained, if the link is to a record maintained by LC (often begin with www.loc.gov). If the contents are not too long, KCTCS catalogers are encouraged to copy the contents into a 505 CONTENTS note.
11. Delete other non-public-domain URLs.
12. Search the KCTCS database before importing a record if the initial search of the database was over 24 hours prior to the editing of the OCLC record.
13. Do not edit an existing record in the OCLC database to match the item in hand if the record is not a true bibliographic match. Use the “new” or “derive” command to create a new master record in OCLC and export to Voyager.
14. Save the record to the database as soon as possible after import to avoid duplicate records.
15. Update CIP records, including the fixed field. The fixed field date is the date that displays in the title display in Voyager.
16. If the record is a TEMP Bib, email the creating library and request permission to overlay.

WITHDRAWING RECORDS
1. Libraries in the KCTCS system are advised to delete, not withdraw, an item record for an item no longer held by their library, when this is possible.
2. Libraries in the KCTCS system are advised to delete, not suppress, a holdings record if the library has no item records attached to the holdings record.
3. Libraries in the KCTCS system are advised to delete a bibliographic record to which no holdings record, item records, or purchase order records are attached.
Other Library Manuals

Crisis Management and Recovery Plan
*Please contact a library staff member with any questions about the library’s Crisis Management and Recovery plan.

Student Assistant Policies and Procedures Handbook