



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

FLOYD JUNIOR COLLEGE

P. O. BOX 1864
ROME, GEORGIA 30163-1801

February 20, 1985

M E M O

TO: All Library Staff

FROM: Hubert H. Whitlow *HW*
Librarian

SUBJECT: Revised Audiovisual Software Circulation Policy

Effective immediately, all AV software other than 16mm films, videocartridges and videocassettes will circulate for one week. Films will continue to be circulated from AV for two day loan periods. Video tapes in all formats will not be taken out of the building.

JMc *JMc*

BT *BT*

GH *GH*

HC *HC*

JD *JD*

JP _____

RMc *RMc*

TL *TL*

DP *DP*

CJ *CJ*

JC *JC*



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

FLOYD JUNIOR COLLEGE

P. O. BOX 1864
ROME, GEORGIA 30163-1801

February 15, 1985

M E M O

TO: FJC Library Staff

FROM: Hubert H. Whitlow *HW*
Librarian

Several items of audiovisual equipment were discovered missing from the audiovisual workroom in a recent inventory. We believe that cavalier faculty from FJC and elsewhere may be responsible. Therefore, the doors to the AV workroom will both be locked whenever all members of that staff need to be absent together. Appropriate signs reading something like "AV Staff Temporarily Out of Building. They Will Return Shortly. Please Be Patient" will be posted on both doors.

If any other library staff member feels cajoled into letting non-library faculty or staff into this area with their own key, stay with the visitor until they have what they need and see that they sign for it. In the absence of AV staff, the rest of the staff is responsible for what is taken out of the AV workroom.

JMc *JMc*
DP *DP*
GH *GH*
JP
JD *JD*

RMc *RMc*
TL *TL*
BT *BT*
AM *AM*
JC *JC*



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

FLOYD JUNIOR COLLEGE

P. O. BOX 1864
ROME, GEORGIA 30161

M E M O

February 23, 1984

TO: Circulation Desk Staff

FROM: Hubert H. Whitlow *HW*
Librarian

If the typing room is filled with people studying and a student or students needs to use the typewriter(s), ask the studiers to study elsewhere so that the typists can type.

There has been an indirect complaint.

CB CB

TL TL

BT BT

CW CW

JMc JMc

LJ LJ

HC HC

CS CS

Please
Route

Sept. 19, 1984

M E M O

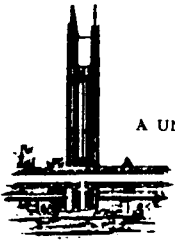
TO: All Library Staff

FROM: Hubert H. Whitlow
Librarian

Consider it library policy that no one will ask for extended annual leave during the regular, nine-month school year. "Extended" is defined as more than two or three days. This, of course, does not apply to those times that fall between quarters.

TL TL
HC HC(SN)
CJ CJ
GH RH

LJ SC
JM JM
RM Rm
DP D.P.



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

FLOYD JUNIOR COLLEGE

P. O. BOX 1864
ROME, GEORGIA 30161

M E M O

April 12, 1984

TO: All Circulation Desk Staff

FROM: Hubert H. Whitlow *HHW*
Librarian

The FJC Library provides interlibrary loan service to FJC faculty and FJC students when sponsored by a faculty member for research purposes. In either case a card must be filled out for each item requested. A card filled out by a student must be countersigned by a faculty member. There are particular cards for books and for periodicals. The periodical card must have the borrowers signature on the back before processing can begin. A supply of these cards is now available at the circulation desk. When filled out by a potential borrower, the cards should be left with me for approval.

Usually we can process an interlibrary loan request within 24 hours. The time required for a lending library to fulfill that request, however, may vary from one to three weeks, and the interested borrower should keep this in mind.

As a general rule, libraries do not lend such materials as popular fiction, manuscripts, reference works, and periodicals. Usually, machine copies of periodical articles are furnished and sometimes at a price. The borrowers division of employment may be asked to cover such costs if the costs become too heavy for the library's budget to sustain.

JMc *JMc*
TL *TL*
BT *BT*
CW _____

CB *CB*
LJ *LJ*
HC *HC*
CS *(i)*

HHW/bjt



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

FLOYD JUNIOR COLLEGE

P. O. BOX 1864
ROME, GEORGIA 30161

M E M O

March 28, 1984

TO: Circulation Desk Staff

FROM: Hubert H. Whitlow *HW*
Librarian

1. The fine drawer is balancing like a roller coaster. It doesn't happen very often, but remember that auditors can come without notice. Please take care when handling the state's money.
2. The exhibit case located in the magazine reading area now has an exhibit and must be lighted each morning and unplugged at closing. This will go on through the month of April.
3. We need a policy regarding FJC instructors who check out library books for their students at off-campus centers. When this happens, let the instructor sign his or her name on the charge card along with the school to which the books are going. Encourage the instructor to keep a list of all students to whom he or she sub-loans the book. Tab the cards as though they were a student check-out, and I will contact the instructor at overdue time in order to determine the status of the books.

JMc *JMc*
TL *TL*
BT *BT*
CW *CW*

CB *CB*
LJ *LJ*
HC *HC*
CS *SC*



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

FLOYD JUNIOR COLLEGE

P. O. BOX 1864
ROME, GEORGIA 30161

March 22, 1984

M E M O

TO: Circulation Desk Staff

FROM: Hubert H. Whitlow
Librarian

If you are going to throw the switch on the Dixie Express, it's best to wait until the train slows down. This memo adds to the first memo to you that I signed today.

A. Child Center AV materials we must continue to check out on the three week check-out. This is virtually mandated by the grant that purchased this material.

B. If a community borrower has less than a week's use on a book as the final exam week approaches and expresses a dire need for more time, extend the loan period by one week only and tab the book card according to the next color on the tab schedule.

JMc JMc

LJ LJ

TL TL

CW CW

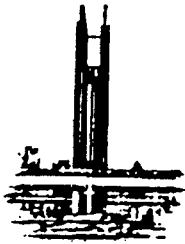
CB CB

BT BT

HC HC

CS CS

HHW/bjt



A Two-Year Unit of the University System of Georgia

Floyd College

P.O. Box 1864, Rome, Georgia 30163-1801

June 8, 1989

M E M O

TO: Library Staff

FROM: Hubert H. Whitlow *HHW*
Librarian

I must ask that no staff (or other) personal checks be cashed from the circulation desk cash drawer.

Thanks.

HHW/hs

Linda

Randy

Alea

Pam

Helen

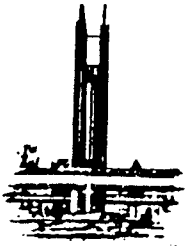
Lucy

Tonya

Dee

Chet

LL
RMC
AM
PSD
HL
TL
DN
CH



A Two-Year Unit of the University System of Georgia

Floyd College

P.O. Box 1864, Rome, Georgia 30163-1801

May 31, 1989

M E M O

TO: Circulation Desk Staff

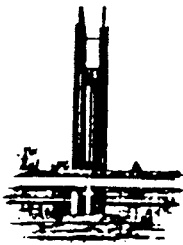
FROM: Hubert H. Whitlow *HHW*
Librarian

For the time being, let us not allow students to use the Library telephones during daytime hours. The reason: Demand to use Library telephones for personal calls has become a burden by blocking out business calls. Explain this to students who ask to use the telephone during the day. We will not prohibit students from using the telephones at night or on Sunday afternoons.

Thanks for cooperating.

HHW/hs

Linda	<i>LL</i>
Pam	<i>PD</i>
Helen	<i>HS</i>
Lucy	<i>Lucy</i>
Dee	<i>DD</i>
Chet	<i>CF</i>
Lorrie	<i>Lorrie</i>
Rhonda	<i>RS</i>



A Two-Year Unit of the University System of Georgia

Floyd College

P.O. Box 1864, Rome, Georgia 30163-1801

March 6, 1989

M E M O

TO: Circulation Desk Staff

FROM: Hubert H. Whitlow *HHW*
Librarian

I noticed recently that some staff members are spending an inordinate amount of time working with students in the computer lab. Please let me remind you of my remarks concerning this made in a staff meeting. We will help computer lab users briefly, in emergency situations only, and when there is no business at the circulation-reference desk. By brief, I meant one minute or less.

The rationale behind this should be clear. First of all, the library staff represents the Library. The Library is our first line of operation and any student who approaches the desk wanting library service should not have to wait more than a minute to receive it. Secondly, I plan to gently push for a slight increase in staff over the next several years. Obviously, if we have time to spend in the computer lab, someone might answer, we are not weak as a staff and do not need additional help.

When you must tell a computer student that you cannot help him (or her) for very long, be courteous in doing so. Explain something like "This is really something you should work out with your instructor" or something better that you will think of.

Remember, too, that library office equipment is for library use only.

Thanks for your cooperation. Please initial by your name after you have read.

HHW/hs

Linda	<i>LL</i>
Pam	<i>PSO</i>
Helen	<i>HL</i>
Lucy	<i>Lucy</i>
Dee	<i>DD</i>
Chet	<i>CHW</i>

Floyd College Library
Public Service Policy Statement

I. GENERAL

The circulation-reference desk is the first and sometimes only contact many FC students have with the Floyd College Library. Therefore, attitudes expressed there and behavior perceived there may lend lasting impressions to our clientele. All library regulations are based on equitability and respect for state property. "Rules of behavior," as such, represent plain old common sense.

1. Wear clothing that is neither too flamboyant nor too conservative.

2. Modulate your voice so as not to disturb students studying.

3. Do not eat or drink when behind the circulation desk or within view of patrons. Food and drink should be kept out of their sight.

4. Approach every inquiry pleasantly and positively but without undue conversation. All rules and regulations are for the benefit of our students, and if library regulations must be explained, explain them in a positive way. We don't want people to think that we do things only for the sake of regulations. The service desk is no place for social conversation.

5. Enforce library regulations consistently, equitably, fairly, and positively. Promote appropriate library decorum among patrons as follows:

- a. Make sure that any necessary conversation is quiet and respects others' right to quiet;
- b. Enforcement of no-eating, no-drinking, no-spitting policy in the building;
- c. Enforce the no-smoking policy in all library areas except that provided for smokers.

This general area is discussed more below.

II. CIRCULATION

The need to check out library material may be a student's only contact with library personnel, so the paragraph on library decorum applies here strongly. Who may check out what and for how long is attached as Appendix I to this policy statement. The three categories of borrowers are discussed below.

Floyd College students are eligible to check out books in the three week circulation collection, print and non-print items on course reserve, and certain audiovisual software for use in the Library building. They are not eligible to check out periodicals or reference books. They may check out as many as ten three week books and may renew them once. A three week book that has been returned to the shelf for as many as four hours may be checked out again by the student who had checked it out before. Materials on course reserve are not renewed at all, and a student is limited to checking out two books at a time. After course reserve materials have been reshelfed four hours, they may be checked out again by the last person who used them. Students wishing to check out appropriate library materials may be asked to show their college ID or fee paid slip. Students attending Floyd College courses offered at the Etowah Center or at North Metro are eligible to check out Floyd College library materials. Student overdue fines for three week books accrue at the rate of ten cents per day. Overdue fines for materials on course reserve accrue at the rate of one dollar per day. There is a ten dollar maximum fine level at which overdue fines are cut off. This cut-off point is privileged information. At the end of each quarter those students who have out overdue library materials or who have overdue fines totalling one dollar or more will have their grades and transcripts frozen by the Admissions and Records Office. To release grades, a student must return all library materials and pay all overdue library fines. If a student declares a book lost, overdue fines stop at the time that book is declared lost. Lost items must be paid for before grades can be released. Students are charged replacement cost of the book plus a two dollar processing fee. The payment of the replacement cost and processing fee does not excuse a student from paying the overdue fine. The Library is not a bookstore.

Circulation practices for Floyd College faculty and staff are built on the premise that faculty and their staff need library materials for longer periods of time than students for class lecture preparation and for writing or research. Books checked out to faculty go through the same process as books checked out to students. In reality, however, faculty have an open charge and may keep a book until the end of the Spring quarter when all books are requested to be returned to the Library. Faculty are not charged overdue fines, but Library items determined to be lost at the end of the Spring quarter are reported to the Comptroller who, according to a SACS mandate, transfers funds from the delinquent faculty member's Divisional supply account to the Library's materials budget. If a student requests a book that is checked out to a faculty member, that faculty member is expected to return that book after the initial three weeks of the loan period. Faculty may check out materials on their own reserve without limit. Students or staff may not check out library materials in the name of a faculty member without a signed statement requesting such from a faculty member. They may check out materials on a colleague's course reserve with the consent of that colleague. Faculty members may check out audiovisual materials as per the attached appendix. Periodicals are checked out to teaching faculty only on a very restricted basis - the length of a class period. The same policy holds for reference books.

Community users of the Floyd College Library fall into two categories. The first category includes all students and faculty of local high schools, public and private, and students and faculty of Berry and Shorter Colleges. Persons in this category may check out three week books and use any library materials within the Library. They are not eligible to check out periodicals and reference books. Teachers in these institutions must seek the permission of the Library's AV section for use of AV materials off-campus. All persons in this category are limited to a total check out of four books, may renew only once, and are subject to overdue fines. Requests by a Floyd College person for items checked out to anyone in this category are subject to immediate recall. For persons in this category to check out library materials, they must apply for and use a Floyd College Library Guest Card. Guest cards are granted people in this sub-category on application and with evidence that they are connected with an institution of education in our five county service area that is Floyd, Polk, Paulding, Bartow, and Chatooga counties.

Page Four

Other persons in the local community with no connection to an educational institution may apply for a guest card by writing a letter to the librarian stating specifically why they need to use the Floyd College Library. Floyd College alumni are given preference in this category: Guest cards automatically expire at the end of May each year and at the end of August. Overdue items in the first category of guest borrowers may be called for via school principals or appropriate library staff. Any library item checked out to a community guest borrower in either sub-category may be recalled immediately if needed by a Floyd College faculty or student. The delinquency file is always checked before a guest card is issued. The card for any guest who becomes delinquent is automatically cancelled after time for return has been granted.

A third category of guest borrower is the person with the Joint Borrowers Card. These people are students or faculty from other University System Institutions who have been issued a special card that looks like :

They are provided the same library privileges as Floyd College students. Requests from Floyd College faculty and students for such cards to use the library facilities at other University System Institutions are issued by the librarian, the assistant librarian for technical services, and the assistant librarian for public services - part-time.

III. REFERENCE SERVICE

Reference Service is provided to all persons who request it, but reference service to "guests," whether by in-person request or by telephone, is never allowed to interfere with service to Floyd College people. Location questions, whether for the rest rooms, the pencil sharpener, or library materials,

are not counted as reference questions. They are counted as location questions and are so entered on the appropriate form. Requests for specific books or other specific titles are not considered reference questions. What are considered reference questions are requests for general or specific information that may conceivably be answered by the use of library materials. It includes the use of the card catalog, the various indices to periodicals, as well as the reference collection itself. Good reference service in an academic library is carried out in the manner of teaching. We are not a public library and encourage as much individual search by our patrons as possible. Staff members are urged, whenever possible, to use a "let me show you how to find that" approach when dealing with students. Hopefully, after one or two shots with a student, that student will be able to do his own sleuthing. Use ingenuity in answering these questions. Provoke an air of mystery if this can encourage a student to sleuth on his own. Be fast, accurate, and as complete as possible. Specific reference questions should be answered with a degree of speed. Many people with rudimentary instruction in the use of the card catalog can eventually stumble through the catalog until they find the needed information. Good reference service implies the use of reference works without having to go through the card catalog except as a last resort. Anything more than a brisk ready-reference - anything where a student is showed how to use something and then is left to search on his or her own - should be followed up after a reasonable time. Only after an extended search has been made in the Floyd College Library should a student be urged to go to the libraries at Berry or Shorter or the Rome-Floyd County library except in cases of obvious titles like old files of the Atlanta Journal etc.

Interlibrary loans are performed for Floyd College faculty without question. Interlibrary loans for Floyd College students are performed whenever a requesting student is endorsed by a faculty member. Interlibrary loans to other categories of users are not performed at all. A public library is available. The lending library determines the length of loan. Items loaned from the Floyd College collection go out for three weeks. AV items are loaned only at the discretion of the Library's AV operations. AV operations determines the length of the loan.

IV. PATRON DECORUM

While patrons are not required to maintain tomb silence when using the Library, they are encouraged to respect the rights of others who may wish to read or study. The Library staff is expected to set an example for this and with courtesy encourage students to respect others in this matter. Talky groups wishing to "study" together may be asked to move to one of the study rooms. If a study room is not available, ask them to move to an isolated spot in the Library. The other option is simply to ask them to lower their voices. If a disturbance becomes rowdy, refer the situation to one of the librarians. It may be necessary for them to contact security. Security should be contacted only as a last resort. Let one of the librarians on duty do the contacting should contacting become necessary. In case of danger to life, limb or property, however, security should be called immediately by any full-time or half-time employee. Do not attempt to break up fights should that happen. This is a job for security.

Just as students and other library users are expected to show proper respect for others using the Library facility, they are expected to show proper respect for books as state property and for the rights of others to share them. The overdue fine schedule is established to serve as a reminder of this respect. The requirement that lost or damaged book be paid for is an integral part of this policy. In the case of students, lost books will and damaged books may result in a student's name being sent to the Admissions and Records Office and his or her grades withheld until the appropriate payment has been made. In the case of Community borrowers, persons with heavy overdue, lost books, etc. may be barred from further library service at Floyd College. The same with joint borrowers, those borrowers showing joint borrower cards from their home libraries.

CIRCULATION - ALLOTTED CHECK-OUT TIME

MATERIAL	LENGTH OF CHECK-OUT	CHECKED OUT TO
Books	3 weeks	FC Faculty, FC Students, & Community
Periodicals	None	Except to faculty with special approval
Reserve Material	3 hours	FC Students (In Library Only)
Cassettes	1 week	FC Faculty, FC Students
Film Loops	1 week	FC Faculty
Filmstrips*	1 week	FC Faculty
Filmstrip/Cassette*	1 week	FC Faculty
Filmstrip/Records*	1 week	FC Faculty
Kits	1 week	FC Faculty
Phonorecords	1 week	FC Faculty
Slide/Cassettes*	1 week	FC Faculty
Computer Software	3 hours	FC Faculty, FC Students, & Community
VHS Cassettes	1 week	FC Faculty
3/4 in. Cassettes	1 week	FC Faculty
Slides*	1 week	FC Faculty
Child Care Toys	3 weeks	FC Faculty, FC Students, & Community

*These items can be checked out to community people if they are associated with child care center.

AV usually checks out material for 1 week with a clause that the material can be recalled if it is needed by a FC Faculty member.

CLOSING PROCEDURES

At about 9:15, if not busy, begin straightening up. All books and magazines are to be picked up from tables and carrels, all chairs straight.

1. Check to see that all computers and printers are turned off in the computer lab. Do not turn off power strip under computers by the wall. Lock the lab.
2. Lock Honors Lounge (check to make sure computer is turned off). Also lock study room on right and BIO study room. Basic rule is: if equipment is present, should be locked.
3. Turn off lights in art gallery. Box is located on wall next to tutorial center.
4. Turn off computers and printers in tutorial center. Lock door.
5. Lock AV viewing rooms, make sure equipment is turned off (tvs, VCR's)
6. Turn off CD stations (Newsbank just turn off) Ebsco, exit out of program until you get a fresh page (blue with bright pink screen) and turn off.
7. Turn off copier and lock room.
8. Turn off lights to tutorial center (Switch #32 in main switchboard) on wall next to ladies rest room .
9. Log out all ^{public}~~circulation~~ terminals. Press FIND, then tab key to END, type password (super) and turn off.
10. Repeat procedure above with circulation desk terminals.
11. Lock cash drawer (place key in top right desk drawer, the ones the student assistant use)
12. Turn off any office lights, any office computers that have been left on. (Note: if door should happen to be open between Denise and Laura's desk, close door, but do not turn off computer)
13. Change tape in answering machine. Take top tape and replace tape currently in machine on each side. Push the play button and machine will automatically reset and start.

14. Turn off lights. One switch is located on wall across from Annette's office (lights over reserve shelves) and the other is on the wall across from Susan's office. The knob turns off the lights over the circulation desk, the switch turns off the remaining lights that need to be turned off in the library itself.
15. Shut the doors to all offices, the storage room, and both doors to the processing area. Turn off the office copier and the lights in the processing area. The switch is by the back door. Shut the door and lock it. Open the back door, then turn the lights off in the storage room. Lock the back door on your way out.

Security will do many of these things for you. I just wrote everything down to make sure you had everything you needed to know in case you had to close any other time. Security is very good to make sure you are in your vehicle and on your way before they leave. They are also available for any other reason if you are concerned about someone's behavior, you feel afraid, etc. They have also brought Pam food from the cafeteria. I don't remember exactly what time the cafeteria closes, but they open at 5:30. You can contact security by using the walkie-talkie under the circulation desk, or by phone. Dial the phone # 9-236-6606. You will get an electronic message. They will ask for the number they are to respond to, so dial 295-6319.

If you need help, you can call Dr. Perdue at home 777-1034 or Annette at 777-1503.

Newspaper Subscription Renewals

1. **Search Item** to find the newspaper (i.e., Atlanta Journal). You do not have to create an item.
2. **Create Order** using the P.O. number (if known) as the Order ID. Since you have searched for the newspaper, the call number will automatically appear in the order. The order type will be **SUB**. Enter all vendor, account and payment information. Vendors and accounts appear in the list in this notebook.
3. Enter **Y** for Received? (y/n). Newspapers come every day, and are often late. We claim by phone on the spot, and there is not particular advantage to showing the latest issues received in the catalog. We will continue to receive newspapers manually.
4. Press **[enter]** to record the order.

Annual subscriptions to microfilm:

Step 1.

Search for the title in the catalog using the **SEARCH ITEM** key.
Use **VIEW** to display the record

Step 2.

Use the **CREATE ITEM** key, and choose **CREATE CALL**, and press **ENTER**. Then put **NO** in the copy field and edit the call number. The new call number will be an abbreviated version of the title, with **MFILM** at the end to distinguish microfilm. Add the year at the end of the call number. Write down this abbreviated call number so you can use it when you receive the microfilm.

Step 3. (if you don't know the vendor and account names)

Use **DISPLAY1 VENDOR**, with the current fiscal year and the name, **ALL**. Use the page down key and the down arrow to scroll down to the vendor name you want. This puts that name in memory so it will automatically appear in the order.

Do the same thing with **DISPLAY1 ACCOUNT**.

Step 4.

Use the **CREATE ORDER** command to create an order. If you have a PO number, use that as the order number. If not, let Unicorn assign a number of its own. If you have already searched the item and displayed the vendor and account, all that information will be filled in for you. If you haven't displayed the vendor and account, you will have to fill these in using the correct codes.

Step 5.

Change the item type to **MICROFILM**, add the price and shipping/handling, the invoice number, and put **N** for received and **Y** for paid if you have not received and but have paid for the item. If you have a PO number, use that as the check number. Hit **ENTER** to send all that information. You will see the message, **"order created"**.

TEMPORARY MEASURE: DISREGARD HANDLING FEES.

Annual subscriptions to microfilm:

Step 1.

Search for the title in the catalog using the **SEARCH ITEM** key. Use **VIEW** to display the record.

Step 2.

Use **DISPLAY1 ITEM**, and use the page down key and the arrow key to scroll down to the copy you wish to receive.

Step 3.

Use **RECEIVE ITEM**, and **ENTER**. Be sure to **EDIT ITEM** to show that it is on the stacks and not inprocess.

ALTERNATIVE METHOD

Step 1.

Use **RECEIVE ITEM**, and enter the call number of the item from the order information. Then use **ENTER** to send the information. Be sure to **EDIT ITEM** to show that it is on the stacks and not inprocess.

26 12 1

FLOYD JUNIOR COLLEGE LIBRARY

MONTHLY ACQUISITIONS LIST

SEPTEMBER, 1984 - OCTOBER, 1985

#121

The most casual of readers is likely to note that this month's monthly acquisitions list covers more than one month - that it actually covers more than one year. This results from certain unfilled Library positions being filled, recently, and being filled with industrious people. Thank (or curse, if that is your literary bent) Dan Sung and Tanya Carson for much of the work shown on this list. It represents part of a large backlog of materials that have been awaiting processing to one extent or another for a long, long time. In some cases, the books had arrived pre-processed, but all the catalog cards needed scrutinizing, some of the cards needed editing, and all needed filing into the card catalog. In still other cases, the books needed to be cataloged from scratch. The pre-processed books went straight to the shelves; the catalog cards went straight to storage boxes. But now things are about to unwind. Presently, all reference works are out of the processing room and on the reference shelves where they belong. As for the remainder of the backlog, Dan hopes to clear out one-third by January, one-third by March, and one-third by next June.

We hope to continue, on a regular basis, the Monthly Acquisitions List with Library news items that may be of general interest along with pertinent or impertinent remarks on the world in general and with any jokes that come to mind. Suggestions on this or any other Library manifestation will be welcomed - not necessarily heeded but welcomed.

Hubert H. Whitlow
Hubert H. Whitlow
Librarian

HHW/hs

FLOYD JUNIOR COLLEGE
LIBRARY
ACQUISITIONS LIST
CHASERS OF THE DREAM

NUMBER 122

NOVEMBER, 1985

The casual observer will note that this month's acquisitions list is shorter than last month's acquisitions list. This does not indicate that our backlog is under control. Our backlog is no more under control than the world's missile crisis. We, however, are making progress. What this thin list does indicate is that over 90% of the titles therein were custom cataloged, a slow tedious, but sometimes necessary process. Last month's list carried items that arrived pre-processed.

The casual observer will also note that this month's list is not computer printed. The October list wasn't computer printed, either. The last list computer printed was distributed in 1984. What is happening here? Is the Library reverting to the stone age? To Lake Policies? To any body of water whence all life began? How about mayonnaise? Not by our design. I hate to say anything about computers for fear of drawing dragon's breath, but our on-line computer system is not on-line as of this moment. Certain program changes dictated by Powers That Be have mandated changes in our program before operations can begin again. Secondly, certain bugs have been discovered that must be chased out. Thirdly, Dan Sung has discovered ways to make improvements. When Tony Price can, these items will be adjusted and things will roll once more. Hopefully, this will instigate further library computerization.

Now for the dream. The dream is further computerization. We hope to ultimately have the entire card catalog on-line with a minimum of eight terminals in the public area. We hope to revise and soften certain catalog subject entries so as to make this service reasonably palatable to our student body. We hope to add the circulation service to this system using light pen-bar code technology. We hope to add the periodicals and serials check-in functions to this system as well as the acquisitions sub-system. All of this will allow a Library client to determine if we have a book by addressing a computer terminal, to determine if that book is checked out, and, if so, to reserve it. It will allow the client to determine if the book is on order. It will also allow the client to determine if a particular issue of a periodical has come in. It will perform noteworthy internal things. Furthermore, the dream envisions placing on-line computer terminals in certain offices of the various teaching divisions. Convenience will know no bounds. This is all part of our long range dream. Whither and when the Lord only knows. Meanwhile, look for the next computerized acquisitions list . . . or wear steel-toed boots. Your next list may be on stone tablets.

H A P P Y H O L I D A Y S ! !

Hubert H. Whitlow

FLOYD JUNIOR COLLEGE
LIBRARY
ACQUISITIONS LIST

NUMBER 123

DECEMBER, 1985

This is Bulwinkle speaking. I have for you a news item! The latest headline! A hot flash! Here it is. The Ging-Gring-Grinch who stold Christmas is at it again. The latest theft is not theft by taking. It is theft by denying - obviously the worst kind of theft you can have. The word, my friend, is that words are no longer free - not if they fall under Big Government's copyright grasp. And if they are dressed up in films, videotapes, and such, they are even less free. Nothing copyrighted escapes. Not music. Not even dirty newsprint. Certainly not those fun things like movies and tapes rendered in glorious technicolor. Now, listen to this. A U.S. District Court is espousing that old Republican rubric that everything of worth must be of economic worth.

There's no other kind of worth around. And words they say, have worth. Furthermore, the more high-tech the word's wrapper, the more value it has. Stop where you are and say "duck's breath." Those words spoken aren't worth an economic dime. Film Carl Sagan saying those same words and somebody has to pay around \$400 so that somebody else can see and hear that mountain-moving film. "Goose-breath" would probably go for a higher price, unless, of course, it were a black and white goose. Such logic is unbeatable. Producers spend untold sums every year encasing words in expensive actor's mouths, supporting them with glorious strands of music, framing them with all the colors of the universe. They become less abstract and more acceptable, even palatable, and eventually fun. By then they are snared in the economic sphere.

George Orwell may have been wrong, but Aldous Huxley is right. Huxley's Brave New World (everybody knows Huxley's Brave New World) pictures people pleasuring themselves into virtual oblivion. Whatever they do, it is made to be fun. Even "teaching" is fun - both to do and to receive. Everyone is blest. No pore goes unfulfilled. So now that words can be funned up through technology and made more fun than ever, they are worth more money. The Repubs have caught on. It's called planned inflation. That way they don't have to raise taxes. They remember from history (some will say it's the only thing they've ever remembered from history) that pleasure has its price. Therefore, copying copyrighted words (and pictures and music and etc.) is nearly always illegal - unless the piper is paid. Free enterprise at its zenith. What that court actually said was that "any temporary videotaping and playback in classrooms of copyrighted materials readily available by rental, lease, or license duplicating agreement is infringement and is not fair use." Classroom showing of tapes, they go on to say, is public performance. Multiple copies of printed materials, they say even later, falls under the same guidelines. Those copies may as well be a public performance. The bottom line is simple: Pay up or do without.

PAGE TWO

Information, pleasant or not, has its price. This Copyright Law will be revised someday but don't expect liberation. And even though you may have to forego the jolly click of my hooves on the cheerfulness of Christmas bells on film, rest at ease. You reside in the land of law and order. Forget those rich dudes who prefer that they hear the jingle of money to your hearing the jingle of bells.

The Winter Solstice is nigh upon us, and we present the Golden Kudzu Awards for the most dubious achievements of 1985:

1. To T.M., FJC's top security honcho, for attempting arrest the tower for loitering.
2. To H.P. for failing to find the leak in the lake.

A special Spook of the Year Award goes to those unknown dudes who paved the College's front driveway with Wesson Oil.

Hubert H. Whitlow

FLOYD JUNIOR COLLEGE
LIBRARY
ACQUISITIONS LIST

NUMBER 125

FEBRUARY, 1986

February is the month to celebrate love and the day of my birth, to me a natural coalition. February also represents a sort of midpoint in the school year and a time for taking stock. Please take stock of the attached sheet, the one called Library Purpose. This document resulted from that relic of general inaction, the Self-Study of 1976. It may be re-questioned by Self-Study 1987, especially the last paragraph. You may recall the monthly acquisition lists cover sheet where we discussed whether to produce (AV) or not to produce (AV). Since then, some have said yes - Let's acquire a new generation of computer-TV interactives and produce some educational programs with local sophistication. Others have said no - There's plenty of super-good software now on the market, and no original FJC production will make the world spin faster. Personally, I would like for us to do both. A well-balanced collection should contain some of both the best of what is available on the general market plus a few home-grown items designed to hit local teaching problems. Whatever FJC does, however, I submit that the world will not spin faster. I still welcome your opinion of this matter expressed in any legal, non-violent form you wish to pursue. I propose to submit THE DOCUMENT to the Library Faculty Committee during the Spring Quarter for whatever action (or inaction) that they deem necessary.

In an area not under question by the educationally concerned, Dan Sung reports a total of 1,079 titles processed and/or cataloged since his arrival on this campus. It is good to report that the American work ethic is still alive and well, albeit not in the most obvious of places.

-HW

P.S. Beware them ides.

LIBRARY PURPOSE

The purpose of the Floyd Junior College Library is to serve as a central learning resource facility equally available to all members of the College community. Its purpose entails:

1. The purchase of a printed collection that is balanced in scope (within budgetary limits) and is representative of both a general collection to viably support the first two years of college education in any institution of higher education as well as those career, developmental, and public service offerings of Floyd Junior College that require library resources.
2. The systematic organization of its collection of both print and non-print materials in a way to afford maximum accessibility to students, faculty, and staff.
3. The provision of circulation, reference and related functions in a way designed to increase utilization of the collection.
4. The provision of audiovisual services (within staff limitations) on an equal basis to all faculty. These services include the delivery and setting up of audiovisual hardware in classroom settings and technical help in the videotaping of educational programs.

FLOYD JUNIOR COLLEGE

LIBRARY

NUMBER 126

APRIL, 1986

MONTHLY ACQUISITIONS LIST FOR MARCH

Prince Faisal Muhammed Al Saud Al Kabir, that owner of many Floyd County acres and now several roads, spotted FJC's Lake Policies in a recent helicopter flyover and made an immediate offer to FJC's President David McCorkle and the University System of Georgia's Board of Regents. The Board of Regents, by now lusting for anything that smacked of good news, applauded the gesture as noble. The entire lake and its basin will be flown to Saudi Arabia in 1,000 747's and installed there on one of the Prince's estates. "It beats looking at all that sand," explained Prince Faisal when he was queried by an AP reporter. "I would have taken Allatoona, but with the falling price of oil, restraint must be shown."

President McCorkle, in explaining his recommendation to the Board of Regents, reported that the great carp caper of 1985 had not proven successful, that the carp had disappeared, and that the lake's balance of life was all screwed up. "Besides," he reported, "that lake leaks and won't be around much longer."

A faculty committee, lamenting that the FJC Library would lose its one view, suggested that proceeds from the sale be used to enhance the Library's book and periodical collection.

T. Melton, FJC's part-time Comptroller, reported that funds accruing from the sale of the aquatic body will be used to purchase a brand new Euclid 9000, one of the largest rubber-tired machines ever devised by man. The Euclid will be used to landscape the canyon left by the removal of the lake. Melton further reported that canyon landscaping cannot begin until expected environmental litigation has been settled. Four puffer fish and 18 piranhas, all pets of Dr. David Cook, have filed suit in a Federal court in Atlanta.

Jerry Shelton, Director of FJC's HPER program, reported that further complications will evolve from this drastic commercial transaction. "The HPER curriculum," he said, "will be absolutely corrupted and courses such as Life Saving and Aerobic Swimming will eventually evaporate and have to be replaced by Sauntering 101 as soon as the Euclid has done its thing."

John McPhearson, FJC's Assistant Librarian for Audiovisual Services, promised to videotape the entire lake removal process and entomb the tape in the Library's air conditioning cellar where it will be installed in a time capsule scheduled for opening in 3001. The capsule will be labeled "Environmental Relativity" but absolutely will not be available for check-out or illegal copying until hatching day.

Pray for April rain.

-HW

FLOYD JUNIOR COLLEGE

LIBRARY

MONTHLY ACQUISITIONS LIST

NUMBER 127

APRIL, 1986

We hope that Birnam Wood has not exactly come to Dusenane, but after years of pleading until our tongues were tired (but not all of them and none completely), the FJC Library has not crept into the computer age - via the Library's back door. We "possess" if that is the correct word, an IBM PC that is wired to produce programs for the Dean's "Classroom of the Future." When it is not doing that, we have altered it to address certain problems of today. We are starting small, and the first problem addressed is an updated list of our 16 mm film holdings. Presently, 248 or so of these films have now been entered on the PC by title and subject. Since these films are presently entered in the AV section of the public catalog, you might ask, what's the big deal? The big deal is that a much more complete description of each of these films is available on the PC. Another big deal is that the list of films can be manipulated and added to or substracted from. The third big deal remains a dream. When an additional PC is available for the Library's public area, this and cataloging data for other audiovisual materials will be available via CRT. The fourth big deal will provide us the capacity to provide up-to-date lists of our film holdings. Some old fashioned people still like to read things from paper. There are bugs still to be worked out in all this, but progress is being made.

The automation of our public catalog is another matter. This was discussed in the cover sheet of the November, 1985, Monthly Acquisitions List. I must report that nothing much has happened since. When T. Price first reverted to half-time status, I was assured by Mr. Melton that there would be no delay in the Library's computerization projects. Other factors have intervened, I am sure, but the fact is that the Library's catalog computerization project seems to be at a standstill. We still hope.

There has been one response (a positive one) to my query in the February, 1986, Monthly Acquisitions List regarding the production of AV software - in - i.e., home grown videotapes. It is going to take more response than that, folks, if we are to continue offering that option.

Approximately 1519 items have been processed into the Library's collection since the beginning of last September. Much credit for all this goes to Ms. Tanya Carson who types most of the cards, labels, etc. that must be produced for those items not received vendor-processed. Ms. Carson has typed, we estimate, about 9,500 cards since she started with us last October. That is a considerable amount of tedious typing. Contrary to what you might think, however, Ms. Carson's outlook on the world is definitely not 3" x 5." We are glad that she is with us and hope that her health and spirit hold up.

FLOYD JUNIOR COLLEGE
LIBRARY
MONTHLY ACQUISITIONS LIST

NUMBER 128

MAY, 1986

Mr. Dan Sung, our Assistant Librarian for Technical Services, is augmenting his meager librarian's income with an under-the-counter Chinese fortune cookie factory. The fortunes are not fortunes at all, but are sound philosophical and statements generated on a free-floating IBM-PC. So far, there are only two fortunes.

The first is a quotation from that ax-wielding paragon of individual responsibility, Lester Maddox: "Have a nice day. If you don't it's probably your own fault."

The second stems from the philosophical^{*} school of logical positivism and is inspired by that huge and constant file of cards that represents library materials long checked out faculty: "Everything is not yet lost; just wait 'til tomorrow.**"

Mr. Sung promises that more fortunes are in the works, so stay tuned. Meanwhile, fortunes number one and two represent our year's-end message to you for the summer. If the help holds up, we will resume the monthly acquisitions list in the Fall. Drive safely.

-HW

*Philosophy = lack of money.

**Moral: Turn in your stuff before you skip town.

FLOYD JUNIOR COLLEGE
LIBRARY
MONTHLY ACQUISITIONS LIST

NUMBER 130

SEPTEMBER, 1986

Our monthly acquisitions list, once monthly, is not always such. The list distributed in September was eleven pages long and represented the entire processing output for all three summer months. The present list represents the processing output for September. It is a tad late because the processing staff now endeavors to see that all cards are filed in the catalog and that the filing is correct before the list goes out. They also endeavor to see that appropriate new books are displayed in a timely manner on the new book shelves that appear to your right each time you enter (or don't enter) the Library. Please remember that the usual book will have an author card, a title card, and several subject cards. This all represents much work. The name of this particular game is coordination, coordination that has been tightened over the past several months. No one has ever complained (to my knowledge) of not receiving a monthly acquisitions list, but in case you are one of those who notice things, I provide this explanation.

This explanation is really given to explain in writing something else. Our long-standing goal to computerize the card catalog and record in FJC's main-frame the bibliographic data now encased in our traditional card catalog is no longer long-standing. Other reported campus computer needs must be satisfied before this task can ever be addressed again. Documentation must be assembled for all main-frame computer programs now extant, I am told. Some lightning-proof system must be perfected to insure the near-constant reliability of computer operations outside Building A, I am also told. I wonder how branch banks handle all this?

So the card catalog will be with us for awhile. I suspect that the card catalog will be with us still when the Arabs move Lake Policies to Saudi Arabia.

-HW

FLOYD JUNIOR COLLEGE LIBRARY
MONTHLY ACQUISITIONS LIST

NUMBER 133

DECEMBER, 1986

Here is the FJC Library's monthly acquisitions list for December. With it we extend to you our best wishes for the New Year. It is a short list, so perhaps it will be a short year.

One title on that list especially deserves your attention - Jonathan Kozol's Death At An Early Age. Kozol's work, a winner of the National Book Award, concentrates on the psychological ego destruction of young children in big city ghetto schools. It is virtual murder through bigotry and pointy-headed administration. It depicts the shoveling of children who cannot even read job advertisements into the streets to confront life as best they can. Death paints the picture on the wall - many of our nation's schools serve only as mugger factories and as exchange points for illicit drugs in the underground economy. The work complements a recently added new edition of John Gardner's Excellence, a book that addresses the other end of the line. Here's Gardner: "We must face the fact that there are a good many things in our character and in our national life that are inimical to standards - shallowness, complacency, the pursuit of a fast buck, a fondness for short cuts, a willingness to tolerate incompetence...." He continues: "The importance of competence as a condition of freedom has been widely ignored.... And concludes: "An amiable fondness for the graces of a free society is not enough. Keeping a free society free - and vital and strong - is no job for the half-educated and the slovenly." So there you have the parameters: regulations and attitudes that uplift and regulations and attitudes that kill. Those faculty (and staff and students and others) who grow tired of their textbooks and the tube are invited to pursue these and other recent publications in the Library's collection and to observe, in this case, if I have quoted out of context.

The Library, this Winter quarter, will continue its efforts to help FJC students learn in their own context. Dan Sung will once again offer his term paper clinic. Thirty-five students in groups, clusters, and singles availed themselves of this service during the Fall. Dan's efforts stemmed from a common experience: all of us who work the Library's circulation - reference desk know that many students who come to the Library seeking term paper information do not know what they are doing. Library orientation is not enough. So Dan, by appointment, will meet with any such students and explain on an individual basis search strategies using our Library's resources as well as the skills one uses in compiling and presenting such information in standard term paper forms. Please let your students know that this service is available. You or they may call Dan at 295-6318 to make appointments.

We are cleaning up our act - specifically, in this case, that section of the card catalog arranged by subject headings. While Library of Congress subject headings are suited for a University System library catalog, they can

be rather abstract. Anita Gate's book, Ninety Most Promising Careers for the Eighties, if located through the subject catalog, must be looked for under "United States - Occupations" or under "Vocational Guidance - United States." Neither of these subject headings is one that average FJC students are likely to think of off the tops of their heads, and this whole problem has concerned me for some time. Dan Sung, sharing this concern, is about to start a revamping of the subject catalog to make it more accessible. His first step will be a questionnaire directed to a representative number of the FJC student body. If any of your classes are called upon to participate, please cooperate and convince your students of the serious value of this project.

I am back. My Tuscaloosa trail grows cold. I should be in-office or on-campus Monday - Friday, 8AM - 5PM except for night work or off-campus meetings, etc. - the usual stuff. Any complaints or suggestions about any Library operations will be welcomed - all within pre-determined parameters, or course. And again, have a good 1987.

-HW

FLOYD JUNIOR COLLEGE LIBRARY
MONTHLY ACQUISITIONS LIST

NUMBER 134

JANUARY, 1987

Mariella Hartsfield of Bainbridge Junior College has edited a reflective publication entitled The Brave New World of Nineteen Eighty-Four. This book sponsored by the Georgia Endowment for the Humanities and Bainbridge Junior College, comes to us as a gift from the Endowment and that College. It is made up of a collection of essays written mainly by people. The essays may not exhibit the smoothness of Welty or the profundity of Einstein, but they represent a certain view of our times that may be valid and is worth considering. The questions they raise can be simply and directly stated: Where are we in our progress and where are we going? Their launch platform is the themes of the two twentieth century novels in their title: Aldous Huxley's Brave New World and George Orwell's 1984.

The future depicted by both these novelists is familiar to most people. Orwell's book portrays a world deprived of such humanizing influences as privacy, continuity through history, the family unit, love relationships, and religion. These and other manifestations of individual value are destroyed by a totalitarian government called Big Brother. Orwell's nightmarish Eden is one of deprivation. Huxley's is one of surfeit. Huxley's totalitarian society woos its citizens into submission through pleasure - drugs, sex, and entertainment. Both writers picture a future world limited to superficially hedonistic principles, the majority of their citizens paying for these pleasures with their freedom. They become persons without individuality or souls. They drift in a purgatory between heaven and hell, unrecognized by both entities, unseen and unaccepted. They are unpersons.

It is helpful to read this present volume three years after the flurry of interest in Orwell in calendar 1984. During that year many commentators explained that we could all breathe freely because the fictional '84 had not happened. The six people writing in this book offer a different conclusion. They provide concrete examples to support their thesis that although Huxley's and Orwell's world may not actually be here, but is almost upon us and approaching with a subtle but certain pace. Their topic, briefly spelled out, is the unrestrained application of modern science and the quantification of humanity. Numericalization leads to depersonalization, then to classification, then to alienation and thus to prejudice. We live in fear of high technology annihilation and buttress ourselves with entertainment from oneliner TV shows and with consumption. It isn't just Big Brother that we need fear. It is the government-industrial-commercial complex. It is ourselves.

In some ways the essays in this book needs more pulling together. The six essays do not coalesce as well as they might. The topic may be too broad for the book's one hundred and forty-five pages. But early February can be chilly and a good time to throw another log on the fire and consider the world as it just may be.

The word consumption brings a more mundane but more immediately pressing problem to mind. We have pulled from our circulation file cards for those books long checked out to students and never returned. These culprits are from the years '82 and '83, not '84. We have sent overdue notices, cajoled, "frozen" their academic records, in some cases telephoned. All to no avail. The books range in subject from one end of the spectrum to the other. We estimate that the replacement cost of these titles will total a little over three thousand dollars. This problem is endemic, but this is the heaviest loss of this kind we have suffered within memory. It may be that very few new acquisitions will be added to the Library collection this year. The losses discovered in inventory and the losses imposed by faculty were large enough. Now we have this. It looks like the book fund will go mainly for replacements. I'm against suggesting to the Administration that FJC impose a library deposit fee to be paid by all enrolling students, but as time goes by and the "Yuppie" generation becomes less and less respectful of state property and the rights of others, I can think of no alternative. If you have ideas, I would be happy to hear them.

Thanks.

HW

FLOYD JUNIOR COLLEGE LIBRARY
MONTHLY ACQUISITIONS LIST

NUMBER 135

FEBRUARY, 1987

With this monthly acquisitions list, we report the arrival of the Library's first three laser discs. Number one comes to us from the National Gallery of Art and shows us 1,600 works of art on display in the august institution. It is a good tour and a significant number. Numbers two and three are from NASA and present us with a long series of photographs from space. Since the only presently available FJC equipment for playing these discs is located in B-218, submit your requests for their use to Mr. McFry in AV services.

The King has left his counting house, and the FJC Library has been awarded a few extra shekels for acquisitions purposes. See your Division Chair for the latest sizzling details on this news flash.

Monsieur Sung is still available to students for term paper clinic service. He works with individuals and groups on an appointment basis. One erstwhile instructor plans to require all his future students to sign up for this service. So if any of your educational charges need help in their term paper work, better have them sign up with Dan pronto. There may be a line. P.S.: Dan does not write the term papers. He teaches students such things as how to sleuth out their information, how to write in standard term paper format, etc.

March 13th will be Mr. John McPhearson's last day with FJC. John leaves us to join the reference staff of the Ingram Library at West Georgia College. John has endured me longer in one continuous stretch than any other audiovisual librarian in the history of FJC and is to be congratulated. He is also to be thanked for the many services he has rendered the College. Science Fairs, History Days, College Bowls, and similar functions often found John present and helping. We wish John and Pamela, his wife, the best. They will be missed.

It has been my experience in my sixteen years with this institution that many times when we have had a resignation on the Library staff, FJC goes into financial paroxysms tantamount to all of Latin America defaulting. Such is the case now. Presently, there are no firm and precise College Administration commitments concerning the Library's audiovisual operations, but you will be notified as soon as we have enough information to make plans.

A book recently added to our collection is Dimensions of Tolerance - What Americans Really Believe About Civil Liberties. The book is written by Herbert McClosky and Alida Brill and is a product of the Russell Sage Foundation. In this book, the authors report on surveys of appropriate populations samples to determine what Americans really feel about such issues as rights of privacy, due process, freedom of speech, etc. Some of their conclusions are surprising; others are not. Like many similar studies, Dimensions reveals that what a person thinks can be predicted to a certain extent by his or her socio-economic background. That is not a new notion. Their findings regarding our leadership, however, may unsaddle some people. One table concludes that our leadership

(broadly defined) is often (quite often) much more "liberal" than people they lead. An interesting corollary follows. In actual American practice, the led often lead the leaders in actual policy implementation. While this notion may be new to McClosky and Brill, we suspect that the Japanese learned it about one generation ago.

-HW

FLOYD JUNIOR COLLEGE
LIBRARY
MONTHLY ACQUISITIONS LIST

NUMBER 136

MARCH, 1987

Teresa of the Hats is gone. Ms. Lashley resigned to pursue work in another line (the world of fashion and imagery) and she will be missed. Whatever one thinks, Teresa could add flair. She could also operate an up-to-snuff circulation operation with unusual vigor. We wish her the best.

Dan Sung has lost his heart to Harvard. He leaves us at the end of May to pursue PhD work in English literature at that august institution. In his time with us Dan has turned out a prodigious amount of work. Since the first of January, for example, he has cataloged (and Tanya Carson has processed) 175 items of AV software plus the usual traffic in new books, circulation, reference work, etc. Dan has provided an unusual but interesting tone to our operations. He will be missed. In case you do not receive a monthly acquisition list at the end of June, you will know that ...

We are told that education is entering the age of measurable outputs. Libraries have always existed in an age of measurable outputs.

So.

How well is the Library outputting? How well are the various Divisions doing vis à vis the FJC Library output? Circulation and certain other statistics for last fall quarter have been tabulated and read thus:

Regular (3 week) circulation transactions:

Business:	135
HPER:	24
Humanities:	1,031
Natural Science:	173
Nursing:	120
Social Science:	1,165

Reserve circulation transactions:

Print	- 941*
Audiovisuals	- 444
Toys (!)	- 55

*These transactions are not broken down by Division, but nursing students carry a heavy weight here.

Other:

Prints made from microfilm: 764

Student xerox copies: 9,863

Electronic count of people passages through our front portal : 15,426

More about his sort of thing anon.

FLOYD JUNIOR COLLEGE LIBRARY
MONTHLY ACQUISITIONS LIST

NUMBER 139

JUNE-AUGUST, 1987

We have reconstituted the library staff. The following people are new:

Bedelia McCollum comes to FJC from FJC. Dee is a former student assistant in the Library who should know what she is getting into. Dee will be supervising circulation operations and helping out with reference.

Lucy Weeks, a full-blooded Cherokee Indian, comes to us, in the last analysis, from Cherokee, North Carolina. Presently, Lucy works in Technical processing but as cross-training later occurs, she will perform some work in other areas as well.

Chester Wright, a holder of masters degrees from Florida State University in both Drama and Library Science, holds the position of Assistant Librarian for Technical Services. Chet is helping out not only with technical services but also with referenced circulation, student orientation, as well as certain administrative functions.

Pamela Shore-Davis, a graduate of the library school at the University of Alabama at Tuscaloosa, comes to us from a private engineering library in Tuscaloosa. Pam works part-time in circulation and reference and helps out administration wise as well.

By function, here is what we do:

Requesting items to go on course reserve: Dee McCollum
Interlibrary loan: Helen Strickland, Secretary
Interlibrary use cards: Chet Wright and Hubert Whitlow
Scheduling class sections for library orientation: Hubert Whitlow
Audiovisual repair: Randy McFry and Danny Puryear
Audiovisual set-ups: Randy McFry and Danny Puryear
Periodicals, serials, microfilm, and binding: Gina Hulsey
New materials acquisition: Helen Strickland
New materials processing: Lucy Weeks
New materials selection: Hubert Whitlow
Cataloging and catalog maintenance: Chet Wright

This is not everything, but it is the main thrusts.

The attached list covers three months and is weighty. Much of the material here was purchased with additional funds that were granted to us after the finalization of the original budget. We are grateful for them. Since the end of the spring quarter, technical processing staff (Lucy and Chet) have added 650 books and 112 items of software to our collection. We are grateful to Chet and Lucy for seeing it processed, to Helen for ordering it, etc.

-HW

FLOYD COLLEGE LIBRARY
MONTHLY ACQUISITIONS LIST

NUMBER 144

FEBRUARY, 1988

We still await the arrival of the 50,000th volume to be added to our collection, but while the wait is on we give you another nomination, Tombee, by Theodore Rosengarten.

Tombee is two books in one. Part I is a biography of Thomas B. Chaplin, a coastal South Carolina cotton planter who could never quite hold things together. His mother was one of the richest women in America. He inherited a huge fortune. Yet even before the Civil War Chaplin's future was growing cloudy. Civil War and Reconstruction stripped him. Before it was all over Thomas Chaplin lost everything. All of his children but one died before Thomas Chaplin himself passed away in 1890. The remaining son turned against him, then curled into his own dreams of a lost plantation society. Chaplin was not a seer. The Civil War taught him nothing. In some ways he was petty. He could not see beyond himself. But he represents a certain window on a world that existed over a century ago in a land we now call our own.

The second part of the book is Thomas Chaplin's Journal, a special journal, Rosengarten believes, for like a real book it is complete. It has a beginning and an ending, a sense of literary purpose, a sense of witnessing. In it we sense Chaplin's woes mirroring the woes of the South in his lifetime. The smothering institution of slavery, for example, is depicted with casual acceptance. No value judgments are applied. But evidences of real weakness do come through. Read Chaplin's entry for February 9, 1853: "Murray's steamboat passed, and left groceries etc. etc. he brought from town for me..." "I got from town 50 lbs. coffee, 1,000 cigars, 5 lbs. tobacco, 3 gals. brandy..." The shopping trips from St. Helena Island (where Chaplin's Tombee plantation was located) to the mainland shed light on things. Rarely is the purchase of capital improvement items mentioned. But expandables are mentioned nearly always: liquor, tobacco, sweets, crushed ice in summer, and opium, opium, opium. Both Chaplin and his wife finally succumbed to that addiction, and the entry where Chaplin reports that his Beaufort (South Carolina) druggist has cut off his credit is rather sad. Rosengarten notes that the use of opium was quite common in the coastal regions of those times.

After a long hiatus, a final entry is marked January 1, 1886. "Many eventful years have now passed since the last lines were written in this journal, nearly 28 years. During that time the War of Secession has been fought and lost, and with the cause, all of our worldly possessions, or very nearly all. We were driven from our home on St. Helena Island on the 7th of November, 1860 (sic), never to return to it except on a visit as strangers... Our health, thank the Lord, has been much better than the last year of 1884. But we (Chaplin and wife) are both feeling the effects of age and can't stand much more thumping and tumbling about, and I pray the remainder may be passed in peace and ease. So this ends."

Page Two

So ends the thoughts of a man who failed to realize that given time things will change. History humbles, a notion anathema to the narcissist.

-HW

HHW/hs

FLOYD COLLEGE LIBRARY
MONTHLY ACQUISITIONS LIST

NUMBER 145

March, 1988

Everybody knows that the sun was invented by cats. A new book in the collection, probably requested by Tom Berry, is the Solar Cat Book, by Jim Augustyn. The book contains, among other things, a delightful collection of cartoons that depict cats in various relations to the sun and to the electrical industrial complex in a cartoon-like way that either teaches or amuses and sets up the reader to be taught. One reviewer implied that the author virtually sneaks in his information painlessly. In one section on wind turbines, for example, the author says: "A 30 million watt wind turbine on the U.S. Capitol building could be much smaller since the hot air velocity near this national landmark is so high." The glossary brings on a few smiles: "Sun-that which turns night into day." And: "Purr - a form of latent energy storage used by cats having a value defined by depth and frequency." The book is an instructive joke and will be enjoyed.

Another title new to the Library's collection is Becoming A Nation of Readers: The Report of the Commission on Reading. Although this study considers mainly school-age children and pre-schoolers, its comments undoubtedly relate to people who are now Floyd College students. Certain statements seem mundane: A child will read who is brought up to appreciate reading. A child will read who has parents who read. A child will read when books are kept in the home. Some television programs encourage a child to read; others are detrimental. Other statements bear scrutiny. Reading above the rudimentary level should be integral to learning literature, social studies, and science. Reading is a language skill along with listening, speaking, and writing and, therefore, shouldn't be separated. This book does not provide answers for us directly regarding those of our students who lack adequate reading skills, but it does explain the background of some of the problems we face.

Rumor has it that Mr. Reagan will pardon Mr. North. Whatever the case, the FC Library now has a copy of the Report of the Congressional Committees Investigating the Iran-Contra Affair. As government documents go, this 690 page volume is not a bad read. There are a few maps. There is a brief history of U.S. Nicaraguan relations starting in 1979. Then comes the grit. The Report does not include the full text of the hearings, but there are enough goodies to lure the eye onward. There are reports of 70 million in Congressional authorization for "non-humanitarian" purposes. That's the way it reads. There are pleas for an adherence to the rule of law. The Report sums itself up with this: "The confusion, deception, and privatization which marked the Iran-Contra Affair were the inevitable products of the attempt to avoid accountability." Ah, well.

The Library has not yet reached its 50,000 volume zenith. The reasons for this failure are: 1) A limited book budget and 2) Diabolical, insidious actions by the Nursing Division. The Nursing accreditation agency recently decreed

Page Two

that all Nursing books in our collection purchased prior to 1980 should be removed from the shelves and discarded. The Nursing Division decided to do this with dispatch, so we have done it. This has relieved us of some 2,000 titles. It has also relieved our statistical count. It was no fun combing the card catalog and pulling the cards for 2,000 books. One book slated for dismissal was Humanistic Nursing by Josephine Patterson and Loretta Zderad. The book had never been checked out, but I was sorry to see it go.

-HW

FLOYD COLLEGE LIBRARY
MONTHLY ACQUISITIONS LIST

NUMBER 146

APRIL, 1988

Gifts can bring either curses or blessings. Two recent gift collections to the Floyd College Library bring blessings. One is from Ron Johnson and represents a great diversity of reading interest with authors ranging from John Jakes' Civil War fictions to James Jones' From Here To Eternity and Norman Mailer's Gorky Park. Batched in with these writers are eighty-five titles by Agatha Christie. Twenty-four Christie titles will be cataloged and maintained in the permanent collection. These include Death on the Nile, Mousetrap, and Witness for the Prosecution. Mr. Johnson assures us that most of these books are read by his wife.

The second Donor of the Season is Lenore Evans, that popular Rome painter of watercolors whose works have hung in the Library's gallery. This book collection, as one would imagine, reflects the interests of an artist and includes such works as Helen Gardner's Art Through the Ages, and Art and Music by Dale Cleaver and Jolin M. Eddins. The Gardner book is a well known standard introduction to art history. The Cleaver and Eddins book approaches the two fields of art and music jointly to show how they complement each other. This idea is not new, but the notion of providing an organized unity in a two-discipline context is rather comforting in this wacky age when everyone seems to be doing their own thing. Regardless, another title in the Evans group is The Art of French Cooking by Julia Child. et.al. Many folks will remember Julia Child's cooking lessons on tv. Her personality in this book comes forth just as strong. "Warm 1/4 cup of milk to blood temperature", starts off one recipe. I did not have the courage to read on. Three slim volumes in the Evans group are works by the artist herself, drawings done originally in pen and ink of the copper country in and around Houghton County, Michigan. The scenes depict a country in economic decline. They are wintry, and Mrs. Evans' deft pen renders sharp lonely images against cold gray skies. They are beautiful in an awesome way and we appreciate the gift.

-HW

Floyd College Library
Monthly Acquisitions List

Number 153

March-April, 1989

We salute, herewith, the poorer cousins of the Library materials budget, Business, and HPER. As most of you realize, the Library's yearly materials budget is allocated, in part, according to a use-driven formula, thus giving the lion's share to Social Sciences, Humanities, and Nursing. But this does not totally deny others. In April, we received twenty-seven new titles in Business and Economics and twelve in HPER. Four diverse titles from these fields are discussed below.

Not all HPER titles are jock bound. The Anthropometric Standardization Reference certainly is not. This green-in-color tome instructs the qualified reader in measurement of such things as skin folds, circumferences, body breadths, and the various body segments. A second HPER title, more popular in tone, is Sports For Sale. The theme here is that sports broadcasting, popular and lucrative money-driven, may be headed for rocky times. There are those who forecast that early in the next century most sports programs will have migrated from the free, no-charge networks to "pay-for-view" cable networks.

In the arena of Business, a new book entitled What's Wrong With Wall Street? presents that reader who would remain sober yet liquid in certain assets an alarming view of the recent trend of mergers, takeovers, leveraged buyouts, computer trading and all the other stock market devices we have witnessed so much during the past decade. A second title, even more alarming, is called And The Wolf Finally Came and tells the story of the decline of the American steel industry during the 1980's. The picture on the front cover looks like it came right out of Gadsden, Alabama, and Gadsden, my friends, is not that far off.

-HW

Floyd College Library
Monthly Acquisitions List

Number 155

June-August, 1989

To the uninitiated we introduce the Floyd College Library's monthly acquisition list, a document best described as being weak on plot. The purpose of this list is inherent in its title. It is a listing of all items, print and otherwise, processed and added to the Library's collection and ready for use. It is distributed free of charge, free of guilt, and sometimes virtually free of content. It is not always monthly. In addition to the actual list we of the Library sometimes use this medium for any Library news or whatever happens to be on our minds that we think might arouse interest, chuckles, or eyebrows.

Our mind for this month is on personnel. Many of you may realize that Lucy Weeks, FBI*, resigned her position with the Library and fled north to Indian Country at Cherokee, North Carolina. Fortunately for the Library, Annette Ackerman simultaneously abandoned the snows of Toledo (Ohio) and fled south to Rome. She is now ensconced in Lucy's old desk and has started off doing a great job. Come welcome her when you are in the Library building.

Our mind at this time is also on periodicals. A recent little study told us what we already suspected. Floyd College Library's active periodical subscription list is lowest in number of subscriptions of any University System library. At the opposite end of the pole, libraries in larger units must scramble with a world that has gone periodical mad. One of our periodical vendors sends us a bulletin that lists new periodical **titles** being published for the first time. The issue of this bulletin covering the two month period ending 6-30-89 lists 147 new periodical titles. A few of these new periodicals are mentioned here for purposes of general edification.

For animal lovers there are Badger Informer and Buffalo Trails. For the plant lover there is Cryptogamic Botany. For those who like Oliver North there is a new periodical called Destruction of Evidence. O'possums will be interested in Garbage. At this point we don't know who or what would be interested in Generalist Papers. Vakuum In Der Praxis ends the list and if not pushed too far may be the most telling title brought to our attention.

-HW

*Full Blooded Indian

Floyd College Library
Monthly Acquisitions List

Number 156

September-October, 1989

Three facts and a promise.

1. Libraries collect. This library collects months, then spews them out in two's. This, therefore, is the monthly acquisitions list for both September and October. We will probably reach Turkey Time at some point next year. Illnesses, medical problems, and deaths-in-the family have come down heavily on this organization within the past three months. My thanks to those staff members who shouldered heavier burdens during this time. We plead for the reader's understanding in all things.

2. New periodical titles continue to proliferate. A periodicals vendor recently sent us a new list of 231 new periodical titles. Included are such gems as Pesticide Outlook, Artificial Organs Today, and Alabama English. Academic specialization knows no bounds.

3. One of the Floyd College Library's entrance foyer exhibit cases presently rings with the phrase 'December 7th...Day of Infamy.' This has nothing to do with the College's last days of final exams. It alludes, instead, to the 48th anniversary of the United States entry into World War II. The exhibit case phrase is accompanied by an appropriate exhibit that displays Library materials that deal with our involvement in that conflagration. We hope to start changing these exhibit cases monthly. Stay abreast.

Some personages maintain that Christmas is basically a political season. Grinches hold to this view. Others consider it to be a time for shedding or sharing light. Check the Library Foyer Christmas tree before you leave for the Season. We take joy at being able to express ourselves and to have a small part in shedding the light of others in our own, limited manner.

-HW

Floyd College Library
Monthly Acquisitions List

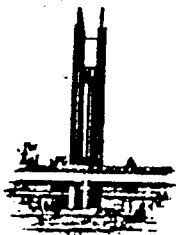
Number 157

November, 1989-January, 1990

It's hi-yo, Silver time which translates to say that we have just entered the year of the Horse on the Chinese calendar and the pace of Western Civilization thunders onward. Thundering in the opposite direction is the Floyd College Library's most recent net volume count. It sank. We added a total of 62 volumes to the collection but purged ourselves of 84. Why purge? For several reasons. For one, two-year college libraries do not pretend to be "depositories of knowledge" like university and some four-year college libraries do; therefore, our collection should represent what is still viable to the curriculum. Hence the great purge of the Nursing collection last summer. In the present case, however, the purge was of long-overdue books that represented dead wood in the catalog. Other factors in this negative growth senario are the relatively smallish book budget and the fact that about \$10,000 were spent to supply small collections for North Metro and the Etowah Center. End of statement.

Thundering headlong into madness is the number of new periodical titles available. Our vendor lists 241 new titles since our last report to you on this vital matter last August. A few of the new titles may cause you to smile. There's Antennas and Propagation Magazine for the small fry. There's From The Gym To The Jury, a special publication intended for Jerry Shelton should he ever tire of assessment. There is the Journal of Muscle Foods should he not. There is Money Laundering Alert claimed by some to be edited by General Noriega, from his Florida cell, and there is the Practical Litigator for Dr. Berry should he ever decide to go that route. On the more sonber side are those titles that act as a barometer for our times: Bank/Thrift Litigation and Enforcement News, Beckett Football Card Monthly, Bloc/The Soviet Union and Eastern Europe Business Journal, and Counterterrorism and Security all seem to head this list. Blood Review/The Journal of Horror Criticism seems to add it all up.

Library Policies
& Procedures
(pre-1992)



A Two-Year Unit of the University System of Georgia

Floyd College

P.O. Box 1864, Rome, Georgia 30162-1864

April 4, 1990

M E M O

TO: Library Staff

FROM: Hubert H. Whitlow *HHW*
Librarian

Let us review the parking policy of the Library.

1. The Library has no authority over any parking area except that along the east-most curb of the drive leading to the Library from the street.

2. There is space to accomodate five cars reasonably along that curb.

3. The Library policy is that two of the parking slots are for the Librarian and the Assistant Librarian. The remaining three slots are for others on the staff in order of tenure - those with the most time on the job have the slots.

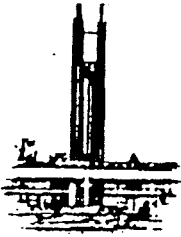
4. The staff, in order of dates of employment, are:

Randy McFry
Helen Strickland
Dee Wilson
Linda Lee
Tonya Benefield
Annette Ackerman

5. That person working at night and on Sundays has the choice of slots.

6. The twenty minute zone parking is not under my jurisdiction, but I think it does not behoove us to hog the one small parking that is reserved for visitors. I suspect, though, that campus security will look the other way between quarters and on afternoons.

HHW/hs



A Two-Year Unit of the University System of Georgia

Floyd College

P.O. Box 1864, Rome, Georgia 30163-1801

April 4, 1990

M E M O

TO: Library Staff

FROM: Hubert H. Whitlow *HHW*
Librarian

Chet has talked to you and I have talked to Chet. The subject is time sheets, and virtually all of us agree that we need a little more policy to make the situation more palatable to us all. Therefore, from this moment henceforth we will:

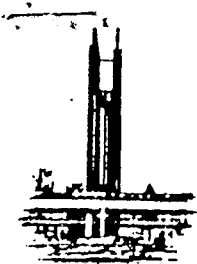
1. Request small amounts of annual leave (i.e. an hour to an afternoon) at least one day in advance. We will request more extended periods of annual leave at least two weeks in advance.

2. Make up sick leave (if we wish to make up sick leave) on the day that the time is lost.

Emergencies will be dealt with as they come up, but they should be few and far between.

I believe that following these two regulations will strengthen the staff as a whole. Thanks for your cooperation.

HHW/hs



A Two-Year Unit of the University System of Georgia

Floyd College

P.O. Box 1864, Rome, Georgia 30163-1801

December 13, 1989

M E M O

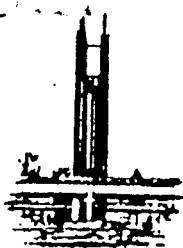
TO: Circulation Desk Staff

FROM: Hubert H. Whitlow *HW*
Librarian

Please note the attached memo. This policy still pertains and is permanent until further notice. The only alteration is that by now Etowah and North Metro students may have ID cards. We will accept either the fees paid slip or the ID card as appropriate identification.

HHW/hs

Annette	<i>aa</i>
Linda	<i>LH</i>
Helen	<i>HS</i>
Dee	<i>Dee</i>
Chet	<i>Chet</i>



A Two-Year Unit of the University System of Georgia

Floyd College

P.O. Box 1864, Rome, Georgia 30163-1801

September 19, 1989

M E M O

TO: Circulation Staff

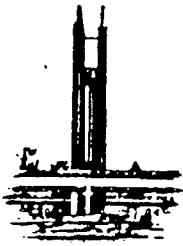
FROM: Hubert H. Whitlow *HW*
Librarian

If a student from Etowah or North Metro wishes to check out material from our library she/he will need to show the circulation desk attendant identification. The person will be able to use their fees paid slip in lieu of an identification card.

Thanks.

HHW/hs

Annetta	<u><i>aa</i></u>
Linda	<u><i>LL</i></u>
Pam	<u><i>PSD</i></u>
Helen	<u><i>HS</i></u>
Dee	<u><i>Dr</i></u>
Chet	<u><i>CH</i></u>



A Two-Year Unit of the University System of Georgia

Floyd College

P.O. Box 1864, Rome, Georgia 30163-1801

September 20, 1988

M E M O

TO: Circulation Staff

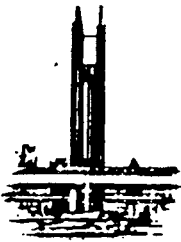
FROM: Hubert H. Whitlow
Librarian

Please recall that the following policies and policy changes are in effect as of today.

1. Only two items on reserve may be checked out at any one time.
2. There is an unlimited number of checkouts of three week books, but such books may be renewed only once.
3. Overdue fines for reserve materials accrue at the rate of \$1.00 per day.
4. The maximum fine to be collected per title is \$10.00.
5. VHS tapes and phonorecords are to be checked out of building to faculty only and for one week only.
6. The Library is open on Mondays, Tuesdays, and Thursdays until 10:30 PM.
7. Periodicals are checked out to faculty only for classroom use only.

Please recall that these changes or reiterations of in-place policies result from a growing need to better insure collection security and to make possible that Student B gets to use a library resource that Student A just happened to see first.

HHW/hs



A Two-Year Unit of the University System of Georgia

Floyd College

P.O. Box 1864, Rome, Georgia 30163-1801

October 26, 1989

M E M O

TO: Circulation Desk Staff

FROM: Hubert H. Whitlow *HHW*
Librarian

1. Security personnel have told me that the emergency exists at the back of the library building may be partly closed, closed just enough to stop the door ajar buzzer from buzzing but not close enough for the door latch to catch. This permits entry from the outside. This means that we must check these doors each time the door ajar buzzer goes off and always at closing time to make sure the latch has caught. To catch that latch, grab the panic bar and jerk inward. If this doesn't work, call Security.

2. The fire alarm bell which isn't a bell at all but is a buzzer, was checked out today. This reminds me to remind you to take common sense action when this buzzer goes off: call Security and evacuate the building. Be sure to notify (by note if necessary) any hearing impaired persons. The fire alarm buzzer is a tad deeper in tone than the door ajar buzzer. It is located on the wall back of the circulation-desk.

Thanks for reading.

HHW/hs



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

FLOYD JUNIOR COLLEGE

P. O. BOX 1864
ROME, GEORGIA 30161

February 13, 1984

M E M O

TO: Circulation Desk Staff

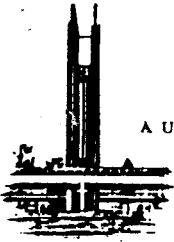
FROM: Hubert H. Whitlow
Librarian

I have been told that several FJC students have recently refused to write their social security numbers on the check-out cards, claiming that it was illegal to do so. My guru for social security numbers is Mr. Harold Boyd, Director of Student Affairs, an operation that most surely embraces social security. Mr. Boyd says that we have every right to ask for the numbers, but since we (and they) use the numbers for identification purposes only, we cannot compel someone to write it down. HOWEVER, whenever an FJC student cannot or will not supply a number, we have the right to require positive identification and proof of FJC enrollment. If this should happen again, ask to see the student's ID card and make sure that the name on the book card is the same name as that on the FJC ID card. If they refuse either to use the social security card or to show an FJC ID card, we will not check out Library material. Period.

JMc JMc
TL TL
BT BT
CW CW

CB CB
LJ LJ
HC HC
CS CS

HHW/bjt



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

FLOYD JUNIOR COLLEGE

P. O. BOX 1864
ROME, GEORGIA 30161

MENO

June 24, 1985

TO: All Library Staff

FROM: Hubert H. Whitlow *HH*
Librarian

Effectively immediately, all check-out cards for printed materials or AV hardware or software must be signed with a personal name. Departmental designation is ok, but a personal name must accompany it.

Thanks.

JMc *JMc*
GH *GH*
BT *BT*
RMC *RMC*

CJ *CJ*
VP *VP*
TL *TL*
DP *DP*



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

FLOYD JUNIOR COLLEGE

P. O. BOX 1864
ROME, GEORGIA 30163-1801

July 1, 1985

M E M O

TO: Circulation Desk Staff

FROM: Hubert H. Whitlow
Librarian

HW

This memo represents a point of clarification. We do not issue guest cards to anyone below junior high age. Nor do we check out library materials to them. If anyone beneath junior high age wishes to check out library materials, an adult must do it for them.

TL TL

BT BT

CJ CJ

VP VP

JMc JMc

GH GH

DMc DMc

JD JD



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

FLOYD JUNIOR COLLEGE

P. O. BOX 1864
ROME, GEORGIA 30163-1801

September 24, 1985

M E M O

TO: Library Staff - Circulation Desk

FROM: Hubert H. Whitlow *HHW*
Librarian

All students will be limited 2 items per student for all material that is on 3 hour reserve.

JM *JM*
GH *GH*
TL *TL*
RM *RM*
CS *CS*
HS *HS*



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

FLOYD JUNIOR COLLEGE

P. O. BOX 1864
ROME, GEORGIA 30163-1801

September 26, 1985

M E M O

TO: FJC Library Circulation Staff

FROM: Hubert H. Whitlow
Librarian

HW

Henceforth, we give no temporary clearances. Delinquent students either pay and get cleared or they don't. In the past, we have been burned by too many bad promises.

Thanks for your cooperation.

JM *MM*
TL *TL*
HS *HS*
CS *CS*
GH *GH*
RM *Rm*



A UNIT OF THE UNIVERSITY SYSTEM OF GEORGIA

FLOYD JUNIOR COLLEGE

P. O. BOX 1864
ROME, GEORGIA 30163-1801

September 30, 1985

M E M O

TO: Circulation Desk Staff

FROM: Hubert H. Whitlow *HW*
Librarian

Effectively immediately, periodicals and reference works will be checked out to teaching faculty only for specified periods of time. I.E.: One or two hours, etc. At the end of that time period, the items checked out will be retrieved if they have not been returned. Tell this to appropriate patrons. This is done on the advice of the Faculty Advisory Committee.

JM *JM*

GH *GH*

TL *TL*

RM *RM*

CS *CS*

HS *HS*