



Policy Manual

Published by the UAS Ketchikan Campus Library

Mission Statement

The primary mission of the UAS Ketchikan Campus Library is to provide UAS students and faculty, without regard to their geographic location, with a full range of library services and resources. The library supports the instructional programs of the University and strives to meet the information and research needs of the Ketchikan community. The library offers access to high quality resources, services and gateways to information.

TABLE OF CONTENTS

Philosophy (from the American Library Association) ----- Page 3

- 1.1 Library Bill of Rights Page 3**
- 1.2 Intellectual Freedom Statement Page 3**
- 1.3 Freedom to Read Statement Page 3**

Public Service----- Page 3

- 2.1 Reserved Page 3**
- 2.2 Patron Right to Privacy Page 4**
- 2.3 Circulation Page 4**
- 2.4 Summary of Fines and Fees Page 5**
- 2.5 Standard Replacement Costs Page 6**
- 2.6 Reference Page 6**
- 2.7 Interlibrary Loan Page 6**
- 2.8 Exhibits and Display Space Page 7**
- 2.9 Events in the Library Page 7**
- 2.10 Group or Class Visits Page 7**
- 2.11 Unaccompanied Children or Pets on Campus – UAS Ketchikan Campus Policy Page 8**
- 2.12 Services to Persons with Disabilities Page 8**
- 2.13 Library Technology Page 8**
- 2.14 Photocopying and Copyright Page 10**
- 2.15 Public Printing Page 10**

Conduct----- Page 10

- 3.1 Rules of Conduct Page 10**
- 3.2 Internet Use and Safety Page 11**
- 3.3 Implementation of Conduct Rules – Prohibition Letters Page 12**

Collection Development----- Page 13

- 4.1 Collection Development Policy Summary Page 13**

Emergencies/Building Problems----- Page 13

- 5.1 Reserved for internal policies on emergencies and facilities problems Page 15**

Philosophy

1.1 Library Bill of Rights

The Campus Library follows the American Library Association's Library Bill of Rights, which affirms that all libraries are forums for information and ideas, and that basic policies should guide their services. For more information go to ALA's [Library Bill of Rights](#).

1.2 Intellectual Freedom Statement

The Campus Library supports the American Library Association (ALA), which "actively advocates in defense of the rights of library users to read, seek information, and speak freely as guaranteed by the First Amendment. A publicly supported library provides free and equal access to information for all people of that community. We enjoy this basic right in our democratic society. It is a core value of the library profession." For more information see ALA's Statements regarding [Intellectual Freedom](#).

1.3 Freedom to Read Statement

The Campus Library agrees with the ALA that the freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading, and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read. For more information, go to ALA's [Freedom to Read Statement](#).

Public Service

2.1 Reserved

2.2 Patron Right to Privacy

It is the policy of the UAS Ketchikan Campus Library that the privacy of all users will be respected in compliance with federal and state laws, as well as professional standards.

Pursuant to Section 40.25.140 of the Alaska Statutes: "the names, addresses, or other personal identifying information of people who have used materials made available to the public by a library shall be kept confidential, except upon court order..." In addition, all library records and other information relating to an individual's use of the Library and its resources are considered confidential. These records include, but are not limited to, circulation records of library materials, interlibrary loan transactions, computer database searches, equipment rental, and reference or informational questions asked.

The Alaska Statutes further state that: "Records of a public elementary or secondary school library identifying a minor child shall be made available on request to a parent or guardian of that child." That means that although elementary or secondary school librarians may reveal to parents or guardians what their children have checked out from the library; staff in Alaska public, academic and special libraries may not do so.

For further information about the Patron Privacy Policy of the UAS Ketchikan Campus Library, please contact the Librarian at 907-228-4517.

2.3 Circulation

Library Cards

The UAS Ketchikan Campus Library is a member of the First City Libraries Consortium, a consortium made up of the Ketchikan Public Library, the libraries of the Ketchikan Gateway Borough Schools, and the UAS Ketchikan Campus Library. Any UAS Ketchikan student may request that a library card be issued to him/her, regardless of place of residence, including students registered for a UAS Ketchikan e-Learning class. E-Learning students, however, will only be given lending privileges at the Campus Library, while Ketchikan residents are given lending privileges at all First City Libraries consortium libraries.

Residents of the Ketchikan Gateway Borough who are not UAS Ketchikan students may be issued a library card at UAS Ketchikan if they bring in to the Campus Library a valid Alaska picture ID and a piece of mail they have received with a local mailing address. A local property tax receipt is proof of residency, as is a voter registration card; Coast Guard Personnel must present their military ID.

The first library card is free; replacement cards cost \$2.00.

The Campus Library is a member of the Alaska Libraries' Reciprocal Borrowing Program, whereby any library patron of a member library within the State of Alaska may borrow up to four items from the Campus Library, upon confirmation by Campus Library staff that the patron's library account at his or her home library is on good standing. See [Alaska Libraries' Reciprocal Borrowing Program](#).

Checkout Times

Circulating books and all periodicals except the most current issues may be checked out for 21 days, and videos and DVDs may be checked out for seven days. UAS faculty members may have an extended loan period of 120 days for Campus Library circulating books. Reference books and Rare Books do not circulate.

Renewals

Materials may be renewed one time. For books and non-current periodicals, this means one additional 21-day period, and for videos and DVDs, one additional 7-day period. Items may not be renewed if another borrower has requested them.

2.4 Summary of Fines and Fees

Fines

Overdue fines for late materials from the General, Oversize, Government Documents, and Periodicals Collections of the Campus Library are \$.10 per day, up to a \$3.00 maximum. The late fee for videos and DVDs is \$1.00 per day, up to a maximum of \$5.00. When an overdue item has accrued fees up to its maximum amount, that item automatically changes from Checked Out status to Lost status in the patron's record, and the patron is charged the replacement value of the item, as well as a processing fee (see below). When a patron has incurred \$10.00 or more in fines from any First City Libraries Consortium library member, the patron will be suspended from borrowing further materials until the total fines owing are less than \$10.00.

Processing Fee

A \$7 processing fee will be included in addition to the replacement cost for items which have gone to Lost status and must be reacquired by the Campus Library. No credit will be granted for lost materials returned after they have been replaced by or deleted from the library system. Out-of-print or hard to find items will be considered for reinclusion into the collection on a case by case basis.

2.5 Standard Replacement Costs

Lost Materials

A first notice is sent to patrons when non-video items become one week overdue. Library patrons are billed for the replacement cost of overdue items when videos are 14 days overdue, and all other materials are 28 days overdue. The default replacement cost for lost materials is \$35.00, but most items in the library catalog list their actual cost of purchase and therefore, their cost of replacement.

2.6 Reference

Trained library staff offer assistance in finding information in Campus Library collections or on the Web during service hours. Please stop by the service counter, call the Campus Library at (907) 228-4567 or toll-free at 1-888-550-6177, or send an email to libket@uas.alaska.edu to seek assistance.

Reference service provides information directly to individual inquirers on a one-to-one basis. The service counter of the Campus Library is the basic point of access for all patrons, regardless of location. The reference transaction will be managed as a practical, private conversation between the librarian and the individual seeking information. Respect for the inquirer and his/her right to privacy will be maintained during the interview. As the Campus Library is an academic library, the goals of the reference transaction are to both find the information that the patron needs and to teach the patron to find information independently.

2.7 Interlibrary Loan

Purpose: The Interlibrary Loan (ILL) Service is a resource sharing activity which enables patrons to access materials which the Campus Library does not own and are not owned by another First City Libraries member library. Most libraries, particularly those with smaller collections, rely on ILL to meet some of their patrons' needs. The primary purpose of the Campus Library's ILL service is to support the educational and research needs of its students, faculty and staff.

- Any UAS Ketchikan student may use the Campus Library's ILL Service at no charge to them. A First City Libraries patron who is not a UAS Ketchikan student will be charged \$2.00 per ILL request.
- Although ILL materials are generally exchanged between libraries, the Campus Library sometimes requests that material be sent directly to e-Learning students and returned by them to the lending library.

- At this time, there is no limit on the number of requests that a patron can submit. However, patrons may be asked to prioritize a large number of requests.
- Staff reserves the right to restrict a patron's use of the Campus Library's ILL Service should requested items consistently not be picked up, be returned late, be damaged or lost.
- The Campus Library does not charge any library for materials requested through ILL.

2.8 Exhibits and Display Space

- Exhibit space in the public areas of the Library is for Library use as part of its public service mission, which is to provide library materials and services in a collection to serve a diverse group of users, to complement classroom instruction, and to stimulate independent study and cultural awareness. The Library's exhibit space consists of a display case just outside the Library door, a bulletin board and counter space just inside the Library door, and a bulletin board on the stairway between floors in the Ziegler Building. A display case on the second floor of the Paul Building is sometimes on loan by the campus to the Campus Library for the display of library materials.

2.9 Events in the Library

UAS Ketchikan faculty, staff and student organizations may host events in the Campus Library according to the [UAS Ketchikan Campus Library Facility Use Agreement](#).

2.10 Group or Class Visits

The Campus Library welcomes K-12 school groups from southern Southeast to tour and gain access to university collections as space and staff time allow. Teachers who wish to bring their students to the Campus Library as part of an educational trip should request a class visit at least one week in advance. Requests should include the names of the school and teacher in charge, educational objective(s), number and grade level of students, and the date and time desired for the visit. The Campus Librarian will respond to the request by phone or email with written confirmation following. Should the Campus Library not be able to honor the request, reason(s) will be given and alternate times suggested. Requests may be made by phone: (907) 228-4567 or by email at libket@uas.alaska.edu.

2.11 Unaccompanied Children or Pets on Campus – UAS Ketchikan Campus Policy

The University of Alaska is a diverse environment of classrooms, offices and laboratories, and visitors to campus are generally welcome and encouraged. However, appropriate precautions and limitations on visitation are necessary to protect health and safety and to maintain productivity and regulatory compliance. Therefore, neither pets nor unaccompanied children under the age of 16 are allowed in UAS Ketchikan facilities.

2.12 Services to Persons with Disabilities

The Campus Library offers eight computer terminals, open to students and the public, with a time limit of 60 minutes placed on them for non-students. All computers have a Windows operating system, Internet access, and an Accessibility Package. This accessibility package includes:

- Screen Reader – A screen reader (WIN + U will read screen to you)
- Visual – The ability to alter the screen resolution, text size and color, cursor size and blink rate, a screen magnifier, setting of screen contrast and color schemes
- Volume (with headphones plugged in) – ability to adjust the volume, set sounds for certain tasks or notifications, and a narrator
- Mouse – set options on click speed, click lock, pointer speed, size and color, and more
- Keyboard options – change keyboard layout, sticky keys, toggle keys, move mouse using keypad, on-screen keyboard

For more information about services to persons with disabilities available at UAS Ketchikan, please refer to: <http://www.uas.alaska.edu/dss/index.html>

2.13 Library Technology

Computers

- The Campus Library offers eight (8) public access stations, two of which are reserved for UAS student use only. Library users who are not UAS students, faculty or staff are limited to one hour per day of computer usage. All of the workstations have a full suite of university software.
 - The Learning Center, next door to the Campus Library, offers an additional five student workstations, as well as computer based test proctoring.
 - Six (6) PC laptops are available for 7 day checkout for UAS students/staff/faculty, with one renewal per month allowed.

- UAS Ketchikan Campus Library Internet Use Policy (see section 3.2)

Wi-Fi

The Campus Library provides open Wi-Fi access, and access to networked printers for authenticated UAS users.

- Anyone may access the network from anywhere on campus using the UAS wireless intranet.

Software

- Student Workstations are equipped with the standard academic build which includes Microsoft Office 2010, Adobe Acrobat and Adobe Creative Suite 4 (including Photoshop), as well as Overdrive and Adobe Digital Editions, necessary for downloading e-books

Equipment for checkout

- Four (4) Nook eReaders
- Graphing calculators
- Headphones
- Digital Cameras
- Digital Camcorder

Print, Scan, Copy

Print

There are two printers in the Campus Library; the default printer is the black and white HP3015, and the color printer is the HP4650. Copying from both is free for students; however, the public is charged 10 cents per page to print from the 3015 and 25 cents per page to print from the 4650. The 3015 default setting is for duplex printing, and the 4650 is capable of duplex printing but defaults to single sided printing.

- Printing from laptops via Wi-Fi is supported; for instructions see The Students' Guide to Printing on Campus, available in the Campus Library and elsewhere on campus

Scan

There is an HP scanner attached to one of the front public access computers, which may be used by all library users.

2.14 Photocopying and Copyright

A photocopier is available in the Campus Library to make copies at 10 cents per page. Patrons must count their copies made and pay for them at the service counter.

The copyright law of the United States ([Title 17, U.S. Code](#)) governs the making of photocopies or other reproductions of copyrighted material; the person using Campus Library equipment is liable for any infringement thereof. For more information about copyright law, the rights of copyright owners, and the right of fair use to make limited copies for purposes such as teaching, research, and study at the University of Alaska Southeast, visit: <http://www.alaska.edu/active/copyright-issues/>

2.15 Public Printing

Printing from public workstations and laptops is free for students; however, members of the public must pay 10 cents for pages printed on the black and white printer, and 25 cents for pages printed on the color printer. Printers, print cartridges, and paper are all paid for out of the Library's budget, with help from student fees, but conservation of paper and print cartridges is always a priority in the Campus Library. Therefore, we suggest that all Library users duplex print, i.e., print on both sides of the paper, when at all possible, in order to save paper.

Conduct

3.1 Rules of Conduct

The Campus Library supports scholarship, research, and creative activities at UAS Ketchikan by providing relevant, diverse, and well-maintained collections in support of UAS programs and classes, by helping individuals evaluate and efficiently use those resources, and by creating a welcoming environment for all. In order to create a welcoming and safe environment for all patrons, the Campus Library prohibits the following behaviors:

1. Loud or disruptive behavior which unreasonably interferes with or creates a hostile or offensive learning or working environment;
2. Obstructing or disrupting teaching, research, administration, or other activities authorized by the University;
3. Using foul or abusive language or intimidating staff or other patrons;

4. Tampering or playing with library equipment such as computer terminals, photocopiers, or printers;
5. Consuming food and beverages at the computer terminals;
6. Smoking inside campus buildings;
7. Being under the influence of alcoholic beverages or controlled substances on property owned or controlled by the University or exhibiting any condition that causes disorientation such that there is possible damage or harm to oneself or others;
8. Disturbing other patrons or deterring others from coming near due to strong odors;
9. Possessing dangerous weapons (firearm, knife, club, etc.);
10. Sexually harassing library staff or patrons. This includes harassment by watching sexually explicit materials on computer or TV screens within view of other patrons, or printing such materials;
11. Watching graphically violent materials on computer or TV screens within view of other patrons;
12. Entering staff areas without authorization;
13. Soliciting money or other gratuity from another person;
14. Actively soliciting signatures on petitions or actively approaching patrons for political or religious recruitment without first making arrangements with the Campus Librarian;
15. Failing to comply with the directions of law enforcement officers or University officials acting in the performance of their duties;
16. Entering the Library with bare feet or without a shirt; or
17. Failing to identify themselves to University officials, including library staff, when requested.

3.2 Internet Use and Safety

Central to the mission of the UAS Ketchikan Campus Library is to support the instructional programs of the University and to strive to develop collections, resources and services to meet the information and research needs of the University population and its library patrons. It is within that context that the UAS Ketchikan Campus Library offers access to the Internet.

The following is a list of guidelines established by the UAS Ketchikan Campus Library governing the use of the Internet on its public access computers:

- Public workstations are provided in the UAS Ketchikan Campus Library primarily to support the gathering of information and research materials by the students, faculty, and staff of the University, with secondary outreach to the local community and other library users. Persons

who are engaged in other activities may be asked to relinquish a workstation when others are waiting.

- The UAS Ketchikan Campus Library does not assume responsibility for the content or accuracy of information found on the Internet.

- All users must comply with the University of Alaska Southeast’s Sexual Harassment Policy which states, in part, that “All members of the University community should be able to work and learn in an environment free from conduct or behavior of a sexual nature commonly understood by persons of average sensibilities as being inherently harmful or offensive.”

- Minors (under the age of 18), who are not enrolled as UAS students, are prohibited from Internet usage unless accompanied by an adult. Parents of minors have sole responsibility for their children’s use of Internet resources.

- Transmission of any material in violation of any federal or state laws or regulations is prohibited. This includes, but is not limited to, copyrighted materials, threatening or obscene materials, pornographic materials, or materials prohibited by trade secrets. Use for commercial purposes is also prohibited. Materials that might create an intimidating, hostile, or offensive environment are prohibited. Also prohibited are: Uses that cause harm to others or damage to their property, uses that could be called hacking, uses that could compromise the safety of minors, and uses that violate confidentiality of information.

Users may **not** change computer settings, install software or otherwise tamper with the computers.

3.3 Implementation of Conduct Rules – Prohibition Letters

Applicable Ordinance

In addition to the rules and policies of the University of Alaska Southeast and the UAS Ketchikan Campus Library set forth above, Title 9, most specifically Chapters 9.04, 9.16, 9.24, 9.44 and 9.64, of the Ketchikan Municipal Code shall also govern the conduct of users of the Campus Library.

Denial of Library Use

The Campus Librarian may prohibit the use of the Library by any person who willfully or persistently violates any rule or regulation prescribed for the operation of the facility or whose physical condition or actions are deemed dangerous, or substantially interfere with the right of other persons to the use of the Library for library purposes. It is unlawful for a person to violate such a prohibition. Ketchikan Municipal Code, Title 9.

Prohibition Letters

A prohibition letter may be prepared in advance by the Campus Librarian after repeated incidents have established a pattern of behavior that warrant issuance of the letter. The Campus Librarian or Library Assistant may serve these letters, either when the patron next returns to the Library or when another incident occurs. If there is a single and flagrant violation of the rules and regulations, a prohibition letter may be prepared in advance of that patron's next attempt to use the Library.

A prohibition letter may:

- Prohibit entry to the Campus Library; or
- Allow entry to the premises, but limit use of the Library subject to certain times, conditions, and activities;
- Be effective for a specific, designated time; or,
- Be effective "until revoked in writing by the Campus Librarian." A meeting with the Campus Librarian may be required to develop a satisfactory plan for the patron's future compliance with Library conduct rules.

Those served a prohibition letter "until revoked in writing", may request that the Campus Librarian restore their full library privileges after a designated period and after demonstrating that the behavior that caused the initial prohibition will not be repeated. Upon request, the Library staff will work with those denied physical access to the Library in order to find alternate ways to fulfill their information needs until their library privileges are restored.

Collection Development

4.1 Collection Development Policy Summary

The following sections are excerpts from the Library's full Collection Development Policy.

General Selection Policy

Library materials will be acquired in accordance with the following priorities, ranked in descending order of importance:

- Materials capable of supporting basic certificate, associate, and bachelors degree level instruction in those areas in which courses are offered, and materials which support vocational programs and classes offered through the UAS Ketchikan Technical Center.
- Currently, programs supported include general education requirements or core courses which will support degree seeking students. Certificate and Associate programs include: Associate of Arts, accounting, business administration, networking, health science, and

pre-nursing. Materials also must support vocational programs and classes, from entry level to continuing education, in response to community needs. These include health sciences, industrial skills, marine manufacturing, mining, marine engines, marine transportation, and welding. In addition, students are able to complete a bachelor's degree in liberal arts, social science, elementary education, social work and business administration, the latter with an emphasis in accounting, entrepreneurship, human resource management or marketing, as well as any number of associates degrees, certificate programs or occupational endorsements, ranging a wide variety of disciplines and topics, by distance delivery, but while living in Ketchikan.

- Materials appropriate for faculty use in research directly related to classroom instruction.
- Materials appropriate for regional use.

Considerations applicable to library acquisitions include:

- The permanent or timely value of the material;
- The authoritativeness of the material and/or its author or edition;
- The usefulness of the material with respect to other materials already in the collection or easily available from other Ketchikan or Alaska collections;
- The cost of the material in comparison with other equally useful material;
- The format of the requested material compared with other available formats of the same information; and
- The UAS Ketchikan Campus Library's commitment to cooperative collection agreements.

Selection Responsibility

The responsibility for selection of library materials is a joint responsibility of the faculty and the Campus Librarian, coordinated overall by the Campus Librarian. Since it is the faculty who are most directly involved with the teaching programs of the University, it is important that they have a major role in selecting materials supporting these programs. Faculty is encouraged to participate in several ways. The Campus Librarian works in a liaison role with program and adjunct faculty and encourages all faculty to make recommendations for purchase. Faculty is also encouraged to participate in the evaluation of online resources available on a trial basis. The Campus Librarian disseminates *Choice* magazine reviews to interested faculty. A link on the Faculty Toolkit web page allows faculty to suggest the purchase of Library materials electronically.

Requests for materials purchases from students and other library users are given serious consideration. Recommendations which fall outside of the Campus Library's collection development criteria may be referred to another Ketchikan library if the request would fit that library's collection profile.

Gifts

The Campus Library accepts gifts of useful materials provided they meet the same criteria as applied to materials purchased, and provided there are no restrictions attached to their disposition or location. No inventory listing will be provided, and because the Campus Library is defined as a "party of interest" by the courts and the IRS, the Library cannot be involved in the appraisal of gifts for purposes of tax deductions for donors.

Regarding gift serial subscriptions, the Campus Library is pleased to accept donations of funds which can be used to establish subscriptions for titles which meet the criteria set forth in the Policy Statement, but does not accept gift subscriptions.

5.1 Emergency/Building

5.1-5.2 Reserved for internal policies for dealing with emergencies and facilities problems