

# BLUE MOUNTAIN COLLEGE

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## PROCEDURES

### POLICY 2.21 GUYTON LIBRARY, ARCHIVES, AND MUSEUM

#### Procedures for Selection and Acquisition - Budgeting

During the fall semester, the college administration informs the librarians of the amount of money available for purchasing library materials. The VPAA assists the librarians in establishing priorities by determining which subject areas need to be strengthened. These priorities will be based on input from the faculty and using the professional judgment of the librarians and the VPAA.

#### A. Books

1. Faculty members send recommended titles for purchase to the librarians prior to the beginning of each semester. Recommendations may be submitted throughout the year with the understanding that they will be considered when funds are available.
2. All purchase requests are processed as funds are available, using sources which give the best and fastest services. Librarians notify faculty when materials are not available and when items received are ready for circulation.

#### B. Periodicals and Newspapers

Titles are selected by librarians with suggestions from faculty, administration, and students. Selection of periodical titles usually depends on whether or not they are indexed in one of the periodical databases in Guyton Library. When budget or curricular changes warrant the possibility of dropping a title, the librarians consult with the faculty and the VPAA.

#### C. Non-book Materials

1. Scores are selected by the music department faculty and purchased with library funds; accessioned, cataloged, and processed by Guyton Library staff; and housed in the Guyton Library.
2. Audio-visual materials and other non-book materials purchased with library funds must be housed in Guyton Library.
3. Audio-visual materials and other non-book materials purchased by academic departments with non-library funds may be housed in areas designated by department faculty members.

#### D. Electronic Resources

CD-ROM and online formats selected by faculty and librarians are subject to the same criteria as printed materials.

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### Procedures for Resource De-selection

The librarians in Guyton Library periodically evaluate the holdings, seek to maintain a well-balanced collection and improve the efficiency of the library in meeting instructional needs of the College through the de-selection guidelines. The professional librarians will be primarily responsible for discarding library materials. Appropriate faculty members will be consulted before any material is discarded. Good judgment as well as the following guidelines will be used in the decision to discard resources:

- A. Materials will be selected by reviewing the collection and reading shelves and checking for damage as books circulate.
- B. Materials will be considered on a title-by-title basis.
- C. Faculty members will be notified when materials in their subject areas are being considered for withdrawal. They will be encouraged to review materials and make recommendations to keep, replace, move to secondary access area, or permanently withdraw.
- D. Older editions replaced by later editions will be discarded unless the older edition is valuable for historical or research purposes.
- E. Outdated resources will be discarded unless valuable for historical interest, research purposes **or because of the author's name or former owner's name.**
- F. Materials will be checked against standard subject bibliographies and selection aids to determine historical or research value.
- G. Excess duplicate copies of seldom-used titles will be discarded or distributed to faculty and students for personal use.
- H. Badly damaged titles will be replaced, discarded, or distributed to faculty and students for personal use.
- I. Elimination of materials given as gifts will follow the same criteria as other library materials.
- J. Materials selected for permanent withdrawal will be offered to other libraries through duplicate exchange or to faculty and students for personal use.

### Library Computer Use Guidelines

The library computers are available during regular library hours except when reserved by faculty for specific course sessions. Listed below are the rules governing the use of these computers in the library. In addition, of course, student use of computers in Guyton Library is guided by Policy 2.22: Acceptable Computer Use.

- A. All users must check in with a library staff member, and sign in at the front desk.

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- B. All cell phones, pagers and other communication devices must be turned off or put on silent/vibrating before entering the library. Telephone conversations are not allowed in the library.
- C. Only authorized personnel may install software on the library computers.
- D. No chat rooms, instant messaging, playing games, surfing the net, etc., are permitted on library computers.
- E. Users must provide their own USB storage device.
- F. Patrons must not attempt to repair any computer equipment. Any technical problems must be reported to the library staff.
- G. Food and drinks are not allowed in the library.
- H. User files left on the hard drive are automatically deleted when computer is shut down.
- I. The Internet must be used for lawful purposes only. Violations will result in disciplinary action by the College in accordance with Policy 4.13: Student Conduct and Judiciary.
- J. Desktops should be left on when leaving, but all programs should be closed.
- K. Laptops should be shut down.
- L. All waste paper is to be discarded in appropriate containers.

February 28, 2011

EDITORIAL CHANGES: January 30, 2014