

Carl Johann Memorial Library

Culver-Stockton College
Canton, Missouri 63435



Policies and Procedures Manual

*A Member of the LANCE
cluster and*
**MOBIUS-Linking
Missouri's Academic
Libraries**

August 2008

PERSONNEL

Sharon Upchurch—Library Director and Assistant Professor

Tammy Ellison—Assistant Librarian

Julie Wright—Serials and Media Coordinator

Carla Steinbeck—Archivist and Reference Assistant

Library Hours

Monday - Thursday 8:00 AM – 10:30 PM

Friday 8:00 AM. - 5:00 PM

Saturday 1:00 AM – 5:00 PM

Sunday 1:00 PM – 10:30 PM

In addition, the library is open until midnight on weeknights during finals and prep weeks.

Culver-Stockton College Mission Statement

The mission of Culver-Stockton College is to provide students of promise a superb education within an active learning community founded upon integrity and the best values of faith and the human spirit.

Culver-Stockton College Library Mission Statement

Culver-Stockton College library supports the mission of the college through its collections, information access services, and environment conducive to learning.

Culver-Stockton College Library Intended Outcomes and Objectives

- The library staff will encourage exploration and self-development through the liberal arts by increasing student and faculty access to materials.
- The library staff will encourage exploration and self-development by increasing student and faculty use of the library and its materials and services.
- The library staff will encourage lifelong intellectual development by providing students with instruction in library research.
- The library staff will provide a supportive environment in which the mission can be accomplished by increasing information on campus about library services.

REGULATIONS

Circulation

A. General circulation

1. Check-out periods--All local patrons, including students, faculty, staff, and community borrowers, may check out books for 30 days, and A-V materials for 14 days. All MOBIUS patrons may check out books for 21 days. A-V items do not circulate between MOBIUS libraries.
2. Renewal periods--Patrons may renew books for one additional 30 day period for books, and 14 days for A-V materials. All MOBIUS patrons may renew books for 21 days.
3. "Holds" and "recalls"
 - a. Students, faculty, professional and support staff, and community borrowers may place a "hold" on materials currently checked out to another person. A "hold" means that the requester will be placed in a queue, which will allow access to the book when it becomes available.
 - b. Students, faculty, professional and support staff may request a "recall" of books currently checked out to another person, provided the patron who currently has the book has had use of it for at least four weeks. A "recall" requires the patron currently charged with the book to return the book within 5 working days so that the next person in the queue may use it for at least four weeks.

B. Special circulation regulations

1. Some materials must be used in the library.
 - a. All Reference materials (designated with an "R" in the call number) must be used in the library.
 - b. All periodicals, newspapers, and magazines must be used in the library.
 - c. All two-hour reserve materials must be used in the library.
 2. Items with restricted use
 - a. Laptop computers are for temporary faculty/staff use only. ie. Presentations
 - b. Digital projector (1 day)
 - c. Digital cameras (1 day)
 - d. Digital video cameras (1 day, on campus)
 3. Reserve materials
 - a. Faculty members may choose to place library materials on reserve for either two days, two hours, or electronic reserve.
 - b. Holds may be placed on reserve materials.
 - c. Items placed on reserve must be submitted to the Assistant Librarian at least one full day before it is to be checked out. Faculty members are responsible for providing all materials, whether personal copies or library owned copies. The following information needs to be included:
 - Professor's name*
 - Course(s) name and number*
 - Specify 2 hours, 2 days, or e-reserve*
 - Expected date of removal from reserve.*
- Personal material placed on reserve will be bar-coded and security targeted.

- d. Removing material from reserve:

Library staff needs to withdraw the information from the computer before faculty can remove the material from the reserve shelf. Inform the Assistant Librarian which materials need to be removed. Personal material will be placed in campus mail or will be available for pick up. Library owned material will be returned to circulation.

All material will be removed during the summer.

Fines and Lost Books

A. The library staff levies a fine on overdue library materials.

1. Most materials carry a \$.10 fine for every day the book is overdue and the library is open.
2. Reserve book fines are \$1.00 a day for two-day reserves and \$.25 per hour for two-hour reserves.
3. Library privileges are withheld until outstanding fines are paid.

B. The College expects reimbursement for lost or damaged library materials.

1. Patrons pay a minimum \$50.00 replacement fee for each Culver-Stockton College owned item plus a \$30.00 service charge if any of the following apply.
 - a. The item is not returned by the end of the semester.
 - b. Patrons report the item damaged, lost or stolen.
2. Patrons will pay the actual replacement costs of the item if that cost is more than \$50.00.
3. The lost book fee for MOBIUS is \$100.00, plus a billing/processing fee of \$20.00.

Mutilation and Theft of Library Property

The mutilation and/or theft of library property has become an ongoing and serious problem.

According to Missouri law (570.210), a person has committed the crime of library theft if he/she removes any library material from the premises of the library without authorization; borrows library material from a library card without the consent of the person to whom it was issued; or borrows library material and fails to return it within 10 days after receiving written notice deposited as certified mail from the library demanding the return of the material. Missouri law (570.215) also allows library personnel to detain a person for a reasonable time, in a reasonable manner, if the library employee has reasonable grounds to believe that the person has committed the crime of library theft. The purpose of detaining the individual must be to investigate the situation.

The Library Staff and the Library Committee will take the following measures in an attempt to reduce the problem.

- A. Anyone caught mutilating or stealing library property will be fined \$50.00 or the replacement or repair cost of the item, whichever is greater.
- B. A report of the incident will be filed with the Dean of Student Development.

Library Materials Selection Policy

Rationale

In libraries with limited budgets, selection of materials should be done carefully. No attempt is to be made to limit the freedom with which faculty have traditionally participated in the development of the library collection, but, rather the intent is to clarify the selection process so that all participants understand and feel more comfortable with the process. Selection of library materials is a joint responsibility of the faculty and library staff. While faculty recommendations will be actively solicited, it should be understood that the library staff must carry the responsibility for achieving a balanced collection.

This collection development policy is intended to accomplish the following objectives:

1. To enable selectors to work with greater consistency toward defined goals, thus shaping stronger collections and using funds more wisely.
2. To inform library staff, users, administrators, trustees, and others the scope and nature of existing collections, and the plans for continuing development of resources.
3. To provide information which will assist the budgetary allocation process.

The American Library Association's Guidelines for Collection Development has been used to develop this policy. The library staff and the Library Committee will review this policy periodically. Written amendments may be submitted to the staff or the Committee but must be approved by the Library Committee.

The Carl Johann Memorial Library staff attempts to accomplish the following objectives:

1. Provide resources and services that improve and facilitate learning for the undergraduate student.
2. Provide basic resources and services that are relevant to general informational needs, professional growth, cultural development and recreational activities of the college community.
3. Provide minimal resources in the foreign languages taught at the College.
4. Develop the collection in accordance with the following priorities and limitations.
 - a. First priority will be given to materials that support course work or fulfill the general aims of a liberal education, noting that Culver-Stockton is an undergraduate institution.
 - b. The number of students majoring in an area and their demand for library materials should influence the development of strong collections beyond the basic reference works in those areas.
 - c. The library will endeavor to serve the needs of faculty and administrative staff by purchasing or securing through interlibrary loan those resources needed for study, for research or in the conduct of college business.
 - d. Publications in the English language will be purchased, except for basic and representative works in any language taught at the college.
 - e. Current publications of lasting value will take precedence over obtaining out-of-print items when funds are limited. Reprints, electronic access, or microform editions will be considered as substitutes for out-of-print editions.

- f. The librarian will determine the format of a purchase when a choice is available (hardback vs. paper or microform vs. hard copy, etc.).
 - g. The library will generally purchase only one copy of an item. If multiple copies of a monograph are necessary for instructional purposes, one copy will be supplied for each 15 students projected or actual enrollment in the class.
 - h. Missing or damaged items will be replaced at once only if they are in demand and are still obtainable. Missing items for which there is not an immediate need may not be replaced for a period, since the experience of the library staff shows that some items reported missing are, in fact, only temporarily misplaced.
 - i. Normally, the following items will not be purchased:
 - 1. Rare books and first editions, per se;
 - 2. Extensive collections of materials in limited subject area;
 - 3. Extensive collections of current fiction, per se;
 - 4. Textbooks for courses offered at the college;
 - 5. Expensive materials available elsewhere in the area or in MOBIUS;
5. Apply the following priorities to the selection of all items considered for purchase:
- a. The reputation, quality, and authoritativeness of the author and his publisher;
 - b. The timeliness and the usefulness of the materials;
 - c. The relevance of the subject matter to the objectives of the educational program;
 - d. The availability of other materials here, in area libraries, or in MOBIUS;
 - e. The inclusion of the title in recognized bibliographies and indexes;
 - f. The price, when funds are limited;
 - g. The format, when it is one difficult to manage in a reasonable manner.

POLICY FOR ACCEPTANCE OF GIFTS OF MATERIALS

The librarian may accept gifts, with the understanding that such gifts will have no restrictions placed on their use or on their disposal when their usefulness has ended. All gifts are subject to the same selection criteria as materials being considered for purchase. The librarian or the staff may make no tax evaluation of gift materials. The librarian is rarely considered qualified and such evaluation would not stand up in court. The donor will be responsible for appraisals.

GUIDELINES FOR WEEDING THE COLLECTION

The removal of materials of limited usefulness is essential to maintaining the quality of the collection. The process of weeding requires the same participation by the faculty, as does the selection of materials. In recommending materials for withdrawal, faculty should consider the following factors:

- 1. Value to the collection;
- 2. Physical condition;
- 3. Number of copies in the collection;

4. Coverage of the subject by other materials;
5. Age or obsolescence;
6. Use, or
7. Rarity in MOBIUS or WorldCat

Only standard works should be replaced with the same or a newer edition. Only books requiring minor mends, 5-15 minutes, should be repaired. Rebinding can be considered if the physical deterioration of the book has advanced too far and if the value of the book to the collection warrants the expense. Books of unusual merit or rarity will be preserved as feasible.

LIBRARY AUDIOVISUAL EQUIPMENT POLICIES

The Library exists to support the academic program of the College. The Library Committee and the staff support the development of a media center to centralize services for the whole campus and provide enough equipment to supply all the needs of the campus community. However, when resources become limited guidelines are necessary to aid in the equitable distribution of equipment.

- A. Library will purchase new audiovisual equipment in accordance with the following guidelines:
 1. The Librarian, the Media Coordinator, the Academic Dean, and Information Technology Committee will, as budget allows, jointly decide to update classrooms with new technology as needed.
 2. The Library will be responsible for inventory, and maintenance of audiovisual equipment on campus except those items that are owned by non-academic departments such as Housing, Athletics, and Student Services.
 3. The Library will maintain a full inventory of replacement lamps, extension cords, adapters, patch cords and other consumable support items as may be needed by equipment in multipurpose academic use.
 4. The Library will purchase and maintain a general collection of equipment that may be used infrequently or occasionally.
 5. The Library staff will consider purchase of equipment using the following guidelines.
 - a. Increased use rate;
 - b. Older pieces can no longer be repaired conveniently or at a reasonable cost;
 - c. At least two academic departments request and are able to provide a reasonable academic rationale for more equipment or new technology;
 - d. Budgetary restrictions.
 6. Until general academic audiovisual needs have been met, the Library cannot consider purchasing and maintaining equipment for use by non-academic support areas;
- B. Instructional Technology
 1. Students, faculty and professional staff may use instructional equipment circulated by the Library.
 2. First priority for the use of instructional equipment is given to classroom functions.
 3. Use of equipment for Academic and Cultural Events (ACE) will be given the same priority as classroom functions.
 4. When equipment is in short supply, it will be available on a first-come, first-served basis.
 5. Non-academic departments who have continuing high use rates will be expected to purchase their own equipment.

6. Overnight or weekend use normally will be prohibited unless security arrangements are made in advance to the satisfaction of the library staff.
7. Off-campus use of audiovisual equipment will be generally prohibited, unless advance approval has been obtained from the Dean's Office.
8. Non-college groups may use instructional technology on campus if use and security arrangements are first approved by library staff.
9. We do not allow personal use of Library instructional equipment.
10. Users must complete an Audio-Visual Request Form and adhere to the guidelines listed. Additionally, the use of some equipment may require users to sign a release form.
11. It is expected the patron who signs this form will be responsible for the equipment, will be present during its use, and will oversee its security. Supervision by library staff may be available depending on staff schedules, but must be prearranged at least 24 hours before needed.

POLICY ON CENTRALIZATION OF LIBRARY SERVICES

It shall be the policy of Culver-Stockton College that all materials and equipment purchased with funds budgeted or otherwise designated for the library shall be housed in the Carl Johann Memorial Library. It is neither possible nor desirable at this time, for the College to support or staff separate divisional libraries.

POLICIES ON INTERLIBRARY LOANS

1. The Missouri State Library, in conjunction with other state libraries, developed the following policies to govern interlibrary loan activities.
 - a. The Library can request and receive no more than 5 copies of recent articles (published within 5 years of the date of the request) from the same periodical title within a calendar year. The five copies may be the same article (one copy per request) or a combination of different articles from that publication.
 - b. An individual can request and receive no more than 1 copy of any 1 article in any single volume of a recently published periodical (published within 5 years of the date of the request).
 - c. The administrators of lending libraries expect that borrowing libraries will exhaust the resources in their own collections before resorting to borrowing from other libraries.
 - d. The Library Staff cannot ordinarily request the following types of materials from the interlibrary loan: materials for Reserve or class use; large collections of materials on one subject; or multiple copies of one title, items currently on the best seller lists, or audio-visual items.
 - e. Lending libraries rarely allow renewal. Interlibrary loan materials should be used promptly and returned on time.

2. MOBIUS

MOBIUS members have three methods of lending materials among institutions. These methods are traditional interlibrary loan, direct patron borrowing through the MOBIUS catalog, and the visiting patron option of direct patron borrowing.

TRADITIONAL INTERLIBRARY LOAN

Traditional interlibrary loan is available to all MOBIUS members and covers both returnables and non-returnables. Requests are to be turned in to a library staff member.

DIRECT PATRON BORROWING

Direct patron borrowing through the MOBIUS union catalog is available to Culver-Stockton College faculty, staff, and students, as long as the patron has no overdue items or unpaid fines. Patrons issue online requests for materials in the union catalog and the system determines where to direct the request. Direct patron borrowing in the MOBIUS catalog is limited to returnable items. MOBIUS members will not charge each other for direct patron borrowing within the MOBIUS catalog, but there are MOBIUS imposed limits on the number of requests that a patron can initiate. Faculty and staff are limited to 20 items, while students are limited to 12.

VISITING PATRON OPTION

The Visiting Patron option of MOBIUS direct patron borrowing allows a patron to visit another MOBIUS institution and check out materials. For it to be available, both the lending library and the patron's library must be participating in MOBIUS direct patron borrowing using the INN-Reach software. The INN-Reach system verifies the patron in his local cluster patron file. Borrowing using the Visiting Patron option falls outside the load leveling capabilities of the system. If a library feels the patrons of another MOBIUS library are abusing this privilege, it will contact the library to resolve the problem.

MOBIUS LOST BOOK POLICY

The policy outlined below is to be followed if a patron loses or fails to return a book borrowed from a MOBIUS library other than the patron's home library. A lost book is defined as a book that has been received by the borrowing library but not returned. The patron's home library is responsible for collecting any fees and reimbursing the lending library for lost or damaged materials. Borrowing libraries agree to vigorously pursue getting materials back from their patrons.

- a. Patrons will receive 2 overdue notices and a bill for materials borrowed through the InnReach system that are not returned to the lending library. The first notice will be produced when the book is 5 days overdue and the second notice will be produced when the book is 30 days overdue. A bill will be produced when the book is 45 days overdue.
- b. The lost book fee is \$100.00 plus a billing/processing fee of \$20.00. The borrowing library can waive the billing fee if the book is returned. If the book is not returned, the lost book fee and \$20.00 processing fee will go to the lending library.
- c. Borrowing libraries will block patrons who have been billed (books are 45 days overdue). This blocking will be done monthly as part of the processing of the institutional overdues reports. Borrowing libraries may block patrons earlier if they so choose.

Culver-Stockton Library has the following additional policies governing interlibrary loan transactions.

- a. Patrons will be expected to pay any fees that may be charged by the lending library. The amount may vary.
- b. Generally, interlibrary loan services are not available to community borrowers of the Culver-Stockton Library.
- c. Patrons will pay \$.25 per day for overdue interlibrary loan books.

POLICIES CONCERNING SELECTION AND USE OF ELECTRONIC DATABASES

1. Principles of selection of electronic databases
 - a. First priority will be given to databases that fulfill the general aims of a liberal education, noting that Culver-Stockton is an undergraduate institution.
 - b. High priority will be given to databases that meet the needs of the largest number of students and faculty.
 - c. Factors such as reputation, quality, authority, cost, technical compatibility, and ease of use will be important considerations in database selection.

COPYRIGHT POLICY

The Copyright Law

The Copyright Law (U.S. Code, Title 17) was established to balance the rights of authors, composers, performers and other owners of intellectual property, with the rights of users.

Fair use

Section 107 of the Copyright Law allows for the "fair use" of a copyrighted work for purposes such as criticism, comment, news reporting, teaching, scholarship, or research. Additional guidelines permit multiple copies for classroom use under certain circumstances. The following four factors, taken together, determine what constitutes fair use.

The purpose and character of the use, including whether it is intended for commercial or non-profit educational use. This provision permits certain duplication of library materials for the purposes of scholarship, research, and teaching. Students and faculty members may make copies of protected materials for such uses, and librarians are permitted to make one copy of protected materials for a user upon the submission of a signed request with the adjoining copyright disclaimer statement.

The nature of the copyrighted work. In evaluating this factor, case history has taken into account whether a work is published or unpublished, factual or creative. In general, unpublished and creative works have been given more protection by the courts than published and factual ones. Fair use does not apply if a copyrighted work is intended to be consumed in the course of a class assignment (such as in the case of workbooks, text books, musical exercises, etc.).

The amount and substantiality of the portion to be copied as it relates to the work as a whole. This factor is related to the purpose of the use (no. 1 above), and is usually relevant in determining the degree of harm to the copyright owner (no. 4 below).

The effect of the use upon the potential market for, or value of the copyrighted work. Criteria used to determine adverse market effect include (a) accessibility of the work, (b) date of its creation or publication, (c) economic life of the work, (d) price, and (e) evidence of abandonment.

Statement on the Digital Transmission of Electronic Reserves

Notwithstanding the provisions of section 106, the following are not infringements of copyright:

(1) performance or display of a work by instructors or pupils in the course of face-to-face teaching activities of a nonprofit educational institution, in a classroom or similar place devoted to instruction, unless, in the case of a motion picture or other audiovisual work, the performance, or the display of individual images, is given by means of a copy that was not lawfully made under this title, and that the person responsible for the performance knew or had reason to believe was not lawfully made;...

The creation and transmission of digital audio file copies of copyrighted recordings of musical works for course reserves purposes is acceptable, under the following conditions:

1. Access to such digital copies must be through library-controlled equipment and campus-restricted networks.
2. Access to digital copies from outside of the campus should be limited to individuals who have been authenticated: namely, students enrolled either in a course or in formal independent study with an instructor in the institution.
3. Digital copies should be made only of works that are being taught in the course or study. Digital copies may be made of whole movements or whole works.
4. Either the institution or the course instructor should own the original that is used to make the digital file. However, the Library should make a good faith effort to purchase a commercially available copy of anything provided by the instructor.
5. The library should remove access to the files at the completion of the course.
6. The library may store course files for future re-use. This includes the digital copy made from an instructor's original if the library has made a good faith effort to purchase its own copy commercially.

Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with Respect to Books and Periodicals

The purpose of the following guidelines is to state the minimum and not the maximum standards of educational fair use under Section 106 of H.R. 2223. The parties agree that the conditions determining the extent of permissible copying for educational purposes may change in the future; that certain types of copying permitted under these guidelines may not be permissible in the future; and conversely that in the future other types of copying not permitted under these guidelines may be permissible under revised guidelines.

Moreover, the following statement of guidelines is not intended to limit the types of copying permitted under the standards of fair use under judicial decision and which are stated in Section 107 of the Copyright Revision Bill. There may be instances in which copying which does not fall within the guidelines stated below may nonetheless be permitted under the criteria of fair use.

GUIDELINES

I. Single Copying for Teachers

A single copy may be made of any of the following by or for a teacher at his or her individual request for his or her scholarly research or use in teaching or preparation to teach a class:

- A. A chapter from a book;
- B. An article from a periodical or newspaper;
- C. A short story, short essay, or short poem, whether or not from a collective work;
- D. A chart, graph, diagram, drawing, cartoon or picture from a book, periodical, or newspaper;

II. Multiple Copies for Classroom Use Multiple copies (not to exceed in any event more than one copy per pupil in a course) may be made by or for the teacher giving the course for classroom use or discussion; provided that:

- A. The copying meets the tests of brevity and spontaneity as defined below; and,
- B. Meets the cumulative effect test as defined below; and,
- C. Each copy includes a notice of copyright

Definitions

Brevity

- (i) Poetry: (a) A complete poem if less than 250 words and if printed on not more than two pages or, (b) from a longer poem, an excerpt of not more than 250 words.
- (ii) Prose: (a) Either a complete article, story or essay of less than 2,500 words, or (b) an excerpt from any prose work of not more than 1,000 words or 10% of the work, whichever is less, but in any event a minimum of 500 words. *[Each of the numerical limits stated in "i" and "ii" above may be expanded to permit the completion of an unfinished line of a poem or of an unfinished prose paragraph.]*
- (iii) Illustration: One chart, graph, diagram, drawing, cartoon or picture per book or per periodical issue.
- (iv) "Special" works: Certain works in poetry, prose or in "poetic prose" which often combine language with illustrations and which are intended sometimes for children and at other times for a more general audience fall short of 2,500 words in their entirety. Paragraph "ii" above notwithstanding such "special works" may not be reproduced in their entirety; however, an excerpt comprising not more than two of the published pages of such special work and containing not more than 10% of the works found in the text thereof, may be reproduced.

Spontaneity

- (i) The copying is at the instance and inspiration of the individual teacher.
- (ii) The inspiration and decision to use the work and the moment of its use for maximum teaching effectiveness are so close in time that it would be unreasonable to expect a timely reply to a request for permission.

Cumulative Effect

- (i) The copying of the material is for only one course in the school in which the copies are made.
- (ii) Not more than one short poem, article, story, essay or two excerpts may be copies from the same author, nor more than three from the same collective work or periodical volume during one class term.
- (iii) There shall not be more than nine instances of such multiple copying for one course during one class term. *[The limitations stated in "ii" and "iii" above shall not apply to current news periodicals and newspapers and current news sections of other periodicals.]*

III. Prohibitions as to I and II Above

Notwithstanding any of the above, the following shall be prohibited:

- A. Copying shall not be used to create or to replace or substitute for anthologies, compilations or collective works. Such replacement or substitution may occur whether copies of various works or excerpts therefrom are accumulated or reproduced and used separately.
- B. There shall be no copying of or from works intended to be "consumable" in the course of study or of teaching. These include workbooks, exercises, standardized tests and test booklets and answer sheets and like consumable material.
- C. Copying shall not:
 - (a) substitute for the purchase of books, publishers' reprints or periodicals;
 - (b) be directed by higher authority;
 - (c) be repeated with respect to the same item by the same teacher from term to term.
- D. No charge shall be made to the student beyond the actual cost of the photocopying.

Without infringing copyright, the public has a right to expect:

- to read, listen to, or view publicly marketed copyrighted material privately, on site or remotely;
- to browse through publicly marketed copyrighted material;
- to experiment with variations of copyrighted material for fair use purposes, while preserving the integrity of the original;

to make or have made for them a first generation copy for personal use of an article or other small part of a publicly marketed copyrighted work or a work in a library's collection for such purpose as study, scholarship, or research; and

to make transitory copies if ephemeral or incidental to a lawful use and if retained only temporarily.

Without infringing copyright, nonprofit libraries and other Section 108 libraries, on behalf of their clientele, should be able:

to use electronic technologies to preserve copyrighted materials in their collections;

to provide copyrighted materials as part of electronic reserve room service;

to provide copyrighted materials as part of electronic interlibrary loan service; and

to avoid liability, after posting appropriate copyright notices, for the unsupervised actions of their users.

Users, libraries, and educational institutions have a right to expect:

that the terms of licenses will not restrict fair use or other lawful library or educational uses;

that U.S. government works and other public domain materials will be readily available without restrictions and at a government price not exceeding the marginal cost of dissemination; and

that rights of use for nonprofit education apply in face-to-face teaching and in transmittal or broadcast to remote locations where educational institutions of the future must increasingly reach their students.

Photocopying for Reserve Use

At the request of a faculty member, a library may photocopy and place on reserve excerpts from copyrighted works in its collections in accordance with guidelines similar to those governing formal classroom distribution for face-to-face teaching discussed above. The College believes that these guidelines apply to the library reserve shelf to the extent it functions as an extension of classroom readings or reflects an individual student's right to photocopy for his personal scholastic use under the doctrine of fair use. In general, librarians may photocopy materials for reserve room use for the convenience of students both in preparing class assignments and in pursuing informal educational activities which higher education requires, such as advanced independent study and research.

If the request calls for only *one* copy to be placed on reserve, the library may photocopy an entire article, or an entire chapter from a book, or an entire poem.

In general with respect to College classroom uses, the standard guidelines should be followed:

1. The distribution of the same photocopied material does not occur every semester.
2. Only one copy is distributed for each student.
3. The material includes a copyright notice on the first page of the portion of material photocopied.
4. The students are not assessed any fee beyond the actual cost of the photocopying.

Requests for multiple copies on reserve should meet the following guidelines:

1. The amount of material should be reasonable in relation to the total amount of material assigned for one term of a course taking into account the nature of the course, its subject matter, and level, 17 U.S.C. + 107(1) and (3).
2. The number of copies should be reasonable in light of the number of students enrolled, the difficulty and timing of assignments, and the number of other courses which may assign the same materials, 17 U.S.C. + 107(1) and (3).
3. The material should contain a notice of copyright, *see* 17 U.S.C. + 401.
4. The effect of photocopying the material should not be detrimental to the market for the work. (In general, the library should own at least one copy of the work.) 17 U.S.C. + 107(4).

Guidelines for Off-Air Recordings of Broadcast Programming for Educational Purposes

The following guidelines reflect consensus as to the application of "fair use" to the recording, retention, and use of television broadcast programs for educational purposes. They specify periods of retention and use of such off-air

recordings in classrooms and similar places devoted to instruction and for homebound instruction. The purpose of establishing these guidelines is to provide standards for both owners and users of copyrighted television programs.

1. The guidelines were developed to apply only to off-air recording by nonprofit educational institutions.
2. A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained by a nonprofit educational institution for a period not to exceed the first forty-five (45) consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately. "Broadcast programs" are television programs transmitted by television stations for reception by the general public without charge.
3. Off-air recordings may be used once by individual teachers in the course of relevant teaching activities, and repeated once only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first ten (10) consecutive school days in the forty-five (45) day calendar day retention period. "School days" are school session days -- not counting weekends, holidays, vacations, examination periods, and other scheduled interruptions -- within the forty-five (45) calendar day retention period.
4. Off-air recordings may be made only at the request of and used by individual teachers, and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcasted.
5. A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recording.

PERMISSIONS

Copyright Compliance

Culver-Stockton College is a member of the Copyright Clearance Center. CCC offers one-stop licensing for content reuse in courses, coursepacks, e-reserves and other copyright compliance issues. The Center offers a pay-per-use service to deliver instant permission to use and share content in paper or electronic format. Faculty and staff with copyright compliance requests should contact a library staff member for assistance.

Culver-Stockton College Archives

Mission Statement

The mission of the Culver-Stockton College Archives is to keep significant, non-current records, historic memorabilia, and artifacts pertaining to Christian University, now Culver-Stockton College, accessible and organized according to current preservation standards.

Policies Concerning the C.U., C-SC Archives

The College Archives consists of five rooms, 105, 107 & 108, 110A, and 110B in the Carl Johann Memorial Library Building. The Archives employs one staff person. The collection consists of printed materials, artifacts and memorabilia of significance to the history of Christian University, now Culver-Stockton College.

I. Archives Access:

- A. Access to the archives rooms is during Archivist's hours or by appointment. Appointments should be made with the Archivist or with the Librarian, Assistant Librarian, or Media Coordinator.
- B. Visitors must sign the visitor's log available in room 107.

II. Circulation:

Normally, the Archival materials will not be circulated. The materials are available for in-house use. In-house use means the materials may be reviewed in the archives or in the library on days when the Archivist is not available.

- A. The Archivist must approve exceptions to the above statement. All items must be signed out in the name of the person requesting use of said items, even those remaining in the Archives for perusal. These items must be signed back IN when returned.
- B. Most materials may be photocopied following the normal copyright guidelines applied to other materials. Some fragile materials cannot be photocopied due to their physical condition. This judgment is to be made by the Archivist.

III. Lost or Damaged Materials:

Most Archival materials are irreplaceable. In cases where a replacement can be obtained, the borrower will pay the replacement cost of the item.

IV. Archival Materials Selection Policy:

- A. In case judgment is necessary for the receipt of a gift to be given to the C-SC Archives, a committee consisting of the giver's contact persons, the Director of Alumni, the Head Librarian, Director of Development and the Archivist will meet to review and decide on the appropriateness of the acceptance.
- B. The Archives will normally maintain at least one and no more than five copies of the following items:
 - 1. Every publication of the college
 - 2. Programs of college events
 - 3. Publications of college employees or students
 - 4. Publications of college recognized clubs or associations
 - 5. Photographs of college events
 - 6. Newspaper clippings relating to the college
 - 7. Publications of significance to the history of the Christian Church (Disciples of Christ) if those items are not needed by the Disciple Historical Society in Nashville, Tennessee
- C. The Archives will maintain a collection of college artifacts of historical significance as necessary.
- D. The Archives will accept gifts of items for inclusion under the following guidelines:
 - 1. Item(s) must have personal relevance or historic connection to CU- C-SC
 - 2. Item(s) must be notated as to their origin with specific donor information and any other facts concerning the gift.
 - 3. The Archivist reserves the right to "weed" any donated items posing potential damage to the rest of the collection.
- E. The CU-C-SC Archives does not routinely maintain genealogical records or materials except as they pertain specifically to the college.

V. Guidelines for Preservation of Archival Materials:

- A. Archival materials will be preserved according to current preservation standards as economically feasible.
- B. Every effort will be made to preserve originals when the value of having "an original" is important. Materials found to be disintegrating may be encapsulated or they may be photocopied or scanned to a compact disk. Each disk will be indexed and the Archivist will maintain a printed copy.

VI. Guidelines for weeding the Archives:

Normally Archive materials will be preserved in perpetuity if possible, but in some cases it may be necessary to weed some items for any of the following reasons:

- A. Non-intrinsic historical value to the collection
- B. Physical condition of the item, mold for example, poses a danger to the rest of the collection
- C. Over number of copies of a particular item in the Archives
- D. Items of historical significance to Canton or Lewis County and not specifically to Culver-Stockton College will be offered to the Lewis County Historical Society.