

Library Services

Updated August 2014

Borrowing Privileges for Faculty and Staff

For complete details, please see "Circulation Policies: Mount Faculty & Staff."

All books owned by the library, with the exception of items in the reference collection or on reserve, may be borrowed by faculty or staff members for the duration of the current semester and renewed for two semesters.

Periodicals, including single issues, bound volumes and microfiche, do not circulate.

Videos, DVDs, CDs and LPs circulate for four weeks and can be renewed twice.

All materials are subject to recall if requested by another patron.

Fines are charged to faculty and staff for lost or damaged materials. The fine is the replacement cost plus a processing fee. Each faculty or staff member is responsible for any material checked out under his or her name. At the end of each semester, each faculty and staff member will receive a list of materials currently checked out and a list of overdue materials.

Books borrowed from OhioLINK are due three weeks from their checkout date. They may be renewed 6 times as long as no holds have been placed on the item. Media items borrowed from OhioLINK are due 7 days from their checkout date and may not be renewed.

OhioLINK fines will not be waived. Fines for OhioLINK items returned late are \$0.50 per day.

Library Collection Ordering Procedures

Any faculty member who wishes to request books, compact discs, journal subscriptions, or DVDs for addition to the library collection should fill out a Library Request Form for each title or contact the Director of Library Services directly. Library Request Forms are available at the Reference Desk or from the Director of Library Services.

The Director of Library Services will alert faculty members when a title they have requested has arrived and been cataloged.

Reserve Materials

For specific procedural information, please consult "Course Reserves."

Employee Handbook

Books, videos, LPs, CDs, and DVDs may be placed on reserve at the Help Desk, located in the Library. Materials owned by other libraries may not be placed on reserve. A Reserve Processing form (available at the Help Desk) must be filled out for all materials. Please allow sufficient time for processing. Materials are usually available for circulation within two weekdays of receipt.

When in compliance with copyright laws, articles and chapters from books placed on reserve by faculty members are scanned and made available on Blackboard. When permission is not given for such duplication, materials will be put on reserve in print format. The library seeks such permission and incurs all related costs. In order for library staff to mount such information quickly, faculty members must provide full citation information.

Library Instruction

A variety of instructional services are available. Contact the Director of Library Services, or the Head of Public Services to discuss course-related instruction.

Interlibrary Loan

Interlibrary Loan service is provided to all Mount faculty, staff, and students. Materials not available in the library or via OhioLINK may be obtained from other libraries. There is no charge for materials obtained via Interlibrary Loan. Materials may be requested via the library's online Inter-Library Loan form.

OhioLINK books, CDs and videos may be requested online by patrons.

OhioLINK

OhioLINK is a statewide consortium made up of more than 80 academic libraries. Via OhioLINK, faculty and staff members may request books, CDs or videos online for delivery to the Library Circulation Desk. Books are due three weeks from date of checkout; non-print materials are due one week from date of checkout.

Archives

The Archives of Mount St. Joseph University serve as the official repository for the permanent records of Mount St. Joseph University. The Library Services Department of the Mount administers the Archives. The primary purpose of the Archives is to collect, organize, preserve, and make available for consultation any materials that have enduring value to documenting the history of the University.

The Archives houses materials in the following formats: print, photographs, negatives, slides, audiotapes, videotapes, microfilm, machine-readable files, architectural plans, CD-ROM and maps. Other formats will be considered for future retention.

Whenever appropriate, materials will be preserved in their original format.

Employee Handbook

Donations to the Archives should be forwarded to the Director of Library Services who will evaluate the appropriateness of the material for inclusion in the collection.

Materials not easily reproduced or copied may be removed from the Archives due to physical deterioration or space limitations. The Director of Library Services and/or other appropriate University staff will make these decisions.

1. Submitting Materials to the Archives

All materials should be dated and identified in pencil. Staples should be removed. It is recommended that University departments submit relevant materials to the Archives on a monthly, quarterly and/or annual basis, as materials are available.

2. Record Retention

Record retention is done according to the needs of a campus office. The office in charge of that program usually keeps operating records of a specific program as long as that program is extant. If the program ends, then the records should be submitted to the Archives for permanent record keeping. Some records will be kept in offices to serve existing staff. If a staff member or faculty member leaves the University, the appropriate records should be sent to the Archives for permanent record keeping.

3. Public Use of the Archives

The Archives are closed to the public. Tours of the Archives are available upon request. These and other requests for permission to use the Archives should be forwarded to the Director of Library Services. The use or examination of certain documents may be restricted. The researcher may quote from documents only with the written permission of the Director of Library Services and with due reference to the source. As a general rule, no letter, memorandum or document written by a person still living may be quoted, paraphrased or used in any way without the consent of the author. The researcher must assume full responsibility for conforming to the laws of libel and literary property rights, which may be involved in the use of manuscripts and other archival materials.

If permission is given for reproduction of materials the reproduction is performed by a member of the staff at an established cost per sheet or page. Such reproductions may not be further reproduced, examined, or transferred elsewhere without prior written permission. Permission to reproduce material does not constitute permission to publish. If permission is given for the use of material for publication (including theses or dissertations), one copy of the publication should be sent to Archives.

No material may be removed from the Archives, except with the permission of the archivist or the Director of Library Services.

Library Web Site

All policies outlined in this document are given in full on the Library's Web site: <http://library.msje.edu>. Access to the Library's site and its digital resources are available from off campus with a valid MSJ AllCard (obtainable from Campus Safety). See "Access Resources from Home" page for details.

Employee Handbook

Copyright Compliance Policy

Please find the entire policy in the Employee Handbook Appendix at:

https://mymount.msj.edu/ICS/icsfs/I-Policy_on_Copyright_Compliance.pdf?target=d2485492-b1d2-4341-913c-84cb2b008635