



ALABAMA A&M UNIVERSITY
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J.F. Drake Memorial LRC
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J. F. DRAKE MEMORIAL LEARNING RESOURCES CENTER

ALABAMA A&M UNIVERSITY
NORMAL, ALABAMA 35762



CIRCULATION DEPARTMENT

POLICIES AND PROCEDURES

REVISED MAY, 2013

J. F. Drake Memorial Learning Resources Center

Circulation Department

Circulation Policies and Procedures

INTRODUCTION

The Learning Resources Center provides resources and services to its faculty, staff, students and community through a central facility located in the heart of the campus.

The Learning Resources Center is open 82 hours per week during the Fall Semester and 64 hours per week during the Summer Session and provides access to print and non-print and electronic media. The library is very technologically advanced and provides access to many online databases.

CIRCULATION DESK HOURS OF OPERATION

The hours of operation of the Circulation Desk for the Learning Resources Center during the fall and spring semester are as follows:

| | |
|------------------|--------------------|
| Monday- Thursday | 8:00AM – 10:45 PM |
| Friday | 8:00AM - 4:45 PM |
| Saturday | 11:00 AM - 2:45 PM |
| Sunday | 1:00 PM - 9:45 PM |

The hours of operation during the Summer Semester are as follows:

| | |
|----------------------------|------------------|
| Monday- Thursday | 7:00AM - 8:45 PM |
| Closed Friday and Saturday | |
| Sunday | 1:00PM - 8:45 PM |

Books must be checkout 15 minutes prior to closing.

PROCEDURES FOR OPENING THE CIRCULATION DESK

The Circulation desk is open 15 minutes prior to the opening of the library. This includes the following

- Logging on the computer
- Clearing the book drops
- Picking up the books of the tables
- Running of the overdue notices

BORROWING BOOKS

All books taken from the Learning Resources Center must be properly checkout at the Circulation desk. Patrons must present a current validated ID card when checking out materials.

LOAN PERIOD

All books in the circulating collection may be borrowed for one month for undergraduate students, three months for graduate students, and six month for faculty/staff. Books may be renewed for additional time providing there is no "hold" request on them. Alabama A&M University students with a current validated ID card with the LRC barcode affixed may check out the maximum of ten (10) books. Students should be sure that they understand the rules and regulations regarding the return and use of the LRC resources prior to checking the books out. There is no limit of books that can be checkout by faculty and staff.

NOTIFICATION/RESPONSIBILITY

You are responsible for all materials checked out on your ID card and any fees or damages incurred until the item is return.

ID cards and responsibility are not transferable, do not loan your ID card or borrowed items to others. Also, do not depend on others to return items for you.

Report a stolen or lost ID card immediately to the Circulation Department.

It is the responsibility of the borrower to note the time or date that their materials are due. Overdue notices are sent as a **courtesy**. Failure to receive overdue notices **does not remove** the borrower's obligations to return materials by the due date.

RENEWALS

Books must be renewed in person. Telephone renewals will not be accepted. All circulating books can be continue to be renewed unless a "recall" or "hold" has been place on them. Overdue books cannot be renewed until all fines are paid.

Books can be renewed anytime during the loan period. The new date is calculated from the original due date.

HOLD/RECALL

Holds and Recalls may be place on an item that is checkout at the Circulation Desk. If an item is not immediately available for checkout, you may place a **HOLD** on the item. You will be notified when the item is available. An item may not be immediately available, because another patron has the item out.

The patron is notified by phone or by mail when the item is available. The item will be held for five (5)days.

Recalls can only be requested after an item has been checked out past the due date. If you request a recall we will notify the patron that the item us needed by another patron

PAYMENTS FOR OVERDUE FINES

Any fines that has been sent to the Business Office can be paid in the Cashier Office, Room 105-A between the hours of 8:00PM-4:00PM. No Fines will be paid at the Circulation Desk. When paying for a lost book or the fine of the lost book in the Cashier Office, bring proof of payment to the LRC Circulation desk in order for payments to be cleared from your account.

VIEWING A PATRON RECORD

All information in a patron record is confidential. It is imperative for ethical, moral, and legal reasons that we protect the privacy of persons using library materials.

You **may not** give out information to anyone but that patron.

1. **Do not** give out patron's names, address or telephone number
2. **Do not** give out employee's home address or telephone number
3. **Do not** give out student employee's work and or class schedules.
4. **Never reveal** who an item is checked out to, you may tell someone when the item is due back.
5. Fine information may only be **revealed to the patron owning the fine.**
6. In answering questions on the phone, ask the patron for student ID number and after you have located their record, ask for their name, if the name is correct, you may answer the questions regarding their record.

COURTESY CARDS

J.F. Drake Memorial Library welcomes the use of the library by community members. We believe that educators will find many valuable information sources in our collections, ranging from scholarly journal articles on the latest educational theories to the very practical and popular classroom activity books. While our philosophy is one of sharing, the limitations of our materials and demands of classes, require that some restrictions be placed on items that can be checked out. Regardless of whether or not an item is designated as circulating, all of our resources may be utilized within J.F. Drake Memorial Library.

Checking Out Library Materials

Therefore, a community patron card (**Courtesy Card**) is offered to users that desire to check out materials. Cost of a community patron card is \$50.00 for an entire academic year.

A loan period of thirty (30) days (for items that circulate) is granted to give community users and teachers the ability to use library materials outside of Drake Library.

Community users must abide the prior established circulation policy of Drake Library. A valid Alabama Drivers license must be presented when requesting this service.

Photocopy machines are available at NO cost.

REPLACEMENT COURTESY CARDS

The replacement fee for a lost Courtesy Card is \$15.00. Courtesy Cards are not transferable and the fee is non-refundable.

PATRONS FROM OTHER SCHOOLS

Faculty/staff and students from Athens State College, Calhoun Community College, Oakwood University, J.F. Drake State Technical College, University of Alabama-Tuscaloosa, and Faulkner University can check out books for the Learning Resources Center. These persons must present a validated ID card from their institution in order for a library card is issued by the LRC. Driver license will not accept. Students and faculty/staff from other schools may checkout two (2) books at a time, and University of Alabama- Tuscaloosa are allowed to checkout five (5) books at a time.

OVERDUE/LATE BOOKS/LOST BOOKS

All books taken from the LRC must be properly checked out at the Circulation Desk. Students must present a current validated ID card, inclusive of the LRC barcode, when checking out resources. Undergraduate students may check out a maximum of ten (10) books at a time for a one month (30) days loan period. Graduate students may also check out a maximum often (10) books at a time for a three months (90) loan period. **All books must be returned at the end of the semester.** If not returned the books will automatically be declared lost and a bill for the cost of the book or books, the processing fee, and the fine will be submitted to Financial Services (Business Office) for collection from the borrower.

Materials held by LRC are circulated to the University community according to rules

which ensure the widest access to information. A fine system is enforced to ensure all patrons maximum access to learning resources. Repeated, flagrant violations will be considered cause for the suspension of borrowing privileges.

A book depository, located near the front door of the facility, is available for the return of books when the LRC is closed.

Reference books are located on open shelves on the main (2nd) floor. Reference books do not circulate as a general policy.

Alabama A&M University faculty and staff are not charged for overdue as of this time. However, after six (6) months and appropriate notification, books loaned to faculty/staff will be considered lost, if not returned. The faculty/staff member will be charged for appropriate replacement cost if the book or books is/are lost.

| Borrowing Privileges | | | | |
|----------------------|--|----------|--|----------------------|
| Undergraduates | | 30 Days | | Limit Ten (10) Books |
| Graduates | | 90 Days | | Limit Ten (10) Books |
| Faculty/Staff | | 180 Days | | No Limit |
| Courtesy Card | | 30 Days | | Limit 2 (2) Books |
| Student From Other | | | | |
| Schools | | 30 Days | | Limit Two (2) Books |

RESERVE POLICY

Placing Materials on Reserve

Professors should complete a course reserves form, detailing the bibliographic information of the material to be placed on reserve. Additionally, the professor should attach the Fair Use Checklist for each copyrighted item to be placed on reserve.

The LRC Memorial Library of Alabama A&M University provides access to both print and online materials for scholarly research and instruction. The library's provision of access to materials is guided by the Fair Use provisions of the United States Copyright Act of 1976. Section 107 of the Copyright Act provides specific direction on the fair use of copyrighted materials.

Additional Guidelines

1. Either the professor who is placing the item or the library must be the owner of the item to be placed on reserve. Professors requested that personal items be placed on reserve may request these items may be sensitized for the security system.
2. Requests must be submitted three days prior to when they are needed because of the large number of items used each semester.
3. Materials are kept on reserve for one semester only. No reserve items will be held from semester to semester. At the end of the term, materials should be picked up by the professor. If materials are not picked up in a timely manner, they will be returned to the professor via campus mail.
4. Articles and sections of books may be photocopied in the library.
5. A professor should attach a copy of the fair use checklist with each copyrighted item to be placed on reserve

Types of Reserves Available

1. Closed Reserve: Material on closed reserve is used in the library only and for a period not to exceed two hours. The library recommends this type of reserve as it provides maximum access and security where specifically assigned readings must be available. Student must have their ID card with them in order to borrow a reserve item.

Materials that are not accepted for reserve are: complete issue of periodicals, materials bearing the ownership of another library. It is the responsibility of the person placing

reproduction of copyrighted materials on reserve to secure copyright permission when appropriate.

Reserve materials can be checked out for a two (2) hours limit.

RESERVE PROCEDURES

Submit a completed Reserve Request form available at the reserve section of the Circulation Desk.

Materials should be brought to the reserve section for processing two to three days before making assignments to students.

For materials which are in the general collection, but not readily available, allow at least two weeks for locating and processing.

At the end of each semester, reserve materials will be taken off reserve unless it is placed on reserve indefinitely. If materials are not picked up in three months, personal copies will be cataloged and placed in the collection, copies will be trashed.

Reserve materials accrue fines when removed from the LRC. The first hours are seventy-five cents (\$0.75) and fifty cents (\$0.50) each additional hour. If the reserve materials are not returned to the Circulation within 48 hours, your name will be sent to Business Office for collection.

THEFT

The theft of LRC resources is an offense that will be reported to the Vice President of Student Affairs for appropriate action. Any student found in possession of any materials (reference book, periodicals, reserve, etc.) or equipment that has not been properly checked out will be fined a minimum of \$10.00 for each item, each day that the material is out, but more than \$50.00 upon the immediate return of the materials. Materials not returned or damaged and mutilated materials will have fines assessed commensurate with the cost of repair or replacement.

MUTILATION

The mutilation of LRC resources is an offense that will be reported to the Vice President of Student Affairs for appropriate action. The fine assessed for the mutilation of resources is \$25.00 per item in addition to the cost of the item.

SPECIAL COLLECTION

The special collection consists of the Textbooks, International and Curriculum Books. The books in the Special Collection do not circulate. They may be used for in-house library displays and teaching functions conducted with the library. It is the responsibility of the staff of the department to see that these items are protected, organized, circulated, and displayed in a responsible manner.

BOOKS DETECTION SYSTEM

The LRC employs a 3M tattle Tape Book Detection System to aid in the prevention of unauthorized removal of LRC resources. Persons are electronically surveyed as they exit the LRC and an alarm will sound if materials have not been properly checked out. Person's attempting to deliberately remove LRC resources without proper authorization will be reported to the Office of the Vice President of Student Affairs.

BOOK COLLECTION LOCATIONS

SECOND FLOOR

EAST BAY

400-499-LANGUAGE

700-799-FINE ARTS

CURRICULUM COLLECTION

TEXTBOOKS COLLECTION

WESTBAY

THIRD FLOOR

300-399-SOCIOLOGY

500-599- (NATURAL SCIENCE) MATHEMATICS

600-613-TECHNOLOGY (APPLIED SCIENCES)

JUVENILE COLLECTION

BLACK COLLECTION

EAST BAY

000-099-GENERAL

100-199-PHILOSOPHY AND PSYCHOLOGY

200-299-RELIGION

614-699-TECHNOLOGY (APPLIED SCIENCE)

800-899- LITERATURE

900- 999- GEOGRAPHY AND HISTORY

**J.F. Drake Memorial Learning Resource Center
Group Study Rooms Reservation and Use Policy**

- Group Study Rooms and Presentation Practice Rooms are for current AAMU students, Faculty and Staff **only**.*
- A group is defined as three or more students.
- These rooms are intended **only** for collaborative study, not meetings, classes, or any other non-academic uses.
- Media/Presentation Practice Rooms are intended for use by groups that need to use the media provided. [At least one member of the group must use/provide at least 1 laptop]
- Media/Presentation Practice Rooms are to be used by groups of three to six people at a time.
- On-demand technology support is **NOT** provided for the room. If users experience technical problems, return to the Circulation Desk and report problem. If possible, reservation can transfer to an unreserved Practice room.
- Group Study Rooms and Media/Presentation Practice Rooms are available for reservation only during times the AAMU J.F. Drake Memorial Learning Resource Center **is open**.
- Each reservation must be made on the hour or half-hour, and be at least 1 hour (60 minutes) in duration. No more than 4 1-hour reservations may be made within one 24-hour period.
- Reservations are limited to 4 hours total per enrolled student per week. To reserve a room for longer than 4 hours, or make multiple reservations exceeding 4 hours in a given week, another individual from the group must use his or her ID card to make the reservation. (A one week period is defined as Sunday through Saturday at midnight.)
- A group that is more than 15 minutes late forfeits the reservation.
- An individual may use a Group Study Room or Media/Presentation Practice Room, but **only as a walk-up** if no reservation is currently in place for that room. Rooms may not be reserved for individual study.
- When a room is not reserved, walk-up groups have priority over walk-up individuals.
- Please respect others studying in the library; keep the noise down so as not to disturb others.
- Clean up the room before you leave so that it is ready for the next group.
- Be aware that during an emergency such as a fire alarm, evacuation is mandatory unless announced.
- Failure to restore a Group Study Room or Media/Presentation Room may result in a denial of usage in the future.
- The AAMU J.F. Drake Memorial Learning Resource Center reserves the right to limit future Group Study and Media/Presentation Practice Room use if the system is abused.

- All Group Study Rooms will be vacated **30 minutes prior** to closing of AAMU J.F. Drake Memorial Learning Resource Center.

J.F. Drake Memorial Learning Resource Center Group Study Rooms Reservation Procedures

All usage of the Group Study Rooms will be entered into the Google Calendars! Reservations will be done in advance, walk-ins will be done at the time of walk-in (as the students are signing in to the logs, and presenting staff with ID's, etc.).

| Step | Procedure | Details |
|-------------|---|---|
| 1 | Reservation is made with Circulation | Circulation staff log on to Google account On the appropriate Calendar: Add Event: Title of event entered as Student's Name, Choose correct time (1 hr increments-limit of 4 hours) Make sure CORRECT CALENDAR is chosen!!! In Description: Study Room number, A# of student, contact information (cell phone) Reserved by: initials of staff member |
| 2 | Group comes in to LRC to use Group Study Room – HAS a reservation | Student asks for Group Room-indicates reservation Staff looks at Calendars online, checks for reservation, advises student If reserved, staff checks and takes ID, student fills out logs appropriately Staff member accompanies ALL members of the group to Study Room and lets them in. |
| 3 | Student comes to LRC to use Group Study Room—NO reservations | Staff asks if this is for GROUP or individual study area Staff looks at Calendars online to check for availability Staff enters information into correct calendar: Add Event: Title of event entered as Student's Name, Choose correct time (1 hr increments limit of 4 hours) Make sure CORRECT CALENDAR is chosen!!! In Description: (INDIVIDUAL-enter first) Study Room number, A# of student, contact information (cell phone) Reserved by: initials of staff member WALK-IN GROUP If an individual wants a study room—OK only if one is available and GROUP not asking for one. If a GROUP walks in and wants a room, individual will be asked to vacate the room to allow GROUP to use room. Staff will take Student ID, have student fill out logs appropriately |
| 4 | Students/Groups finished with Group Study Room | Students/groups finish with room—return to Circulation and inform staff. Staff member checks room to make sure it is empty and clean—ready for next group. Locks door back. Staff returns to Circulation desk and releases student's ID. |