Library Policies and Copyright

This section of the handbook provides the following information:
Library Collection Development
Library Collection Review
Library Reserve Material
Interlibrary Loan
Copyright Policy
Electronic Resources
Library Orientation for Students and Faculty
Computers
Honor Society and Agency Use of Library
Equipment- Special Applications
LIBRARY COLLECTION DEVELOPMENT

POLICY
Library collection development (selection of materials for the library) comprises all types of recorded information. The librarian is responsible for ensuring the quality of the library collection by adhering to rigorous standards of discrimination in selection of materials. The faculty is encouraged to participate in selection of new materials.

Blessing Health Professions Library recognizes the College is an undergraduate institution and should be primarily supportive of the existing curriculum and anticipated masters’ curriculum of the College. This emphasis on a curriculum supportive library should be a consideration in both selection and review of library materials.

The persons selecting materials should carefully select titles which represent contrasting views on controversial issues in order to maintain a balanced collection. The controversial nature of a book should not, in itself, weigh against its inclusion in the library. The tradition of free speech shall apply to the library collection and its development process in the same sense that it applies to other academic activities of the College.

PURPOSE
To develop criteria for the selection of material for the library.

PROCEDURE
Selection of books, both print and electronic. The following criteria should be considered when selecting books for inclusion in the library collection:

1. Appropriateness for a private, undergraduate, nursing college. This can be determined, at least in part, through the AJN Best Books of the Year List; the Brandon-Hill List for Nursing and Allied Health, and Doody’s. The faculty might find it advisable to consult such additional sources as reviews and suggested holdings lists published in the professional journals within their field. Other sources include footnotes and bibliographies, references in journal articles, selective bibliographies and guides to the literature of the discipline.

2. Currentness and/or historical value. Except in an area where strong historical background is essential, most books selected should be recent publications.

3. The existing library collection. The current strength of a given area of the library collection is an important consideration when selecting books in that area. Also, when very similar information is available in another source in the library, careful consideration should be given to determine if this redundancy is justified.

4. Relationship to the College curriculum. Students occasionally move into areas of inquiry beyond our formal course offerings. The library collection should contain representative titles from areas not formally incorporated in the curriculum. However, most books selected should relate to the existing or anticipated curriculum of the College.

5. Academic level and quality of the book. Books selected for inclusion in the library should be neither too advanced or scholarly for the undergraduate student nor too elementary and general for use on a College level.

Selection of audio/visuals
The library must provide information and service while enhancing the curriculum. As a means of supplementing the curriculum, the library collects audio tapes, software, VHS video tapes, CD-ROMs, and realia. The following criteria should be considered when selecting audio/visuals for inclusion in the library collection.

1. Content and currency of the format.
2. Is the content suited to the format?
3. The skill of the material produced.
4. The cost of the material.
5. The need to update currently held audio/visuals.
Selection of journals
Journals are an important part of the library collection and budget. As such the subscriptions must be carefully considered each year for renewal or cancellation. When possible, online versions of the journal should be collected along with print. Some journals support only one version whether print or electronic. The library will collect in both mediums. The following criteria should be considered:
1. Appropriateness for a nursing college.
2. The existing monograph collection in each discipline.
3. The research value of the journal.
5. Cost of the publication.
6. Whether the journal is indexed in CINAHL or Medline.

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LIBRARY COLLECTION REVIEW

POLICY
It is the policy of the library to periodically review the library collection.

PURPOSE
The purpose of review (weeding) is to keep the collection at a manageable size, and to keep it current, topical and attractive.

PROCEDURE
The process of reviewing the library collection may be thought of as negative material selection. That is, items which no longer meet current guidelines for selection should be considered for withdrawal. In addition, these guidelines should be followed:

1. Use. In general, materials having no circulation in the past five years should be considered for withdrawal. Items having only occasional circulation over the past seven years should also be considered for withdrawal. This guideline will vary among disciplines since use is a factor of currentness.

2. Physical condition of the material. If it is still useful, but not useable, it should be replaced. Other items in poor condition should be withdrawn or replaced.

3. Multiple copies and editions. In most instances, one copy of a book is sufficient. Also, the latest edition is usually the only one retained unless earlier editions are "classics," have considerably different and still useful information, or are rather recent publications. This guideline will vary among disciplines.

4. Balance. A review of the collection should seek to maintain a balance of viewpoints in the library.

5. Inappropriate materials. Items which probably should never have been added to the library should be considered for withdrawal.

6. Financially or aesthetically valuable materials. These items should be considered for the archives or a special collection.

As rule, it is better to systematically review all the works in a discipline at one time rather than review just a portion of them on an ad hoc basis. Good records should be kept as to weeding activity. The objectives of reviewing the collection are:

1. To continuously try to lengthen the usable life of the library. We must assume this to be our permanent location.

2. To keep the library collection within manageable size. An easy to use collection is more heavily and effectively used by students.

3. To keep the library collection organized so that it is appealing and attractive. A library collection that looks like an attic gives the appearance that it is treated indiscriminately, without regard to the patron.

4. Reviewing the collection helps highlight imbalances and weaknesses in the collection and provides input for the materials selection process.

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LIBRARY RESERVE MATERIAL

POLICY
It is the policy of Blessing-Rieman College of Nursing that the library participates fully in the educational program of the College. As such, a reserve collection should be maintained each semester.

PURPOSE
The purpose of a reserve collection is to put the essential course material on short term loan if the number of copies in the library is limited or the material is ephemeral.

PROCEDURE
The faculty will:
1. Provide the librarian with an updated reserve list before the beginning of the course.
2. Request new books or books unavailable in the library before the beginning of class.
3. Provide the librarian with personal books and/or journals (not individual articles) in the library before the beginning of class.
4. Check the reserve shelf procedure in the copyright policy.
5. Review their reserve holdings every semester.

The librarian will:
1. Inform faculty of the outcome of their requests.
2. Place materials on the reserve shelf.
3. Manage the circulation of reserve materials and charge for overdues.

The user will:
1. Sign out material for one hour, overnight or weekend.
2. Return all material promptly.

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INTERLIBRARY LOAN

POLICY
It is the policy of Blessing-Rieman College of Nursing that the library must provide the resources to meet the ordinary day-to-day educational, informational and research needs of its users. Interlibrary loan extends the resources of the library beyond its own collection. The library will participate in interlibrary loan, with due consideration to the needs and interests of our primary users.

PURPOSE
The purpose of interlibrary loan is to extend the collection, contain costs, and avoid unnecessary duplication of materials.

PROCEDURE
The user will:
1. Check the holdings of the library before requesting an interlibrary loan.
2. Provide the librarian with a "need by" date.

The librarian will:
1. Verify the citation.
2. Check the holdings of the library.
3. Use the appropriate method of interlibrary loan.
4. Observe copyright guidelines.
5. Notify the user if a fee is anticipated and check for willingness to pay.
6. Route the request to the appropriate facility.
7. Keep appropriate records for three calendar years for copyright compliance.
10. Maintain the special relationship with Culver-Stockton College and Quincy University.

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COPYRIGHT POLICY

POLICY
It is the policy of Blessing-Rieman College of Nursing to obey copyright law as it pertains to libraries and to educational material.

PURPOSE
To be in compliance with U.S. Copyright Law, revised 1976; particularly sections 107 and 108, the 1998 Digital Millennium Copyright Act, Public Law 105-304, the 1998 Sonny Bono Term Extension Act, Public Law 105-298 and the 2002 Technology, Education and Copyright Harmonization Act (TEACH).

PROCEDURE
Libraries:
1. Can make one copy per requester if the library does not gain monetarily, the item includes the copyright stamp and the library is open to the public.
2. Can copy an article used for private study, scholarship or research.
3. Can make five interlibrary loan requests per year, per journal, per library. Material over five years old is not subject to guidelines.
4. Must stamp each item with a copyright warning.
5. After checking the license agreement, may make an archival copy of software, CD-ROMs and videotapes.
6. May interlibrary loan materials provided that loan is not a substitute for a subscription or purchase of such work.
7. May interlibrary loan materials provided the request conforms to section 108 guidelines and a record is kept of all requests for three complete calendar years plus current year.
8. May copy to replace material that has been damaged, lost, stolen or deteriorated if a replacement copy cannot be obtained at a fair price.
9. Are not liable for wrongful copying if they display a copyright warning near the copier.

Faculty:
1. Should determine if material has a copyright notice.
2. Have a legal right to photocopy for personal files, cite on a bibliography, and discuss orally or in print.
3. If in doubt, permission should be requested from the publisher or The Copyright Clearance Center (CCC) to reproduce a work for classroom use.
4. Be warned that you may exceed fair use if you make copies for your class. Fair use allows occasional copying for scholarship or comment.
5. Multiple copies can be made (not to exceed one copy per pupil per course) if the copying meets the tests of brevity, spontaneity, and the cumulative effect test.
   a. Brevity means the work is less than 2500 words or 10% of the total, or one chapter.
   b. Spontaneity means the instructor and not a higher authority make the decision to copy.
   c. The cumulative effect test means:
      1. Copying only once per term from a periodical or collective work.
      2. No more than nine instances of copying per course per term.
      3. Copying cannot substitute for purchase of books, reprints or periodicals.
      4. Copying cannot occur with the same item by the same teacher from term to term without asking permission of the copyright holder.
6. Additional prohibitions include:
   a. No copying from a consumable source defined as workbooks, exercises, standardized test booklets and answer sheets.
   b. No charge to the student beyond the actual cost of photocopying.
   c. No anthologies.
7. Accumulating copies over a period of time may constitute an anthology and is not considered fair use.
8. Articles from a personal collection cannot be placed on reserve unless the item is owned by the library or unavailable for purchase.
Reserve shelf:
1. The reserve shelf is considered an extension of the classroom.
2. The library assumes faculty has knowledge of their rights under copyright law and will not be concerned unless the material is over 25 pages or 1/3 of an issue.
3. All copies must be identified as belonging to faculty and include full bibliographic information.
4. All copies must be stamped with a notice of copyright.

Electronic Reserves:
1. Electronic reserve systems technologically limit access to students registered in the class.
2. Students are not charged for access.
3. The electronic reserve system has the appropriate copyright notification and attributions.
4. Electronic reserve system must comply with fair use (Section 107 of the U. S. Copyright Act).
5. Permission from the copyright holder is required if the item is to be reused in subsequent terms.

Distance Education: (Television and online both synchronous and asynchronous)
1. Fair use applies, if the faculty has knowledge of copyright law & the institution is non-profit.
2. The institution assumes oversight of copyright & provides copyright information to all users of its system.
3. The institution employs technology methods to control dissemination of copyright materials.

You may copy without permission:
2. Items published prior to 1906.
3. Items published prior to 1978 and not copyrighted

REFERENCES


Copyright. (2005). Retrieved September 27, 2005 from [http://www.ala.org/copyright.html](http://www.ala.org/copyright.html)


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ELECTRONIC RESOURCES

POLICY
It is the policy of Blessing-Rieman College of Nursing that the library participates fully in the educational program of the college. As such, it needs to provide a variety of electronic resources, from both internal and external sources.

PURPOSE
The library does not and can not control the information content available through global resources via the Internet. Internet resources enhance and supplement resources that are available locally within a library or from subscription databases. Library users must be aware that we do not exercise control over information obtained via the Internet and must keep in mind the following points when evaluating such information.

• Information obtained via the Internet may or may not be reliable, accurate, current, or valid.
• Sites on the Internet may sometimes be unavailable and this unavailability often occurs unpredictably.
• Certain information obtained from the Internet may be considered controversial by others.

The library urges patrons to be informed consumers and carefully evaluate information obtained off the Internet. Library staff may be available to assist patrons in making judgments about the reliability or currency of certain types of information sources, but are unable to provide definitive analysis of particular sources due to the extremely large variety and volume of information available. The library is not responsible for damages, indirect or direct, arising from a library patron’s use of Internet information resources.

PROCEDURE
1. Library patrons have certain rights with respect to use of electronic information networks such as the Internet. This library will work with other libraries in the Illinois Library and Information Network to preserve and protect these rights, subject to limitations imposed by licensing and payment agreements with database providers.
2. Library patrons have the right to confidentiality and privacy in the use of electronic information networks to the extent possible given constraints of space in public access settings.
3. Library patrons have the right to equitable access to electronic information networks.
4. The library’s staff will provide assistance to patrons in the use of electronic information networks as time and staff knowledge permits. Printed and online documentation and instructions are available at or near points of service. Formal instruction in particular aspects of electronic information network use are available.
5. The library requires that patrons using electronic information networks, such as the Internet, do so within the guidelines of acceptable use. The following activities are unacceptable:
   • Use of electronic information networks for any purpose, which results in the harassment of other users.
   • Damage to or unauthorized alteration of the library’s computer equipment, software, or network security procedures.
   • Use of electronic information networks in any way which violates a Federal or State law.
   • Use of electronic information networks in any way, which violates licensing and payment agreements between the library and network/database providers.
   • Unauthorized duplication of copy protected software or violation of software license agreements.
   • Violation of system security.
   • Behaving in a manner that is disruptive to other users.

6. The library has developed certain procedures to assist staff and patrons in the use of electronic information resources. These procedures may include, but are not necessarily limited to, the following:
   • Cost recovery for printouts using the computer equipment of the library.
   • Specific instructions for downloading including compliance with virus protection measures.
   • Restrictions on the use of personal software on library computer equipment.
   • Violation of any aspect of this policy may result in the loss of library privileges.

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LIBRARY ORIENTATION FOR STUDENTS AND FACULTY

POLICY
The library is an integral part of nursing education. It is the policy of the College to acquaint users to the library, to help them develop skills required for research and to inform them of all available library services.

PURPOSE
To promote efficient use of the library by students and faculty.

PROCEDURE
The faculty will:
1. Contact the librarian to schedule an orientation for their students.
2. Inform new faculty of the need to receive an orientation to the library.
3. Schedule an orientation for returning faculty who would like an update on new or improved library services.

The librarian will: (for student orientation)
1. Conduct a class session covering the following library basics: collection, circulation, reference, and services.
2. Discuss systematic searching and common strategies for a successful information search.
3. Cover the basic research tools available for use.
4. Provide a handout.

The librarian will: (for faculty orientation)
1. Cover the basics of Library service: collection, circulation, reference, and special services.
2. Provide the handout and information given to the student on research tools and search strategy.
3. Review library policies.
4. Present information on new and/or improved library services.

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COMPUTERS

POLICY
Blessing-Rieman College of Nursing will provide computer resources, which are essential for student learning and faculty development.

PURPOSE
1. To assist nursing students in becoming proficient computer users and to prepare them to work in a computerized work environment.
2. To assist faculty in data collection, research, and the development of creative strategies to meet the diverse learning needs of their students, especially adult learners.

PROCEDURE
1. There will be no food or beverage permitted around computers.
2. Students and faculty are encouraged to attend an orientation with the librarian.
3. The librarian should be notified of any problems with hardware, software, or supplies.
4. Software is copyright protected. Copies may only be made within the copyright guidelines.

The librarian will:
1. Be responsible for operation of the computers, for manuals & signs and be available for general consultation.
2. Orient computer users.
3. Troubleshoot equipment problems in the library, lab and classrooms.
4. Contact Information Systems for hardware problems, equipment needs, and to order supplies.

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HONOR SOCIETY & AGENCY USE OF LIBRARY

The library, as an integral part of the College, wishes to cooperate with the Honor Society and the non-Blessing clinical agencies to enhance the student learning environment.

PURPOSE
To define Honor Society and agency employee usage of Blessing Health Professions Library.

PROCEDURE
1. Honor Society members who wish to use the library should contact the staff during daytime hours (Monday-Friday) to register for a library card.
2. Clinical agencies employees who wish to use the library should contact the staff during daytime hours (Monday-Friday) to register for a library card.
3. Library privileges are defined as, but not limited to:
   - Book circulation
   - Copying (fee)
   - Interlibrary loan (possible fee)
   - Literature searches (possible fee)
   - Reference
4. Honor Society members and agencies will assume the cost of any lost or damaged materials or any other library costs incurred.
EQUIPMENT – SPECIAL APPLICATIONS

POLICY
It is the policy of Blessing-Rieman College of Nursing that one-of-a-kind equipment such as the digital still camera, digital video camera, laptops, audio tape recorders, phone conferencing equipment, and projectors be held in the library and checked out to faculty, staff and students on a reserve basis.

PURPOSE
The purpose of the policy is to safeguard and maintain the equipment while facilitating its usage by the college for classroom and professional use.

PROCEDURE
1. The equipment will be housed in the library.
2. Anyone in the college may use the equipment but it must be signed out under faculty or director name. They are responsible for safe return of said equipment and will be financially responsible for loss or breakage due to negligence or abuse.
3. Student use is strictly under faculty or director signature.
4. Instruction sheets are developed and available for each piece of equipment.
5. A calendar will be used to schedule the equipment. Priority is for classroom use and/or those who use the scheduling calendar.
6. Priority is given for the widest use possible and therefore the equipment cannot be checked out for lengthy periods of time.

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