Policies Document
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Giovale Library Space Policy

Library Space Use Policy
The Giovale Library space will be used to promote publications of Westminster College authors or for events that promote the library profession. The library space can be used for college departmental use and events that promote the college mission. Any use of library space outside these parameters must be approved by the Library Director.

Study Room Policy
The Giovale Library study rooms are available for the use of the Westminster College community. The Room Scheduler application allows reservations to be made no more than 2 weeks in advance with a limit of 10 hours per week, per user. Students have priority for the study rooms and faculty requests will be handled on a case-by-case basis by the Library Director. Community users cannot make reservations; however, they may utilize the study rooms when they are not in use until a Westminster College community member makes a reservation for the space.

iLab Policy
The iLab’s primary purpose is for information literacy instruction. It can be reserved by Westminster faculty or staff for a single class session, workshops or meetings; however, it cannot be reserved for a whole semester. To find out if the room is available and to schedule it for your use, contact a librarian. Please note, information literacy sessions have priority use of the room. Food and beverages are allowed in the iLab as long as any waste or mess is cleaned up. If you move the tables please return them to their original configuration.
Circulation Policies

Circulation of Library Materials
Circulation privileges are extended to Westminster faculty, staff, and students, as well as the faculty and students of Utah Academic Library Consortium (UALC) member institutions.

Community users may request limited borrowing privileges by providing a current Utah State ID and official mail to receive a library card. Community accounts expire after one year from the date of issue.

All borrowers must have a current Westminster ID, current state ID or passport, or a library card issued by the Giovale Library present at the time of check out to borrow materials. All materials must be checked out at the circulation desk.

Please report any changes of address or other borrower information and lost or stolen IDs or library cards to the circulation desk.

Loan Periods and Circulation Information:

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Students</th>
<th>Faculty/Staff</th>
<th>Community Users</th>
<th>UALC</th>
<th>Alumni</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Collection</td>
<td>28 Days</td>
<td>90 Days</td>
<td>28 Days</td>
<td>28 Days</td>
<td>28 Days</td>
</tr>
<tr>
<td>New Books</td>
<td>28 Days</td>
<td>28 Days</td>
<td>28 Days</td>
<td>28 Days</td>
<td>28 Days</td>
</tr>
<tr>
<td>Popular Reading</td>
<td>28 Days</td>
<td>28 Days</td>
<td>28 Days</td>
<td>28 Days</td>
<td>28 Days</td>
</tr>
<tr>
<td>Reference Books</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Journals</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>DVD's</td>
<td>5 Days</td>
<td>5 Days</td>
<td>No</td>
<td>5 Days</td>
<td>5 Days</td>
</tr>
<tr>
<td>Curriculum</td>
<td>Semester</td>
<td>Semester</td>
<td>28 Days</td>
<td>Semester</td>
<td>Semester</td>
</tr>
<tr>
<td>Reserve</td>
<td>Specified on Item</td>
<td>Specified on Item</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>AV Equipment</td>
<td>4 Days</td>
<td>4 Days</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Video Cameras</td>
<td>4 Days</td>
<td>4 Days</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Archives</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
</tbody>
</table>

**Maximum Numbers of Items Out**

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Students</th>
<th>Faculty/Staff</th>
<th>Community Users*</th>
<th>UALC</th>
<th>Alumni</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main/New/Popular/Curriculum</td>
<td>Unlimited</td>
<td>Unlimited</td>
<td>4</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>DVD's</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>AV Equipment</td>
<td>3</td>
<td>3</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Video Cameras</td>
<td>1</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

*Community Patrons are limited to 4 total checkouts across all item types.*
Reserve materials
Materials on course reserve may be checked out for designated hours and allowed to be taken out of the library as specified by faculty. Restrictions and circulation permissions are marked on each reserve material. After a reserve item is overdue for twice the amount of time specified by the instructor, library privileges will be suspended.

Non-Circulating materials
Archival materials, periodicals, newspapers, reference and index materials, volumes of sets, and non-print items such as microfiche do not circulate and must be used inside the library.

Fines
Library materials are due on the date printed on the receipt provided upon checkout at the Circulation Desk. Courtesy overdue notices are emailed before an item is due, but failure to receive courtesy overdue notices in no way relieves the borrower’s obligation to return the item by the date it is due. Responsibility is assigned to the borrower whose name appears on the ID card used for checkout.

No overdue items will accrue fines; however, after an item is 20 days overdue it will be marked as lost and a replacement fee will be billed to the patron account. If the item is returned or replaced by the patron, the replacement cost will be dropped. For items with a value of $150.00 or more, the replacement cost will be altered based on its current market value.

It is preferred that a patron find a replacement for the item rather than paying the replacement fee. Replacement items may be pre-owned copies but must be in fair, usable condition.

Items which borrowers report having returned will be searched for promptly and thoroughly. If the books are not found, the borrower will be charged for the cost of replacement.

Lost item bills will result in a suspension of library borrowing privileges and a registration/transcript block for past and present Westminster students. A replacement must be provided, or lost item bill paid in full to restore borrowing privileges and remove blocks.

Non-college borrowers (community, alumni, and UALC borrowers) who have items marked as lost on their accounts will be unable to check out library material until all records are cleared. Delinquent accounts with lost items may be submitted to a claims department.

Payments are accepted in the form of cash or credit card at the circulation desk and via PayPal through the library website.

Holds and Recalls
All materials are subject to recall. Borrowers are assured a minimum 14 day check out privilege. Beyond this period recalled items must be returned within four days from the date of recall or the item will be billed to the account. Recall notices based on these calculations will be emailed to the borrower.

Renewals
Items may be renewed once either online, in person at the circulation desk, or by phoning 801-832-2250. It is the responsibility of the borrower to be aware of due dates. Renewal requests must be received before the item is assumed LOST and billed for replacement.
Utah Academic Library Consortium privileges
Students can show their Westminster photo ID and provide proof of current enrollment to checkout materials at other Utah academic libraries. Please contact the participating library for their specific circulation policies and procedures governing UALC patron privileges.

Current students and faculty from other Utah academic libraries are permitted borrowing privileges by setting up a UALC borrowing account and issued a library card. A current student/faculty ID and proof of current enrollment/employment are required to receive a library card. UALC accounts expire after one year from the date of issue.

Other Circulation services
Lost-and-found items will be held at the circulation desk until Friday, upon which they will be turned over to the Concierge Desk lost-and-found in Shaw.

Student laptops are available for currently enrolled Westminster students in the Faculty Technology Center.

Community users may use library computers by signing the guest list and providing a current Utah State ID to be held at the circulation desk during computer use. Community users are charged for printing at a rate of 5¢ per page, to be paid at the circulation desk, cash only.

The library has a copier/scanner located on the main floor. Copies are 10¢ each, scanning documents is free. For large and/or odd sized copy jobs, color posters, laminating, and binding, please contact Alphagraphics through the Westminster Copy Services page.
Interlibrary Loan Policy

Definition and Purpose of Interlibrary Loan
Interlibrary loan is a service that provides the Westminster College community access to materials that are not available in the Giovale Library. Conditions of the service are based on the National Interlibrary Loan Code 1993; the Copyright Law, Title 17, US Code; and on regulations of the individual lending libraries.

Copyright Law
The copyright law of the United States (Title 17, United State 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 private 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 violate copyright law.

Users
Interlibrary loan service is offered to all current Westminster students, faculty, and staff. Patrons not currently enrolled or employed at Westminster College are not eligible (i.e. alumni or community users).

Borrowing Guidelines
To request an interlibrary loan, a patron must fill out the interlibrary loan request form through their ILLiad account. It is the user's responsibility to provide all information necessary to locate the material. Incomplete requests or requests for items already in our collection may be returned to the requestor. Students and staff who request more than five items at a time should schedule a reference consultation with a librarian.

ILL Process
Users can request books, journal articles, microfilm. The Giovale Library will not request an item in its own collection unless it is unavailable for use (missing, lost, in repair, or extremely overdue).

Westminster College attempts to fill all requests as quickly as possible. The time needed to obtain an interlibrary loan item depends upon the rarity of the request; the publication date; the copyright permissions; the location and policy of the lending library; and the amount of requests to be processed. On average, articles take between 1-4 business days and books take 1-2 weeks to receive.

Our patrons will be notified through the ILLiad system via e-mail the when material arrives and is available. Materials which are shipped, such as books, must be picked up within two weeks. Articles are sent electronically unless a patron is notified otherwise and can be retrieved online through ILLiad.

Checkout Period and Renewal of Borrowed Materials
Periodical articles can be retrieved for 30 days from the date of receipt from a patron’s ILLiad account. The checkout time allotted for physical loans varies but is usually three weeks unless otherwise stated by the lending library. The due date of the item is indicated on the band attached to the book cover and
is determined by the lending library. Renewals for borrowed materials may or may not be granted by the lending library. Renewal requests must be submitted through ILLiad for processing, and will then be sent to the lending library for approval; the Giovale Library cannot guarantee the approval of renewals.

**Charges and Payments for Lost Items**

Westminster College does not charge our patrons for interlibrary loan services.

Westminster patrons are responsible for any charges or replacement costs that result from the loss or damage of borrowed interlibrary loan materials. The amount billed is determined by the lending library according to their policies regarding lost, damaged, and overdue materials. Bills for lost and damaged interlibrary loan books will result in a block being placed on student records (registration, transcripts, re-admission) until paid in full.

**Materials Not Available for Interlibrary Loan**

Reference materials, reserve materials, videos & DVDs, archival materials, bulky or fragile materials that are difficult or too expensive to ship, rare books, electronic books, full issues of periodicals/journals.

**Dissertation & Theses Requests**

Lending policies concerning dissertation and theses vary amongst colleges. We cannot guarantee that a request for a dissertation or thesis will be filled.

Westminster College’s interlibrary loan department will loan any Westminster Master Thesis requested by another institution.

**Violations**

Library users who have not returned interlibrary loan materials, been continuously late in returning materials, or have unpaid interlibrary loan fines will be denied further interlibrary loan privileges.
Collection Development Framework

Collection Development Priorities
In striving to fulfill the library mission and effectively serve its varied community, the following priorities will direct overall collection development:

1. Select materials that support existing college programs and curricula. The expansion and refinement of weak subject collections will be emphasized.
2. Select materials supporting the research of faculty, especially as these materials pertain to teaching; and materials that will assist college staff.
3. Select general works of universal importance to support and enhance the liberal arts and professional education.
4. Select materials in anticipation of future curriculum needs and in meeting the recreational needs of patrons.

Collection Development Selection & Deselection
Materials selected for addition to the library’s collections will support the academic mission of the college. Each librarian will build a balanced collection in their liaison disciplines in partnership with departmental faculty and within budgetary limits. Librarians will select materials based on faculty, staff, and student recommendations, along with multiple selection tools such as publisher catalogs, professional reviews, patron driven acquisitions and interlibrary loan driven acquisitions. The library staff is ultimately responsible for the library’s collection development and for making final decisions on material acquisitions.

Library staff will evaluate the library’s collections to identify materials for deselection on a rotating 8-year schedule, during which a third of the collection will be evaluated and completed on a yearly basis every 5 years. Materials that are outdated, damaged, superseded and/or seldom circulated will be withdrawn. The Library staff is responsible for making final decisions on withdrawing materials.

Specific Collections & Formats
Main Collection – The main collection houses the bulk of the library’s physical collection. The majority of print items selected and purchased for addition will be added to the main collection unless it is selected as an authoritative or reference source; these items will be added to the Reference Collection.

Serials Collection – The serials collection houses library materials that are published serially or periodically on an ongoing basis under a single title. This includes journals, magazines and newspapers in print and electronic formats. The preferred serials format is electronic unless it is unavailable or cost prohibitive.

Academic Film Collection – The academic film collection is developed on a selective rather than a comprehensive level and consists of films with academic value and/or authority. Additions to the collection will be in DVD format only, as support is no longer offered for VHS or any other physical format. If a film is only available in VHS, the library staff will identify suitable alternatives available in DVD.
**Popular Film Collection** – The popular film collection is developed primarily for recreational use. The goal is to create a well-rounded collection of quality items which will experience a high level of use. Additions to the collection will be in DVD format only, as support is no longer offered for VHS or any other physical format. If a film is only available in VHS, the library staff will identify suitable alternatives available in DVD.

**Curriculum Collection** – The curriculum collection consists of materials used by our student teachers and patrons interested in teaching methodology. Materials added to this collection are sent directly from publishers while they are under consideration for state adoption. The School of Education faculty and library staff review these materials and select items to be added and what items should be withdrawn. Please contact the education liaison librarian if you have any curriculum material requests.

**Career Resource Center (CRC) Collection** – The career resource center collection consists of materials used by the CRC and patrons seeking career and graduate school information. The CRC staff selects and withdraws materials from this collection with the assistance of the library staff. Please contact the Career Resource Center if you have any career resource material requests.

**Giovale Library Archives** – The archives consist of materials pertaining to the history of Westminster College and the history of the Presbyterian Church in Utah. The Giovale Library Archives will only collect materials pertaining to the history and affairs of Westminster College. Any exceptions must be approved by the Library Director and the Head of Collections & Access.

**Article Databases** – The library has access to numerous interdisciplinary and subject specific article databases. The library will consider adding an article database if a void is found to exist in the current collection. In order for an article database to be considered, it must: meet the research needs of patrons – support the college’s curriculum – offer IP address authentication – to a large extent be unique – be available from a reputable vendor at an affordable and sustainable cost.

**Electronic Books** – Generally, eBooks will be added as a subscription collection and not as individual titles. If an eBook is already accessible via one of our subscription collections, we will not duplicate it in print unless it is removed from the subscription collection or there is a prevailing reason to do so. Any exceptions must be approved by the Library Director and the Head of Collections & Access.

**Streaming Films** – Generally, streaming films will be added as a subscription/pda collection and not as individual titles. For streaming films not available via a subscription/pda collection, the library will consider purchasing it for the library collection when an educational streaming license is available from a reputable vendor at an affordable cost. When an educational streaming license is unavailable from a reputable vendor or cost prohibitive, the library will examine other formats or suitable alternatives for purchase. If a film is already accessible via DVD, we will not duplicate it in streaming unless there is a prevailing reason to do so. Streaming films will be handled on a case-by-case basis by the Library Director and the Head of Collections & Access.

**Theses** – The library requires graduate students to submit an electronic copy (PDF) of their thesis via the Electronic Thesis Submission application. The electronic thesis will be deposited and displayed online in Westminster College’s Institutional Repository for users to access, ensuring the thesis’ longevity and permanent status as part of the library collections.
Foreign Languages – The library will add materials published in Chinese-Mandarin – French – Japanese – Latin – Spanish when they are required to support the curricular needs of foreign language course offerings and programs. Selected materials will be at a basic reading level. Please contact the appropriate language liaison librarian if you have any foreign language material requests.

The Giovale Library will avoid selecting the following materials: Rare books – Maps – Workbooks – Government documents – Audio formats – VHS – CD-ROM’s – Microfiche/film – Sheet music. The library will also avoid the addition of duplicate copies unless there is a prevailing reason to do so. Exceptions may be made based upon need, cost and availability of alternatives at the approval of the Library Director and the Head of Collections & Access.

Library Gift Policy
The Giovale Library welcomes gifts of books, money and/or endowment funds. The library will not accept serials, magazines, newspapers or any materials the library will avoid for selection covered at the end of Specific Collections & Formats in bold. All gifts become the property of Westminster College and the library reserves the right to use them according to its needs. Gift items not selected for the collection may be sold, donated or discarded. Donors must submit a signed Gifts in Kind form releasing the gift when it is given to the library. The library will not provide the donor with an evaluation of the monetary value of the gift for tax purposes.