

McKee Library Policy



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Approved by: Library Advisory Committee

Policy Owner: Library Advisory Committee

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MISSION STATEMENT

The mission of Marvin E. McKee Library, Oklahoma Panhandle State University (OPSU) is to select, acquire, organize, and preserve relevant materials to support the educational curriculum of OPSU. The library facilitates the dissemination of information through the organization and arrangement for access and use, and through the provision of appropriate information services for the students, faculty, and staff of the university and for the surrounding community.

LIBRARY: ACCEPTABLE USE POLICY

To better serve all library patrons, the McKee Faculty-Library Advisory Committee has established certain standards of responsible, ethical, and lawful behavior to ensure an environment conducive to library use.

The privilege of using McKee Library and its information sources is extended to everyone in the University community and to the general public. This privilege is extended, however, with responsibilities that require patrons to respect the needs of other patrons and abide by the following expectations that are an essential part of those responsibilities:

General Rules Applied to McKee Library Usage:

1. Use of all tobacco products is prohibited.
2. Patrons must not consume alcoholic beverages or illegal drugs on premises.
3. Rules about drinking and eating in the library are posted and should be observed.
4. Patrons are expected to act in accordance with all policies publicly posted in the Library or related to them by Library staff. Disagreements with any Library policies should be appropriately appealed to Library or University Staff.
5. Patrons should not engage in loud or boisterous conduct. (This policy does not prohibit the normal, quiet conversation between patrons and/or Library staff, or conversations required to carry on Library programs or business. It is designed to preserve a generally quiet atmosphere where all Library patrons may study and otherwise use Library materials without disturbance.)
6. Animals are not allowed in the Library, except for those required for personal assistance.

7. Patrons are expected to abide by all relevant University policies, laws of the State and Federal Government, and those general principles which guide ethical behavior in an academic environment.
8. Patrons must not deface, destroy, or corrupt any of the Library's information resources.
9. Patrons are expected to comply with U.S. Copyright Law.
10. Patrons are expected to offer for examination all books, coats, backpacks, briefcases, and any other possessions when security alarm is activated.
11. For their safety and well-being, children under the age of 13 must be accompanied by a parent or adult guardian. Children, as defined above, must be within visual and physical contact of parent or adult guardian at all times while using the library.
12. When you enter the library, we ask that you put your cell phone, pager, or text messenger on vibrate or silent notice. Be considerate of those around you; keep your conversations short and your voice lowered when using cell phones. If you need to have an extended conversation, please go outside the library to do so.

Patrons displaying unacceptable behavior:

- Will be asked to modify their behavior
- Will be asked to leave the library premises if the unacceptable behavior continues
- Will be denied temporary or permanent rights and access to library services if the patron does not comply with these policies.

LIBRARY VISITOR POLICY

The resources of the Library are intended primarily for the students, faculty, and staff of OPSU. As a public supported institution, Marvin E. McKee Library allows visitors who are not currently members of the OPSU community to use the Library's collections and facility. These members are issued a "community" card, for those choosing to purchase them.

Visitors must conduct themselves in a way that does not disrupt the study environment of the Library or cause damage to the library collections, resources, building, or equipment. Parents are responsible for the behavior of their children.

Visitors are responsible for complying with library regulations. Visitors who fail to adhere to library policies will be asked to leave the library. The Library reserves the right to deny use to individuals who abuse library privileges or in any way infringe on the priority rights of OPSU students, faculty, and staff.

ELECTRONIC INFORMATION RESOURCES: ACCEPTABLE USE POLICY

The primary function of the McKee Library is to contribute to the University's teaching and research functions. Public Internet access stations have been established in the library in order to provide educational resources for academic research. Wi-Fi is also available in the library.

1. Liability

The Library has no control over these resources nor does the library have complete knowledge of what is on the Internet. Information on the Internet may be reliable and correct or it may be inaccurate, out of date, or unavailable at times. The Library is not responsible if the user finds information and/or images that are offensive.

McKee Library is responsible only for the content of pages bearing its name. Users are responsible for any outside Internet sites they reach. Users are also responsible for evaluating resources for accuracy, currency, and authority. McKee Library assumes no liability for use of outside resources.

2. Designated Computers

Some Library computers are designated for specific purposes.

- Specific rules are posted adjacent to computers so designated.
- In addition to specific posted rules, patrons must also follow the Electronic Information Resources: Acceptable Use Policy.

3. Use of the Internet by Minors

Parents are ultimately responsible for setting standards and establishing guidelines for their children's use of the Internet. It is not possible for library staff to control the flow of information that may be inappropriate for children. A parent or adult guardian must remain with children under the age of 13, and must supervise all use of the Internet by their minor children.

All minors between the ages of 13 and 17 must be accompanied by a parent or adult guardian to register for independent Internet use. The parent or guardian, in addition to the minor, must sign the Internet Acceptable Use Agreement. The parent or adult guardian must present photo identification and may be asked to provide documentation verifying legal custody of the minor before the agreement may be completed. The agreement will be kept on file at the Library Circulation Desk. During subsequent library visits, minors may be asked for name and specific personal identification information in order to verify registration for Internet use. Signing of the "Internet Acceptable Use Agreement" signifies agreement and understanding of all McKee Library Policies. Violation of policy will result in loss of Internet use and the "Internet Acceptable Use Agreement" will be removed from the consent file. The parent or adult guardian will be notified the minor is in violation of the "Agreement" and Internet access has been denied.

4. Acceptable Use

All users of OPSU electronic information resources are expected to behave responsibly, legally, and ethically in that use. To that end, it is the responsibility of these users to:

- Honor all State and Federal laws, copyright provisions, and software licensing agreements to which the institution is a party.
- Be aware of and comply with any OPSU and McKee Library policies and regulations for accessing and operating computer hardware, software, and other information resources.
- Cooperate with legitimate requests by library staff.

5. Unacceptable Use

- Use of any computer for illegal, commercial, or profit making purposes
- Violation of computer security system
- Violation of another patron's privacy
- Destruction or damage to equipment, software or data
- Altering the configuration of the workstations for any purpose
- Using the workstations for recreational purposes, including games and gambling (NCAA Rule 10.3.1)

- Accessing, viewing, displaying, or downloading materials that can be construed as pornographic, discriminatory, or culturally insensitive
- Introducing software on the library workstation that has not been loaded by Library staff, including word-processing, spreadsheet, or any other applications
- Any illegal or unethical usage which violates relevant State or Federal legislation or OPSU policies
- Any usage which is interpreted by professional library staff as not being in the spirit of acceptable use
- Any usage which violates copyright and intellectual property agreements and laws

6. Results of Inappropriate Behavior

When professional library staff identifies use of a library workstation that appears unacceptable, the patron must demonstrate the use is intended for educational research purposes.

The Library reserves the right to ask users to cease using library workstations.

Misuse of any computer terminals or Internet access or violation of established policies and procedures may result in the temporary loss of library privileges. Repeated misuse or violation of established policies may result in the permanent loss of library privileges.

CIRCULATION POLICY

All patrons wishing to borrow materials from McKee Library must present their current identification card (OPSU – CWID); this policy applies to students, faculty, staff, and community patrons.

All circulating library materials may be checked out for two weeks. Faculty may check out circulating library materials for up to a semester with the exception of AV materials and equipment. If a hold is requested on a material that is checked out, the faculty member will be asked to return the item within one week. AV equipment may be checked out only by faculty and staff. Personnel who pick up AV equipment for faculty or staff members must present a dated, signed note of permission as well as the faculty or staff member's OPSU identification card.

Circulating library materials may be renewed for two weeks. These items may be renewed online, in person or via phone call to the circulation desk. Audiovisual equipment loans may be renewed once by telephone.

Reserve materials designated "Overnight" may be checked out for one day only and are due the next library workday.

Magazines and newspapers, including bound periodicals and microfilm, DO NOT CIRCULATE.

1. LIBRARY CARDS

Students, Faculty, & Staff use their current OPSU ID.

Faculty/Staff Library Card Privileges

Borrower's Card privileges extend to the spouse and school age dependent children, by presenting their current OPSU Identification Card and completing a patron registration form for each applicant. The sponsoring University employee is responsible for materials borrowed with these cards.

Community Library Card

McKee Library will provide a Community Library Card. These patrons must show verification of current physical address when registering.

Community Library Card holders will be extended the following library privileges:

- a. Access and use of all circulating materials
- b. Access to public library computers. There are parental controls on designated laptops for use by youth and children.
- c. Reference assistance
- d. Current fines and lost material policy will be applied to Community Card holders

Community Card holders will observe the following limitations:

- a. Remote access to electronic resources will not be provided
- b. Access to electronic books will not be provided

2. OVERDUE LIBRARY MATERIALS AND FINES

When overdue library materials are returned, the charge is the regular fine up to a maximum of \$5.00 per item. The following fines are charged for overdue library materials:

- **BOOKS:** 10 cents per day
- **AV MATERIALS:** 10 cents per day
- **AV EQUIPMENT:** \$1.00 per day
- **RESERVE MATERIALS:** \$.25 cents per hour for hourly reserve materials. \$1.00 per day for overnight reserve materials
- **INTERLIBRARY LOAN MATERIALS:** \$1.00 a day per item OR the lending library's overdue fine, whichever is higher.

3. COMPUTATION OF LIBRARY FINES

Overdue days are counted from the first day the material became overdue to the day the material was returned to the library. Days on which the library was closed are not counted. A library receipt is completed for all fines or lost materials.

4. LOST/DAMAGED LIBRARY MATERIALS

The borrowing library patron is financially responsible for lost, stolen, or severely damaged library materials and/or equipment. All library materials and/or equipment not returned by the last day of each semester are declared lost. A **\$5.00 non-refundable processing fee** will be assessed for each item declared lost/damaged. In addition, the borrowing library patron is also responsible for the **replacement cost (\$10.00 minimum)** of each item damaged or not returned.

5. UNRESOLVED LIBRARY OBLIGATIONS

A library patron's borrowing privileges are suspended until all library obligations are resolved. Student's grades and transcripts are also placed on "hold" until obligations are resolved. All students, faculty, staff, and borrower card patrons who have fines exceeding \$5.00, or who have library material overdue for more than one week, may lose borrowing privileges.

6. APPEALS PROCEDURE

Library patrons wishing to dispute fines or other library obligations should appeal in written form to the Library Director. If the problem cannot be resolved to the satisfaction of both parties, the Library Appeals Committee will resolve the dispute.

7. LIBRARY APPEALS COMMITTEE

The Library Appeals Committee shall consist of the members of the Faculty-Library Advisory Committee which represent each School of Oklahoma Panhandle State University, the student representative, and the Library Director.

8. RESERVE MATERIALS

Faculty-owned or library materials are placed on reserve status when delivered to the library circulation desk by a faculty member. Requesting faculty members must choose one option for each reserve material: 1) two-hour "In Library Use Only" or 2) "Overnight."

All materials are removed from reserve status at the end of each semester unless the instructor requests otherwise.

SELECTION OF LIBRARY MATERIALS

Faculty and staff members are encouraged to actively select materials for the library collection. Material requests may be made in person, online, or by email to the Library Director and/or library staff.

Collection Development

In support of the mission, the Library *acquires information resources* in a variety of formats: e.g., books, journals, newspapers, CD-ROM's, CD's, Audio books, DVD's, and digital files. We also *acquire access to information*, through direct licensing from authorized providers, establishing connections to free resources, or making consortia agreements with publishers, libraries, or other organizations. This document will refer to all of these resources as the Library's *collections*, whether they are owned, leased, or borrowed, and whether or not they reside physically in the Library.

The Library selects resources for its collections primarily in support of the current and anticipated curriculum of the University. Faculty liaison librarians are assigned to specific University school and department faculty and work collegially to select relevant materials to support the educational curriculum of the University.

In addition to collecting these resources, the Library is responsible for promoting their use among the University community and outside of it, through cataloging the collections as well as more focused outreach to potential users. We will maintain and preserve archive materials that may be of long-term usefulness for the University and surrounding region.

Selection Criteria

General Selection Criteria:

1. Relevance to the actual or potential needs of the University's educational curriculum.
2. Scope and content of materials are judged in relation to primary user groups in the University community; i.e. faculty, staff, students, distance students, concurrent students, ITV students.
3. Depth of the existing collection in the subject is considered. Redundancy is avoided, duplicates can be purchased if high use is expected, and access instead of ownership may be considered.

4. Quality of a title must be evaluated weighing several factors collectively, i.e., its sponsorship; scholarship; level of creativity; lasting value; reputation of the author; the publisher; the contributors; the quality and importance of the illustrations; bibliographies included, etc.
5. Currency and timeliness [is] important in many disciplines and preference is given to titles which report new and revised information.
6. Bibliographic accessibility is necessary when evaluating user access, particularly in periodicals. Inclusion or exclusion of indexing and abstracting tools is employed to evaluate subscriptions.
7. The price, in addition to other criteria mentioned here, has to be considered when evaluating a purchase. When evaluating “free” or donated materials, the cost of acquisitions processing, cataloging, shelving, housing, and preservation must also be considered.

Electronic Resources Selection Criteria:

In addition to the General Selection Criteria outlined in the Library’s Collection Development Policy, other criteria to be applied include:

1. Selection of electronic information for the collection, as with other formats, must support the teaching needs of the University community.
2. There should be demonstrated demand or a potential audience for the resource.
3. Since materials in electronic format are frequently more expensive than print equivalents, selectors must determine that some value will be added by the electronic format.
4. The technology and staff to deliver and support the resource is available at the University.
5. The resource is user friendly. Resource should be “intuitive” to use with appropriate help screens, tutorials, index browsing and general ease of use.

Whenever possible, access to the electronic resource must meet these goals:

1. Support remote users of library resources
2. Deliver reliable remote access
3. Be available 24 hours a day, 7 days a week
4. Provide usage statistics
5. The confidentiality of individual searches should be fully protected.
6. The cost of the resource must be sustainable by the Library budget for the foreseeable future.
7. The Library will participate in a consortia purchase for a resource when the agreement provides a significant price advantage over the cost as an individual institution.
8. Library evaluation of usage, cost-effectiveness, and user satisfaction will determine renewal of electronic resources.

Vendor and Licensing:

- Trial period is available for examining the resource before a final commitment is made.
- The vendor should be stable and reliable, and offer technical support.
- Vendor license allows an appropriate number of users.

- The license must be in accordance with any established University electronic resource licensing policy.

WITHDRAWALS POLICY

Introduction

Marvin E. McKee library does not try to collect and retain all materials in all formats for all subject areas. Marvin E. McKee Library is an undergraduate library and has different educational goals and responsibilities than a major research institution.

The Association of College and Research Libraries (ACRL) Standards for College Libraries state “Collection currency and vitality should be maintained through judicious weeding.” (ACRL 2000)

As space is always an issue in libraries, there is a constant need for collection evaluation that supports growth, while maintaining the library’s mission of providing access to a broad range of materials that reflect the current curriculum.

Professionally evaluated withdrawals are a positive aspect of collection development. The term “withdrawal” in this policy, includes the library-specific terms of “weeding” and/or “de-selection,” depending on the part of the process involved in at the time.

Responsible Personnel

Library liaisons are members of the library faculty with designated subject areas of collection development responsibilities as assigned by the Library Director. Library liaisons partner with teaching faculty to share book, journal, and audio visual withdrawal responsibilities.

Faculty are welcome to suggest withdrawals in the part of the collection that corresponds to their area(s) of expertise. Faculty should be notified by the library liaison when withdrawal in their area is planned or when materials have met the criteria for withdrawal in their area.

Faculty may schedule a time with the library liaison for a withdrawal project. Books that meet the criteria for withdrawal may be something that is considered vital to a subject area by a faculty member. This is the most important reason why we welcome faculty members’ participation in the withdrawal process.

Operational efficiency and user satisfaction are enhanced by following the criteria listed below.

Criteria

Library collections should contain the material most likely to be used by OPSU students, faculty, and staff. The following criteria apply to withdrawal:

1. Timeliness/Obsolescence
The Library considers withdrawing materials that contain dated or incorrect information, superseded (earlier) editions.
2. Duplication The Library may consider withdrawing materials with duplicate holdings, titles where sufficient coverage exists, or duplication in another format.
3. Damaged Materials The Library may consider withdrawing worn, mutilated, or badly marked items that are physically beyond repair.
4. Missing Materials The Library will withdraw materials declared lost or missing. A decision on replacing the item will be made before withdrawal is completed.

Discards

All library materials withdrawn from the collection will be discarded following applicable OPSU, state of Oklahoma, and other proper regulations and procedures.

INTERLIBRARY LOAN (ILL) POLICY

Interlibrary Loan Address

McKee Library
Interlibrary Loan
PO BOX 370
GOODWELL, OK 73939
(580) 349-1546
ill@opsu.edu

The Interlibrary Loan (ILL) office of McKee Library serves the students, faculty, and staff of OPSU and other card holders as designated in patron policies, by providing access to materials from libraries throughout the United States and the world. Request forms are available in the Library and online.

Lending

Materials McKee Library will (inter-library) loan or photocopy:

<u>ITEM</u>	<u>LOAN</u>	<u>PHOTOCOPY</u>
Books	YES	YES
Professional Materials	NO	YES
Archives & Special Collections	NO	YES
Print Periodicals	NO	YES
Audio-Visual Materials(on a case-by-case basis)	YES	NO
Electronic Books	NO	NO
Bound Periodicals	NO	YES
Microfilm Periodicals	NO	YES
Curriculum	YES	YES

1. Requests will be accepted from OCLC WorldCat Resource Sharing, Amigos, Oklahoma Union Catalog, DOCLINE, Loansome Doc, and libraries using ALA print Interlibrary Loan request forms.
2. Loan period is 30 days.
3. Renewal requests are granted on a case-by-case basis and are 30 days.
4. Items may be recalled by McKee Library at any time.
5. Certain restrictions may apply to the borrowing library and must be honored.

Borrowing

1. Most print materials may be requested. Recently published works, works of limited interest or limited editions may take longer to obtain or may not be available to borrow.

Audio-visual materials may be requested, but may take longer to obtain or may not be available to borrow.

2. Patrons will be notified by email or voice mail when ILL materials arrive. Article requests made through DOCLINE or Loansome Doc may be emailed to a patron.
3. Materials can be picked up and dropped off at the Circulation Desk.
4. Loan periods are determined by the lending library.
5. Renewal requests may be made up to three (3) days prior to due date. Renewal requests are determined by the lending library.
6. Items may be recalled by the lending library at any time.
7. McKee Library does not ordinarily accept interlibrary loan requests for the following:
 - a. Materials for mass student assignments. Copyright law limits each institution to receiving five (5) photocopies from any periodical title in one (1) calendar year.
 - b. Duplicates of titles owned by McKee Library.
 - c. More than five (5) interlibrary loan requests per week per patron.
8. Certain restrictions may be required by the lending library and McKee Library and its patrons must honor it.
9. McKee Library's fines for overdue interlibrary loan materials is \$1.00 per day per item, or the lending library's overdue fine, whichever is greater.
10. McKee Library does not charge for processing interlibrary loan requests. Patrons are responsible for any charges assessed by the lending library, this includes damaged, lost or presumed lost or overdue items.

GIFT POLICY

Gifts to the library will be judged by the same criteria used for acquisitions and withdrawals.

ARCHIVES AND SPECIAL COLLECTIONS POLICY

Purpose and Scope of the Collection:

The Archives and Special Collections (ASC) of the Marvin E. McKee Library collects, preserves, and makes available for research, materials relating to the history of Oklahoma Panhandle State University, the state of Oklahoma, and all surrounding regions with which the University is culturally and economically affiliated.

The great importance of the No Man's Land Museum is acknowledged in this area, and every effort will be made to coordinate collection efforts with the Museum and with any other local or state agencies.

The guidelines within this policy are flexible; special circumstances may apply and will be reviewed on a case-by-case basis.

Additions to the Collection:

McKee Library collects materials in all formats. Gifts in many areas are sought and considered, and McKee Library continues to welcome such gifts in order to enhance the research and intellectual value of our holdings. McKee Library may choose not to accept items which are in poor condition, which duplicate similar items in the collection, or which are beyond the scope of this collection policy.

Donations to the collection will be accepted only when accompanied by a signed **Deed of Gift Form** that legally transfers ownership of the materials to McKee Library. Title to all materials acquired by the ASC must be free and clear without restrictions or limitations as to use or further disposition. Gifts may be displayed, stored, loaned, maintained, or disposed of at the sole discretion of McKee Library.

Gift forms must be signed by the donor and an authorized official of McKee Library. Both the donor and the Library Director will receive signed copies of the form for their files. Donations are tax deductible; however, donors are responsible for arranging and paying for their own appraisals.

Key documents may be purchased for the collection, but budgets will be limited so this will be rare.

Works of historical importance or research value may also be transferred from the General Collection. The transfer of materials is based on the following criteria, characteristics, and circumstances: age, author affiliation, condition, content, edition, intrinsic importance, market value, and rarity.

Removal and/or Sale of Items from the Collection:

The existing Marvin E. McKee Library De-Accessioning Policy will be used when determining removal of items from the ASC.

Loans

ASC materials will be made available for research to individuals, but because the library holds these materials in trust for future generations, researchers are required to examine items in the ASC room only.

PRIVACY POLICY

Need for the Policy:

1. Marvin E. McKee Library has the responsibility to protect each individual library user's right to confidentiality and privacy relating to information sought or received and materials consulted, borrowed, or acquired. The State of Oklahoma legally protects the confidentiality of library records (see **Appendix I**).
2. In addition, the Code of Ethics of the American Library Association charges librarians to protect library users' right to privacy (see **Appendix II**). This principle is reflected in Article III of the Code of Ethics, which the American Library Association adopted in 1981 and revised in 1995 to guide librarians in making ethical decisions.

Article III states: "We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted."

3. One of the cornerstones of librarianship is respect for the privacy of library users. Described below is Marvin E. McKee Library policy on the collection, use, disclosure, maintenance and protection of personal information that is provided to us.

Procedures for the Disclosure of Library Records

Oklahoma statute prohibits the disclosing of patron library records to anyone but the patron or by court order.

McKee Library will not release personal information gathered or collected by the Library except to the extent required by law.

What Information is collected and how it is used:

In order for current OPSU students, faculty, and staff to 'do business' with the Library – that is, check out materials, request materials, access off-campus resources via the proxy server, etc. – the Marvin E. McKee Library maintains personal information about users in a variety of databases. The Library uses the information in these patron records only to interact with and provide service to library patrons, for example; notification by email or phone.

The Marvin E. McKee Library does maintain personally identifiable information for library accounts of valid library users. We will maintain confidentiality of information sought or received, and materials consulted, borrowed or acquired, including database search records, reference interviews, circulation records, interlibrary loan records, and other personally identifiable uses of library materials, facilities, or services.

Information Collected Automatically

Marvin E. McKee Library information systems gather and store certain information automatically when users browse the Web site, read pages, or download information. We use this information to track site usage, monitor site performance, and generate aggregate statistics. Examples of information collected include:

1. Date and time of access;
2. Pages visited.

E-mails and Web Forms

Personal identifying information that you provide by e-mails or web forms will be used only for such purposes as are described at the point of collection (for example on a web form), such as to send information to you, update your patron record, or to respond to your questions or comments.

Links to Other Sites

The Library Web site contains links to many other sites that are not maintained or supported by Marvin E. McKee Library. These include but are not limited to databases and electronic journals which the Library has licensed for use by OPSU students, faculty, and staff. McKee Library is not responsible for the privacy practices or the content of other Web sites. We recommend that you familiarize yourself with the privacy and security information for any site you visit.

Site Security

To guard against unauthorized access, maintain data integrity, and promote the correct use of information, we have established physical, electronic, and managerial procedures to safeguard and secure the information we collect. However, while we consider these to be reasonable measures, neither OPSU nor the McKee Library makes any assurance that they will always and in all cases prevent or protect against invalid access or improper activity. Any expectation or warranty of complete site security is expressly disclaimed.

Library Registration Records

Some of your personal information in library records may not remain confidential if fines, charges, or fee transactions must be forwarded to the OPSU Cashier's Office for collection.

Requirements and Guidelines

Marvin E. McKee Library recognizes the following information as confidential in nature:

- Circulation records, including but not limited to titles and number of items checked out, held on reserve, overdue, or borrowed from another library through interlibrary loan;
- Borrower registration records that are prerequisite to permitting individuals to borrow McKee Library materials.

Final Paragraph

We reserve the right to change or modify this privacy statement at any time. If we revise our privacy statement, we will post those changes on the library web page and other places within 7 days and this policy change will take effect upon posting. Information we collect, how we use it, and under what circumstances, if any, we disclose this information, will be available to you.

SUPPORT FOR DISTANCE EDUCATION, CONCURRENT, NONTRADITIONAL, AND ONLINE INSTRUCTION

Philosophy of Service

Every effort will be made to accommodate the needs of Distance Education, Concurrent, Nontraditional and Online Instruction students and faculty equitable to traditional on-campus users. Traditional, on-campus library services will be insufficient to meet these needs in many instances. Innovative personalized and varied formats of information access and delivery will be emphasized.

Separate funding will be requested from the originating institution, OPSU, to provide ready and equivalent library services to all students, regardless of location.

Support for service, management, and technical linkages between the library and similar campus resources such as computing facilities, instructional media, and telecommunication will be requested from OPSU administration.

Librarians have primary responsibility, in collaboration with faculty, for identifying, developing, coordinating, providing, and assessing the value and effectiveness of library resources and services for distance learning. Librarians will research and implement benchmarks found in current professional library literature and work with other university librarians.

National and regional accreditation standards and professional library association standards and guidelines will be considered and followed to assure the Library's program meets accepted practices. These include but are not limited to the Association of College and Research Libraries and the American Library Association.

REQUEST FOR RECONSIDERATION

A request for reconsideration form will be available for all patrons. The Library Director will review all requests and provide a written response. If the matter cannot be resolved to the satisfaction of both parties, the patron can submit a written request to ask the Library Appeals Committee to resolve the complaint.

AVAILABILITY OF LIBRARY POLICY

Official library policy is periodically subject to change by the Faculty-Library Advisory Committee. Current official library policies are available for review upon request at the library circulation desk and available online.

LIBRARY LAPTOP COMPUTER USE POLICY

Overview

Library laptop computers are available for checkout to OPSU students, staff, and faculty at the Circulation Desk. Laptops do not leave the library.

Limits and Availability

The laptop computers can only be checked out by currently enrolled OPSU students, staff, or faculty and used by the borrowers.

- The laptops are for use only in the Marvin E. McKee Library and cannot be removed from the building. If a laptop is taken out of the library the Goodwell Police Department will be notified and the borrower will be denied borrowing privileges.
- Patrons who have overdue books or fines greater than \$5.00 are ineligible to use the service.
- Laptops will be available on a first-come, first-serve basis. They cannot be reserved ahead of time.
- An eligible patron is allowed to borrow one laptop at a time.
- Laptops will not be checked out when there is less than ½ hour of time before the library closes.
- Borrowers may not install software on the machines.
- Borrowers may not alter or delete any software installed on the laptop or otherwise change its existing configuration.
- Printing is available from McKee Library laptops only.
- Audio or video files must be played with a headphone.
- The following information is attached to each laptop:
 - Laptops may be used in library only.
 - Laptops circulate for a two-hour period, but can be renewed for an additional two hours.
 - The fine for an overdue laptop is \$10.00 per hour.

Checkout Procedures

- A patron cannot take a laptop away from the Circulation Desk until they read, sign, and agree to abide by the Marvin E. McKee Library Laptop Use Agreement. The signed agreement will be required each semester and kept on file at the Circulation Desk.
- A valid OPSU ID card is required to borrow a laptop. There are no exceptions to this policy unless approved by the Library Director or Librarian-in-Charge. OPSU ID is kept until the laptop is returned.
- The borrower will be cautioned to save files on a flash or jump drive, CD, or to send them via an email attachment. All files will be erased after the computer is returned.
- The laptop will be checked out to the borrower's Marvin E. McKee Library account.

Loan Periods and Renewals

- The checkout period for each laptop is up to two hours. All checked-out laptops must be returned to the Circulation Desk thirty minutes before the library closes.

- A checked-out laptop can be renewed for another two hours, given that no other eligible patrons are waiting to check out a laptop.
- The borrower must return the laptop to the Circulation Desk at the end of the two-hour checkout to renew the checkout.

Check-in Procedure

- When returning, the borrower should allow at least five minutes for the Circulation staff to check the equipment.
- Borrowers must return the laptop to a Circulation staff member. A laptop should not be left unattended at the Circulation counter.
- The laptop will then be checked in from the borrower's library account and the borrower's ID will be returned.

Fines and Liability

- A patron's privilege to check out a laptop may be removed for one semester if the patron fails to return loaned equipment by the due time on more than two occasions or leaves before the check-in procedure is complete.
- A fine of \$10.00 per hour, or portion of an hour, with a maximum of \$50.00, will be levied for overdue laptops.
- After 24 hours an unreturned laptop will be considered stolen or lost. Goodwell Police Department will be notified and an investigation may be initiated.
- The borrower is responsible for making sure that the laptop is in working order and without physical damage when it is checked out.
- Under no circumstances should the borrower leave the laptop unattended. The library will not be responsible for a lost or stolen laptop even when it is used in the library.
- Laptop borrower is responsible for:
 - Full replacement cost plus a \$20.00 non-refundable processing fee, if the laptop, parts, or any peripherals are lost, stolen, or otherwise not returned.
 - Full repair cost, plus a \$20.00 non-refundable processing fee.

Troubleshooting Problems and Questions.

- If patrons experience problems with laptop hardware or applications or have questions, they should ask the S.A.S.S. staff for help. If staff is not available, remove laptop from circulation and checkout another laptop to borrower.
- The borrower will be fiscally responsible for any damage to a laptop if he/she tries to troubleshoot problems.

APPENDIX I: USER CONFIDENTIALITY

Oklahoma Law Protects the Confidentiality of Library Users' Records

The records of library materials borrowed or used cannot be disclosed to anyone except:

1. Persons acting within the scope of their duties in the administration of the library;
2. Persons authorized to inspect such records in writing, by the individual or group; or
3. By order of a court of law:

Section 1, Chapter 81, 0.5.L. 1985 (65 0.5. Supp. 1985, Section 1-105) applies to any library supported in whole or in part by public funds except middle and elementary school libraries, which were exempted from this law as amended.

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APPENDIX II: CODE OF ETHICS

The Principles of this code are expressed in broad statements to guide ethical decision making. These statements provide a framework: they cannot and do not dictate conduct to cover particular situations.

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, Library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.**
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.**
- III. We protect each library user's right to privacy and confidentiality_ with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.**
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.**
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.**

VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.

VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.

VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted June 28, 1997, by the ALA Council; Amended January 22, 2008.