



## Carl Johann Memorial Library Policies & Procedures

<b>Hours.....</b>	<b>2</b>
<b>Staff.....</b>	<b>2</b>
<b>Mission.....</b>	<b>3</b>
<b>Carl Johann Memorial Library Values.....</b>	<b>3</b>
<b>Culver-Stockton College Library Patron Code of Conduct.....</b>	<b>4</b>
<b>Circulation Policies.....</b>	<b>6</b>
General Circulation.....	6
Staff Dependents.....	6
Community Borrowers.....	7
Special Circulation Regulations.....	7
Reserve Materials.....	7
Fines and Lost Books.....	7
MOBIUS.....	8
MOBIUS Lost Book Policy.....	8
<b>Collection Development Policy.....</b>	<b>9</b>
Rationale.....	9
Policy for Gifts.....	9
Collection Maintenance.....	9
<b>Culver-Stockton College Archives.....</b>	<b>10</b>

## Hours

Academic Year: The library is generally open at the following times during the academic year with exceptions noted in campus-wide announcements or posted throughout the building:

Monday:	8am – 10:30pm
Tuesday:	8am – 10:30pm
Wednesday:	8am – 10:30pm
Thursday:	8am – 10:30pm
Friday:	8am – 5pm
Saturday:	Closed
Sunday:	3pm – 10:30pm

Summer: The library is generally open at the following times during the summer with exceptions noted in campus-wide announcements or posted throughout the building:

Monday – Friday:	8am – 5pm
Saturday:	Closed
Sunday:	Closed

## Staff

For one-on-one research help, please feel free to make an appointment with any of our staff members:

Library Phone: (573) 288-6321  
 Circulation: [circulation@culver.edu](mailto:circulation@culver.edu)  
 Interlibrary loan: [ill@culver.edu](mailto:ill@culver.edu)

Michala Peterman, Assistant Librarian  
[mpeterman@culver.edu](mailto:mpeterman@culver.edu); (573) 288-6711

Robyn Lambert, Library Services & Circulation Coordinator  
[rlambert@culver.edu](mailto:rlambert@culver.edu); (573) 288-6640

Dr. Katie Marney, Director of the Carl Johann Memorial Library  
 History & Library Science Lecturer  
[kmarney@culver.edu](mailto:kmarney@culver.edu); (573) 288-6478

## Mission

The Carl Johann Memorial Library supports the mission of Culver-Stockton College by offering a broad collection of academic resources online and in print, by providing research training and information literacy instruction, and by fostering a supportive learning environment conducive to the open and free exchange of ideas and knowledge.

## Carl Johann Memorial Library Values

- Support of Academic Excellence and Scholarly Inquiry
  - The library staff encourage self-led learning, intellectual curiosity, scholarly investigation and open academic discourse
  - The library staff provide access to alternative modes of scholarly communication, including open access scholarship
  - The library staff see the library as a multifunctional learning space, and encourage information literacy instruction in classrooms, small groups, and one-on-one
  - The library staff collect and preserve scholarly materials that reflect a multiplicity of perspectives
  - The library staff believe that the development of information competency is integral to higher education
  
- Respect through Service and the Development of Diverse Collections
  - The library staff always seek to improve the user experience, and to implement thoughtful design and discovery systems for materials
  - The library staff is dedicated to diversity and considers every kind of student, faculty member, or patron of the library when developing the user experience
  - The library staff believe that each student, faculty member, or patron is unique and important, and treats all with respect, courtesy, and efficient service
  - The library staff foster an environment that is safe, comfortable, inclusive and diverse
  
- Communication and Collaboration
  - The library staff will design collections and services in step with Culver-Stockton's current academic programs and future academic programs
  - The library staff recognize the importance of campus-wide communication and collaboration, and strive to reach all segments of user communities
  - The library staff share information and seek feedback from the campus community about decisions that shape the library
  - The library staff support college priorities and initiatives by staying abreast of changes to curriculum and by facilitating communication across departments, divisions, and disciplines

## Culver-Stockton College Library Patron Code of Conduct

As a supportive learning environment, the library must necessarily be free of disruptive, threatening, and illegal behavior. Violation of any portion of this code, or of any laws, shall subject the offending party to liability for loss or damage, deprivation of privileges of the library, or other disciplinary action already stated in the C-SC Code of Conduct. Maintaining an environment that is conducive to scholarly pursuits is a critical tenant of the library's mission, and this code facilitates that mission.

Interacting with the library's physical space, and the library's food and drink policy:

As the library is a shared space, it is important to keep it in good order so that all visitors might be comfortable while utilizing its many resources. Please leave library resources, furniture, and equipment where you found them and how you found them. The library asks that you leave no trace in the library, the same ethical guideline you might follow while camping or using a public outdoor space, and that means

- Disposing of waste and recyclable materials properly
- Consuming food and beverages in The Lab or other appropriate venue, and in the event this is not possible, bringing food and drinks in appropriate containers
- Abstaining from smoking, vaping, or using other tobacco products (namely chewing tobacco, as this has great potential to damage library materials) in accordance with campus-wide prohibitions
- Avoiding damage to library materials or facilities
- Alerting the library staff immediately if a spill takes place or other damage occurs to library materials/facilities
- Preserving the space for all users at present and in the future

Patron comfort in the library environment is critical to the library's mission, and so the following actions are prohibited:

- Disruptive behavior, such as loud talking, shouting, listening to audio devices without headphones, or talking on cell phones in a manner that disturbs others
- Sleeping on library furniture or rearranging library furniture for sleeping/lounging
- Neglecting to provide supervision of small children
- Leaving packages, backpacks, luggage, or any other personal items unattended
- Verbally or physically harassing or threatening other patrons or staff, including stalking, staring, or lurking
- Entering the library or library grounds during a period of exclusion, trespassing in nonpublic areas, being in the library without permission of an authorized library employee before or after library operating hours, or remaining on library property once excluded

**Enforcement of the Patron Code of Conduct:**

When appropriate and according to staff discretion, the library staff will ask a patron to cease a particular behavior, ask said patron to leave, or will refer said patron to the office of the Dean of Students or campus security. The above lists are not exhaustive, and library staff members have the authority to address problematic behaviors as they see fit.

## Circulation Policies

### *General Circulation*

- Check-out periods for all local patrons (including students, faculty, staff, staff dependents, and community borrowers):
  - Books – 28 days
  - DVDs/Audio CDs – 7 days
  - AV Equipment - 1 week
  - MOBIUS materials – 28 days
- Maximum Checkout Policies:
  - Students: 10 items
  - Faculty/Staff/Staff Dependents: 20
  - Community Patrons: 10 items; only 2 DVDs may be checked out at a time. Community patrons may not check out AV equipment.
- Renewal periods--Patrons may renew items up to two additional 28 day periods for books, and 7 days for AV materials, unless they are on hold for another patron. All MOBIUS patrons may renew books for 28 days. The lending library reserves the right to deny renewals.
- “Holds” and “recalls”
  - Students, faculty, professional and support staff, and community borrowers may place a “hold” on materials currently checked out to another person. A “hold” means that the requester will be placed in a queue, which will allow access to the book when it becomes available.
  - Students, faculty, professional and support staff may ask library staff to “recall” items currently checked out to another person, provided the patron who currently has the item has had use of it for at least one check out period. A “recall” requires the patron currently charged with the book to return the book within 5 working days so that the next person in the queue may use it for at least four weeks.

### *Staff Dependents*

Dependents of C-SC staff members may use their campus-issued dependent ID as their library card. Circulation policies for staff dependents are the same as other campus employees, and staff dependent accounts are tied to the staff member’s account. Staff members will be contacted if their dependents’ accounts accrue fines in accordance with their preferred method of contact. Staff dependents cannot renew, hold, or recall materials online, and they cannot check items out through MOBIUS, however, the staff member may do this on their behalf using their login authorization.

### *Community Borrowers*

Members of the community may apply for a Community Borrower card by completing a Johann Memorial Library Community Borrower Card Application. There is no charge. The checkout periods and fines remain the same as for students, but Community Borrowers may only check out 2 DVDs at a time. Community Borrowers between the ages 10 and 18 must have a parent or legal guardian complete the application. The parent or legal guardian is responsible for the return or replacement of library material, as if they checked the item out themselves. The library's primary method of communication with account holders is via email. Therefore, a valid email address is required for all accounts. Community Borrowers are not eligible to check out reserve materials, AV equipment, or MOBIUS/Prospector items.

### *Special Circulation Regulations*

Some materials must be used only in the library, namely all Reference materials (designated with an "R" in the call number), newspapers, and all two-hour reserve materials.

### *Reserve Materials*

Faculty members may choose to place library materials or personally-owned items on reserve for their classes. Holds may be placed on reserve materials. Items placed on reserve must be submitted to the library staff at least one full day before it is to be checked out. The following information needs to be included upon submission: (1) Professor's name; (2) Course(s) name and number; (3) Checkout time – 2 hours, 1 day, or 2 days. Personal material placed on reserve will be bar-coded. Before withdrawing an item from course reserves, the professor must consult with the library staff so that the staff can withdraw the item's information from the catalog. Personal material will be placed in campus mail or will be available for pick up.

### *Fines and Lost Books*

The library staff levies a fine on overdue, damaged, or lost library materials. The College expects reimbursement for lost or damaged library materials. Materials will be inspected upon return to ensure that no damage has occurred. Materials having multiple components (e.g., multi-disc DVD sets) will not be checked in until all pieces have been returned. Items unable to be checked in because they are damaged or missing components will be charged overdue, damaged, or missing item fines as necessary, and it is within the purview of the library staff to assess each case accordingly. Books that have been returned but have already been processed as billed will be assessed and fines will be adjusted by the library staff on a case-by-case basis. The lost book fee for a MOBIUS item is \$100.00, plus a billing/processing fee of \$20.00. At the end of each month, all items not returned to the library are assessed and billed, and fines are then managed by Student Accounts in the Business Office.

## *MOBIUS*

MOBIUS is a library consortium and network of more than 80 libraries in and around Missouri. Among many other benefits, MOBIUS offers direct patron borrowing services among its networked libraries, and a courier service delivers books from other MOBIUS libraries daily, Monday through Friday. C-SC staff and students may initiate requests to borrow items from the MOBIUS shared catalog (containing more than 29 million items) as linked on the C-SC library's homepage or here: <<https://searchmobius.org/iii/encore/?lang=eng>>. C-SC staff or students may check out up to 10 MOBIUS items at a time.

### *MOBIUS Lost Book Policy*

The policy outlined below is to be followed if a patron loses or fails to return a book borrowed from a MOBIUS library other than the patron's home library. A lost book is defined as a book that has been received by the borrowing library but not returned. The patron's home library is responsible for collecting any fees and reimbursing the lending library for lost or damaged materials. Borrowing libraries agree to vigorously pursue getting materials back from their patrons.

- Patrons will receive 2 overdue notices and a bill for materials borrowed through the MOBIUS system that are not returned to the lending library. The first notice will be produced when the book is 5 days overdue and the second notice will be produced when the book is 30 days overdue. A bill will be produced when the book is 45 days overdue.
- The lost book fee is \$100.00 plus a billing/processing fee of \$20.00. The borrowing library can waive the billing fee if the book is returned. If the book is not returned, the lost book fee and \$20.00 processing fee will go to the lending library.
- Borrowing libraries will block patrons who have been billed (books are 45 days overdue). This blocking will be done monthly as part of the processing of the institutional overdues reports. Borrowing libraries may block patrons earlier if they so choose.



## Collection Development Policy

### *Rationale*

As the library's budget is not infinite, a selection policy must guide collection development. The library staff will make every effort to gather input from the faculty on a regular schedule about collections and recommendations, and it is the library staff's responsibility to ensure the collection is balanced fairly and equitably. The library's mission and values (stated above) will guide collection development practices, as will the Culver-Stockton mission and values.

The Carl Johann Memorial Library Collection Development Policy attempts to fulfill the following objectives:

- To provide resources, services, and learning opportunities for the students of Culver-Stockton in accordance with the educational goals and aims of the college
- To serve the needs of the faculty, administration, and staff by purchasing or securing through MOBIUS or ILL resources necessary for study, research, or in the conduct of college business
- To develop a collection that accommodates the depth and breadth of an undergraduate education and that provides necessary research materials for advanced or graduate degrees as the college develops these

### *Policy for Gifts*

The library may accept gifts, with the understanding that such gifts will have no restrictions placed on their use or on their disposal when their usefulness has ended. All gifts are subject to the same selection criteria as materials being considered for purchase. The library staff may make no tax evaluation of gift materials. The donor will be responsible for appraisals.

### *Collection Maintenance*

The removal of materials of limited usefulness is essential to maintaining the quality of the collection. The process of maintenance requires the expertise and input of the faculty, but as stated before, the library staff is ultimately responsible for the creation of a balanced collection. Books of unusual merit or rarity will be preserved as feasible. The library staff will consider the following factors when maintaining the collection:

1. Value to the collection
2. Physical condition
3. Number of copies in the collection
4. Coverage of the subject by other materials
5. Age or obsolescence
6. Use
7. Rarity in MOBIUS or WorldCat

## Culver-Stockton College Archives

### Mission Statement

The mission of the Culver-Stockton College Archives is to keep significant, non-current records, historic memorabilia, and artifacts pertaining to Christian University, now Culver-Stockton College, accessible and organized according to current preservation standards.

### Archives Access and Circulation:

Access to the College Archives in rooms JOH 105, 107, 108, & 110 is available by appointment only. Appointments should be made with a library staff member who will accompany visitors to the archives. Normally, the archival materials will not be circulated. The materials are available for in-house use. In-house use means the materials may be reviewed in the archives or in the library on days when the staff is present and available. The library staff must approve exceptions to the above statement. Most materials may be photocopied or scanned following the normal copyright guidelines applied to other materials. Some fragile materials cannot be photocopied due to their physical condition. This judgment is to be made by the library staff.

### Lost or Damaged Materials:

Most archival materials are irreplaceable. In cases where a replacement can be obtained, the borrower will pay the replacement cost of the item.

### Archival Materials Selection Policy:

In case judgment is necessary for the receipt of a gift to be given to the C-SC Archives, a committee consisting of the giver's contact persons, the Director of Alumni, the Library Director, and the Director of Development will meet to review and decide on the appropriateness of the acceptance. The Archives will maintain a collection of college artifacts of historical significance as necessary. The CU/C-SC Archives does not routinely maintain genealogical records or materials except as they pertain specifically to the college.

The Archives will normally maintain at least one and no more than five copies of the following items:

- Every publication of the college
- Programs of college events
- Publications of college employees or students
- Publications of college recognized clubs or associations
- Photographs of college events
- Newspaper clippings relating to the college
- Publications of significance to the history of the Christian Church (Disciples of Christ)

The Archives will accept gifts of items for inclusion under the following guidelines:

1. Item(s) must have personal relevance or historic connection to Christian University or C-SC
2. Item(s) must be notated as to their origin with specific donor information and any other facts concerning the gift.
3. The library staff reserves the right to remove any donated items posing potential damage to the rest of the collection.

#### Guidelines for Preservation of Archival Materials

Archival materials will be preserved according to current preservation standards as economically feasible.

Every effort will be made to preserve originals when the value of having an original document is important. Materials found to be disintegrating may be encapsulated or they may be photocopied or otherwise digitized.

Normally archive materials will be preserved in perpetuity if possible, but in some cases it may be necessary to remove some items for any of the following reasons:

1. Non-intrinsic historical value to the collection
2. Physical condition of the item poses a danger to the rest of the collection (e.g., mold).
3. Over number of copies of a particular item in the Archives
4. Items of historical significance to Canton or Lewis County and not specifically to Culver-Stockton College will be offered to the Lewis County Historical Society.