



Frazar Memorial Library



Public Policy Manual
August 2014

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All policies in this manual are effective with the release of the manual and all policies are subject to change, for additional information, please contact the Library Director's office by telephone (337) 475-5716.

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General Information

McNeese State University Purpose/Mission

McNeese State University is primarily a teaching institution whose mission is successful education of the undergraduate students and services to the employers and communities in its region. McNeese uses a traditional admissions process based on courses completed, GPA, and standardized test scores.

Audiences

McNeese is responsible for serving:

- a. Residents of southwest Louisiana who have completed high school and are seeking either a college degree or continuing professional education;
- b. Two-year college transfer students, particularly those from SOWELA Technical Community College;
- c. Employers in the region, both public and private, school districts, health care providers, local governments, and private businesses;
- d. Economic development interests and regional entrepreneurs; and
- e. The area community, by providing a broad range of academic and cultural activities and public events.

Array of Programs and Services

- a. An array of liberal arts programs at the baccalaureate level - arts and humanities, social sciences, natural sciences - appropriate to a teaching institution with a predominately undergraduate student body.
- b. Baccalaureate programs in education, engineering, business, nursing, selected allied health fields, mass communication, and criminal justice.
- c. Masters programs primarily related to education, engineering, arts and sciences, nursing, and business.
- d. Support for area K-12 schools seeking college general education courses for advanced students and assistance in ensuring that their graduates are college- and career-ready.
- e. Services specifically designed to meet the needs of regional economic development (small business development, support for entrepreneurs, problem-solving).

Special Programs/Features

- a. Programs in innovation, entrepreneurship, and small business development supported by the Southwest Entrepreneurial and Economic Development Center.
- b. Agricultural and related sciences with opportunities for experiential learning at three working farms and the Center for Advancement of Meat Processing and Production.
- c. Custom academic programs and professional certifications integrated with area business and industry.

- d. Applied undergraduate research partnerships in engineering, sciences, allied health and the Louisiana Environmental Research Center.
- e. Cultural events are designed to connect McNeese with the regional arts community and K-12 education.

McNeese State University Core Values

The core values of McNeese State University are:

- Academic Excellence
- Student Success
- Fiscal Responsibility
- University-Community Alliances

Frazar Memorial Library's Mission

Frazar Memorial Library's Mission is to:

- Provide carefully chosen information services and resources to support the university's mission and goals.
- Provide educational opportunities and programs that support information literacy among students, faculty, and staff.
- Provide a student-centered and collaborative environment to enhance and support excellence in life-long learning for the McNeese community, the Southwest Louisiana community, and the citizens of the State of Louisiana.

[\(<http://library.mcneese.edu>\)](http://library.mcneese.edu)

Library Renovation Statement

The Frazar Memorial Library building is closed for renovations. The library's renovations include repairing the foundation, upgrading the air conditioning/heating systems, upgrading lighting, ensuring ADA compliance in restrooms and access to the collections, upgrading fire alarms and sprinkler systems, adding new flooring and ceilings, and various modern upgrades. These items will fix the functional problems with the building.

The project consists of two phases. First, the four floor of the addition side (housing the general book stacks and Government Information) will be renovated, then the two floors of the original building public services desk, reference department and public computer workstations. Each phase will take around nine months with a short break in between. In all, the project will take around two years.

The library staff will strive to maintain a high level of service and a reliable schedule for students, faculty, and staff who want to use library resources during the renovation.

General Policies

The following section describes the general policies of the Frazar Memorial Library. These policies are applicable to all library departments.

Access Policy

The Frazar Memorial Library exists primarily to meet the needs of the students, faculty, and staff of McNeese State University. Other visitors are welcome to use library facilities for research or educational purposes, generally for limited periods of time depending on individual needs.

During times of very high use by MSU students, visitor access may be limited. An individual visitor's library privileges may be terminated at the discretion of the Library Director for violation of policies, disruptive behavior, or any activity deemed detrimental to the library or to its primary users.

Computer Usage

Computers in the library are for use by MSU students, faculty, and staff. Visitors may use the computers for limited periods of time as long as no MSU students, faculty, or staff need to use them.

Destruction

Any person who willfully mutilates, defaces, tears, writes upon, or mars any library material(s) or facility may lose all library privileges and may be subject to administrative action by the university and/or campus police.

Emergencies

In the event of fire, storm, or other emergencies, library staff will alert building occupants to the procedures for evacuation or taking shelter.

Events

Requests for events to be held within the library should be directed to the Library Director's office.

Photography

Individuals who wish to film or photograph within the library must obtain permission from the Library Director's office.

Solicitation

The display of posters, distribution of literature, or solicitation are prohibited except in designated areas and with permission of the Library Director's office.

Security

Library staff and/or campus police may ask a person using the library to show identification. If the person refuses, he or she may be asked to leave the building. Campus police will be called any time a person refuses to leave after being asked to do so by the library staff. Campus police will be called any time there is a disturbance or suspicious activity.

Smoking

The library is a no-smoking environment.

Food and Drink

Please help our patrons to be as clean as possible. Neither food nor drink is permitted in the computer lab. Patrons entering the computer lab with food or beverages will be asked to eat in the public area of the library or in the student union.

Animals on Campus

McNeese State University expects employees, students, and guests to adhere to City of Lake Charles Code of Ordinances and the Code of Ordinances of the Parish of Calcasieu, Louisiana regarding animals on campus. (www.CPPJ.net, click on animal services; animal control; laws pertaining to animals; and www.cityoflakecharles.com, click on Code of Ordinance). Animals running at large are prohibited; all animals must be leashed and under control of the owner. Service animals as authorized under ADAAA are allowed; however, the owner must register the animal with McNeese State University Police. McNeese reserves the right to determine which animals may be permitted or prohibited on campus grounds, at University events, or in campus facilities.

Friends of the Library

Membership in the Friends of the McNeese University Library entitles users to a variety of services and privileges. Friends also receive invitations to all library-sponsored events. To join, visit the library, fill out a membership card, and pay a fee based on the following categories (the Friends of the Library membership application is also available online):

Regular Member - Annual Fee: \$15. Regular members may check-out circulating materials.

Joint Member - Annual Fee: \$25. Joint members are two members of the *same household* and they may check-out circulating materials.

Family Member - Annual Fee: \$35. A family membership entitles a maximum of four members of the *same household* to check-out circulating materials.

Associate Member - Annual Fee: \$50. Associate members are individuals or two members of the *same household* and they may check-out circulating materials.

Additionally, one book will be placed in the collection with a bookplate in honor or memory of person(s) designated by the associate member(s).

Contributing Member – Annual Fee: \$100. Contributing members are individuals or two members of the *same household* and they may check-out circulating materials. Three books will be placed in the collection with bookplates in honor or memory of person(s) designated by the contributing member(s).

Sustaining Member – Annual Fee: \$250. Sustaining members are individuals or two members of the *same household* and they may check-out circulating materials. Ten books will be placed in the collection with bookplates in honor or memory of person(s) designated by the sustaining member(s).

Corporate Member – Please call (337) 475-5716 for information about a corporate Friends of the Library membership.

The **Friends of McNeese Library Newsletter** is available on our website at <http://libguides.mcneese.edu/friends>. It includes information about MSU Library news and events, access to library resources, and other pertinent items of interest.

The Library Director's Administrative Assistant processes all Friends of the Library membership requests. Please call (337) 475-5716 for additional information.

Friends of the Library may generally only borrow materials from the Frazar Memorial Library. However, in special circumstances interlibrary loans may be arranged.

LALINC Cards

The LALINC (Louisiana Academic Library Information Network Corporation) Borrowing Card allows McNeese faculty, staff, students, and anyone enrolled in a Distance Education/Online course to borrow books and use the services and resources of all the universities in the LALINC program.

Students may call before they come in (475-5716), to make sure the person who handles the LALINC cards is available. Patrons need to obtain their LALINC cards through the Director's Office during normal business hours (7:45 a.m. - 4:30 p.m.). Please have your university ID with you.

When obtaining items with a LALINC card, please present your driver's license, or other government-issued ID to the lending library during normal business hours (7:45 a.m. - 4:30 p.m.). Full-time staff need to enter you into their system in order to process your information.

For additional information, see the LALINC Borrowing Agreement in Appendix B: Additional Documents.

Lost and Found

Lost and found is located behind the circulation desk/public services counter. Please take any unclaimed articles to the circulation desk/public services counter and ask for them to be put in lost and found.

Circulation staff will try to contact the owners of cell phones turned into lost and found.

Circulation staff will keep sensitive documents locked in a desk drawer and attempt to contact the owners.

Acquisitions Policies

This policy outlines the principles and guidelines developed by Frazar Memorial Library in the selection, acquisition, evaluation, and maintenance of library materials in all formats. It is intended to provide consistency for librarians in developing and maintaining the collection and in communicating library policies and services to students, faculty, staff, and community users. This policy is in accordance with the mission of FML and of McNeese State University. It is understood that as the university's programs and information needs change, this policy may be amended to meet those needs.

Terminology and Limitations

Frazar Memorial Library is referred to throughout as FML or simply the library.

Unless specified otherwise, the word books is used interchangeably to indicate not only books but also nonbook materials, including but not limited to periodicals, newspapers, electronic resources (databases, ebooks), video and sound recordings, and microforms.

Because federal and state depository programs have their own requirements regarding what types of materials can be selected and retained, government documents are beyond the scope of this policy, with the exception of those that are integrated into the regular collection.

Policy exceptions for Archival and Special Collections materials are noted throughout.

Purposes and Goals of Collection Development

Collection development is the process of building and maintaining the library's collections in both print and nonprint formats. As such, collection development is one of the primary purposes of a library. The collection development process includes the formulation of policies and procedures, budget allocation, needs assessment, selection and deselection, collection maintenance and evaluation, and resource sharing.

The primary goal of Frazar Memorial Library's collection development efforts is to build collections that support the informational needs of the instructional, research, and programmatic missions of the university. This collection development policy strives to reinforce the university's missions.

Standards

Frazar Memorial Library strives to meet or exceed the criteria for libraries defined by the Association of College and Research Libraries (ACRL) Standards for Libraries in Higher Education (<http://www.ala.org/acrl/standards/standardslibraries>) and by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other accrediting agencies to which McNeese's degree-granting programs are subject.

Intellectual Freedom and Censorship

Frazar Memorial Library recognizes that free access to ideas and freedom of expression are fundamental to the educational process. Therefore, FML purchases or otherwise adds materials that represent a wide range of viewpoints. The library subscribes to and complies with the American Library Association (ALA) Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill>) and its accompanying statements of interpretation. These statements include:

- Intellectual Freedom:
<http://www.ala.org/advocacy/intfreedom>
- Freedom to Read:
<http://www.ala.org/offices/oif/statementspols/ftstatement/freedomreadstatement>
- Freedom to View:
<http://www.ala.org/offices/oif/statementspols/ftvstatement/freedomviewstatement>
- Access to Digital Information, Services and Networks:
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessdigital>
- Challenges to Library Materials:
<http://www.ala.org/advocacy/banned/challengeslibrarymaterials>
- Labeling and Rating Systems:
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/labelingrating>

The library does not withdraw, at the request of any individual or group, material that has been chosen or excluded on the basis of stated selection criteria outlined in this policy. An individual or group questioning the appropriateness of material held in the collection will be referred to the Library Director, who will appoint an ad hoc committee to examine the material and determine its appropriateness for the collection. The judgment of the Library Director will be final.

Confidentiality

The library subscribes to the ALA Code of Ethics (<http://www.ala.org/advocacy/proethics/codeofethics/codeethics>), which states that librarians “protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.” In addition, FML adheres to the ALA Policy on Confidentiality of Library Records and Confidentiality of Library Users (<http://www.ala.org/offices/oif/statementspols/otherpolicies/policyconcerning>).

Copyright

Frazar Memorial Library complies with the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The library strongly supports the “Fair Use” section of the Copyright Law (17 U.S.C. 107) that permits and protects the rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.

For additional information, please consult the Frazar Memorial Library’s Copyright Libguide (<http://libguides.mcneese.edu/content.php?pid=575351>).

Electronic vs. Print Resources

Several factors may contribute to librarians’ preference for selecting electronic (web-based) content over print or vice versa. Financial considerations can be expected to remain an ongoing primary factor. Whenever there are large price differences between print and electronic versions of the same materials, budgetary limitations must be considered.

Factors influencing the decision to purchase electronic over print titles include:

- Around-the-clock (24/7) access
- Off - as well as on-campus access
- Multiple concurrent user access (ebooks excepted unless specifically purchased for multiple concurrent users)
- Searchable text
- Ability to search across a wide array of content (i.e., federated searching)
- Immediacy of access following publication
- Value-added content unavailable in print version
- Unavailable as print version
- Space savings

On the other hand, some materials may simply not be available electronically. In such cases, print versions are the only viable alternative.

As a general rule, the library will not purchase the same title in both print and electronic formats; however, as funds permit, exceptions may be made for high-demand titles.

Frazar Memorial Library librarians, exercising their role as subject specialists and departmental library liaisons, will exercise judgment as to which format is most appropriate for the subject at hand.

Criteria Used for Selecting Materials

The following criteria may be taken into consideration in the selection of materials:

- Relevance to the curriculum and appropriateness to the user
- Timeliness and lasting value of the material

- Reputation of the author, issuing body, and/or publisher
- Presentation (style and clarity)
- Aesthetic considerations:
 - Literary, artistic, social value
 - Appeal to the imagination, senses, intellect
- Special features:
 - Detailed, logical, accurate indexing
 - Bibliography
 - Footnotes
 - Pictorial representations
- Physical and technical quality:
 - Paper, typography, design
 - Physical size
 - Binding
 - Durability
- Suitability of content to form
- Strength of present holdings in the same or similar subject
- Need to increase holdings in subjects where current titles are deemed inadequate
- Demand and frequency of interlibrary loan requests for materials on the same or similar subject
- Price/relative cost of material in relation to the budget and other available material
- For electronic materials, additional considerations include (see also “Electronic vs. Print Resources”):
 - One-time purchase vs. ongoing subscription required
 - Depth and breadth of holdings
 - Single - vs. multiple-user access
 - Availability of off-campus access

Policies for Specific Types of Materials

The following paragraphs describe the specific collection development policies for specific materials. This is not an exhaustive list and new policies will be added as needed to meet the needs of the Frazar Memorial Library.

Duplicates

Duplicate materials will be added to the collection when warranted by heavy usage of copies already held or when heavy usage is anticipated. Otherwise duplicates are not normally purchased or added.

Fiction

The library attempts to select literary works and new works of promise in the literary field, especially works that support literature and creative writing courses. Such works should be evaluated in terms of the author's earlier writings and current reader interest.

The library provides popular fiction as part of its book leasing program. The library does not normally purchase fiction of short-term interest such as bestsellers. However, such works may be accepted as gifts.

Foreign Language Materials

Except for dictionaries and other materials required to support the university's foreign language programs, FML collects primarily English language materials.

Reference Works

Reference works are intended for quick retrieval of information and not for cover-to-cover reading. They are often but not always updated regularly. Except in rare cases, reference works do not circulate. Reference materials include but are not limited to:

- Almanacs
- Annual reports
- Atlases
- Bibliographies
- Catalogs
- Concordances
- Dictionaries
- Directories
- Encyclopedias
- Handbooks
- Indexes and abstracts
- Plot summaries
- Statistical summaries
- Style manuals
- Telephone books
- Yearbooks

In recent years, the electronic versions of many of these types of materials have largely supplanted the print versions. Nevertheless, a "ready reference" collection depends on maintaining up-to-date print versions of basic reference works. Therefore, the library will continue to maintain a balanced collection of print and electronic reference works.

In general, the same criteria used to select other materials also apply to the selection of reference works (see "Criteria Used for Selecting Materials").

Although anyone may suggest possible reference purchases, Reference Department staff has the primary responsibility for selecting reference materials.

Gifts

Gifts to FML are encouraged but will be added to the collection only after the items have been evaluated to determine if they meet collection development requirements. Generally, the library accepts only books, DVDs, and journals as gifts. Short runs of journals that are not indexed will not be added to the collection.

Donors should contact the Acquisitions Librarian if they have material they wish to donate or have questions about the appropriateness of their gifts. The library will acknowledge the number of items donated but cannot legally provide an appraisal or estimate of their value. Gifts that are not added to the collection may be given away, donated to other libraries, or offered for sale at the Friends of the Library book sale.¹ Proceeds from book sales are used to purchase new library materials.

Purchasing Books from Faculty

Frazar Memorial Library does not purchase individual titles or collections of books directly from McNeese faculty members. The library purchases books from commercial vendors or directly from the publisher. The library may purchase used and new books that are no longer in print from out-of-print vendors. Faculty members may submit requests for books for the library to purchase from commercial vendors.

Many faculty authors and editors receive free copies of their own books or review copies from their publishers. To avoid an obvious conflict of interest, the library cannot purchase these titles. Similarly, the library will not purchase books or collections of books from McNeese faculty members. Faculty members are encouraged to donate to the library individual titles or collections of books provided they are appropriate for the collection.

In certain exceptional circumstances, the library may purchase a copy of a rare book or manuscript from a faculty member for placement in the Archives.

Out-of-Print Materials

Because of funding limitations and the difficulties involved, hard-to-find, out-of-print, reprint, and print-on-demand titles are typically not purchased except at the request of faculty or librarians who can demonstrate an overriding need for such material.

Paperback vs. Hardback

To increase the purchasing power of the materials budget, paperback monographs will be preferred if there is a significant price difference between the hardcover and paperback editions. When making a choice between paperback and hardcover, the long-term value and expected use of the title should be considered. Titles expected to receive higher-than-normal circulation or use should be purchased in hardcover.

State and Regional Materials

The library makes an effort to collect current materials about Lake Charles and the surrounding southwest Louisiana area.

Textbooks, Programming, and Lab Manuals

Frazar Memorial Library normally does not purchase materials of this kind. Exceptions may be made for those titles that have earned a reputation as “classics” in their field or are the only or best sources of information on a particular topic. Such titles will be evaluated

¹Effective fall semester 2012, the book sale is on indefinite hiatus; see “Book Sale” section.

and added to the collection based on the guidelines for selecting materials outlined elsewhere in this document.

The library does not purchase textbooks currently used for classes but may accept them as donations.

Advance Reading Copies

Advance reading copies—also called uncorrected or galley proofs—are books given to reviewers from which to write reviews before the book is published. They often lack indexes or pagination and may otherwise differ significantly from the edition that is ultimately published, even to the extent of having a different title or subtitle. For these reasons, FML does not collect advance reading copies.

Obsolete Formats

Normally FML will not add materials in obsolete formats to the collection. Any addition of such materials will be at the discretion of the Acquisitions Librarian in consultation with the appropriate subject specialists. The primary criteria for consideration will be the availability of equipment for use of the material and the availability of storage or shelving space.

The decision to withdraw such material will be based on the obsolescence of the format and the physical condition of the necessary equipment. If funds are available and the contents warrant preservation, materials may be transferred to another format instead of being withdrawn as permitted by copyright laws.

Selection and Evaluation Tools

Librarians should consult subject-specific and standard library reviewing sources when making selection decisions. Appropriate reviewing sources include but are not limited to:

- *Booklist*
- *Choice*
- *Library Journal*
- *The New York Times Book Review*
- *Resources for College Libraries* (RCLweb)
- Reviews appearing in professional journals in disciplines taught by the university

In addition, departmental liaisons are encouraged to use faculty expertise as a resource for selection and evaluation of the collection.

Serials

Serials are publications issued in successive parts bearing numeric or chronological designations intended to be continued indefinitely. They may be issued in print, nonprint (microform), and electronic formats. The FML serials collection supports the research needs of the McNeese community. In selecting new subscriptions, preference will be given

to online, web-based serials for their convenience and the ease with which they support both on- and off-campus coursework. However, circumstances may call for the acquisition of other formats in certain cases.

The selection of serials implies a continuing commitment to the base cost of the title, including maintenance, equipment, and (for print titles) storage space. Escalating costs for serials demand that care be taken in reviewing serial titles before they are purchased for the collection and that an ongoing evaluation of current subscriptions be conducted. The serials collection is reviewed and title decisions made by the Acquisitions Librarian in consultation with departmental liaisons after obtaining faculty input.

Selection

Because of budget limitations, selection and weeding decisions for serials must be made with care. Curriculum support for students, undergraduate and graduate research, and faculty research are factors considered in the selection and weeding process. Serials are selected and weeded based primarily on their relevance to current information needs of the McNeese community. Factors to be considered include:

- Support of academic programs
- Cost, including such data as rate of price increases, cost of storage, document delivery services, and delivery time
- Uniqueness of subject coverage for FML
- Interdisciplinary vs. narrow scope, as appropriate for the subject
- Accessibility within resource sharing agencies and/or through document delivery services
- Full-text availability through electronic means
- Professional reputation
- Usage or projected usage
- Indexing and abstracting in sources accessible to library users

Collection Maintenance and Evaluation

Location of Materials

Information resources purchased with library funds or gifts become part of the permanent collection. Location of these resources is determined by FML staff. Access to electronic information will be in compliance with licensing agreements.

Weeding [Print]

Weeding (also called deselection) is the process of removing items from the collection. Occasional weeding is essential for the maintenance of an active, academically useful collection. Weeding provides quality control for the collection by eliminating outdated, inaccurate, and worn-out materials. Weeding also involves the removal of lost or long-missing titles from the catalog and indexing sources. The Acquisitions Librarian is ultimately responsible for weeding decisions in consultation with librarians acting in their liaison capacity.

In general the following print materials may be weeded:

- Superseded editions.
- Duplicates, except in cases of continued high demand (particularly when there are no newer editions available) or when FML holds rare copies. Duplicate issues of periodicals and journals are discarded when a volume has been bound unless heavy usage indicates a need for duplicates.
- Materials in poor physical condition that cannot be repaired or rebound or for which the cost of preservation exceeds the usefulness of the information contained therein.
- Outdated materials in subject areas where currency of information is extremely important; example subjects include but are not limited to health sciences and technology. Exceptions may be made to keep materials for historical purposes. (See “Weeding Guidelines for Specific Subjects” for more details.)
- Materials that have not been used for a predetermined length of time based on circulation and in-house use statistics, unless such materials are identifiable as classics in their field or otherwise have long-term value.
- Incomplete or short runs of serials, particularly those that are not indexed.
- Serial titles that contain information of very limited long-term value, such as newsletters and trade magazines. Such materials often have automatic discard patterns established such as “retain current year only.”
- Annuals, biennials, and regularly updated editions of guidebooks, handbooks, almanacs, and directories, depending on the value of the information contained in earlier editions. Such material may be retained if it contains information of local interest.

Weeding Guidelines for Specific Subjects

Weeding is, like much of collection development, a subjective activity. Nevertheless, certain weeding “best practices” are common in academic libraries, particularly as they apply to specific subject areas where currency of information is critical and materials go out of date quickly. The following guidelines are adapted from *Fundamentals of Collection Development and Management*, 2nd ed. (2009), by Peggy Johnson; *Building Library Collections*, 6th ed. (1992), by Arthur Curley and Dorothy M. Broderick; and from selected weeding policies of other academic libraries, as well as past practice at FML.

The parameters of any weeding project are dependent upon additional factors such as how much of the collection is expected to be weeded; how long ago the most recent weeding project was conducted and how much was weeded at that time; and how much of the collection in a given subject will be left after the weeding is completed. Therefore, these guidelines are intended as a starting point not only for the weeding process but for stimulating discussion among library staff during the planning phase.

Except as noted, the following materials may be weeded:

- Computer science older than 5 years. Retain guides to programming languages still in use; also histories and biographies.
- Pure science older than 5 years. Discard books with obsolete information or theories; also general works that have been superseded, unless they are classics in their field. Botany and natural history should be inspected carefully before discarding.
- Technology and applied science older than 5 years. Includes agriculture, medicine, nursing, nutrition, pharmacology, engineering (all disciplines), inventions, and mass media. Retain historical works and biographies.
- Occupational, career, and résumé guides older than 5 years.
- Travel guides older than 10 years.
- Study prep guides (GRE, MCAT, etc.) older than 5 years. Replace if heavily used.
- Music, fine arts, theatre, language, and literature should be discarded sparingly. Watch usage patterns. Discard old grammars. Journalism should be inspected carefully before discarding.
- Religion and philosophy except for systems of philosophy and classic works. Discard historical and explanatory text when superseded; also old commentaries on the Bible and books on the conduct of life that are no longer popular.
- Best-selling fiction older than 10 years other than authors still publishing, unless taught as part of the university curriculum.
- Psychology older than 10 years except for biographies, histories of psychology, and psychological theory. Discard popular self-help psychology and other guides to living that are outdated.
- Physical education and sports older than 10 years. Keep historical works and biographies.
- Financial management and real estate guides older than 5 years.
- Library science older than 10 years except theory and history.
- Atlases older than 10 years.
- History, geography, and anthropology should be discarded sparingly. Keep anything related to local and regional history.

- Material in any academic discipline no longer offered by the university.
- Material in any subject containing information deemed so obsolete or factually inaccurate as to be potentially dangerous.

The following materials should never be weeded unless they are in poor physical condition, in which case they should be repaired or replaced as funding permits:

- Regional materials (history, literature, geography, art, music, etc.)
- Authors on the McNeese faculty (past and present)
- Works considered classics in each field
- Core materials in each discipline (consult Resources for College Libraries and similar sources for core works)
- Literary classics
- Primary sources
- Works deemed to be of historical value by the library professional staff

If the weeding of a needed subject will be so extensive that it essentially eliminates the library's holdings in that discipline, and funds for replacing the weeded items are not available, those materials should be retained and flagged for weeding when they can be replaced.

Missing and Lost Items

Circulation staff will make the preliminary search for titles known to be missing or lost. Acquisitions staff will then perform a secondary search. The Acquisitions Librarian will make the ultimate decision as to whether the items are truly missing or lost and, if so, whether they should be replaced. Once a determination has been made, Acquisitions staff will work closely with Cataloging to insure that missing and lost items are removed from the catalog in a timely manner.

When the missing or lost items can be traced to an individual user, Circulation will charge the user a replacement fee of \$100.00 (\$75.00 for a replacement title and a \$25.00 processing fee). This fee applies to all types of circulating materials and all classes of users.

Conservation, Preservation, and Restoration (Effective 09/04/2013)

Library materials are expensive to purchase, process, and house. Therefore, FML acknowledges the necessity of preserving holdings regardless of format and supports the American Library Association's Preservation Policy (2008) (<http://www.ala.org/alcts/resources/preserv/o8alaprespolicy>).

The Acquisitions Librarian, in consultation with FML librarians, will determine what action should be taken regarding the replacement, repair, or withdrawal of damaged materials.

General Principles

- Librarians, library staff, and library users will be informed of the proper care and handling of library materials.
- Temperature and humidity controls are essential for maintenance of library materials, and efforts to maintain proper levels are supported to preserve the collection.
- It may be possible to perform in-house book repair on slightly or moderately damaged materials. Extensively damaged materials that are needed in the collection should be replaced.
- Contract binding is used to preserve print periodicals and other materials as needed.

Binding

- In general, print periodicals and journals are bound on a regular basis as funding permits. The number of issues bound together is determined on a title-by-title basis depending on the size and number of issues per volume or year.
- Titles that are anticipated to be heavily used should be purchased in hardcover. Paperback publications that are heavily used may be sent away for binding.
- Materials that are needed but extensively damaged, are expensive or difficult to replace, and can be repaired through binding should be sent to the bindery.

Replacement of Print Library Materials

Departmental liaisons make recommendations to the Acquisitions Librarian regarding the replacement of lost, damaged, missing, or worn-out monographs and serials. The Acquisitions Librarian will determine whether to replace or repair such materials. Decisions to replace or repair will be made according to the policies and guidelines set forth elsewhere in this document.

In addition, the following print serial types will not be replaced:

- Newspapers and newsletters, unless a special need exists or can be demonstrated (e.g., required by certain disciplines for accreditation purposes)
- Titles that are not held permanently
- Titles that are not indexed
- Titles routinely replaced by microforms (i.e., the library discards the print version when the microform version is received)

Book Sale

Effective fall semester 2012, FML staff and functions have been relocated to Parra Ballroom while the library building undergoes structural renovation. As a result of drastically reduced space, the Frazar Memorial Library Friends of the Library Annual Book Sale has

been suspended indefinitely. This section will be revised to reflect book sale policies and procedures at a future date upon resumption of the sale.

Acquisitions Policies Evaluation

This document will be reviewed annually by the Acquisitions Librarian and updated as needed to insure that the document is timely and sets forth policies that meet the needs of the university community. The Acquisitions Librarian will solicit input from relevant FML staff in the evaluation of this document.

Archives Policies

The following section describes the general Archives and Special Collections policies of the Frazar Memorial Library.

Reading Room Rules

The Archives and Special Collections Department is open to anyone needing its resources for a meaningful inquiry, but all patrons must follow our rules for using materials. Patrons should contact the Department for an appointment to use materials at least one day in advance.

All patrons must provide the information required in the space below before using any materials. The patron's signature on this form implies his or her agreement to abide by our rules of use.

- Do not bring food or drinks near Archives and Special Collections materials.
- Fill out a “pull sheet” to request materials. Most materials require 24-hours’ notice for retrieval.
- Use pencils, not pens
- Turn pages carefully
- Make no marks or folds on materials
- Do not lean on materials or rest books or other objects on top of materials
- Use gloves to hold photographic prints and negatives
- Preserve the existing order and arrangement of all unbound materials
- Handle all materials carefully so as not to damage them.
- Keep conversations to a minimum so as not to disturb other patrons.

The Archives and Special Collections Department is not responsible for patrons' personal items.

Duplication Services

The archives department is able to make copies of materials for patrons to use. The following is a list of the materials that can be copied and the price for duplicating them. For additional information, see (<http://ereserves.mcneese.edu/depts/archive/ourrules.htm>)

Electrostatic Copies (Photocopies) and Microfilm Copies

Staff will provide copies of books, manuscripts, and microfilm for \$.10 per page. In addition, the Department charges \$3.00 per package mailed.

Digital Images

The Department can provide digital images of materials in our collections. The digital files/images can be printed on photo paper, emailed, posted on our website for a short time, or saved to a CD for mailing or pick up. The total charge for this service is \$2.00 per scan and a service charge of \$3.00 per CD or \$3.00 per printed page. In addition, the Department charges \$3.00 per package mailed. The price for scanning reflects a single scan with no editing or splicing. There is no service charge for email or website delivery or if the patron provides a CD. Please contact a staff member for a cost estimate of these services.

Audio or Video Cassette or DVD Duplication

The staff will duplicate tapes from the collections onto blank tapes or DVDs provided by the patron for \$3.00 per tape. If the patron does not furnish a blank tape or DVD, the charge is \$6.00 per tape.

Architectural Drawings and Maps

The staff will have photocopies of oversize items made at Kinko's or Letterman's Press (or any other local company). The total cost to the patron will be the amount charged by the company plus a service charge of \$5.00 for the first item and \$2.50 for each additional item.

Archives FAQ

For additional information about the Archives, please see the Archive's Frequently Asked Questions web page (<http://ereserves.mcneese.edu/depts/archive/faq.htm>).

Cataloging Policies

The Cataloging Department supports the teaching, research, and service missions of Frazar Memorial Library and McNeese State University by providing bibliographic access to the collections housed in the main stacks, Reference, Curriculum Materials Center (Farrar Hall), Government Documents, Specials Collections & Archives, and the Performing Arts Library (Shearman Fine Arts Hall). To accomplish this goal, the department strives to:

- Create, organize and maintain accurate and comprehensive bibliographic data for all Library materials.
- Follow recognized national and international standards for cataloging.
- Remain current in bibliographic and technological advances.
- Insure maintenance of quality through continuing education and training.
- Insure efficiency by examining existing procedure and possessing a willingness to institute new procedures and technology when appropriate.
- Create and maintain a harmonious atmosphere with other Library Departments and the University.

Circulation Policies

The Circulation Policies of the Frazar Memorial Library are designed to allow patrons access to resources while maintaining the control necessary to ensure that these resources will be available to all users. Circulating materials are available to library users according to established policies and procedures. Interlibrary loan is available for items that are not a part of the library's collection.

Loan Policies

The following paragraphs describe the loan periods and related circulation policies for each of the major groups of users: Friends, Faculty/Staff, and Students.

Friends of the Library

Friends of the Library circulate materials for 21 days (three weeks). Friends are allowed three renewals on items; one of these renewals may be done via email or telephone. Renewals can be done online, go to MY Account in the online public catalog. Reserve materials and items which are on hold for someone cannot be renewed. Friends are allowed to circulate up to 20 items provided they do not have more than 10 items overdue at the time that they wish to check out an item.

When a Friend has an outstanding bill of more than \$60 dollars, they are Blocked and cannot checkout additional materials until their bill is paid. Replacement costs for materials include a \$25.00 processing fee.

McNeese Faculty/Staff Circulation Policy

McNeese Faculty and Staff circulate materials for one semester. Faculty and Staff are allowed one renewal on items; this renewal may be done via email or telephone. Renewals can be done online, go to MY Account in the online public catalog. After the one renewal, items need to be returned to the library and discharged. If a Faculty or Staff member would like, they may check out these materials again provided there are no Holds on the materials. Faculty and Staff are allowed to circulate up to 50 items provided they do not have more than 25 items overdue at the time that they wish to check out an item.

Faculty and Staff are called if they have a bill. One week after the first telephone call, Faculty and Staff are called a second time to remind them of their long overdue materials. When a Faculty or Staff member has an outstanding bill of more than \$200 dollars, they are Blocked and cannot checkout additional materials until their bill is paid. If a Faculty or Staff member has not resolved their bill, replacement charges (\$75 or the original price of the item) for the overdue items as well as a \$25 processing fee for each item is added to their Banner account one month after the first bill notice is emailed. The processing fee will be forgiven for items still in the library's catalog.

The Frazar Memorial Library asks the university cashiers office to place a university Hold on their account. If less than \$200 is owed only a transcript hold is placed, but if more than \$200 is owed, a transcript and registration hold is placed on the account.

McNeese Student Circulation Policy

McNeese Students circulate materials for 21 days (three weeks). Students are allowed three renewals on items; one of these renewals may be done via email or telephone. Renewals can be done online, go to MY Account in the online public catalog. Reserve materials and items which are on hold for someone cannot be renewed. Students are allowed to circulate up to 25 items provided they do not have more than 15 items overdue at the time that they wish to check out an item.

If a Student has a bill, the item replacement cost (\$75 or the original price of the item) as well as \$25 processing fee, are added to their Banner account. When a Student has an outstanding bill of more than \$100 dollars, they are Blocked and cannot checkout additional materials until their bill is paid. Frazar Memorial Library requests that the university cashiers office places a university Hold their account. If less than \$200 is owed only a transcript hold is placed, but if more than \$200 is owed, a transcript and registration hold is placed on the account.

Students can return items that have been billed for a refund, if the items are returned within one year of the original due date. When billed materials are returned, the Student is still responsible for paying the processing fee for each item. The processing fee will be forgiven for items still in the library's catalog.

Photo ID Requirement

To circulate materials, all users need to present a current photo ID, usually their McNeese ID. If a user needs to check out an item, but does not have a current McNeese ID, they will need to present another photo ID. The alternative ID could be a Driver's License, a State ID, a Passport, a Military ID, or, an employee photo ID. The library staff needs to inform the user that they need to have their current McNeese ID with them when they want to circulate materials. If you checkout materials to a user without their current McNeese ID, inform the Circulation Department that the user checked out materials without their current McNeese ID, so that a note can be added to their account.

Reserves

Faculty and other staff members may put items on reserve at the Circulation Desk. Reserve loan periods are selected by the Faculty submitter, for example: one hour, two hours, one day, or two days. Reserve items may not be renewed, and some items are restricted to library use only.

Group Study Rooms

The temporary library location in Parra does not have any Group Study Rooms. However, five or more people needing a group study room may call 475-5609 for information on group study room or go to New Ranch Room 207 to use one of the small conference rooms in the New Ranch.

The Frazar Memorial Library maintains a list of alternative study spaces for students, you can access this from the library's web site

(<http://libguides.mcneese.edu/content.php?pid=142835&sid=3568775>)

Holds and Recalls

Hold and Recall requests may **only** be placed on items currently on loan to another patron. Hold and Recall requests may be placed in writing at the Circulation Desk.

For a Hold, once the requested item is returned, the requestor will be called, letting them know the item is now available. Hold items will be held for 10 days. For a Recall, the customer who currently has the item will be called, asking that they return it before the original due date. Recalled items will then be held for 10 days and the requestor called stating that the item is now available.

Hold or Recall requests cannot be processed if the requesting user is Blocked and/or is not currently enrolled/active.

ILL Pickup/Return

Inter Library Loan (ILL) items can be picked-up from the Circulation desk. Users need to present a current McNeese ID or "Friends of the Library" card to pick up ILL materials.

To return ILL materials, bring them to Circulation desk and inform the staff member that you are returning ILL materials.

LaLINC Card

The LaLINC (Louisiana Academic Library Information Network Corporation) borrowing card allows McNeese faculty, staff, graduate students, and anyone enrolled in a distance education course to borrow books and use the services and resources of all universities in the LaLINC program.

McNeese Students

Students should call (475-5716) before they come in, to make sure the person who handles LaLINC cards is available. McNeese Students will need to obtain a LaLINC application from the Library Director's Office. To obtain an application, student present their current student ID. Once applications are processed, users will be given a LaLINC borrowing card, this card must be submitted to the library of the university you will be attending.

New Library User

To check out materials bring them to the Circulation desk. Users must present a current ID to check out materials, for additional information, refer to the *Photo ID Requirement* policy.

To check your account online you will be asked for your user ID and PIN.

The user ID for students, faculty and staff is comprised of your Banner number, plus 2 additional digits: "01" for faculty and staff "02" for students.

The user ID for Friends of the Library or LALINC student is the number from your card, plus 2 additional digits: "02" for LALINC students "03" for Friends of the Library
Examples: 9999999901 (faculty and staff) 5555555502 (student and LALINC) 1111111103 (Friends). Do not include any dashes or spaces.

PIN numbers are unique identifiers for library customers. Your PIN number can be obtained by accessing *My Account* then *Email Me My PIN*.

If you encounter any problems with your PIN contact the Reference Desk from the following via telephone (337.475.5725) or via e-mail (reference@mcneese.edu).

Other University Students

On your first visit, please bring your driver's license and LaLINC card to the Circulation desk. You will need to do this during normal business hours (between 8:00 a.m. and 4:30 p.m. Monday through Friday). Once the LaLINC card is verified, the Circulation staff will enter your information into McNeese's user database. The checkout period is three weeks. By participating in the LaLINC program, a student agrees to abide by the lending policies of participating universities and is responsible for the materials borrowed.

NOTE: If lending policies are habitually violated, LaLINC privileges could be revoked. If you have any questions about the program please contact the Circulation Department Head at via telephone [(337).475.5718] or email (circulation@mcneese.edu).

Lost and Found

The Circulation department has a lost and found area for items left in the library. If you find items in the library bring them to the Circulation desk.

For further information please contact the Circulation Department Head at via telephone (337.475.5718) or email (circulation@mcneese.edu).

Overdues and Bills

Overdue notices sent out at: one week & four weeks overdue.

Bill notices sent out at: 6 weeks & 12 weeks overdue. You are billed for: the replacement cost of unreturned material and a processing fee of \$25 per item.

Penalties for all users with bills include, being blocked from checking out materials and the bill being sent to a collection agency. Penalties for McNeese students with bills

include, being blocked from registering for classes, being blocked from receiving transcripts, and the bill being sent to a collection agency.

The cost for billed items that are returned to the library within six months of their original due date can be credited to a student's account.

Government Information Policies

Free, open, and equal access to government information is crucial in a free society. The mission of the Frazar Memorial Library's Government Information Department is to preserve and provide government information to benefit everyone, including those in the 3rd Congressional District of Louisiana and the McNeese State University community.

Our goal is to facilitate public access to government resources in a variety of formats. As a Selective Federal Depository Library, we collect about 60% of the information distributed at no cost by the U. S. Government Printing Office (GPO). As a Complete Depository for Louisiana government publications, we receive most of the information distributed at no cost via the Louisiana State Documents Depository Program. The collection also includes some international, regional, and local government information. government information is available in many formats, including print, online, CD-ROM, and microform.

You can access government information through the library's online catalog or the Government LibGuide. For further info, call us at (337) 475-5736.

Circulation Policy

It is the policy of the Government Information department to allow as much of its collection as possible to circulate. However, Government Information materials will ***not circulate*** if any of the following applies:

- It is less than 10 pages long (users may photocopy or scan these materials)
- It is old, rare, fragile, or damaged (users may photocopy or scan these materials)
- It is a microfiche, microfilm, or other micro-format
- It is a serial publication
- It is a reference item, e.g. census document, Code of Federal Regulations, Congressional Globe, Congressional Record, Federal Register, or Louisiana Register

This is not an exhaustive list of the criteria used to determine if an item may circulate. The Government Information department staff will make the final determination on the circulation of any item.

Additionally:

- **Calcasieu Estuary Collection:** The majority of the materials in this collection may circulate to users according to the library's standard circulation policy, however some materials may not circulate at the discretion of the Government Information department.

- **EPA Documents Collection:** Materials in this collection do not circulate per the request of the Environmental Protection Agency. Materials in this collection are therefore limited to “in-house” use only and can be photocopied or scanned at the discretion of the Government Information department.

NOTE: Materials in the Calcasieu Estuary and EPA Documents collections are not currently included in Frazar Memorial Library’s online catalog, but we are investigating the possibility of processing these materials for inclusion in the library’s online catalog.

Retrieval of Government Information

The following guidelines have been established for the retrieval of requested Government Documents from the Library’s collection. This collection has been put in storage due to the renovation of the Frazar Memorial Library building and access is limited during the renovation. These guidelines will remain in effect until otherwise noted.

- Walk-in patrons will be asked to complete a *Request for Library Materials* form available at the Circulation/Reference Desk.
- Patrons may phone the Government Information staff and request Government Documents. The Government Information staff will complete the *Request for Library Materials* form for the patron.
- Requests for Government Documents submitted in person, or over the phone, before 12:00 p.m. will be available for viewing after 3:00 p.m. the same day. Requests made after 12:00 p.m. will be available by 9:00 a.m. the following business day. **NOTE:** Retrieval of government documents is dependent upon availability of staff, weather conditions, and ability to access the library building.
- Requests for large amounts of information (i.e. more than five documents, more than five years of data, or more than five volumes) may require several days to retrieve and return to the Parra Ballroom location.

Internet Resources for Government Information (Effective 09/04/2013)

USA.gov (www.usa.gov)

Web portal and search engine for U.S. Government Information. A good “first start” search place if you are not sure where to go or what government agency to search for.

Federal Government Portals

GPO (www.gpo.gov)

The U.S. Government Printing Office (GPO) provides publishing and dissemination services for the official and authentic government publications to Congress, Federal agencies, Federal depository libraries, and the American public.

FDsys (www.fdsys.gov)

GPO's Federal Digital System (FDsys) provides free online access to official publications from all three branches of the Federal Government. Through FDsys, you are able to: search for documents and publications, browse for documents and publications and download documents and publications in multiple renditions or file formats. FDsys provides free online access to official Federal Government publications and securely controls digital content throughout its lifecycle to ensure content integrity and authenticity.

Browse Topics (<http://www.browsetopics.gov/>)

Browse Topics is a resource designed to be the pathway to any publicly-accessible, Government information. Maintained by volunteer librarians, Browse Topics helps the public locate data, conduct research, and learn about various government Web sites. A good way to find some historical primary resources too!

Louisiana.gov (www.louisiana.gov)

Official website of the State of Louisiana

Statistics/Data

Census Bureau (www.census.gov)

Serves as the leading source of quality data about the nation's people and economy

American Fact Finder

(<http://factfinder2.census.gov/faces/nav/jsf/pages/index.xhtml>)

American FactFinder provides access to data about the United States, Puerto Rico and the Island Areas. The data in American FactFinder come from several censuses and surveys.

U.S. Bureau of Labor Statistics (www.bls.gov)

The Bureau of Labor Statistics of the U.S. Department of Labor is the principal Federal agency responsible for measuring labor market activity, working conditions, and price changes in the economy. Its mission is to collect, analyze, and disseminate essential economic information to support public and private decision-making.

State Government Portals

Louisiana Employment/Unemployment Data (<http://www.laworks.net>)

Use this page to locate labor market information, career solutions, assist in locating a job/job openings, etc.

Louisiana Civil Service (<http://www.civilservice.louisiana.gov/>)

Sample test questions for Louisiana civil service tests, and other civil service information.

Louisiana Register (<http://doa.louisiana.gov/osr/reg/register.htm>)

The *Louisiana Register* is a monthly publication which provides an access to the certified regulations and legal notices issued by the executive branch of the state government. All of these go through the formal rulemaking process. Proposed and final rules published in the Louisiana Register are codified for easy Louisiana Administrative Code research capabilities.

Executive Orders of the Governor of Louisiana (<http://doa.louisiana.gov/osr/other/exord.htm>)

Executive orders are mandates from the governor. Some executive orders in the past have created new commissions, councils, task forces and committees; issued and allocated bonds; authorized permit issuance; etc.

Louisiana Law (<http://www.legis.la.gov/legis/LawSearch.aspx>)

Louisiana, LAC, Administrative Code (<http://doa.louisiana.gov/osr/lac/books.htm>)

The Louisiana Administrative Code is a state-certified publication that provides a set of rules which have been formally adopted or amended by Louisiana state agencies. Additional information about LAC publications is available below.

About the LAC Publications

The compiled Rules in the Louisiana Administrative Code are published in accordance with legislative authority and through legal rulemaking procedure. All information appears in codified form (titles, parts, sections, etc.) so that new or amended Rules can be easily referenced and researched.

Online Publications of the Louisiana Administrative Code

Titles of the Louisiana Administrative Code are current through the compiled date of publication. Check issues of the Louisiana Register after the compiled date to locate Rules that have been adopted, amended, repealed, or repromulgated. Rules promulgated in the Louisiana Register are part of the LAC upon publication in the Louisiana Register, and will be included in the next compilation of the specific title.

NOTE: Users of the LAC can keep up to date with currently proposed and final Rules on a monthly basis by reviewing the *Louisiana Register*. The information in the *Louisiana Register* can change and eventually update specific titles of the LAC.

Tax Forms – Print and Online

Each January, the IRS sends tax forms and information to the library. We set the forms and booklets out on the table in front of the security gates for people to take.

- Online IRS forms and information can be found at <http://www.irs.gov/>.
- Online Louisiana tax forms and instructions can be found at <http://www.rev.state.la.us/>.

For further information about tax forms, please contact the Government Documents Department (x5736).

Inter Library Loan Policies

The following section describes the general circulation policies and procedures of the Frazar Memorial Library.

Guidelines For Patrons

Interlibrary Loan (ILL) is the process by which Frazar Memorial Library obtains materials not available locally from other libraries for the purpose of teaching, learning, research and recreation.

Eligibility

McNeese faculty, students, staff, Friends of the Library, and distance education students from Louisiana participating colleges and universities (LaLINC) are extended borrowing privileges.

What Can Be Borrowed

Books, videos/DVDs, audiocassettes/CDs, government documents, newspapers on microfilm, and theses and dissertations can usually be borrowed. Photocopies of journal or magazine articles and microfilm copies of newspaper articles can be obtained through inter library loan. Requests are subject to the policies of the lending library and U.S. copyright laws.

What Cannot Be Borrowed

Electronic Books are not available through interlibrary loan. Textbooks can no longer be requested due to staffing (as of May 1, 2009). Most libraries will not loan whole issues or bound volumes of periodicals, reference books, rare books and manuscripts, and genealogy materials. If you need any of these, consult with the Inter library Loan Librarian.

Cost

Currently, there is no charge to obtain material through interlibrary loan services. The cost to the library is about \$18.00 per request.

Books and photocopies may usually be obtained at no cost to the patron. Most items may be obtained in-state, but many out-of-state libraries charge an additional \$15-\$20 per request. If an item exceeds \$15, Inter Library Loan staff usually will not order it. Patrons may indicate in a request that they are willing to pay extra in a request, speak to an ILL librarian, or re-submit their request with a note regarding cost. The individual requesting the material is responsible for the charges regardless of the time of the arrival of the material.

Delivery

Every request is different, so there is no set time that materials to arrive. Requests are normally processed on the day they are submitted. Copy requests arrive on average in three to four business days. Loans from other Louisiana libraries usually arrive within one week. Books and other loans from libraries outside Louisiana take more time to arrive through the U.S. mail, and these average ten to twelve business days to receive.

Notification

Borrowers will be notified by phone or email when the requested material arrives. Materials should be picked up at Circulation as soon as possible during regular library hours. Materials that cannot leave the library, such as microforms, are usually held at the public services desk.

Loan Period

There is a band around the material with your name on it, material title, and the due date. Please do not remove this band.

The loan period varies with each lending library, but generally it is about three weeks. Audiovisual materials can be as short as one week. Semester long loan of materials is not possible through inter library loan.

If you request a journal article or a chapter from a book, a photocopy of that material will be made for you. The photocopy of this material is your to keep.

Loan Return and Renewal

One renewal may be allowed at the discretion of the lending library. No renewals are allowed if the item is already overdue. If you wish to renew an Interlibrary Loan book, please contact the inter library loan office at (337) 475-5726 between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday, or send e-mail to the inter library loan librarian (illdept@mcneese.edu) before the due date.

Overdue Materials

Borrowers will receive an overdue notice for delinquent items. Failure to return overdue materials will result in the loss of borrowing privileges. You are responsible for return of materials in good condition and any replacement cost for lost materials for non-returned materials.

We want to return materials on time. Other libraries may limit or prohibit future loans to the McNeese Library if materials are not returned within a reasonable time.

Copyright

Interlibrary Loan services are provided in compliance with United States Copyright Law (Title 17, U.S. Code). Please observe the Warning Concerning Copyright Restrictions on the request form when submitting periodical requests.

The good news is that articles older than five years are not limited by this copyright guideline.

For additional information, please consult the Frazar Memorial Library's Copyright Libguide (<http://libguides.mcneese.edu/content.php?pid=575351>).

Reference Policies

Reference Department personnel provide a variety of services, including assisting patrons in the use of print and electronic resources, providing tours and library instruction classes, and conducting searches of online databases.

Circulating Reference Materials

Reference materials usually circulate, however, follow these guidelines:

1. Ready Reference books do not circulate.
2. High demand items do not circulate. Check In-House usage statistics in Workflows to verify frequency of use.
3. Items circulate 24 hours for students and 1 week for faculty and staff.

If the circulation department gets busy, reference librarians may need to check out materials to patrons.

Printing and Copying (Effective 09/04/2013)

- It is free to print from the library PCs, however, we ask for a \$0.10 per page donation after the first 20 pages printed.
NOTE: Printing from the Community Use PC is NOT free. The charge for printing from the Community Use PC is \$0.10 per page and the printed pages can be picked up at the Public Services desk.
- It costs \$0.10 per page to make copies on the copy machine. The copy machines accept dollar bills; however we are unable to make change for the copying machine.
- If you experience a problem with the copy machine or printer, the Reference staff will be able to assist you.
- If you are charged for a copy that you do not receive and/or the copy is not legible, you can request a refund from the Reference desk.

Systems / IT Policies

Computer Work Stations

McNeese State University's Frazar Memorial Library endorses the *Library Bill of Rights* and the *Freedom to Read* statement of the American Library Association. Accordingly, library services and equipment are designed to facilitate patron access to information and ideas in both print and electronic form.

Computers in the Azalea Room Computer Lab are reserved for McNeese Student, Faculty, and Staff. Persons using these computers may be asked to show their McNeese ID. In addition to the computers in the Azalea Room Computer Lab, a community use computer as well as a government information computer are located in the public area of the library.

Community Use Computer: All members of the southwest Louisiana community are welcome to use this computer. Persons using this computer are limited to one hour of use per day and must have a member of the public services department log them into the computer. Internet use on this computer is monitored.

NOTE: Printing from the Community Use PC is NOT free. The charge for printing from the Community Use PC is \$0.10 per page and the printed pages can be picked up at the Public Services desk.

Government Information Computer: This computer is dedicated to accessing government information. A member of the government information department will login all users into this computer and remain with them while using the computer and related peripherals.

Use of computers is limited to educational purposes, such as assignments or research. Priority usage is in the following order: academics (class work), research, university-related activities, networking.

Under no circumstances are library computer workstations to be used with the intent to intimidate, harass, or display hostility toward others (e.g. hate literature, pornography).

Library personnel have the right to determine appropriateness of workstation use and can, require a patron to relinquish use of a computer.

It is free to print from the library PCs, however, we ask for a \$0.10 per page donation after the first 20 pages printed.

During busy times, McNeese students and faculty have priority in the use of computers.

Handicapped students have priority access to the computers equipped with Kurzweil software and other ADA-accommodations, e.g. location.

Workstations connected to scanners, and other non-networked hardware, have priority usage for those purposes.

Computers may not be used for illegal or unauthorized purposes; use of library computers and network for conducting commercial operations is prohibited.

Manipulation of hardware and/or software is prohibited.

