Example

INVOICE SUBTOTAL	7087.07
SERVICE CHARGE	573.57
INV SUBTOTAL AFTER SC	7660.64
NET AMOUNT DUE	7660.64

DATE: 3/17/92

MEMO: ANNETTE

FROM: GERALD

OK TO PAY THE FOLLOWING:

DEPARTMENT	AMOUNT
BUS	$602.19
HUM	877.12
LIB	1,559.94
NUR	362.01
NS	1,831.47
PE	460.37
SS	1,967.54
TOTAL	$7,660.64

THANKS!

(SEE BELOW)

DATE: _____

Working Copy

MEMO: ANNETTE

FROM: GERALD

Dept total ÷ subtotal = %

% X handling chg = handling chg for dept

handling chg + dept total = dept grand total

OK TO PAY THE FOLLOWING:

DEPARTMENT	AMOUNT				
BUS	$ 556.30	.08%	45.89	=	602.19
HUM	814.03	.11%	63.09	=	877.12
LIB	1,445.23	.20%	114.71	=	1,559.94
NUR	333.33	.05%	28.68	=	362.01
NS	1,693.81	.24%	137.66	=	1831.47
PE	425.96	.06%	34.41	=	460.37
SS	1,818.41	.26%	149.13	=	1967.54
TOTAL	$ 7,087.07				7,660.64

THANKS!

PROCEDURE FOR PROCESSING MICROFILM

Check each box against the packing slip to be sure all information on box and packing slip match. File packing slip in microfilm file.

In microfilm card file post date received. Be sure what was ordered matches what has been sent. Pull the corresponding "Due" tab at bottom of card.

The following is a check-list form to be used to assure that you have completed this processing procedure:

DATE MICROFILM WAS RECEIVED _____

No. of Reels	Title (Alphabetical Order)	Last Date on Label	Computer Updated	Magazine Pulled

After listing the titles on above list, take list with you to the stacks and locate last reel of microfilm received. If it is not full and there is room to add to it the reel which just came in, then you will splice them. If you do this then you still have only one reel of film, so under No. of Reels you will just put "0"....however, if you found last reel to be too full, then just put new reel on shelf as is and add a "1" under "No. of Reels.

Procedure for processing microfilm continued.......

        top
In the/right hand drawer of Gerald's desk (in the very back on left side)
there are STATS cards to be filled out in this manner:

This is done only if you did not splice the film and you have a "1" on
your form under "No. of Reels" (In other words, you fill out the STATS
card only if you are actually adding a reel.) This information should
then be placed in
the small grey metal
box in the assistant
librarian's office,
STATS will be entered
in computer and the
card returned to me.

MONTH	Oct, 1991
ITEM	Microfilm
INFO	+ 1
Business Week	GB

If you did have to splice the film, be sure to make a new label for the
box. After the film had been returned to its place on the shelf, you need
to go to the periodicals section and pull the periodicals (magazines) from
the shelf which correspond to the dates on the film you have just placed
on shelf. Since we have the film now, it is not necessary to keep the
magazines. These are to be placed on the GIFT & EXCHANGE SHELF behind
Gerald's desk and soon will be put on the G & E List which Gerald sends
out to various colleges.

From the list of the microfilm you have just processed, you will update
information in the computer. This means printing new cards and replacing
all (4) cards in the files with these new cards.

By filling in the information on page (1) of these sheets, you will be
assured that you have correctly completed the procedure for processing
microfilm.
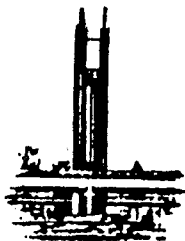
Floyd College Library

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

Date_____

The following periodicals are available on a duplicate exchange basis for the price of postage, ACCEPTABLE ONLY IN POSTAGE STAMPS. They will be available until _____, and requests will be met in order of receipt. If your request is not filled by the end of that month, you may assume that the periodical(s) have already been claimed. If you request several periodicals and some have already been claimed, we will send what we have unless otherwise instructed.

Please circle the title and volume(s) that you would like to receive and enclose a SELF-ADDRESSED MAILING LABEL with your request.

Mail request to: FLOYD COLLEGE LIBRARY
                   P. O. BOX 1864
                   ROME, GA 30162-1864

CIRCULATION DESK SET-UP

1. Turn calendar to current date.

2. Set fine charge indicator to current date.

3. Set stamps.
   a. 3-week stamp is changed every Tuesday and Friday.
      See circurlation schedule for dates due.
   b. Reserve stamps are changed daily.
      Days the library is closed are not counted within the length of charge,
      and no book may be due on a day the library is closed.

4. Set up new circulation sheet.
   a. Date with current date.
   b. Enter number appearing on door count indicator.
   c. Indicate color of tab.
      Change color of tab every Tuesday. See circulation schedule for proper
      color.
   d. Keep running quarterly total and weekly total for microfilm copies.

5. Cash.
   a. Add up totals collected on circulation sheet for previous day. Enter
      totals in proper sections.
   b. Count money in cash drawer and enter amount on current circulation sheet
      in section "beginning of day."
   c. If totals from previous day do not match with amount in cash drawer,
      enter an adjusted total to previous day's circulation sheet.

6. File previous day's circulation sheet, circulation count, daily head count,
   and reference log in proper folders, in circulation assistant's office.

7. Daily Head Count.
   a. The daily head count starts on the first day of class and ends of the
      last day of class each quarter.
   b. Each morning the following sheet needs to be put out for the daily head
      count. (See following)
   c. Have student assistant walk around the library and count people who
      are in the library at that time. Do not count library staff or student
      assistants.
   d. Come back up to the circulation desk and write the number down in the
      proper time spot.
   e. Also turn on gallery lights at 9 AM and turn them off at 1:30 PM when
      there is an art show up.
   f. If any people come in to see the art show before 9 AM or after 1:30 PM
      go back and turn on the lights for them.

8. Reference Log.
   a. Each morning the following sheet needs to be put out for the daily
      reference log.
   b. As a reference question is answered mark it in the proper column.
   c. Mark what subject area is was in.
   d. Mark what type of material(s) you used to answer it with.

9. Circulation Count.
   a. Each morning the following sheet needs to be put out for the daily cir-
      culation count.
   b. Each time a book is checked out mark the sheet under the correct column and
      call number.

Tab:_____

RESERVE CIRCULATION

Printed Material		Audiovisual
3 Hour:	Cassettes:	Slide/Cassettes:
	Film Loops:	Computer Software:
	Filmstrips:	VHS Cassettes:
Overnight:	Filmstrip/Cassettes:	3/4 Video Cassettes:
1 Day:	Filmstrip/Records:	Child Care Toys
2 Day:	Kits:	Slides:
3 Day:	Phonorecords:	Microfilm to Date:
1 Week:		

Name	Call Number	Amount	Replacements		
			Name	Author	Amount
			TOTAL AT BEGINNING OF DAY		
			Fines Received		
			Replacements		

LIBRARY

DAILY HEAD COUNT

Date_____

Day_____

GALLERY LIGHTS ON   8:30AM_____

                                  9:30AM_____

                                 10:30AM_____

                                 11:30AM_____

                                 12:30PM_____

GALLERY LIGHTS OFF   1:30PM_____

                                  2:30PM_____

                                  3:30PM_____

                                  4:30PM_____

                                  5:30PM_____

                                  6:30PM_____

                                  7:30PM_____

                                  8:30PM_____

                                  9:30PM_____

Date: **Day:**

CIRCULATION COUNT

		Student	Faculty-Staff	Community	Total
General Works	A				
Philosophy	B-BD				
Psychology	BF				
Aesthetics, Ethics Religion	BH-BX				
History	C-F				
Geography, Oceanography, Anthropology, Folklore	G-GT				
Recreation	GV				
Economics	H-HJ				
Sociology	HM-HX				
Political Science, Law	J-K				
Education	L				
Music	M				
Fine Arts	N				
Language, Literature Criticism, Drama	P-PN				
Literature-Romance	PQ				
Literature-English	PR				
Literature-American	PS				
Literature-Germanic	PT				

PUBLIC SERVICE

General Policies

1. Decorum.

The Library exists to serve primarily the students, faculty and staff of the College, but it also endeavors to serve of the local community. The service desk is where most people gain their deepest impression of the Library, hence, proper decorum is important. Pleasantness, politeness and an interest in our partons' welfare is important. Loud conversation should be avoided. Do not eat or drink when in the circulation area. We should set examples for students whether they are followed or not.

2. Reference.

Floyd Junior College has never funded a reference librarian as such, so reference functions fall on all those who work at the service desk. Each such staff member should become as familiar as possible with the card catalog, the periodical indexes, the vertical file, the reference collection, etc. If you are unable to locate desired information readily, consult a more experienced staff member, Mr. McPhearson, or myself. In rendering reference service, endeavor to be positive. Do not wait for patrons to ask unless they appear to want privacy. Approach them positively at the card catalog or in the stacks.

3. Circulation-Checking Out Procedures..

    a. Three weeks.

    All items that circulate for three weeks have buff or white circulation card like the following:

(See next page.)

Date

Dear *name of student*

Our records show that the item(s) listed below, checked out by you and originally due on_____, was (were) returned on_____. Overdue fines accrue at the rate of ten cents per day. The fine due for your item(s) total(s)_____. Please settle this account before preregistration for the next quarter, so your name will not be sent to the Admissions and Records office for further action.

Sincerely,

Hubert H. Whitlow
Librarian

HHW/bjt

This form letter is used for students for 1st, 2nd, and 3rd notice letter.

Type call number, Author, Title of each Book here

Dear *name of student*

Our records show that the item(s) listed below, checked

out by you and originally due on _____, was (were)

returned on _____. Overdue fines accrue at the

rate of ten cents per day. The fine due for your item(s)

total(s) _____. Please settle this account

as soon as possible; your name has already been sent to the

Admissions and Records office for further action.

Sincerely,

Hubert H. Whitlow

Hubert H. Whitlow
Librarian

This form is used for students who's names have already been sent to Admissions and Records at the end of each quarter.
( )

Library
Floyd Junior College
P. O. Box 1864
Rome, GA 30163

        Thank you for returning the book(s) listed below.*
We must remind you, though, that overdue fines are due
totalling _____.

        Overdue fines accrue at the rate of ten cents per
day per book, and we must treat all community patrons as
we would our own students.

                                        Sincerely,

                                        Hubert H. Whitlow
                                        Hubert H. Whitlow
                                        Librarian

HHW/hs

*

Call no, author, title

This form is used for Community
1st, 2nd, 3rd notices

Date

Dear Sharer *name* :

Please consider your FJC Library privileges cancelled
unless you respond in some manner to this notice by
1 wk from typing date. We are sorry to be so blunt, but we
have sent you fine due notices and have heard nothing in
response. Our concern is over

which you checked out and returned on _____.
We sent you notices on *4-10, 4-17, 4-24-85*, but have had no
response. Library collections are for sharing, and our first
priority must be FJC students and faculty. So be a fair sharer
and pay up and clean your record, or at least give us a call
and state your problem.

Sincerely,

Hubert H. Whitlow

Hubert H. Whitlow
Librarian

HHW/hs

This form letter is for Community Patrons
this is the 4th notice for community Patrons

At this time you need to keep a written list
of community patron names to follow up on the
next week. Before cancelling their Library Privileges.
IF their privileges are cancelled add them to the
list at the circulation desk.

Books checked out to non-FJC'ers
are subject to immediate recall
if needed by FJC students or
faculty. Failure to respond
to this recall will result in
the imposition of ten cents
per hour overdue fines. The
College is happy to provide
library services to the
general public, but recent
demands on our collection
have deprived our own
students. We will continue
to provide service to the
general public as long as
the above policy is adhered
to. Thanks for your cooperation.

When a Community
person checkout books,
Please give them a
copy of this item.

The Library

Floyd Junior College

LATE RETURN CHARGE
FOR RESERVE MATERIALS:

Ten cents per hour.

Books and materials are
placed on course reserve at
the request of instructors
who select the type of re-
serve based on the length
of the reading assignment
and the number of students
who must complete the read-
ing. In order to provide all
students with an equal chance
at this material, therefore,
overdue fines are necessarily
high. They may be avoided
altogether by returning the
material to the Library
before its closing on
the date stamped on the
date due slip.

THIS BOOK IS DUE

Date

(the end of the
quarter.)

After this date, books
will be checked out on
a daily basis.

LIBRARY RECORDS MUST

BE CLEARED BY THE LAST

DAY OF EXAMS.

THIS BOOK IS DUE

Date

(the end of the
quarter.)

After this date, books
will be checked out on
a daily basis.

LIBRARY RECORDS MUST

BE CLEARED BY THE LAST

DAY OF EXAMS.

THIS BOOK IS DUE

Date

(the end of the
quarter.)

After this date, books
will be checked out on
a daily basis.

LIBRARY RECORDS MUST

BE CLEARED BY THE LAST

DAY OF EXAMS.

THIS BOOK IS DUE

Date

(the end of the
quarter.)

After this date, books
will be checked out on
a daily basis.

LIBRARY RECORDS MUST

BE CLEARED BY THE LAST

DAY OF EXAMS.

THIS BOOK IS DUE

Date

(the end of the
quarter.)

After this date,
books will be
checked out on
a daily basis.

LIBRARY RECORDS

MUST BE CLEARED

BY THE LAST DAY

OF EXAMS.

CIRCULATION SCHEDULE

Winter, Spring, 1980

Check out periods:	Friday-Monday		Dates due:	Monday, Thursday
	Tuesday-Thursday		Pull Cards:	Wednesday

Circulation Period:	Date Due:	Tab Cards:	Pull Overdues:	Change Tab To:
Jan 2-3	Jan 24	Blue	Jan 30	Black
Jan 4-7	Jan 28	Blue	Jan 30	Black
Jan 8-10	Jan 31	Black	Feb 6	Orange
Jan 11-14	Feb 4	Black	Feb 6	Orange
Jan 15-17	Feb 7	Orange	Feb 13	Yellow
Jan 18-21	Feb 11	Orange	Feb 13	Yellow
Jan 22-24	Feb 14	Yellow	Feb 20	Red
Jan 25-28	Feb 18	Yellow	Feb 20	Red
Jan 29-31	Feb 21	Red	Feb 27	Blue
Feb 1-4	Feb 25	Red	Feb 27	Blue
Feb 5-7	Feb 28	Blue	Mar 5	Black
Feb 8-11	Mar 3	Blue	Mar 5	Black
Feb 12-14	Mar 6	Black	Mar 12	Orange
Feb 15-18	Mar 10	Black	Mar 12	Orange
Feb 19-21	Mar 13	Orange	Mar 19	Yellow
Feb 22-Mar 19*	Mar 19	Orange	Mar 19	Yellow
Mar 20	Apr 10	Yellow	Apr 16	Red
Mar 21-24	Apr 14	Yellow	Apr 16	Red
Mar 25-27	Apr 17	Red	Apr 23	Blue
Mar 28-31	Apr 21	Red	Apr 23	Blue
Apr 1-3	Apr 24	Blue	Apr 30	Black
Apr 4-7	Apr 28	Blue	Apr 30	Black

---

*Feb 28th: Slips In Books

SEARCHES

Search slips, filled out by patrons for books not checked out and not on the shelf, are filed behind the "Searches" tab in the circulation file.

```
┌─────────────────────────────────┐
│                                 │
│                                 │
│            SEARCH               │
│  ─────────────────────────────  │
│                                 │
│    CALL NUMBER                  │
│  ─────────────────────────────  │
│                                 │
│    AUTHOR(last name)            │
│  ─────────────────────────────  │
│                                 │
│    BRIEF TITLE                  │
│  ─────────────────────────────  │
│                                 │
│                                 │
│                                 │
│    PRINT NAME AND HOME ADDRESS  │
│  ─────────────────────────────  │
│    SEARCHES:                    │
│    1)                           │
│                                 │
│    2)                           │
│                                 │
│    3)                           │
│                                 │
│    REORDERED:                   │
│                                 │
│                                 │
└─────────────────────────────────┘
```
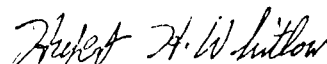
1. Searches are to be checked every Monday . Each search is to be made for a total of 3 consecutive weeks.

2. Check:
   a. shelf-list - to verify call number and to determine whether book is missing.
   b. circulation file - book may be checked out
   c. shelves - also check area for mis-shelving
   d. reserve shelves
   e. book drop and book trucks

3. If book is found, notify patron requesting book. (See attached).
   Search slip is put in book, book is held at circulation desk for 1 week for patron. After this time, it is re-shelved.

4. After each search, mark date of search on slip.

5. After 3 searches, if book is not found, submit search slip to Assistant Librarian for ~~reordering.~~ additional searching and, if necessary, reordering.

FLOYD JUNIOR COLLEGE
LIBRARY

Dear

    Title.   Author (last name first).   Call number.
                has been returned to the library
and is now available for you. It will be held for you
until   at the loan desk.

                    Sincerely,

                    Hubert H. Whitlow
                    Hubert H. Whitlow
                    Librarian

HHW:ekm

LOST BOOKS

1. A fine due slip is filled out for a book declared lost by a patron.
    a. The overdue fine on the book stops at the time the book is declared lost.
    b. Replacement charge of the book is determined by the price of the book in the current Books in Print .
        If the book is out of print, an automatic ten dollar charge is levied.
    c. A two dollar processing fee is added to the charge.

FINE DUE
LOST BOOK

Name

Address

Call Number

Author

Title

Date Due:

Date   Declared Lost.
Charge:

Action:

---

2. After determining the total replacement charge plus the overdue fine, a letter is sent to the patron. (See attached)

3. The fine due slip is filed in the circulation file behind the tab "Fine Due."

4. Charge card is marked "lost" with date of notification and amount owed. Card is tabbed green for possible end of quarter action and is re-filed.

5. When replacement cost and fine are paid, enter amount paid on circulation sheet in fine and replacement sections.

6. Pull fine due slip and charge card, mark them paid, and submit them to Assistant Librarian for reordering.

FLOYD JUNIOR COLLEGE
LIBRARY

Dear

　　According to our records, the following book checked out in your
name has been declared lost: Author (last name first).   Title.
Call number.
The replacement charges for this book are:

　　Overdue fine:
　　Replacement cost:
　　Processing fee:
　　　Total charge:

　　Please settle this account as soon as possible so that we may
clear your record ~~with the library.~~

　　　　　　　　　　　　　　　　　Sincerely,

　　　　　　　　　　　　　　　　　Hubert H. Whitlow
　　　　　　　　　　　　　　　　　Librarian

DEPOSITS

Every Friday prepare a deposit:

1. Take money from the cash drawer, leaving ~~15-20~~ dollars in bills and change.
   a. Determine how much money was collected for reader-printer copies from circulation sheets since last deposit. Keep this amount separate.
   b. Determine how much money was collected for book replacements from circulation sheets since last deposit. Keep this amount separate.
   c. The remainder of the money is to be deposited as fines.

2. Enter amount of deposit for fines, ~~reader-printer~~ *microfilm printer*, and replacements on circulation sheet in proper places.

3. Take money out of ~~SCM~~ *IBM A-Buck* copy machine, ~~leaving approximately 15 dollars in change.~~

4. Prepare a deposit slip listing amounts for each category:

Library Deposit

Date

Fines

Replacements

Microfilm Reader-printer

Copier IBM

SCM

_____

Total

5. Take money and deposit slip to Business Office.
   a. Business Office will submit a deposit receipt.
   b. ~~File receipt in folder "Deposits."~~
      Give to secretary.

24

RESERVES - PERSONAL

When a book which is checked out is requested for use by another patron, a reserve card is filled out.

RESERVE FOR

Name_____

Address_____

Phone No._____

Notified_____

Reserve until_____

GAYLORD 117

(Reverse/inverted text:)

Reserve until_____

Notified_____

Phone No._____

Address_____

Name_____

RESERVE FOR

This card is attached to the charge card and is given to the Circulation Assistant who will secure the return of the book:

1. If the book is overdue or has been renewed, a letter is sent immediately for recall. (See attached)

2. If the book is not yet due, re-file the charge card and send the re-call letter when the book is returned or when overdue notices are sent, whichever comes first.

3. When the book is returned and checked in, a letter is sent *call the requestor or send* to the requestor. (See attached). The reserve card is placed in the book and the book is held at the circulation desk for 1 week. After this time, it is re-shelved.

25

Floyd Junior College Library

<u>MEMO</u>

TO:

FROM: Hubert H. Whitlow
      Librarian

     A request has been made for the following book(s) checked out in
your name:

  Author (last name first).   Title.   Call number.

     Please return the book(s) at your earliest convenience.

     Thank you.

26
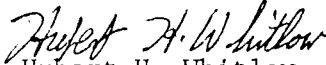
FLOYD JUNIOR COLLEGE
LIBRARY

Dear

    Title. by Author (last name first). Call number.
                     has been returned to the library
and is now available for you. It will be held for you
until   at the loan desk.

                    Sincerely,

                    Hubert H. W. Whitlow
                    Hubert H. Whitlow
                    Librarian

HHW:ekm

Floyd Junior College Library

MEMO

TO:

FROM: Hubert H. Whitlow
     Librarian

A request has been made for the following book(s) checked out in your name:

Author (last name first).   Title.   Call number.

Please return the book(s) at your earliest convenience.

Thank you.

STUDENT ASSISTANTS

Students are to perform the following tasks in order of priority:

(3) 1. Desk attendance - checking in and out of books. *as needed to relieve*
      a. Book drop should be checked frequently. *circulation asst.*

(4) 2. Assist students in locating materials, using machines.

(1) 3. Shelve books.

(2) 4. Shelf reading.

     5. Any other special task as required.

Students should be assigned specific tasks daily. An assignment sheet
should be posted indicating who is to do what. (See attached)

Make sure all students are aware of all library policies, that they
are performing properly, and that they are keeping up with assigned duties.

STUDENT ASSISTANT ASSIGNMENTS

NAME	ASSIGNMENT				
	MON.	TUE.	WED.	THUR.	FRI.

END OF QUARTER PROCEDURES

Delinquent Borrowers

1. Obtain computer printout of enrolled students from
Admissions and Records Office. Use this list to verify
student names and social security numbers.

2. Compile list of delinquent borrowers from the overdue
notices file and from the "Delinquent" ~~borrowers notebook~~ *file*.
Arrange list alphabetically by last names. Full names and
social security numbers only are listed.

3. Prepare a ~~sheet~~ *card* in the "Delinquent" ~~book~~ *file* for each new
delinquent not represented in the ~~book~~ *file*. A sample of this sheet
is located on the following page. Record new delinquencies
of old delinquents on ~~pages~~ *cards* already set up in the "D" ~~book~~ *file*.

4. Pull residual third notice forms from the overdue
file and discard as ~~sheets~~ *cards* are prepared for the "D" ~~book~~ *file*.
Discard only those slips where the third notification has
been sent.

5. Stamp remaining overdue notices with "A & R" stamp as
names are transferred to "D" ~~book~~ *file*.

6, *Tab book cards, use green tabs with red dots. stamp cards with "A + R" notified stamp.*

NOTE: In all cases a delinquent borrower's full record is
maintained in either the overdue file or in the "D" ~~book~~ *file*.
Second and third notices are sent on schedule even though the
record is listed in the "D" ~~book~~ *file*.

NOTE: Community borrowers are also listed in "D" ~~book~~ *file*,
but their names are not forwarded to A & R.

3. File blue copy of clearance form in file provided.

NOTE: Do not submit a clearance form until a student's record is totally cleared. When record is partly cleared, mark off titles cleared in "D" ~~book~~ file and/or overdue file.

SECOND NOTE: Community borrowers are cleared by special action of the librarian.

STATISTICS

1. Use

    a. Each quarter compile two week and reserve use circulation totals from daily circulation sheets.

    b. Reserve circulation includes all AV software use *except films*.

2. Reserves

    a. Each quarter determine the number of items which have been on reserve using entries in the reserve notebook.

    b. Break down by books, periodicals and pamphlets, and AV material.

3. Reference .

    a. From the daily circulation sheets compile the total number of reference questions submitted per quarter.

4. Copy machines

    a. Using the SCM and Reader/printer recording sheets, determine the copies made by students and faculty on these two machines.

    b. Student use of SCM machine is determined by subtracting the number of faculty entries from the total number count on the machine dial.

    c. Student use of the reader/printer is determined from entries on the daily circulation sheet.

5. Gate count

    a. Each quarter, determine the total number of persons using the library from the daily gate count records on the circulation sheets.

6. Subject circulation

    a. From the weekly circulation counts, determine quarterly totals of the number of items circulated by classification number breakdown.

7. Average attendance

    a. Each quarter compile a total average attendance count per hour of persons using the library.

STUDENT ASSISTANTS

Students are to perform the following tasks in order of priority:

1. Desk attendance - checking in and out of books.
    a. book drop should be checked frequently

2. Shelve books

3. Stamp, strip, date new books - those in workroom, first bookcase, standing
    upright

4. Catalog card alphabetizing and filing above rod.
    a. to be done only when instructed.

5. Shelf reading

6. Any other special task as required.

Students should be assigned specific tasks daily. An assignment sheet should be
posted indicating who is to do what. (See attached)

Make sure all students are aware of all library policies, that they are performing
properly, and that they are keeping up with assigned duties.

STUDENT ASSISTANT ASSIGNMENTS

NAME	MON.	TUE.	ASSIGNMENT WED.	THUR.	FRI.	

CIRCULATION DESK ATTENDANCE

General

Library Policies
    Items which do not circulate
    Checking out books - 2-week, reserves, AV software, day care
    Checking in books
    Renewals
    Searches
    Personal reserves
    Fines
    AV services request

Library of Congress Classification System

Card Catalog
    Catalog cards
    Filing

Reference Sources

Library Handbook

LIBRARY POLICIES

Checking Out Books

1. 2-Week - Students
   a. Patron must fill out charge card with name, full mailing address.
   b. Stamp book and card with 2-week stamp.
   c. De-sensitize book in book detection device.
   d. Tab charge card with current color tab.
   e. Mark statistics sheet in the 2-week student section.
   f. File charge card in circulation file in call number order.

2. 2-Week - Faculty
   a. Faculty member fills out charge card with signature only.
   b. Stamp book and charge card with 2-week stamp.
   c. De-sensitize book in book detection device.
   d. Mark statistics sheet in 2-week faculty section.
   e. File charge card in circulation file in call number order.

3. Reserves
   a. Patron must fill out charge card with name and full mailing address.
   b. Stamp book and charge card with stamp which corresponds to type of reserve: 1 week, 3 days, 2 days, 1 day.
       1. For 3-hour reserves, use "Reserve" stamp and write in the time due (3 hours from checkout) on charge card and on date due slip of book.
   c. De-sensitize books which are to leave the library.
   d. Mark statistics sheet in proper reserve circulation section.
   e. File charge card in reserve section alphabetically by author's last name. If there is no author, by title.

4. AV Software
   a. All AV software is shelved behind the circulation desk and is for 3-hour library use only.
   b. Patron fills out charge card with name
   c. Stamp charge card and date due slip with "Reserve" stamp and write in time due (3 hours from checkout).
   d. Mark statistics sheet in proper section.
   e. File charge card in proper AV section in call number order.

5. Day Care
   a. Patron fills out charge card with name and full mailing address (day care center address)
   b. Stamp charge card and date due slip with the 1-week stamp.
   c. De-sensitize all books which are on day care reserve.
   d. Mark statistics sheet in day care section.
   e. File charge card in day care section of circulation file: books in alphabetical order by author's last name, toys in numerical order.

LIBRARY POLICIES

Checking in Books

1. Pull charge card from circulation file making sure that call number, author, and title match item exactly.
    a. 2-week books - buff or white cards are filed by call number
    b. reserves - blue cards are filed alphabetically by author's last name.
    c. AV software - blue cards filed by call number
    d. day care - blue cards - books: filed alphabetically by author's last name; toys: numerically
    e. other items may have been checked out by faculty - slips filed behind tab "Special charges."

2. Note whether item is overdue or if a personal reserve has been placed on it. If so, follow appropriate procedures.

3. Note whether new charge card or date due slip is needed. If so, submit to Circulation Assistant after checking in.

4. Pull tab off of 2-week charge cards.

5. Cancel card and date due slip with cancellation stamp.

6. Run books through sensitizing device.

7. Place items on book truck for shelving.

LIBRARY POLICIES

Renewals

Reserve materials can <u>not</u> be renewed.

A two-week book may be renewed indefinitely unless a reserve has been placed
on it:
1. Pull charge card.
2. Stamp charge card and book with current 2-week date due.
3. Change color tab on charge card.
4. Mark statistic sheet.
5. Re-file charge card.

LIBRARY POLICIES

Searches

If a patron is unable to locate a book on the shelves follow the procedure for searches:

1. Check card catalog to verify that call number is correct.

2. Check circulation files to see if book is checked out or is on reserve.
    a. If book is checked out, patron may place a personal reserve on it. Follow personal reserves procedures.

3. Check shelves and surrounding area for possible mis-shelving.

4. Check book drop and book trucks.

5. If book has still not been located, patron should fill out a search slip. When book is found, he will be notified.

6. File slip behind tab "Searches."

SEARCH
_____

CALL NUMBER
_____

AUTHOR(last name)
_____

BRIEF TITLE
_____

PRINT NAME AND HOME ADDRESS

SEARCHES:
1)

2)

3)

REORDERED:

LIBRARY POLICIES

Personal Reserves

If a person requests a book which is checked out, he should fill out a
reserve card so the book will be held for him when it is returned.

A personal reserve may not be placed on a book which is on a course reserve.

Attach reserve card to charge card for book.

If the reserved book is already overdue or has been renewed, give charge card
and reserve card to Circulation Assistant who will contact the patron.

When a book is returned, if there has been a reserve placed on it, check book in,
de-sensitize book, and give it to Circulation Assistant for further action.

LIBRARY POLICIES

Fines

Fines for 2-week books are 10 cents per day
Fines for all reserves and AV software are 10 cents per hour.
    No charge is made for days the library is closed.
    The maximum overdue fine charged per item is five dollars.

1. For items returned over the counter which are late, fines should be
    collected at this time.
    a. Determine amount due on fine schedule.
    b. Collect fine and put in cash drawer.
    c. List name of person and amount paid on circulation sheet.
    d. Cancel charge card and date due slip.
    e. Run books through sensitizing device.
    f. Place items on book truck for shelving.

2. For persons who cannot pay fine at time overdue is returned, fill out a
    fine due slip filling in all information.

FINE DUE	Name	Address	Call Number	Author	Title	Date Due:	Date Returned:	Action:

        a. File fine due slip behind tab "Fine due," alphabetically by patron's
           last name.
        b. Cancel charge card and date due slip.
        c. Run books through sensitizing device.
        d. Place items on book truck for shelving.

LIBRARY POLICIES

Audio Visual Services Requests

1. Requests from faculty members for audio visual services should be made at least 24 hours in advance.

2. Faculty should fill out a request form including all information asked for on form.

MEMO

TO: Hubert H. Whitlow   Date _____
    Librarian

FROM: _____

RE: Request for Audio-Visual Services.

    Equipment or service needed:

    When?

---

3. Form is then put in mailbox labeled "AV Services Requests."

LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

Library materials are classified according to the Library of Congress system. The letters which appear on the spine of a book and on the top left corner of the catalog card correspond to particular subject areas. The following is a general breakdown of the system:

A   General works
B-BD Philosophy
BF   Psychology
BH-BJ Aesthetics, Ethics
BL-BX Religion
C   History - auxiliary sciences
D   History (except American)
E-F   History - American
G-GF Geography, Oceanography
GN-GT Anthropology, Folklore
GV   Recreation
H-HJ Economics
HM-HX Sociology
J   Political science
K   Law
L   Education
M   Music
N   Fine arts
P   Philology and Literature:

    P-PA Philology, Classical literature, Byzantine and modern Greek literature, Medieval and modern Latin literature

    PB-PH Modern European languages

    PG   Literature - Russian

    PJ-PM Languages and literatures of Asia, Africa, Oceania, America; Mixed languages; Artificial languages

    PN   Collections - literature and drama

    PQ   Literature - French, Italian, Spanish, Portuguese

    PR   Literature - English

    PS   Literature - American

    PT   Literature - German, Dutch, Scandinavian

    PZ   Literature - juvenile

Q-QE Science - pure: mathematics, astronomy, physics, chemistry, geology
QH-QR Science - natural: botany, zoology, anatomy, physiology, microbiology
R   Medicine
S   Agriculture
T   Technology
U   Military science
V   Naval science
Z   Bibliography and Library science

CARD CATALOG

Filing

The card catalog is arranged in one alphabet. All cards for author, titles,
and subjects are interfiled together.

There is a separate catalog for AV software, a separate catalog for maps, a
separate catalog for periodicals.

Filing rules are as follows:
1. All entries are alphabetized word-by-word.
            I met a man
            Image of America
            In the days of giants
            Inca

2. All punctuation marks are ignored.
            Life   Who is who
            Life - a bowl of rice   Whoa, grandma
            "Life after death"   Who'd go there
            Life, its true genesis   Who-dunit
            Life! Physical and spiritual   Who's who

3. All articles within the entry are regarded in filing.
    All initial articles are ignored.
            The man of his time   Work for a man
            A man of the time   Work for the beginner

4. Abbreviations are filed as if they were spelled out. (Mister, Doctor, Saint, etc.)
            Doctor at sea
            Dr. come quickly
            Mister Jones
            Mr. Klein

5. Numerals in a filing entry are filed as though spelled out. (1911 is filed as
    "Nineteen eleven," 100 as "One hundred").
            One America
            100 American poems   (one hundred)
            101 best games for teens (one hundred and one)
            100 ,000 watts   (one hundred thousand)
            1,999 laughs   (one thousand, nine hundred and ninety nine)

6. The filing of subject entries generally follows the rules for alphabetical order
    except where a subject has chronological subdivisions.
            U.S. - History - Colonial Period
                           - King William's War, 1689-1697
                           - Revolution
                           - War of 1812
                           - Civil War
                           - War of 1898
                           - 20th Century

7. Name entries.
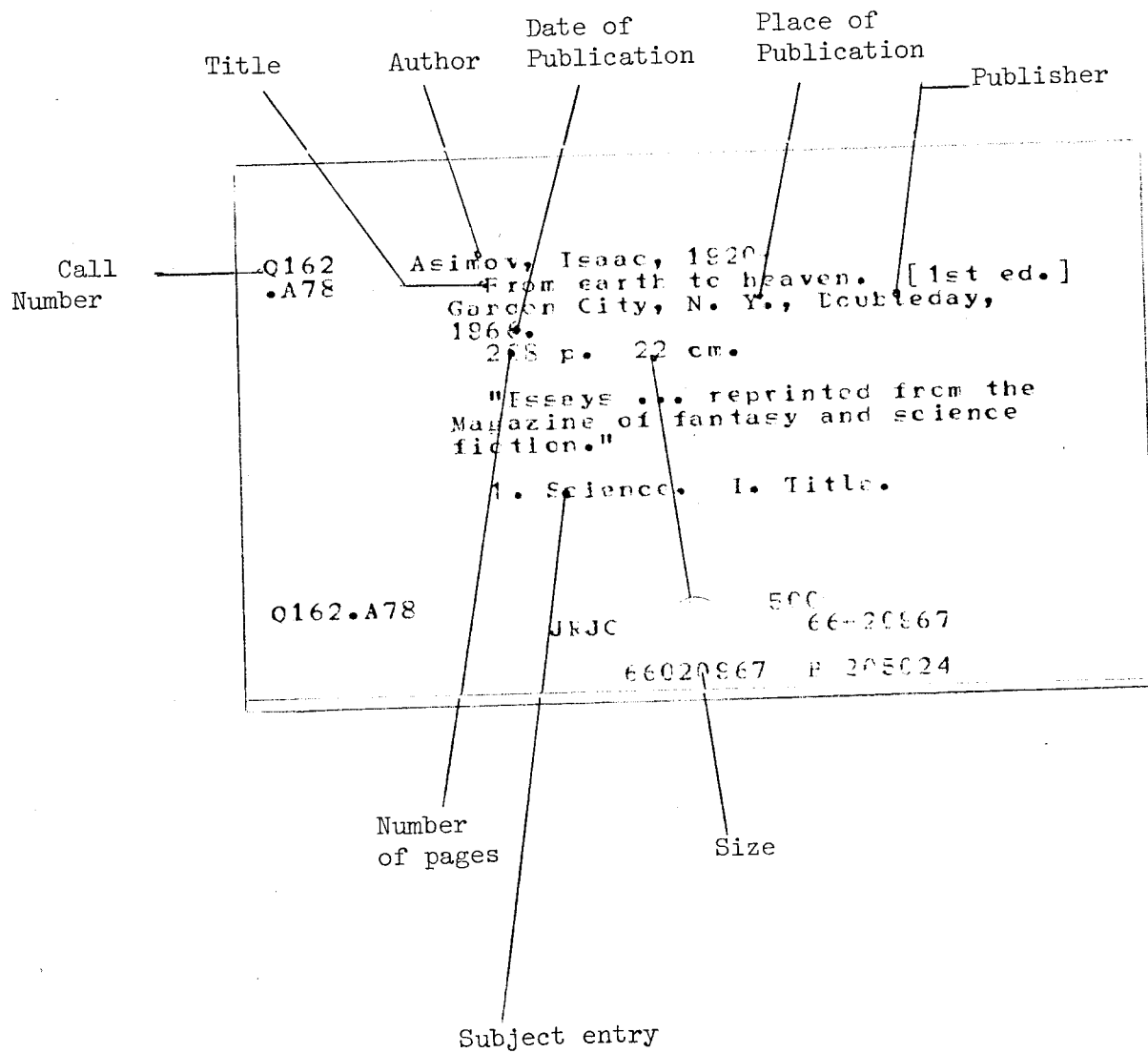   a. File first, in a separate alphabet, author entries (lower case letters: London, Jack)
   b. File second, in a separate alphabet, authors as subjects (capital letters: LONDON, JACK)
   c. File third, in a separate alphabet, titles and places with the same name.

           London, Jack
           LONDON, JACK
           London, England
           London is a city.
           London, Kentucky

CARD CATALOG

Catalog Cards

Components of a catalog card:

Title Author Date of Publication Place of Publication Publisher

Call Number

Q162
.A78

Asimov, Isaac, 1920
From earth to heaven. [1st ed.]
Garden City, N. Y., Doubleday,
1966.
223 p. 22 cm.

"Essays ... reprinted from the
Magazine of fantasy and science
fiction."

1. Science. I. Title.

Q162.A78 QRJC 500
66-20867

66020867 P 205024

Number of pages   Size

Subject entry

Catalog Cards

Set of catalog cards for a particular book:

Author card

```
Q162      Asimov, Isaac, 1920-
.A78          From earth to heaven.  [1st ed.]
          Garden City, N. Y., Doubleday,
          1966.
              208 p.  22 cm.

              "Essays ... reprinted from the
          Magazine of fantasy and science
          fiction."

              1. Science.  I. Title.



Q162.A78                      500
                  JRJC              66-20967

                     66020967   P 205024
```

Title card

```
          From earth to heaven.


Q162      Asimov, Isaac, 1920-
.A78          From earth to heaven.  [1st ed.]
          Garden City, N. Y., Doubleday,
          1966.
              208 p.  22 cm.

              "Essays ... reprinted from the
          Magazine of fantasy and science
          fiction."

              1. Science.  1. Title.



Q162.A78                      500
                  JRJC              66-20967

                     66020967   P 205024
```

Subject card

```
          SCIENCE


Q162      Asimov, Isaac, 1920-
.A78          From earth to heaven.  [1st ed.]
          Garden City, N. Y., Doubleday,
          1966.
              208 p.  22 cm.

              "Essays ... reprinted from the
          Magazine of fantasy and science
          fiction."

              1. Science.  I. Title.



Q162.A78                      500
                  JRJC              66-20967

                     66020967   P 205024
```

REFERENCE SOURCES

The following is a partial list of sources for most frequently asked questions:

1. Biographical information
   a. American authors, 1600-1900. Ref.PS21/K8
   b. British authors before 1800. Ref.PR105/K9
   c. British authors of the nineteenth century. Ref.PR451/K8/1936
   d. Contemporary authors. Ref.Z1224/C59
   e. Current biography. Ref.CT100/C8
   f. European authors, 1000-1900. Ref.PN451/K8
   g. Twentieth century authors. Ref.PN771/K86
   h. Biography index. (index table)

2. Careers
   a. Encyclopedia of careers and vocational guidance. Ref.HF5381/E52
   b. Occupational outlook handbook. Ref.HF5381/A1036

3. Criticism - Literature
   a. Contemporary literary criticism. Ref.PN779/C6
   b. The critical temper. Ref.PR83/C764
   c. Cyclopaedia of American literature. Ref.PS85/D7/1965
   d. Encyclopedia of world literature in the 20th century. Ref.PN774/L433
   e. The library of literary criticism of English and American authors. Ref.PR83/M73
   f. Modern American literature. Ref.PS221/C8/1969
   g. Modern British literature. Ref.PR473/T4
   h. Essay and general literature index. (index table)

4. Criticism - Poetry
   a. An index to criticisms of British and American poetry. Ref.PR89/C5
   b. Poetry explication. Ref.Z2014/P7K8

5. Criticism - Drama
   a. Drama criticism. Ref.Z1231/D7C6

6. Fictional characters - Literature
   a. Cyclopedia of literary characters. Ref.PN44/M3/1963

7. Periodical indexes (all located on index tables)
   a. Applied science and technology index
   b. Biological and agricultural index
   c. Business periodicals index
   d. Cumulative index to nursing literature
   e. Education index
   f. Humanities index
   g. International nursing index
   h. Public Affairs Information Service
   i. Readers guide to periodical literature
   j. Social sciences and humanities index
   k. Social sciences index
   Newspaper indexes
   a. New York Times index
   b. Wall Street Journal index

8. Resumes
   a. Resumes for better jobs. Ref.HF5383/B68

9. Reviews - Books
   a. Book review digest (index table)

10. Southern authors
    a. See attached list

11. Term papers
    a. A manual for writers of term papers, theses, and dissertations. Ref.LB2369/T8/1967

    b. Student's guide for writing college papers. Ref.LB2369/T82/1969

12. Universities and colleges
    a. American junior colleges. Ref.L901/A53
    b. American universities and colleges. Ref.LA226/A65
    c. Barron's profiles of American colleges. Ref.L901/F5

SOUTHERN WRITERS

Agee, James
Allen, Hervey
Anderson, Sherwood
Barth, John
Basso, Hamilton
Caldwell, Erskine
Capote, Truman
Drury, Allen
Faulkner, William
Glasgow, Ellen
Grau, Shirley
Gordon, Caroline
Harris, Joel Chandler
Hellman, Lillian
Heywood, Du Bose
Lee, Harper
McCullers, Carson
Mitchell, Margaret
O'Connor, Flannery
Price, Reynolds
Percy, Walker
Porter, Katherine A.
Rawlings, Marjorie K.
Roberts, Elizabeth Maddox
Spencer, Elizabeth
Shapiro, Karl
Stuart, Jesse
Styron, William
Welty, Eudora
Williams, Tennessee
Warren, Robert Penn
Wolfe, Thomas
Williams, Vinnie
Young, Stark
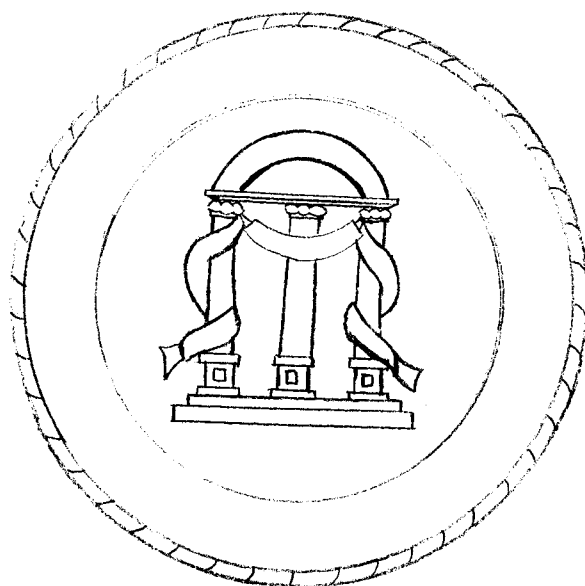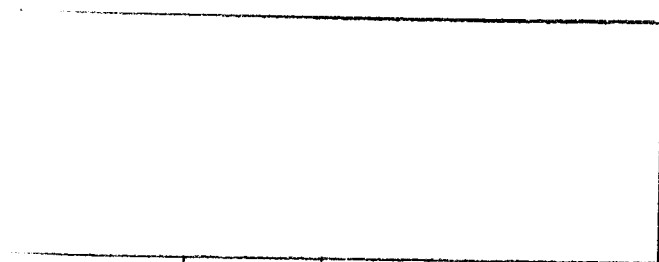
Floyd Junior College

Library

March, 1975   STUDENT   GUIDE

The Floyd Junior College Library serves as the central learning resource center for the entire College. It is designed to provide maximum service with minimum inconvenience. This guide is designed to help the student make more efficient use of its facilities. Students are encouraged to use their own initiative in locating materials as a part of the learning experience.

Library Hours:

Mondays-Thursdays	8AM-8:30PM
Fridays	8AM-5PM
Saturdays	CLOSED
Sundays	1PM-5PM

Between academic terms, the Library schedule deviates. This intersession schedule is posted in advance.

I. COLLECTIONS:

The Library's collection contains both print and non-print media. The print collection consists of books, periodicals, maps, newspapers, and pamphlets. Back files of many periodicals are maintained on film. The non-print collection consists of audio cassettes, filmloops, films, filmstrips, phonorecords, slides, video cartridges, video tapes, and multi-media kits. The bulk of the book collection and all periodicals are freely accessible on open shelves. Audiovisual materials, shelved behind the service desk, must be requested from the attendant. A card catalog which lists all of the materials in the Library's collection serves as a guide to the location of all Library materials. This catalog is described in the following section. A schematic floor plan at the end of this guide will help the student orient himself to the location of the various Library materials and services.

II. LOCATING MATERIALS IN THE COLLECTION:

Consult the card catalog which is located in the center of the Library to determine the location of materials. Most materials are arranged on shelves by location codes. The codes are obtained from this catalog. The catalog is in four sections:

      b. Note the location code as you would when searching by author directly.

  4. Finding books by Location Code.

      a. Location codes serve to bring together on the shelf all materials dealing with the same topic.

      b. Location codes are made up of a series of letters and numbers, usually in two lines. The following is a location number: BD175
                                                  S73

      c. To locate a book by its location code, consult the schematic floor plan, then note the following points.

          1) Each code begins with a letter or a combination of two letters. These letters or their combinations are read across the shelf from left to right.

          2) The numbers on the top line of each code are whole numbers. They are read in numerical order from left to right.

          3) The beginning letter on the second line is also in alphabetical order.

          4) The number following the letter on the second line is a decimal number and is so arranged from left to right.

          5) The following codes are arranged just as they would appear on the shelf:

BD170	BD171	BD173	BD175	BD175	BD175	BD175
Z6	C9	H6	S6	S65	S7	S73
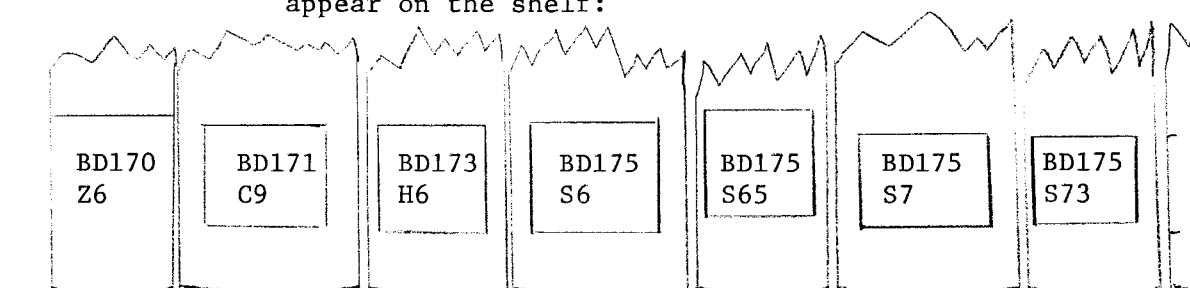
B. <u>Periodicals</u>.

  1. Consult the trays of the card catalog with the white labels.

  2. The cards in these trays are in one alphabetical arrangement by title.

  3. When you have found listed the periodical that you need, note whether the issue that you want is current, in bound form, or on microfilm.

  4. Locate the material using the schematic floor plan as a guide. Periodicals do not have location codes. Whatever their format, they are shelved alphabetically by title.

E. Audiovisual materials are treated like books on closed reserve. They are used within the Library.

IV. REFERENCE:

Adequate Library service means more than an attractive, comfortable building with stock control records. It means reference service to those unable to find the information that they need through the use of the card catalog. The Library strives to render this service to the best of its ability. A staff of trained librarians is on duty during most of the hours that the Library is open to give assistance to those seeking help in finding information within the Library's resources. We urge you to take advantage of this service.
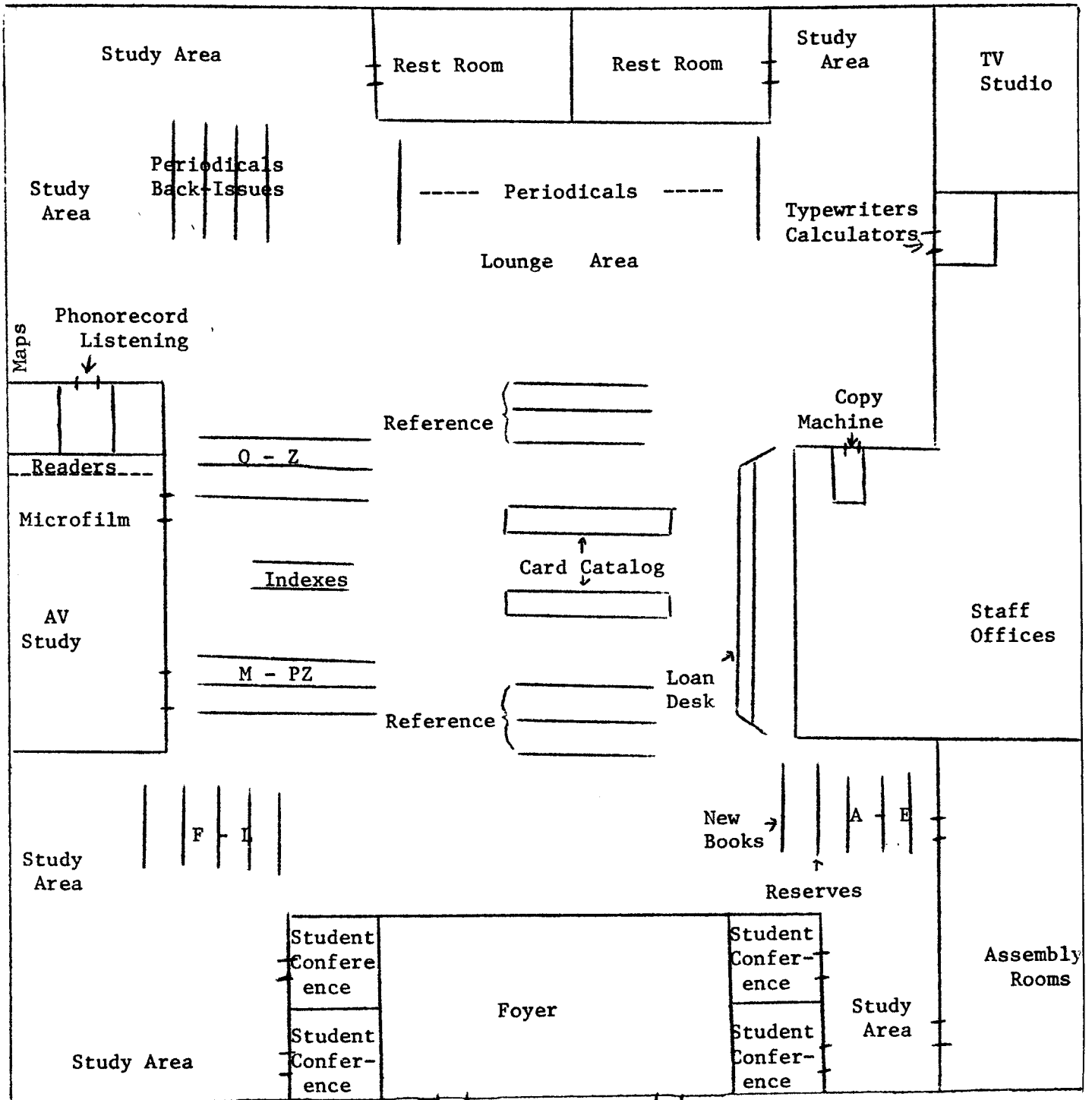
V. MISCELLANEOUS SERVICES AND FACILITIES:

A. Copy machine service is available for students wishing to make copies of printed materials or class notes. Charge: five cents per copy.

B. Copy machine service is available for students wishing to make paper copies of material read on microfilm. Charge: five cents per copy.

C. A phonorecord listening room is available for those who wish to listen to phonorecords from the Library's collection.

D. Typewriters and calculators are available free of charge.

VI. STUDENT RESPONSIBILITIES:

All materials housed in the Floyd Junior College Library are the legal property of the Board of Regents of the University System of Georgia. They are purchased largely with state funds for the use primarily of the students, faculty and staff of the College. It is the Library's responsibility to insure that these materials are available for the use of all. A fine of ten cents per day is levied for overdue books that circulate on a two week basis. A fine of ten cents per hour is levied for overdue reserve books and audiovisual materials. Students who lose materials are expected to pay the cost of replacing the material plus a two dollar processing fee. Overdue fines accrue until items are declared lost. An electronic book security system is installed to remind all Library users to check out Library materials before

SCHEMATIC
FLOOR - PLAN
FJC LIBRARY

Study Area

Rest Room

Rest Room

Study Area

TV Studio

Periodicals Back-Issues

Study Area

------ Periodicals ------

Typewriters Calculators

Lounge Area

Maps

Phonorecord Listening

Readers

Microfilm

AV Study

O - Z

Indexes

M - PZ

Reference

Card Catalog

Reference

Copy Machine

Loan Desk

Staff Offices

Study Area

F - L

New Books

A - E

Reserves

Study Area

Student Confere ence

Foyer

Student Confer- ence

Assembly Rooms

Student Confer- ence

Student Confer- ence

Study Area

Study Area

SILENT LIBRARY TOUR

1. Walk in the front door and notice the **New Book Shelf** to your right. Recently published fiction and nonfiction of current general interest are shelved here for browsing. Just behind the **New Book Shelf** are the **Reserve Book Shelves**, where books on course reserve, with limited check-out periods, are available.

2. Walk to the center of the library. Note the **Reference/Circulation Desk** at the right, where all materials are checked out. Here you can pick up the counter for the copy machine, ask for any kind of help, and find in-library-use-only reserves. To your left, you will see the **Reference Section** (short stacks) and the **Library Computer** and **Card Catalogs.**

3. For locating books, use the **Card Catalog,** which is divided into **Author-Title** and **Subject** sections. Part of the catalog has been loaded into the computer catalog, but not all, so if you do not find what you are searching for in the computer, please check the card catalog. If you still cannot find it, please ask. The staff is here to help you.

4. To the left of the card catalog is the **Serials Index** section. There is one **CD-ROM Index, Academic Abstracts,** and two tables with print indexes to serials and newspapers. Academic Abstracts only goes back to 1984, so searching further back requires the use of the print indexes. To the right of the index section are the **Back Periodicals, Microfilm** and **Bound** issues interfiled alphabetically. **Current Periodicals** are on the slanted shelves straight on past the catalog. The shelves raise up and all of the current years' issues are underneath. Periodicals which are maintained two years are all on the current shelf.

5. To the right and left of the current periodicals and adjacent book stacks areas are tables and carrels for joint and individual student use.

6. Straight back behind the index tables is the **Audio-Visual Room.** Here are kept most audio-visual materials and available set-ups to use them. **Microfilm Reader-Printers** are also housed here.

7. As you come out of the A-V room turn right, walk past the literature book stacks and to your right you will see the **Art Gallery.** During the year various exhibits will be on display here.

8.   Turn left again and walk through the stacks. To your right are enclosed study rooms for student use. Two rooms are on either side of the front entrance. The rear room on the right side contains typewriters and a calculator for student use. The rear room on the left side is the **Honors Lounge** for Honors students. It may be used by other students, with the understanding that Honors students have priority.

9.   Come past the **New Book Shelf** and turn right. At the end of the aisle is the **Computer Lab.** Some classes are held in here. When classes are not in session, students are welcome to use the lab. It is networked with the other computer lab on campus.

10.   Before you leave, be sure to check out any books you may have selected. Books you do not need and periodicals may be returned to the circulation desk. If you did not find the book(s)/article(s)/information you needed, please do not leave before you have asked for help at the desk. **The staff is here to help you.**

SILENT LIBRARY TOUR

1.   Walk in the front door and notice the **New Book Shelf** to
      your right. Recently published fiction and nonfiction
      of current general interest are shelved here for browsing.
      Just behind the **New Book Shelf** are the **Reserve Book Shelves,**
      where books on course reserve, with limited check-out periods,
      are available.

2.   Walk to the center of the library. Note the **Reference/Cir-
      culation Desk** at the right, where all materials are checked
      out. Here you can pick up the counter for the copy machine,
      ask for any kind of help, and find in-library-use-only reserves.
      To your left, you will see the **Reference Section** (short stacks)
      and the **Library Computer** and **Card Catalogs.**

3.   For locating books, use the **Card Catalog,** which is divided
      into **Author-Title** and **Subject** sections. Part of the catalog
      has been loaded into the computer catalog, but not all, so
      if you do not find what you are searching for in the computer,
      please check the card catalog. If you still cannot find it,
      please ask. The staff is here to help you.

4.   To the left of the card catalog is the **Serials Index** section.
      There is one **CD-ROM Index, Academic Abstracts,** and two tables
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10.   Before you leave, be sure to check out any books you may have selected. Books you do not need and periodicals may be returned to the circulation desk. If you did not find the book(s)/article(s)/information you needed, please do not leave before you have asked for help at the desk. **The staff is here to help you.**

II. Non-Institutional Effectiveness Issues

   16. The institution must have sufficient learning resources
       or, through formal agreements or appropriate
       technology, ensure the provision of and ready access to
       adequate learning resources and services to support the
       courses, programs and degrees offered.

       **The library makes books, journals, CD-ROMS and
       electronic databases available to all students,
       staff and faculty of Floyd College. North Metro
       Tech Media Center and Cartersville High School
       Library contain collections which support
       academics at these locations. Special collections
       are added as needed to support courses such as the
       nursing collection at the Cartersville Center.
       Floyd College's off campus centers can search the
       main campus collection through telnet. If a
       student wants a book from the main campus, a
       courier will supply them on a scheduled basis.
       Articles are either sent by courier or faxed to
       the off campus centers. GALILEO is available at
       the main campus library. North Metro Media Center
       and Cartersville High School Library offer the
       GALILEO databases through a Floyd College
       password. A password is available for patrons who
       have Internet accounts as well as access to the
       GALILEO databases.**

       **The library participates in the interlibrary loan
       network as a borrower and a lender as a member of
       GOLD and Solinet. The library is an active member
       of the Regents' statewide library network-
       building. Document Delivery is available beyond
       traditional interlibrary loan using services such
       as British Library and UMI. DIALOG is also a
       service that is available. A full-time librarian
       provides bibliographic instruction, library
       orientation, reference service, and a variety of
       other public services at North Metro Tech Media
       Center and Cartersville High School Library.**

II. Non-Institutional Effectiveness Issues

17. The institution must provide a competent faculty,
     adequate library/learning resources, and appropriate
     computer resources, instructional materials/equipment
     and physical facilities.

          Floyd College employs three full time librarians
          who have MLS degrees from accredited ALA programs.
          One librarian's status is faculty who is stationed
          at the Cartersville and North Metro campuses and
          the other two are staff professionals with no
          faculty status. The night librarian who is part
          time also has a MLS from an accredited ALA
          program.

          There are four (4) public terminals available to
          access the automated book catalog which access
          approximately 40,000 books. There are five (5)
          workstations that access GALILEO and the CD-ROM
          network. These workstations access the world wide
          web and the databases on GALILEO. Two databases
          in GALILEO are 52% full text. Within the library
          are two (2) computer labs.

II. Non-Institutional Effectiveness Issues

    38. Basic library services must include an orientation
         program designed to teach new users how to access
         bibliographic information and other learning resources.

            The librarians at Floyd College are available to
            teach bibliographic instruction or library
            orientations on a scheduled basis for all courses
            at Floyd College, in the library or in the
            individual classrooms. This service is available
            at the North Metro and Cartersville campuses also.
            The classes include basic instruction of how to
            use the library facilities such as:

                 *   using databases in GALILEO
                 *   searching the automated book catalog
                 *   introduce students to the services of
                      the library
                 *   searching the CD-ROMS
                 *   teaching students to use reference
                      materials and indexes

            Several courses require students to take library
            orientation tours; English 102 and FCS 101, but
            many other classes take advantage of this service
            as well. In FY 1993-94, fifty-five (55)
            orientation tours served more than 1,000 students.

            We also offer one on instruction with students and
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II. Non-Institutional Effectiveness Issues

    39. Access to the library must be sufficient to support the educational, research and public service programs of the institution.

        Floyd College Library offers a variety of avenues for the staff, students and faculty to access either books or journals owned by Floyd College or to acquire materials through interlibrary loan, document delivery or by courier to off campus sites.

        Floyd College has a systematic plan of supplying materials to support the courses of instruction spelled out in the acquisitions policy that include collection development done by librarians in cooperation with faculty.

        On site to the main campus full text journal articles can be delivered through CD-ROMS or Internet delivered databases such as GALILEO, as well as to the off campus sites through a password. Patrons have access to the World Wide Web through the five (5) GALILEO terminals on the main campus. This provides the patrons with access to the library catalogs of the thirty-four (34) University System Libraries and library catalogs throughout the world such as the Library of Congress.

        The college has agreements with North Metro Tech Media Center and Cartersville High School to provide access to their collections and to share services. The college is a member of Solinet which provides patrons access to international library holdings.

II.   Non-Institutional Effectiveness Issues

    40.   The number of library support staff members must be adequate.

The library staff consists of:

*   A library director
*   An assistant librarian for public services (position currently open)
*   An assistant librarian for technical services (currently working three (3) days a week at North Metro and two (2) days a week on the main campus
*   An assistant librarian for public services (assigned ten (10) hours per week at Cartersville High School and thirty (30) hours per week at North Metro Tech Media Center
*   A night librarian working sixteen (16) hours per week
*   Six (6) support staff which are

    *   circulation assistant for public services
    *   serials assistant
    *   copy cataloger
    *   secretary
    *   media specialist
    *   audio visual technician

II. Non-Institutional Effectiveness Issues

    41. Qualifications or skills needed for these support
        positions should be defined by the institution.

        **Position descriptions are being developed to
reflect current job duties.**

II. Non-Institutional Effectiveness Issues

42. Institutional policies concerning faculty status, salary and contractual security for library personnel must be clearly defined and made known to all personnel at the time of employment.

> **At Floyd College the faculty status of librarians are varied. One librarian has the position of faculty and the rest are considered staff professionals.**

Debbie:
How are you
doing with
these?

Please
advise
MY.

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   16.   The institution must have sufficient learning resources
         or, through formal agreements or appropriate
         technology, ensure the provision of and ready access to
         adequate learning resources and services to support the
         courses, programs and degrees offered.

         (Holmes)

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> The library makes books, journals, CD-ROMS and electronic databases available to all students, staff and faculty of Floyd College. North Metro Tech Media Center and Cartersville High School Library contain collections which support academics at these locations. Special collections are added as needed to support courses such as the nursing collection at the Cartersville Center. Floyd College's off campus centers can search the main campus collection through telnet. If a student wants a book from the main campus, a courier will supply them on a scheduled basis. Articles are either sent by courier or faxed to the off campus centers. GALILEO is available at the main campus library. North Metro Media Center and Cartersville High School Library offer the GALILEO databases through a Floyd College password. A password is available for patrons who have Internet accounts as well as access to the GALILEO databases.

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4.1 22 5

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      (Holmes)

      (BJV et al re: instructional equipment/physical
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√ 5.1.6

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(Holmes)

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II. Non-Institutional Effectiveness Issues

37. Learning resources and services must be adequate to support the needs of users.

Floyd College Library houses 54,000 books, 14,000 audiovisual materials and the library subscribes to 250 serials on the main campus. These are available on request by fax or courier to the off campus centers. Since fall 1995, Floyd College has been online with GALILEO for the University System which provides access to the World Wide Web and a variety of databases subscribed to for all of the institutions in the University System. These are accessed by five (5) GALILEO terminals in the library, from the off campus centers they can be accessed by a password. The password does not proved total access to all of the GALILEO databases. CD-ROM databases are available as well for students on the main campus.

Bibliographic instruction and library orientations are offered at the main campus and at the off campus centers in the library and in the classroom.

Students, faculty, and staff are provided reference service, computer based information, reciprocal borrowing, document delivery, access to reserve materials and consultation services with librarians.

There are some things that could improve services and resources to off campus centers:

1. GALILEO workstations at all off-campus centers

2. At North Metro add:

a. one (1) part time librarian @ 29 hours
b. one (1) part time circulation assistant @ 19 hours
c. one (1) plain paper fax machine

3. On Main Campus:

a. one (1) outreach librarian to focus on off campus needs.

b. use technology to reach off campus centers (ex)

    1. e-mail reference box to answer reference questions
    2. use of the 800 number for reference questions
    3. off campus centers need a Floyd College IP address so they have full access to GALILEO databases
    4. off campus centers without a librarian need a computer workstation with a power point program (ex. Compell), that would provide instruction on how to do research using the GALILEO databases.

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        At Floyd College the faculty status of librarians are varied. One librarian has the position of faculty and the rest are considered staff professionals.

37.   5.1.1
The library and other learning resources must be evaluated
regularly and systematically to ensure that they are meeting the
needs of their users and are supporting the programs and purposes
of the institution.

Cundiff/Shelton

Holmes/Perdue

36.   5.1.1

Because adequate library and other learning resources and services are essential to teaching and learning, each insitution must ensure that they are available to all faculty members and enrolled students wherever the programs or courses are located and however they are delivered.

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