



Talladega, AL

Savery Library



Policy and Operating Manual

Adopted 11/20/2017

Dr. Billy C. Hawkins

President

Talladega College Mission Statement

Talladega College is an institution rich in history whose mission is to equip its graduate for the global community through academic excellence, moral values, community service and professional development.

Talladega College Vision Statement

Talladega College aspires to be a center of academic excellence in liberal arts higher education; thus preparing students not only for graduate studies but also for the global community.

Core Values

Talladega College promotes its core values through:

- **STUDENTS FIRST:** The main stakeholders are students.
- **ACCOUNTABILITY:** Faculty and Staff promote planning that builds on a culture of responsibility and transparency, including the provision of benchmarks for measuring progress.
- **INTEGRITY:** Foster honesty by acting in a candid, fair, and ethical manner, creating a culture of trust that is evident in all College activities and decision-making.
- **DIVERSITY:** Expose students to diversity inherent in the world in which we live.
- **EXCELLENCE:** To teach high-quality educational programs and perform innovative research, thus being preeminent in all that we do

Adopted by the Board of Trustees
July 21, 2016

This manual was developed by the staff of the Talladega College Savery Library as a complement to the general policies of Talladega College.

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Revised 2/8/2018 by the Library Committee.

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Dr. Rebecca Robinson – Social Sciences Faculty Representative

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Principles

Mission Statement

The mission of Savery Library is to provide students, faculty, and staff with the resources and opportunities to support the mission and goals of Talladega College by selecting, acquiring, and maintaining materials in all formats. Exemplary leadership in accessing, using, and evaluating the library's program is a commitment strongly valued for maintaining a quality academic support unity for all patrons.

Unifying Principles

In our interactions with students:

- We believe the students should be treated with professionalism and respect.
- We believe the library should be accessible to everyone.
- We believe the library should provide an environment conducive to learning and productive work.
- We believe in promoting library literacy.
- We believe in the use of plain, simple language.

In our interactions with colleagues:

- We will endeavor to apply the above principles.
- We will endeavor to understand each other's work and recognize each other's areas of expertise.
- We will endeavor to foster a team approach to meeting the challenges of our work.
- We will endeavor to operate under the principles of consensual decision making.

Purpose and Goals

In support of the state goals and objectives of Talladega College, the library is developing a unified program of library-media resources and services. The purpose of this program is to enhance instruction and learning in a manner consistent with the philosophy and curriculum of Talladega College.

The goals of the Library are:

- To provide organized collections of print and non-print resources which will meet institutional and instructional requirements as well as the individual needs of students.
- To create an environment in which resources are made readily accessible, not only through the provision of appropriate facilities, furnishings, equipment, and supplies, but particularly through the provision of adequate staff.
- To facilitate learning and community services by providing services, resources, and facilities which encourage and stimulate individualized instruction, independent study, and effective use of resources by students, faculty, and the community.

Diversity Statement

Talladega College Savery Library recognizes its exceptional role in promoting diversity within the college and our local and global community. The Library cultivates and encourages diversity and multiculturalism through its collections, programs, services, and human resources. The Library:

- understands the value of diverse co-existence and interdependence
- actively works towards an environment of respect
- fosters a spirit of fairness and tolerance for human differences

The library ensures all users equal access to its collections and services. The Library's work environment and ethic reflects inclusive and participatory practices, as well as the responsibility for preventing bias and insensitivity. We work towards equal access without regard to:

- Age
- Ancestry
- class
- color
- culture
- disability
- employment status
- ethnicity
- gender
- ideology and opinions
- income
- interests
- language
- learning styles
- marital status
- national origin
- origin
- politics
- race
- religion
- sexual orientation
- veteran's status

The Library addresses diversity in 4 interrelated contexts:

1. the workplace environment
2. the library environment
3. the learning environment
4. the cultural and social environment

The workplace environment

We value and promote diversity amongst coworkers, which encourages creativity, debate, innovation, and organizational progress. To accomplish these goals, we encourage diverse hiring and promotion, and foster respectful and participatory communication and collaboration.

The library environment

We value and promote diversity as a library and as library professionals. To accomplish these goals, we encourage and promote:

- access to information services
- variety and scope of material and services
- flexibility and adaptability of materials and services
- elimination of technical, administrative and system barriers
- reflection and promotion of multiple viewpoints, worldviews and perspectives in the library's collections and services.

The learning environment

We value and promote diversity among all library users, including students, faculty, staff, and community members. To accomplish these goals, we actively use methods and practices that emphasize a flexible and empathetic approach to each library user.

The cultural and social environment

We value and promote diverse lifelong learning and information literacy as pathways to an informed community. We value and promote cultural awareness and social responsibility as pathways to fostering an appreciation of a diverse world. To accomplish these goals, we actively use methods and practices that foster a diverse view of the world and its cultural and social environments.

Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 18, 1948.

Amended February 2 1961, June 27 1967, and January 23 1980, by the ALA Council.

Policies and Procedures

To ensure broad use of Savery Library, please adhere to the guidelines below:

- Eating and drinking will only be permitted in certain areas.
- Playing, loud music, tobacco products, alcohol, and foul language are prohibited within the library.
- Altering and installing software applications on the computer systems is prohibited.
- Tampering with computer hardware, printers, or any other equipment in the library is prohibited.
- Personal information must be saved on your personal drive and not on the computer. Data will be deleted from the computers.
- Only Talladega College students, faculty, staff, alumni, and Talladega Citizens are permitted to circulate books and use the computer laboratory. However, other visitors are welcome to use books and journals within the library.
- Requests are welcomed by all students, faculty, staff, alumni and Talladega Citizens. Please refer to the proper form.

Code of Ethics

The statement which follows sets forth the ethical obligations of individuals as Savery Library staff members.

1. To maintain the principles of the ALA Library Bill of Rights and the Freedom to Read Statement.
2. To maintain the principles of Savery Library mission statement and unifying principles.
3. To understand and execute the policies of the college and library, and to express in a positive manner any concern or objection with the policies, philosophy or programs of these institutions.
4. To maintain an objective and open attitude of understanding, courtesy, and concern for the patrons' needs.
5. To protect the essential confidential relationship which exists between a library user and the library.
6. To serve all patrons equally according to their needs.
7. To make the resources and services of the library known and easily accessible to all current and potential users.
8. To avoid any possibility of personal financial gain at the expense of the employing institution.
9. To be aware of the obligations of employment and of what constitutes abuse of working conditions and benefits.
10. To acknowledge the importance of the work done by all staff of the Library.
11. To maintain a sense of loyalty, respect, and cooperation in our relationships with fellow staff members.
12. To carry out assignments so that fellow staff members need not assume added responsibilities, except in times of emergency.
13. To share knowledge, experience, and expertise with others.
14. To use the resources of the library and college in an efficient and economical manner, consistent with the best service to the library user.
15. To use care and discretion to distinguish between private actions and speech, and those actions and speech which are taken in the name of the institution. This policy should be interpreted as consistent with the rights of an individual to take part in public debate, and to engage in social or political activity.

Code of Conduct

Savery Library serves the Talladega College community by providing an atmosphere conducive to research and study. In order to accomplish this, all Savery Library students, faculty, staff and community users are expected to abide by the rules established by the college. An extension of these ideals is reflected in this Code of Conduct. Individuals or groups who engage in an unacceptable and/or disruptive behavior may be asked to leave the building. If necessary, campus police will be contacted. **The library staff is concerned about the safety of our patrons. Please contact a staff member if you need any assistance.** Examples of unacceptable behavior and/or disruptive behavior include, but are not limited to:

- Creating a disturbance or behaving in a manner which interferes with normal use of the library (including rowdiness, noise, and offensive interpersonal behavior).
- Refusing to leave the building in a timely fashion at closing or remaining in the library building when requested to leave during emergency situations or drills.
- Being in an unauthorized area of a library building or being in the library building during hours it is not open to the public.
- Disruptive use of cell phones or other electronic devices in the library building.
- Verbal abuse; verbal assault or threat to do bodily harm; engaging in any form of mental or physical harassment.
- Fighting or otherwise acting in a disorderly manner.
- Acting as if under the influence of alcohol or drugs or engaging in any type of substance abuse.
- Damaging, defacing, stealing or misusing library materials, equipment, and property.
- Violating college and library rules regarding computer use.
- Stalking library staff and patrons.
- Violating rules concerning food, beverages, and tobacco products.
- Posting notices or leaving unsolicited materials anywhere other than designated bulletin boards.
- Failure to follow library circulation policies and procedures.
- Concealing library materials in the library for the exclusive use of an individual or group.
- Possessing a weapon or hazardous substance.
- Tampering with emergency mechanisms (fire alarms, opening emergency exits except in emergency situations).
- Engaging in sexual activity.
- Use of skateboards, inline skates or similar devices inside the library building.
- Bringing animals in the library unless they are certified assistance animals.
- Bringing bicycles into the library building.
- Violating the Code of Student Conduct.

Computer Lab Policy

It is expected that the computer lab will maintain a quiet, library-like atmosphere so the patrons can use their time productively and with few distractions. Although students are sometimes required to work in groups for some class projects and need to talk among themselves, this must be done in a controlled manner. If there are groups in the lab doing projects, enforcing the quiet policy may be more difficult, but still needs to be done. In addition, groups of students are not allowed to remove chairs from operational workstations in order to gather around one computer.

- Patrons may use the computers to check e-mail and to browse the Internet for personal use as long as computers are available for academic use. If computers are needed for academic use, patrons doing personal work will be asked to leave.
- Listening to music or watching videos without headphones is strictly prohibited.
- No food, drinks, or tobacco products are permitted in the lab at any time.
- All cellphones are to be turned to quiet mode while in the lab.
- At no time should computer users attempt to alter any software or hardware settings, attempt to breach computer security or damage equipment in any way.
- All computers **will be signed off 15 minutes** prior to the lab's closing.

General Collection Policy

Talladega College is an institution rich in history whose mission is to equip its graduates for the global community through academic excellence, moral values, community service and professional development.

Talladega College provides library facilities and services to its faculty, students, staff, and other scholars and information users through Savery Library.

Savery Library supports the college's mission to "equip its graduates for the global community through academic excellence, moral values, community service and professional development."

Collection policies and principles have shifted in the 21st century. The library develops collections based on the curricular and research needs of the campus, with the assistance of the library committee and faculty members. The focus of the main collection uses a patron-driven acquisition model to provide access to materials for faculty and students. This is achieved through faculty textbook requests and student book requests. (See forms on page 14)

Savery Library Archives collects rare and unique materials, including manuscripts, personal papers, books, maps, photographs and other graphic materials, and college records, in specific collecting areas that fulfill the teaching and research missions of Talladega College. (See Special Collections Policy on page 10)

Electronic resources are available through the current collection. These include databases, electronic journals, and electronic books. These resources must support the curricular and research needs of the campus community. Electronic resources are reviewed on an ongoing basis to determine if they are relevant and cost effective. We will explore alternative methods for providing access to high cost, low use electronic resources through our resource sharing partners and Interlibrary Loan (ILL).

The institution ensures the availability of archived official catalogs, digital or print, with relevant information for course and degree requirements sufficient to serve former and returning students. These catalogs are available in Savery Library College Archives. A request form needs to be submitted to the College Librarian. These catalogs are available during normal library hours. If a digital catalog is requested, please allow up to 48 hours for processing, the item will then be emailed to the email address on the request form. The official catalogs that are available are from 1870-2018. (See forms on page 14)

For information on donations to the general collections of Savery Library, please see the Gifts Policy.

Weeding Policy

Weeding (or de-selection) of materials in the collection is a component of collection development and serves to maximize the usefulness of the library collection. Weeding the collection provides space for new materials and increase the value of the collection by removing outdated/unwanted material or items in poor condition. The collection will be periodically examined for material to be withdrawn, usually under the direction of the College Librarian. Candidates for disposal will included superseded editions, duplicate copies no longer needed, alternative formats, out-of-date works and materials in poor condition. Procedures will include consultation with faculty and staff.

Deselection of materials is done with care. There is no systematic process of deselection that fits all collections. We may remove print materials that duplicate stable electronic archives. Books or materials that are damaged, are held in multiple editions, or duplicated across collections may also be removed. Lack of use may be a consideration but is rarely the sole factor in deselection.

Intellectual Freedom Statement

Savery Library adheres to the position governing censorship and intellectual freedom adopted by the Council of the American Library Association and published in the Association's Library Bill of Rights. Librarians are guided by these principles of intellectual freedom rather than political, religious, or personal biases in making selection decisions. Savery Library's collections contain and will contain various opinions which apply to important, complicated, and controversial questions, including unpopular and unorthodox positions. Factual accuracy, effective expression, significance of subject, and responsibility of opinion are factors that are considered when materials are selected for Savery Library.

Special Collections Policy

Savery Library's Special Collections collects materials of enduring historical value in relation to Talladega College to advance the research, teaching, and instruction mission of Talladega College.

The following policies and procedures apply to all items offered for and acquired by donation to Savery Library Special Collections:

- Prospective donors to Special Collections should consult Savery Library's general policies on collections and gifts to familiarize themselves with Savery Library policies. Items offered for donation to Special Collections may be a better fit for the main collection. The final decision as to where items best belong rests with library administration.
- Staff will evaluate items offered for donation based on their content and condition.
- Prospective donors must submit an inventory or description of the items prior to their examination by Savery Library staff.
- Prospective donors must identify copyright holders of the materials or show they have made a good faith search to identify them.
- At the time of donation, donors who are not the copyright holders of collections which contain mostly copyrighted materials must provide a license from the copyright holder(s) granting permission to digitize donated materials to provide access online and to researchers.
- At the time of donation, donors who are the copyright holders must convey the copyright or grant permission to Savery Library to digitize materials to provide access online and to researchers.
- Releases are required from the performers of musical, dramatic, or other artistic productions and from interviewers and subjects of oral histories granting permission to provide access online and to researchers.
- Donors of manuscripts, personal papers, rare books, maps, photographs or other graphic materials, and materials related to Talladega College should contact:

Caitlin Cox
College Librarian
Savery Library
Talladega College
627 Battle Street W
Talladega, Alabama 35160
256-761-6377
cmcox@talladega.edu

Circulation Policy

The circulation desk is located on the second floor of Savery Library. This is where materials can be checked out and reserve materials can be located.

Check-out privileges are granted to all currently enrolled students, faculty, and staff of Talladega College, all that is needed is the Talladega ID (student, staff, or faculty). Alumni and citizens of Talladega are also able to check out items. Alumni and citizens of Talladega are able to use their driver's license and a piece of mail, dated within the past 30 days, with the individual's name on the mail item. This will enable the staff to create an account for the individual in our circulation system.

Most of the items in the library circulate. However, reference items, textbooks, and archival items do not circulate.

The loan periods for books are as follows: students-2 weeks, faculty-3 weeks, staff-3 weeks, Alumni-2 weeks, and Talladega Citizens-2 weeks.

An item may be renewed up to 2 times for a student, Alumni, and Talladega Citizens, and 3 times for faculty and staff, as long as it is not on reserve for another patron.

Overdue items are charged \$0.25 per day per item.

Any lost materials should be reported to the library staff as soon as possible. If the book is lost, the individual must pay the current list price of the book. If the book is out-of-print, the current list price will be assessed at \$25.00. Amazon.com is the vendor used to determine the current list price for books.

Textbook materials are those items selected by the faculty for classes. They are housed behind the circulation desk and are not circulated. These items must be used in the library, in case of high demand, use will be limited to two hours.

Reserve materials are those selected by the faculty for special assignments, or because the materials are in short supply. They are housed behind the circulation desk under the name of the faculty member reserving them. All reserve materials must be used in the library. In case of high demand, use will be limited to two hours.

Reference books, periodicals, newspapers, textbooks, and reserve items may not be checked out to leave the library.

Interlibrary Loan Policy

Borrowing from Other Libraries

Materials that are not located in Savery Library and cannot be accessed through available databases may be secured through interlibrary loan for all faculty, staff, and students.

The Library is responsible for compliance with the copyright law (Title 17, U.S. Code) and its accompanying guidelines, and shall inform its users of the applicable portions of the law.

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.

Delivery time depends upon the availability of the item. When requested material is received, the borrower will be notified via e-mail and by telephone. Requested material is the responsibility of the borrower. Materials must be picked up and returned to the Circulation Desk.

Distance Education students may request Interlibrary Loan materials be mailed to their homes, the item will first come to Savery Library, then will be mailed from Talladega College Mailroom to the address, on file in the registrar's office, for the student. The student will still have to follow the circulation guidelines.

Lending to other libraries

Any library may request materials from our Library.

There are no ILL charges for books. There are also no charges for photocopies.

Talladega College ILL policies on charges, loan periods etc. are available to potential borrowers via the OCLC TAL Directory. They are subject to change at any time.

In accordance with standard practice and national guidelines, the borrowing library is responsible for replacing any lost item. This is true if the loss occurs through patron negligence or due to losses in the mail.

Donations Policy

From the founding of the College, Savery Library collections have been enriched by generous donations of books and other materials. Savery Library welcomes such donations when they support the College's mission of teaching, research, and service.

Terms of Acceptance

Donations are evaluated by the same standards used to evaluate new additions to the collections. Donation materials that do not meet Savery Library's criteria may be sold or discarded. Upon receipt, all donations become the property of Savery Library, which reserves the right to retain or reject donation materials and to determine location and conditions of use.

Donation Guidelines

Savery Library generally does not accept the following materials:

- Duplicates of materials already in the Libraries' collections
- Scientific and technical materials more than 10 years old, unless of historical significance
- Outdated media formats

Acknowledgements

Savery Library will generally acknowledge donations and place a bookplate in each item added to the collection at the request of the donor. Requests for memorial inscriptions on bookplates will be accommodated whenever possible. Bookplates are generally not added to donations in Special Collections.

Tax Information & Appraisals

The Library cannot appraise donations made to it. Donations may be considered non-cash donations under IRS regulations; however, these regulations are complex and donors may wish to consult a tax, legal or accounting professional. IRS regulations and The University of Alabama policies prohibit the Libraries from providing appraisals or from advising on appraisals of gifts. Donors may wish to read IRS Publication 526, Charitable Contributions and/or IRS Publication 561 Determining the Value of Donated Property and/or consult with an attorney or an accountant. Donations offered to Special Collections require discussion in advance of applicable conditions and donors should contact Special Collections prior to making a donation. Resources that may be of use to donors include:

- The American Library Association's Rare Books and Manuscripts webpage contains helpful information for identifying and valuing rare and old materials along with tips for locating booksellers who perform appraisals. <http://www.rbms.info>
- Membership Directory, Antiquarian Bookseller's Association of America (ABAA), ABAA HQ, 20 West 44th Street, New York, NY 10036 (212) 944-8291 <http://www.abaa.org>
- American Society of Appraisers, <http://www.appraisers.org/FindanAppraiser/FindAnAppraiser.aspx>



Savery Library

Archives Item Request Form

Name: _____

Date: _____

Type of Request: (circle one) In-Person Online

Type of Item Requested: _____

Format Requested: (circle one) Physical Copy Digital (add email address to comments)

Date item needed: _____

Comment: _____

Signature: _____



Savery Library

Book Request Form

Name: _____

Date: _____

Title of Book: _____

ISBN of Book: _____

Type of Book: (please circle one) eBook PrintBook Audiobook

Additional Comments: _____

Signature: _____



Savery Library

Request Form

Name: _____

Date: _____

Type of Request: _____

Comment: _____

Signature: _____



Savery Library

Required Textbook Information

PLEASE TYPE

Name:

PLEASE NOTE IF NO TEXT REQUIRED

Semester:

Course Number	Title of Course	Title of Book	Author	ISBN	Publisher	Edition/Copyright



**Savery Library
Instruction Request Form**

Professor: _____

Class: _____

Preferred Date of Instruction: _____

Preferred Time of Instruction: _____

Number of Students (if unknown, put approximate): _____

Is there something specific you would like your students to learn?

Are there any specific subject areas you would like covered?

Contact Information

College Librarian-Library Director
Caitlin Cox
256-761-6377
cmcox@talladega.edu

Reference and Program Librarian
Allen McQueen
256-761-6284
amcqueen@talladega.edu



Savery Library
Library Card Request Form

Name: _____

Date of Birth: _____

Address: _____

Email Address: _____

Would you like to receive an email 2 days before your item is due? Yes or No

Home Phone: _____

Mobile Phone: _____

Mobile Phone Carrier: _____

Would you like to receive a text message 2 days before your item is due? Yes No

Type of Mail: _____