

Revised Library Procedures for Senate Review

- 4101 - Library Services
- 4103 - Grants and New Academic Programs
- 4109 - Use of Library Space
- 4121 - Library Collection Development
- 4124 - Headliners Awards Materials
- 4134 - Borrowing Library Materials
- 4136 - Reserve Collections
- 4137 - Interlibrary Loan Service

Procedure 4101: Library Services

Summary of Key Changes

The Procedure has been updated as follows:

- Matched “philosophy” and “services” with those defined on the current library homepage.



PROCEDURE

Library Services

Procedure Administrator: Associate Provost
Authority: N.J.S.A. 18A:64-8
Effective Date: March 21, 1978; February 10, 2011; TBD
Index Cross-References:
Procedure File Number: 4101
Approved By: Dr. Harvey Kesselman, President

PROCEDURE:

- A. The Richard E. Bjork Library serves the University community by offering services, materials, facilities and access to information necessary for study and research, the sum of which advances the University's goals of excellence in teaching and dedication to learning.
- B. To this end, all library collections and services are open and available for use by students, faculty, staff, and community borrowers within established guidelines.
- C. Services of the library include:
 - a. Developing, organizing and making available collections of information resources that support the curriculum, including archival materials on the history of the University and southern New Jersey.
 - b. Teaching students to locate, analyze, and evaluate information resources needed to complete assignments and projects.
 - c. Offering reference assistance to the University community.
 - d. Assisting the University community in acquiring skills in the use of library and information resources. Providing suitable spaces that support learning, connect patrons to our services and collections, and are accessible to all.
 - e. Maintaining statistical records detailing the use, services, acquisitions and inventory of the library.
 - f. Assisting with technology needed to sustain current pedagogies and practices.

Review History:*

	Date
Procedure Administrator	02/23/2021
Faculty Senate	
Provost's Council	
Divisional Executive	06/14/2021
General Counsel	07/16/2021
Cabinet	
President	

Procedure 4103: Grants and New Academic Programs

Summary of Key Changes

The Procedure has been updated as follows:

- Assessment of library resources is embedded within new program development processes required by the NJ President' s Council. As such, it does not require a separate University procedure.
- This language will be reviewed and/or added to existing grants procedures.

Review History:

	Date
Procedure Administrator	02/23/2021
Faculty Senate	
Provost's Council	
Divisional Executive	06/14/2021
General Counsel	07/16/2021
Cabinet	
President	

Procedure 4109: Use of Library Space

Summary of Key Changes

The Procedure has been updated as follows:

- Update title of the procedure administrator.
- Include reference to the online booking system used for reserving group study rooms.
- Update language about accessibility.
- Minor phrasing changes and formatting updates



PROCEDURE

Use of Library Space

Procedure Administrator: Associate Provost
Authority: N.J.S.A. 18A-64-8
Effective Date: February 10, 2011; TBD
Index Cross-References:
Procedure File Number: 4109
Approved By: Dr. Harvey Kesselman, President

PROCEDURE:

A. Definitions

1. Public access areas are the following:
 - a. All open (i.e., unenclosed) spaces within the library including tables, chairs, carrels, and lounge furniture.
 - b. All rooms designated as group study.
2. All areas not covered above are considered staff and service spaces.

B. General Provisions

1. Except as limited in the next section, public access areas are available to all library users on a first come, first served basis for the purposes of study, use of library equipment and materials, informal reading, and viewing and/or listening to materials.
2. Public access areas of the library will not be designated or reserved for the exclusive use or purpose of any individual or formal or informal group, except as approved by the Director of Library Services or designee. Usually such approval is granted for only a limited period of time and for the following kinds of activities: (1) educational and artistic displays; (2) meetings of small classes or seminars; or (3) small meetings of other groups. Group study rooms are an exception to this practice, for they are limited to [Stockton affiliates] through the use of an online booking system.
3. Users are encouraged to be courteous with other library users. However, it is not the practice of the library to enforce silence. There are out-of-the-way spaces in the library for those seeking solitude. In addition, a portion of every level has designated quiet areas. Group study is encouraged in the Learning Commons.

C. Specific Provisions

1. Group study rooms may be used by one individual only when there is no group seeking space.
2. Multimedia carrels should be used only for viewing and/or listening to

media materials. They may be used for other purposes only when there is no one wishing to use them for their intended purposes.

3. Carrels and other library furniture modified for individuals with accessibility needs are reserved for their use.
4. The library assumes no responsibility for personal or other belongings left in the public access areas.
5. The library does not assign space to individuals for extended study.
6. If an individual must leave the library for a short period and wishes to leave personal belongings at the circulation desk, they may do so. However, the library takes no responsibility for loss or damage.

D. Staff Work and Service Spaces

These areas are designated for administrative and service functions and their use is under the direct supervision of the personnel assigned to them. Except for service areas, they are not normally made available for public use.

E. Equipment

Although library users are encouraged to contact library personnel for assistance and advice on library related matters, staff desks, telephones and computers are for the conduct of official library business only.

F. Closing

No one is permitted to use library facilities after closing. Under special circumstances this policy may be waived for faculty or University staff having offices in the building or essential need to use one or more parts of the library.

Review History:*

	Date
Procedure Administrator	02/23/2021
Faculty Senate	
Provost's Council	
Divisional Executive	06/14/2021
General Counsel	08/18/2021
Cabinet	
President	

Procedure 4121: Library Collection Development

Summary of Key Changes

The Procedure has been updated as follows:

- Update title of procedure administrator.
- Use of archival material revised to include the service of providing copies to patrons.



PROCEDURE

Library Collection Development

Procedure Administrator: Associate Provost

Authority: N.J.S.A. 18A;64-8

Effective Date: March 21, 1978; February 9, 2011; October 4, 2011; TBD

Index Cross-References:

Procedure File Number: 4121

Approved By: Dr. Harvey Kesselman, President

PROCEDURE:

- A. It is the library's responsibility to acquire material needed by faculty, students and staff. Funds for this purpose are allocated and expended by the library within University and state fiscal guidelines.
- B. The library reserves the right to make the final decision concerning all library acquisitions, including all purchases, gifts, materials for the University archives, subscriptions and memberships.
- C. In order to have a balanced collection, the library welcomes all users to participate in the collection development process.
- D. Duplicate or multiple copies of library materials will not be purchased unless warranted by user demand.
- E. Books and periodicals purchased by other divisions and sent to the library will be recorded and inventoried by the library and will be controlled by the library upon receipt.
- F. Media purchases may be made on the recommendation of any member of the Stockton University community if the requested material has been reviewed or previewed by the requestor, or the material is known by the requestor to be of value to the University. In general, consultation about proposed purchases should be made with the Associate Director for Technical Services.
- G. Gifts
 1. The University welcomes and encourages gifts to the library. The Director of Library Services and the Associate Director for Technical Services are authorized to consider all proposed gifts to the library to determine whether or not the material is appropriate for the collection. The opinions of librarians, as well as University staff and faculty, may be solicited.
 2. Upon receipt of gift material, the disposition and use of that material becomes the sole responsibility of the library.
 3. The library does not place a monetary value on gifts it receives. All gifts, however, are duly acknowledged by the library. It is the giver's

responsibility to assign any value to a gift prior to donating it to the library.

H. University Archives

1. It is the responsibility of the library to maintain and house archival records of the University, both of a formal and informal nature, and make these available to the public.
2. Collection Development
 - a. The individual offices of the University have the responsibility of sending archival materials generated by them to the library.
 - b. Decisions as to what materials will be placed in the University archive collection and the format in which they will be kept are the responsibility of the library.
 - c. The University archive collection is public in nature, and therefore materials of a confidential nature will not be placed in the archive collection.
 - d. Materials in the University archive collection are intended for use in the library. Copies of materials are provided upon request. Original materials may be removed from the archive collection or the library only with the permission of the Associate Director for Technical Services or the Director of Library Services.

I. Subscriptions

Except under extraordinary circumstances, the library will not approve or pay for a journal, newspaper or other subscription unless the item is to be placed in the library as part of its collections and be generally available to the public.

J. Memberships

The library will enter an institutional membership when it is the only means of acquiring needed library subscriptions or if the savings are sufficient to cover the additional cost of the membership as opposed to a regular subscription.

K. Withdrawal of Library Materials

Materials are withdrawn from the collections at the discretion of the library.

Review History:*

	Date
Procedure Administrator	02/23/2021
Faculty Senate	
Provost's Council	
Divisional Executive	06/14/2021
General Counsel	08/18/2021
Cabinet	
President	

Procedure 4124: Headliners Awards Materials

Summary of Key Changes

The Procedure has been updated as follows:

Asked for the withdrawal of this procedure, as this collection has been removed from the library.

Review History:

	Date
Procedure Administrator	02/23/2021
Faculty Senate	
Provost's Council	
Divisional Executive	06/14/2021
General Counsel	10/01/2021
Cabinet	
President	

Procedure 4134: Borrowing of Library Materials

Summary of Key Changes

The Procedure has been updated as follows:

- Update title of procedure administrator.
- Eligibility criteria and terms of usage added.
- “Borrower Responsibilities” added to list the duties of borrowers.
- “Overdue and Lost Items” added to inform borrowers of the “overdue” to “lost” conversion.
- “Suspending Borrowing Privileges” added to inform borrowers of the conditions of suspension.
- Clarified Recall and payment procedures for lost or damaged material.



PROCEDURE

Borrowing of Library Materials

Procedure Administrator: Associate Provost

Authority:

Effective Date: June 4, 1998, June 9, 1998; February 2, 2011; October 4, 2011; TBD

Index Cross-References:

Procedure File Number: 4134

Approved By: Dr. Harvey Kesselman, President

I. PURPOSE:

To provide for the circulation of library materials to the members of the Stockton University community and beyond.

II. PROCEDURES:

A. Eligible Borrowers

- Students and current and retired faculty and staff of Stockton University.
- Stockton alumni are granted limited borrowing privileges and are subject to additional criteria. Alumni may apply for borrowing privileges at the library or the Office of Alumni Services.
- Guests who are residents of the state of New Jersey and sixteen years of age or older may apply for a Community Borrower card.
- Virtual Academic Libraries Environment (VALE) borrowers who are current faculty, staff, and students in good standing from VALE participating libraries must obtain a signed VALE Reciprocal Borrowing Application Form from their home institution's library.
- New Jersey Academic Libraries Network (NJALN) borrowers who are current faculty, staff, and students from NJALN libraries.
- All borrowers have their own accounts in the Library's online library system (OLS) that contain their names, institutional or library identification numbers, contact information, items charged out, overdue items, lost items, and fees associated with unresolved financial obligations, if any.

B. Borrower Identification

Borrowers must present proper identification to the Circulation staff to borrow items from the Library. Proper identification is a valid Stockton ID card, a Stockton Alumni ID card, or a Community Borrower's card. Non-Stockton users may apply for a Community Borrower card at the

Circulation desk.

C. Borrower Responsibilities

A borrower is responsible for the following:

- All items checked out to their account and the resulting fines if items are held past due dates.
- Items lost, stolen, or damaged and the resulting fines.
- Notifying the Library of changes to contact information in their account.
- Notifying the Library if a Community Borrower card is lost or stolen.

D. Loan Periods

Loan periods and the renewal of library materials on loan are determined by item type, and borrower category. Items such as reference materials, periodicals, microforms, and archival materials are non-circulating unless special permission is granted by a librarian. The Library may temporarily suspend its loan and renewal procedure for special circumstances (e.g. inventory). Reasonable notice will be provided to borrowers to limit inconvenience. All materials are subject to recall.

1. Stockton students:

- Currently-enrolled students may borrow an unlimited number of books and documents for a period of three weeks. These materials may be renewed in person, by telephone, or online, unless they are required by another user.
- Reserve materials may be used by students for the time period specified by the instructor, up to ten days.
- Circulating media may be borrowed for five days and may be renewed once in person, by telephone, or online, unless they are required by another user.
- Media Reserve may be borrowed for a five-day loan.

2. Faculty / Staff:

Faculty and staff may borrow:

- An unlimited number of books and documents for a semester loan. Items are not renewable beyond a two-year period.
- Five items each from the circulating media and Media Reserve collections for a period of five days. These items may be renewed once in person, by telephone, or online, unless they are required by another user.
- Ten periodicals and up to five reference books for a 24-hour loan with the approval of a librarian.

3. Adjuncts:

Adjunct faculty have the same borrowing privileges as faculty and staff when they are currently teaching. When adjuncts are not scheduled to teach, they may apply for a Community Borrower card. Materials are not automatically renewed at the end of each semester unless the adjunct's program indicates they are scheduled to teach the following semester.

4. Alumni:

Alumni may borrow up to ten books, documents and/or circulating media. Books, audio books and documents circulate for a three-week loan period; circulating media has a five-day loan period unless the material is required by another user.

Alumni may renew books, audio books and documents twice in person, by telephone, or online unless they are required by another user. Circulating media may be renewed once unless required by another user.

5. Guests, VALE and NJALN Borrowers:

Guests and NJALN borrowers may borrow up to a total of five books and/or documents. Books and documents circulate for a three-week loan period unless the material is required by another user.

Guests and NJALN borrowers may renew books and documents twice in person, by telephone, or online unless they are required by another user.

The VALE reciprocal borrowing policy defers to those policies of the home lending library. For Stockton, students receive a three-week loan with unlimited renewals, and faculty/staff receive a semester loan with unlimited renewals. All loans are subject to recall.

E. Recalled Items

The Library may recall any item checked out to any borrower. Recalling an item usually shortens its loan period. Items needed for course reserve are subject to immediate recall.

F. Holds

Individuals may place a hold on an item to ensure use. Individuals also may request Library staff to retrieve items from the stacks to be held at the Circulation Desk for pick-up.

G. Overdue and Lost Items

An overdue item is a library item that is not returned to the Library by its due date. After 28 days of overdue status, the status of an overdue item changes to "lost."

H. Fines, Charges, and Payments

Library fines and charges are determined by a combination of type of loan and borrower category. Fines, charges, and payment instructions are listed on the Library homepage.

Charges for lost or damaged items are payable by cash or check at the Library circulation desk.

I. Suspension of Borrowing Privileges

The Library suspends borrowing privileges when circulating or reserve materials are overdue for more than 28 days. Unpaid fines and charges may result in blocking a student from registering, requesting transcripts, or

receiving a diploma. Faculty, staff, and current adjuncts are exempt from this provision.

Review History:

	Date
Procedure Administrator	08/31/2020
Faculty Senate	
Deans' Council	
Provost's Council	
Divisional Executive	07/07/2021
General Counsel	10/08/2021
Cabinet	
President	

Procedure 4136: Reserve Collections

Summary of Key Changes

The Procedure has been updated as follows:

- Minor changes were made to the elements of placing materials on reserve.



PROCEDURE

Reserve Collections

Procedure Administrator: Associate Provost

Authority: N.J.S.A. 18A:64-8

Effective Date: June 24, 1998; July 9, 1998; February 2, 2011; TBD

Index Cross-References:

Procedure File Number: 4136

Approved By: Dr. Harvey Kesselman, President

I. PURPOSE:

To provide for a reserve collection in the University Library to assure that certain required or recommended reading items for courses will be readily available to students.

II. PROCEDURE:

It is the responsibility of the instructor to provide information to the Library regarding materials to be placed in the reserve collection.

A. What May be Placed in the Reserve Collection

1. The following types of library materials may be placed in the reserve collection: books from the circulating collection, government documents, maps, pamphlets, photocopies of journal articles and media (including materials in the instructor's possession). Interlibrary loaned books and videos may not be placed in the reserve collection.
2. Personal materials may be placed in the reserve collection and will be maintained by the Library as other University materials. However, the Library does not assume liability for the loss or damage of personal materials placed in the reserve collection.
3. Materials placed in the reserve collection should be related to specific course work. The Library may refuse to place materials in the reserve collection that may violate copyright law.

B. Placing Materials in the Reserve Collection

1. All requests to place materials in the reserve collection must be submitted on the Reserve Request Form available from the Library's homepage or at the circulation desk. Materials not owned by the Library must be requested through regular ordering channels marked FOR RESERVE. When these materials are made available to the circulation desk, the requestor will be notified. Articles from issues of journals not owned by the Library may be requested through interlibrary loan

by the instructor. Upon receipt by the Library, it is the responsibility of the instructor to then have the articles placed in the reserve collection.

2. The Library reserves the right not to place photocopies or replicated materials on reserve if doing so may violate copyright. The instructor is responsible for obtaining copyright permission where required.
3. The Library may, at its discretion, place an entire volume in the reserve collection rather than photocopying or duplicating a portion of it.
4. All materials placed in the reserve collection may be used by students for the amount of time specified by the instructor, up to seven (7) days.
5. The Reserve Request Form lists the following loan periods possible for reserve materials:
 - a. 2 - 4 hours in Library use only (length at instructor's discretion).
 - b. 24 hours. Material may be borrowed and taken from the Library at any time but must be returned in 24 hours to avoid a late fee.
 - c. Three (3) days. Material may be returned anytime on the third day after it is borrowed.
 - d. Seven (7) days. Material may be returned anytime on the seventh day after it is borrowed.
6. Requests to place material in the reserve collection or remove material from the reserve collection can be made by the instructor at any time. Requests are processed as soon as possible in the order they are received.
7. Materials in the reserve collection will be returned to the Library collection or instructor at the end of the academic term.

C. Reserve Materials Loan

1. Anything to be loaned for less than overnight may not be removed from the Library.
2. Extensions to the designated loan period can only be made if the instructor gives his/her approval of the extension either in writing or verbally.
3. The best mechanism for the timely return of materials is the instructor's insistence that reserve materials be returned when due. However, as an added protocol, a fee of \$.50 per hour (or fraction thereof) will be charged for all overdue reserve material. For 3-day and 7-day materials, the fee will be \$1.00 for each day or portion of a day the material is overdue.

D. Other Information on Reserves

1. Reserve materials are typically intended for multiple users. On a case-by-case basis, the Library will place materials in the reserve collection for independent study projects and other teaching/learning situations oriented toward an individual.
2. The maximum number of copies of an item normally placed in the reserve collection is one copy for each 15 students in a course.
3. The Library will recall items on loan needed for reserve.
4. Unless requested to do otherwise by the instructor, all materials are removed from reserve the day following the last day of the academic term.
5. When two or more instructors request the same title for reserve, the instructor to first make the request may specify the details concerning loan of the reserved material. However, the Library will notify faculty who subsequently request the same title. Arrangements for its use may then be determined between the instructors.
6. The Library may, at its discretion, place heavily-used non-circulating items in the reserve collection to allow for more efficient access by patrons.

Review History:

	Date
Procedure Administrator	06/14/2021
Faculty Senate	
Provost's Council	
Divisional Executive	06/14/2021
General Counsel	10/08/2021
Cabinet	
President	

Procedure 4137: Interlibrary Loan Service

Summary of Key Changes

The Procedure has been updated as follows:

- Replaced the URL with the procedures to which the URL leads.

Procedure 4137: Interlibrary Loan Service

Summary of Key Changes

The Procedure has been updated as follows:

- Replaced the URL with the procedures to which the URL leads.



PROCEDURE

Interlibrary Loan Service

Procedure Administrator: Associate Provost

Authority: N.J.S.A. 18A:64-8

Effective Date: July 1, 1998, July 9, 1998; February 2, 2011; TBD

Index Cross-References:

Procedure File Number: 4137

Approved By: Dr. Harvey Kesselman, President

- I. **PURPOSE:** To describe how library patrons may use the University interlibrary loan service.
- II. **PROCEDURE:**
 1. Interlibrary Loan (ILL) service facilitates the loaning of library materials that are not held in the Richard E. Bjork Library and that are needed for individual research or study. This service is available to currently enrolled students and to currently employed faculty and staff.
 2. Patrons may not request materials that are held in the Richard E. Bjork Library unless that material is missing or charged out.
 3. Faculty may use ILL to obtain digital files (journal articles or book chapters) to be placed on reserve but not to obtain physical items for reserve.
 4. There is no limit to the number of ILL requests an authorized patron may make.
 5. Fulfillment of ILL requests for undergraduate students is limited to libraries that do not charge for the service. Maximum charge limits are \$15 for graduate students and \$20 for faculty. The Library pays such charges and does not pass them on to the patron.
 6. All ILL requests must be made through the ILLiad online system. Other formats are not accepted.
 7. Requests for the following materials will not be accepted: large multi-volume titles, periodicals, books published in the current year, reference books, manuscript or archival materials, books in special collections whose loan would be restricted to in-library use, and fragile material that requires special handling. Requests for dissertations or theses are accepted only when circulating copies of those materials are available.
 8. Received loans are kept at the Circulation Desk for patron pickup. Article PDFs are electronically delivered to the patron.
 9. Loan periods for books are set by the lending library. Renewal requests must be made before the item becomes overdue, which the lending library may accept or reject. Renewal requests are made through the ILLiad system, through email, or by calling the ILL office.
 10. Patrons are responsible for inspecting borrowed ILL material for existing

damage, such as missing pages, torn pages, highlighting or other marks, stains or spots on any part of the material at the time it is retrieved. Patrons should report items damaged upon receipt to ILL staff before leaving the Library. Patrons will be responsible for material that is returned with unreported damage.

11. Patrons are responsible for returning borrowed ILL materials on time. If a loan becomes overdue by 7 days, a hold will be placed on the patron's record as well as on their Library and ILL accounts.
12. If a lending library should levy an overdue fine or a charge for a loan that is lost or damaged during the ILL process, these charges will be passed on to the patron. If a patron fails to pay ILL charges, a hold will be placed on the patron's Stockton record.

Review History:

	Date
Procedure Administrator	06/23/2021
Faculty Senate	
Provost's Council	
Divisional Executive	06/23/2021
General Counsel	10/01/2021
Cabinet	
President	