

**HIGHTOWER
LIBRARY**

**FACULTY
HANDBOOK**

**GORDON STATE
COLLEGE**

2014-2015

This handbook has been prepared in order for you to benefit fully from services offered by Hightower Library. It outlines library policies which have been established in order to insure the most efficient use of resources and personnel by both the library staff and the faculty. We welcome your comments, questions and suggestions, and we look forward to working with you in the coming year.

Dr. Sonya S. Gaither
Director

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WHO TO SEE FOR WHAT

Audiovisual materials on reserve for viewing in Library – *Beverly Eskridge*.
Audiovisual materials for purchase – *Dr. Sonya Gaither*.
Book orders – *Dr. Sonya Gaither*.
Cataloging – *Lisa Millican*.
Circulation questions – *Beverly Eskridge*.
Criticism, complaints, compliments – *Dr. Sonya Gaither*.
“Do we have this book?” – *Lisa Millican*.
GIL Express – *Brenda Rutherford*.
Interlibrary loans – *Brenda Rutherford*.
Assignments made to classes – *Beth Pye, Brenda Rutherford*.
Orientation and/or bibliographic instruction for your class – *Dr. Sonya Gaither, Beth Pye, Brenda Rutherford, Beverly Eskridge*.
Periodical matters – *Brenda Rutherford*.
Review for purchase of AV material – *Lisa Millican*.
Reference questions – *Beth Pye*.
Reserve materials – *Beverly Eskridge*.

TECHNICAL SERVICES

Included within this area of the Library are: acquisitions of materials, both print and non-print and cataloging and processing of materials (Lisa Millican).

ACQUISITIONS

In the past years the Library has been fortunate to have an adequate budget for the acquisition of new materials. In building our collection we depend heavily upon faculty input. We hope that you will lend us your expertise in your subject specialty by suggesting items for purchase.

The Library encourages faculty input into collection development. To that end, the library sends copies of Choice magazine electronically via email to each School Dean and/or Department Head/Academic Aide for distribution to faculty. Faculty should make their selections based on favorable reviews. Upon library evaluation, books will be ordered when funds are available.

Professional journals often carry book reviews and bibliographies of suggested materials. In addition, from time to time you will receive brochures or other advertisements relating to your field of study. If you think an item would prove useful and you would like for us to consider it for purchase, please initial the card, advertisement, professional journal review, etc., and send it to the Library. After library evaluation and when funds are available, the item will be ordered. You will be notified when the item is ready for circulation.

The Faculty New Material Request Form is available online at <http://www.gordonstate.edu/forms/library/FacultyNewMaterialRequest.pdf>.

New library materials are listed on the GIL Catalog page under New Titles List.

ORDERS

Your orders for materials may be submitted to *Dr. Sonya Gaither* at any time. Please provide as much information about the material as possible, particularly author or producer, title, date, publisher or producer, ISBN number, and cost. For AV materials which are available in more than one format (e.g. DVDs, videotape), the format preferred should be specified. We will also accept publishers' catalogs, brochures, and advertisements which you have marked. Rush orders may be done upon request. When making special order requests, faculty members should allow at least one month for publishers to supply materials.

The final responsibility for selection of materials rests with the Director of Library Services to insure the growth of a balanced collection supporting all Gordon State College degree programs.

PREVIEW OF AV MATERIALS

Generally, it is Library policy for AV materials to be previewed before purchasing. Consider carefully your requests to preview such materials. AV materials orders are treated the same as other material orders. The costs for AV materials ordered on preview are encumbered. It is possible to tie up a great deal of money if several items are ordered on preview.

When materials ordered on preview are received, you will receive a Notification to Preview indicating the material to be previewed, price, and time period allowed for preview. Materials must be completely previewed within the specified time

period. Items not previewed within this period will be returned. AV items purchased must have the approval of the School Dean and/or Department Head. Rental fees are not paid from the Library's budget.

RUSH CATALOGING

Usually, materials may not be utilized until they have been cataloged and processed. However, the Technical Services Department will be glad to "rush catalog" any materials upon request.

REFERENCE

Beth Pye – Reference Librarian

Areas of responsibility are reference and bibliographic instruction.

CLASS ASSIGNMENTS

The Library staff would like to know in advance about group projects or assignments made to your classes. Materials can be readied and librarians can be prepared to offer guidance to your students.

The library staff will be glad to assist you in preparing bibliographies for your classes. Please see the Reference librarian concerning this service.

Classes are welcome to meet in the library for research. Please schedule these classes in advance with a librarian.

ORIENTATION

In cooperation with the Humanities Department, the Library provides information literacy instruction each semester for all English 1101 classes through a library orientation. Should other faculty desire a specialized orientation for any class—in the library or in the classroom—please contact either Dr. Sonya Gaither or Beth Pye.

PERIODICALS

Requests for new periodical subscriptions and/or back files of a title should be made to the Director of Library Services. **Please carefully consider**

requests for periodical titles. Please check Journals A-Z on the GALILEO homepage to see if the periodical is indexed and full-text is available online. Subscriptions to periodicals continue to increase in costs, as do costs for binding and microfilm.

Suggestions for criteria to consider when adding periodicals include: **where the periodical is indexed, whether it is appropriate for the college student, the amount of usage expected, and if it is available online.**

The availability of full-text periodicals on GALILEO (GEORGIA LIBRARY LEARNING ONLINE) has equalized, increased and improved access to information for our students. Academic Search Complete (at EBSCOhost) and Research Library (at ProQuest) are two large databases that provides abstracting, indexing, and full-text for over 15,000 scholarly journals and general magazines. The Library also purchases other full-text databases such as JSTOR Arts and Sciences, JSTOR Life Sciences, JSTOR Mathematics and Statistics, CINAHL, and Journals at OVID. On the GALILEO homepage check the Browse by Subject link to see what databases are available in a specific area. The URL for GALILEO is <http://www.galileo.usg.edu>. You can get the GALILEO password, which changes each semester, from the library's online catalog page, <http://gilfind.gordonstate.edu/> under Get GALILEO Password. **This password is necessary for off-campus use of GALILEO databases.** Librarians incorporate use of this online tool in bibliographic sessions. Librarians show students how to obtain the GALILEO password as part of library bibliographic sessions.

INTERLIBRARY LOANS AND GIL EXPRESS

Brenda Rutherford – Serials Librarian

Areas of responsibility are GIL Express, interlibrary loans, and serials.

ILL

The Library offers ILL services for materials not available in our collection. This service is automated through OCLC and is available to faculty, staff, and students. As much information as you can supply will facilitate the handling of your request. It is necessary to include author, title, publisher, and date of requested materials as well as the source of your citation so that it can be verified. Please use the online ILL REQUEST form found at <http://www.gordonstate.edu/library/resources.asp> under Electronic Resources or you may access a MS Word format of the ILL Request form in the Gordon State College templates. A copy of this form is included in this handbook and also available at the Circulation Desk.

GE

GIL Express is a service that allows students, faculty and staff access to all eligible circulating material at all USG libraries. GIL Express is available to all eligible patrons through both an [onsite \(walk up\) requesting service](#) and a [remote requesting service](#). Please see Brenda Rutherford for this service.

CIRCULATION/AV

Beverly Eskridge – Circulation Librarian

Areas of responsibility are reserve materials, circulation, and audiovisual services.

RESERVE MATERIALS

Examination copies containing a copyright law statement that prohibits dissemination cannot be placed on library reserve.

Tips for placing items on reserve:

- Use the Reserve Materials form at the end of this handbook to notify the library of items to be placed on reserve.
- Due to time constraints, please request materials to be placed on reserve before the beginning of each semester.
- To avoid confusion, notify the library of items to be placed on reserve **before** announcing that the item is available for student use.
- Allow 24 hours for reserve items to be cataloged and processed and available for student use.
- Advise students that they must have their Gordon State College ID to use reserve materials.
- Photocopiers are self-serve and copies are \$.10 per copy.

Any materials—books, AV materials, entire periodicals, copies of articles from periodicals, personal copies—may be placed on reserve in accordance with copyright guidelines.

The stipulations of the requesting faculty member will determine the checkout period for the reserve item.

Materials on reserve are returned to the circulating collection or to the appropriate faculty member at the end of each semester. Please notify the Circulation Librarian if you wish materials to remain on reserve.

CIRCULATION

Faculty may borrow up to 60 items at a time using their Gordon State College faculty ID. All regular circulating books are due to be returned to the library at the end of spring semester. Students or staff working for you should bring your Gordon State College faculty ID card when checking out library materials for you.

The library now owns over 1500 videos/DVDs. These are available for use by students in the viewing room of the library. Only faculty and staff members may check out videos/DVDs from the library. Please return these materials promptly.

NON-CIRCULATING MATERIALS

Reference books and back files of magazines are checked out using a Gordon State College faculty ID for one night only.

AUDIOVISUAL SERVICES

Although your classroom will probably have all the AV equipment you need, there is additional AV equipment for classroom use available in the library. The Audiovisual Librarian is not responsible for delivery and setting up equipment. However, the librarian will assist you with any problems in this area.

Some AV equipment is stored in the AV closet in the Fine Arts Building for your convenience (See attached Audiovisual Procedures). This equipment should be signed out on the sheet located in the closet and returned to the closet immediately after use.

The viewing room in the library will accommodate a small class (8-10) students and the AV Librarian will set this area up for your use. Please submit your requests for equipment and the viewing area at least 24 hours in advance. This will facilitate efficient scheduling and setting up of equipment.

Faculty should make all requests directly to the AV Department in person, by phone, email or in writing. The faculty member checking out equipment/AV materials is responsible for the items until they are returned.

STUDENT ASSISTANTS

Each semester students work in the library, sometimes at the circulation desk. These students do not always know, nor are they expected to know, all library policies and procedures. Please see a member of the full-time library staff concerning any requests, particularly reserve requests and requests for AV materials.

STUDENT CIRCULATION POLICY

ONLINE CATALOG

All University of Georgia libraries use the GIL (GALILEO Interconnected Libraries) online catalog system. The address for Hightower Library's online catalog is <http://gilfind.gordonstate.edu/>.

FINES

Circulating overdue fine on books – 25 cents a day. Maximum charge: \$10.00 per book. Reserve overdue materials – 25 cents an hour. Maximum charge: \$10.00 per item. Book damage – \$20 if rebinding necessary; price of book plus \$20.00 processing fee if unusable.

ID'S

Students must have a Gordon State College picture ID to checkout materials.

LOST BOOK

Charge price of book plus \$20.00 processing fee. Consult the reference librarian for the current replacement cost of the book. If the book is returned within the current FY (fiscal year), cost of the book (minus the \$20.00 processing fee) will be refunded.

NON-CIRCULATING MATERIALS

Students can checkout non-circulating materials only if they have a note from a professor indicating one-time class use.

RENEWAL

Books are checked out for a 4-week period with one renewal.

RESERVES

Most reserve items are for Library Use Only for a 2 hour period unless otherwise stipulated by the requesting faculty member. Those reserve items that are checked out for 24 hours or 7 days are considered due by closing time on the due date. Only one 24 hour or 7 day reserve book may be checked out per student with no renewals.

UNIVERSITY SYSTEM STUDENTS

Walk up students from other University System Schools may borrow books if they have a current ID from their school. Limit of 2 books.

VIDEOS/DVDs

Students may view videos in the library only.

AUDIOVISUAL PROCEDURES
HIGHTOWER LIBRARY
GORDON STATE COLLEGE

HOURS: The AV office will be open from 830 a.m. – 9:30 p.m. Monday –Thursday and from 830 a.m. – 4:30 pm on Friday.

CHECKOUT PROCESS: Please check-out your AV equipment or materials during the hours that a staff member is on-duty in the AV office. No equipment or materials are to be taken unless a staff member has checked them out to you and you have signed a card for them. AV equipment and materials may be returned to the library at any time but please give them to a staff member to be checked in. The faculty member whose name is on the checkout card is responsible for the AV equipment or materials until they are returned to the Library.

AV CLOSET IN FINE ARTS:

(Room 212)

Two VCRs

Two TVs

Please sign out each piece of equipment on the sign-out sheet which is located inside the closet. Equipment should be returned after class. The Humanities Department Academic Aide has a key to the Fine Arts AV closet. A key to the Fine Arts AV closet is also located in the library and may be checked out for a short time.

GENERAL AV RULES:

1. If equipment must be left temporarily in a classroom, the room must be locked.
2. Faculty may check out audiovisual equipment for college activities only.
3. Videotapes should be rewound before returning.
4. Any problems experienced with hardware or software should be reported when items are returned.
5. All AV equipment/materials should be returned or renewed at the end of each semester. All AV must be returned to the library by the end of spring semester for annual inventory.

RESERVE MATERIALS

Date _____ Name _____
Course _____ Semester _____
Year _____

Book Call # _____
Author _____
Title _____

Periodical
Title _____
Date _____
Pages _____

To be reserved
until _____
Restrictions/Special Instructions

RESERVE MATERIALS

Date _____ Name _____
Course _____ Semester _____
Year _____

Book Call # _____
Author _____
Title _____

Periodical Title _____
Date _____
Pages _____

To be reserved
until _____
Restrictions/Special Instructions

Interlibrary Loan Request Form

To request books, documents, or photocopies of articles that are **not** available in Hightower Library, use the following form. Required fields are indicated with an asterisk (*). *Make sure you read and agree to the Copyright Restrictions section prior to submitting your request.* The Interlibrary Loan librarian will review all forms for eligibility. You will be contacted when your materials have arrived. Please go to the Circulation Desk at Hightower Library to retrieve your materials.

(*) Name: _____ Date: _____
(*) University Status (Faculty, Staff, or Student): _____ Department: _____
(*) Local Address for Notification: _____
(*) Local Phone Number for Notification: _____ Email Address: _____

(*) Most libraries will send a photocopy of a periodical article rather than the original. If they charge for this photocopy, what is the maximum amount you are willing to pay?

BOOK REQUEST: _____ Identification Number: ISBN: _____ OCLC: _____ LCCN: _____

(*) Title: _____
(*) Author(s): _____ Edition, Copyright Date, or Place: _____

ARTICLE REQUEST: _____ Identification Number: ISSN: _____ OCLC: _____ LCCN: _____

(*) Article Title: _____
(*) Author(s) of Article: _____
(*) Journal Title: _____
(*) Volume: _____ (*) Number: _____ (*) Date: _____ (*) Inclusive Pages: _____ -

WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) Governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

By submitting this request, you agree to assume all charges incurred, even if the requested ILL item arrives after the time you need it or your research is completed. In addition, submitting this request indicates that you have read the warning concerning Copyright Restrictions and that you agree to those terms and conditions.

Faculty New Material Request Form

Faculty may request materials to be added to the collection in one of two ways:

A.) Fill in the form below and send to the library director.

B.) Send copy of advertisement/brochure with requesting faculty's name to library director.

If we have funds to purchase the item, you will be notified when the item arrives and is ready for circulation.

Please send the completed form to the Library Director.

Name of Faculty Member: _____

Division: _____

Email address: _____

Date: _____

Title of book: _____

Author of book: _____

Publisher of book: _____

Publication year: _____

ISBN: _____

Cost: _____

Grade of importance (e.g. A, B, C) _____