

## **LIBRARY**

### **I. Mission**

The Mayfield Library provides access to materials and services which support the instructional and administrative objectives of the College and which stimulate and nurture the interests of students, staff, and faculty. Library staff work closely with the teaching faculty to provide students with the material and knowledge they need to conduct research.

The mission of the Library is:

- To provide a collection of materials and services that will meet the needs of students in degree and certificate programs.
- To assist students and faculty in using all available resources and services.
- To provide recreational reading materials and information needed by students and faculty.
- To provide library orientation for all users in cooperation with the teaching faculty.

Although the Library exists primarily for the use of the faculty and students of the College, materials are accessible to the community. Both print and non-print materials are loaned to businesses and educational institutions. The staff will try to borrow from other libraries any material needed by faculty and students not available in this collection.

### **II. Access**

Access to the Library catalog and to other electronic databases is available to all Nashville State students and employees.

- in the Library
- from other computers throughout the campuses
- off-campus through proxy-server connection

All faculty and students who do not attend classes on the main campus may borrow materials that are not available on their campus.

Although members of the general public may not borrow materials directly from the Nashville State Library, the Library is an active lender through Interlibrary Loan. Members of the general public are welcome in the Library and have full access to all other Library materials and services. Electronic catalog access to the general public is also available through the Nashville State World Wide Web Home Page.

### **III. Selection of Materials**

The acquisitions librarian will consult with faculty and students to make selections for the collection. Selection should be made after consideration of reviews, book notes or examination of the materials. General reference books, general current interest books, and other materials will be selected by the Library Staff to ensure that all areas of the curriculum are represented. Periodical titles will be evaluated yearly to determine if the title should be renewed, discontinued, or bound. A review, description, advertisement or author, title and publisher, if possible, are needed when requesting new materials. Final responsibility for purchase of library materials rests with the Dean of Learning Resources.

Multiple copies of materials must be justified, taking into consideration:

- past or anticipated demand
- existing similar materials in the collection
- specific or unique needs which justify the purchase of more than one copy of the title

#### **A. Criteria for Selection of Books**

- anticipated use
- accuracy
- authority of the author
- timeliness of the publication
- strength of present holdings in the subject area

- cost
- reputation of the publishing house

Paperback books will be purchased when they seem a more appropriate choice than hardbounds.

#### B. Criteria for Selection of Periodicals

- anticipated use
- access to the contents through indexing and abstracting services in the Library
- non-availability of electronic full-text versions already in the Library
- number of periodicals already received in the field of interest
- number of periodicals required in the field of interest
- cost of the subscription in relation to its possible use

The Library will automatically begin the subscription with the current year.

#### C. Criteria for Selection of Audiovisual Materials

- anticipated use in the classroom
- anticipated general interest use
- currency of the information
- level of treatment
- technical quality
- aesthetic appeal
- cost
- availability in appropriate format

#### D. Criteria for Selection of Electronic Materials

- anticipated use
- breadth of scope
- currency of information
- level of treatment
- ease of use

-- cost

The Library will purchase multi-user licenses for broad-use electronic products.

#### **IV. Circulation Information**

Students are encouraged to use their student I.D. to check out materials. Library and instructor-owned materials are placed on reserve at the request of the instructor. Library materials charged to students are to be returned by the last day of final exams in each term. If a student has pre-registered and paid the fees for the next term, books may be checked out during term breaks. Students may check out books for the entire semester and films for one week.

Books are charged to faculty and staff for a 15-week period with automatic renewal unless requested by another person

#### **V. Gifts**

The acceptance of materials for the collection is governed by the policy for donations to the college.

#### **VI. Replacement of Lost or Damaged Materials**

Materials withdrawn because of loss, damage, or wear are re-evaluated according to the selection policy.

#### **VII. Deselection**

The deselection (weeding) process has the same priority as selection of new materials. A partial inventory and analysis by Library of Congress classification range will be performed on the advice of the public services librarians. Deselection will be accomplished in consultation with appropriate teaching faculty.

#### **VIII. Censorship**

The Nashville State Library does not promote particular beliefs or views. It provides individuals with resources so that they can examine issues freely and make informed decisions. The Library affirms the statements on censorship and free access to ideas in the Library Bill of Rights of the American Library Association.

#### **IX. Student Fines and Fees**

The Library may put holds on students' accounts and refer them to the Dean of Students for disciplinary procedures for materials not returned.

#### **INTELLECTUAL PROPERTY**

The Tennessee Board of Regents policy 5:01:06:00 on Intellectual Property applies to students and employees. It provides that works created in the course of a project sponsored by Nashville State or with the significant use of NSCC facilities or equipment are the property of Nashville State Community College.