

Abbot Vincent Taylor Library Faculty Handbook

Welcome & Introduction

Welcome to the Abbot Vincent Taylor Library. This handbook is designed to help Belmont Abbey College faculty plan their own – and their students' – use of library resources and services. It contains essential information about the library and will be revised annually. Feel free to contact library staff for additional information or assistance: service to users is the ultimate goal of all library activities.

Overview

Abbot Vincent Taylor Library's monograph and media collections compare favorably with those of 4-year private colleges in the Carolina Consortium with up to 1,500 FTE, ranking 5th among 16 colleges reporting monograph holdings, and ranking 3rd among 16 colleges reporting multimedia holdings. Book circulation reflects this, with the Library ranking 3rd among the 16 colleges in total book circulation transactions. And with the recent extension of service hours until midnight, the Library now ranks 2nd of 16 in total hours of service. [All figures drawn from the latest (2007) reports hosted at the NCHED (North Carolina Higher Education Data) website.]

PILOT

Information Literacy & the Learning Commons: Quality Enhancement Plan (QEP)

Over the next few years, you will hear frequent references to the PILOT QEP—Quality Enhancement Plan. A part of Reaffirmation by the Southern Association of Colleges and Schools (SACS), the QEP at Belmont Abbey College will include the transformation of the Library's Reference Room (south end of the top floor) into a Learning Commons. The Learning Commons will include carrels with plug-in points to accommodate laptops, expanded workstation arrays with access to an enlarged set of academic and research databases, and group study rooms equipped with multimedia hardware and software for student presentations. Further information about the Learning Commons component of the QEP can be found at: <http://facultyweb.bac.edu/gep>

The broader instructional initiative, designated PILOT, for Promoting Information Literacy Over Time, will sponsor information literacy sessions during First Year Seminar, research-intensive experiences tailored to English 101-102, and

discipline-specific pilot and capstone courses with assessment rubrics designed around the information literacy competency standards established by the Association of College & Research Libraries.

The following is quoted from *ACRL Information Literacy Competency Standards* <http://www.ala.org/ala/mgrps/divs/acrl/standards/informationliteracycompetency.cfm>

“Information literacy forms the basis for lifelong learning. It is common to all disciplines, to all learning environments, and to all levels of education. It enables learners to master content and extend their investigations, become more self-directed, and assume greater control over their own learning. An information literate individual is able to:

- Determine the extent of information needed
- Access the needed information effectively and efficiently
- Evaluate information and its sources critically
- Incorporate selected information into one’s knowledge base
- Use information effectively to accomplish a specific purpose
- Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally”



LIBRARY MISSION STATEMENT

The mission of Abbot Vincent Taylor Library is to support the undergraduate curriculum by making available learning resources in all formats through the full range of library services. In fidelity to the Benedictine principle of stability, the Library serves as a central location where information is found from its own collection as well as off-campus sources. The Benedictine principle of obedience encourages the Library to treat all patrons with respect, and to meet their information needs through competent service. The Benedictine principle of conversion, or lifelong spiritual development, leads the Library to welcome learners of all ages and conditions, and to remain current with the rapid pace of change in the fields of education and information processing.

OBJECTIVES

In keeping with the mission of Abbot Vincent Taylor Library, the following objectives have been accepted:

1. To support the instructional program of the College by acquiring, processing, and making available essential print and non-print library materials.
2. To provide bibliographic instruction in print, non-print, and computerized resources for individuals and groups.
3. To provide services and hours of operation that will meet the needs of the Library's diverse community.
4. To cooperate with other information communities through resource sharing, bibliographic utilities, remote database searching, Internet access, and consortium arrangements.
5. To encourage lifelong learning by providing general and recreational reading materials and access to new information technologies.
6. To promote respect for library property as property common to all, in keeping with the Rule of St. Benedict: "Let [the monk] look upon all vessels and goods of the Monastery as though they were consecrated vessels of the Altar." To promote respect for all persons, in keeping with the Rule of St. Benedict: "The Abbot shall not make distinctions among the people in the Monastery."
7. To engage in community outreach through lectures, presentations, exhibits, Friends of the Library, etc.
8. To provide library service that will meet and exceed the requirements and standards of professional associations.

HOURS OF OPERATION

Monday – Thursday	8:00 am – Midnight
Friday	8:00 am – 5:00 pm
Saturday	10:00 am – 5:00 pm
Sunday	1:30 pm – Midnight

AVTL ranks #2 in library hours of service among NCICU colleges up to 2,000 FTE. Holiday and summer hours may differ – exceptions to these hours will be posted on the front door of the library and elsewhere on campus.

****Books may be checked out until fifteen minutes before closing time.**

LIBRARY STAFF

Donald Beagle	Director of Library Services 704 – 461 - 6740
Vickie Jenkins	Acquisitions & Administrative Assistant 704 – 461 - 6748
Margrete Anderson	Circulation Systems Specialist 704 – 461 - 6565
Bradley Baker	Circulation Manager 704 – 461 - 6737
Sandra Williams	Reference Librarian 704 – 461 - 6741
Komal Sodha	Reference Assistant 704 – 461 – 6742
Br. Andrew Spivey	Reference Specialist
Megin Vickers	Periodicals & Media/ Librarian 704 - 461- 6747
Susan Mayes	Cataloger/Systems/ILL Librarian 704 - 461 - 6744
Mary Burazer	Cataloging & ILL Assistant 704 – 461 – 6745
Ronald Pruett / [temp vacant]	PT Evening Assistants

COLLECTIONS

The Database Collection

The Library maintains access to a growing array of academic and research databases. Some of these are licensed through the Library's charter membership in NCLIVE (North Carolina Libraries for Virtual Education). Others, such as JSTOR, are licensed independently or through consortia such as the Carolina Consortium and Lyris (formerly the Southeastern Library Network). On-campus access to most databases is handled through network IP addressing which means that logons and passwords are usually not necessary. This past year, the IT Department worked with the Library to initiate a proxy server, so that off-campus users can use links on the proxy database page to access databases as if they were on campus. (A few NCLIVE databases are not yet fully proxy compatible, and these are available to off-campus users through <http://www.nclive.org> using a password available from the reference office). The normal database proxy page can now be visited at:

<http://libraryaccess.bac.edu:2048/public/index.html>

The Book Collection

The book collection has been developed over the years as a joint effort by the teaching faculty and librarians in order to support the academic programs of the college. It currently numbers approximately 125,000 hard copy volumes, and nearly 75,000 ebooks.

- **The Circulation Collection** is arranged on open stacks and is organized according to the Library of Congress classification system. The library also houses several special collections:
- **The Reference and Ready Reference Collections** include many of the library's most frequently used works, such as encyclopedias, dictionaries, indexes and abstracts, almanacs, handbooks, directories and bibliographies. These materials may be used only in the library. The Reference Collection is located on open stacks on the main floor of the library; the Ready Reference Collection is shelved in the Reference Office.
- **The e-Books Online Collection** is comprised of a large academic collection and public domain books, which together exceed 70,000 volumes. It is accessed through the Internet. Ask a librarian for details on creating a personal user account.

- **The Rare Books Collection** contains about 13,000 old and rare books. These materials are shelved in the Rare Books Room on the lower level of the library and may not be checked out. They are accessible only on weekdays between the hours of 8:00 a.m. and 4:00 p.m.
- **The Benedictine Collection** contains books and periodicals by and about Benedictines. These materials are located in the Benedictine Room on the lower level of the library and may be checked out.
- **The Carolina Collection** contains books by or about North and South Carolinians. They are located on the lower level of the library and may be checked out.
- **The Napoleon Collection** contains books about Napoleon. They are located on the lower level of the library and may be checked out.
- **The Autographed Collection** contains books which have been signed by their authors. They are located on the lower level of the library and may be checked out.
- **The Children's Collection** contains books written for children and young adults. They are located on the lower level of the library and may be checked out.

The Catalog: The Library maintains its own online catalog, called *Alexandria*. Author, title, and subject access to the library's book collection may be obtained by using the three dedicated "online public access catalog" (OPAC) terminals in front of the Circulation and Reference desks on the main level of the library. A fourth dedicated OPAC terminal is located in the Periodicals Department on the lower level of the library. The library catalog is accessible through every computer in the library. It can also be accessed remotely over the Web by visiting: <http://libraryaccess.bac.edu>

Ordering Books for the Library Collection: All faculty members, with the approval of their departmental chairpersons, may request the purchase of books for the library collection. The library relies heavily on the faculty to help build the collection. Each year, academic departments receive a portion of the total library acquisitions budget in order to purchase books for the library collection. Early in the academic year, each chairperson will be notified of his or her department's allocation for that year. Your departmental chairperson will acquaint you with your department's procedures for ordering materials. In general, however, please follow these guidelines:

- Confirm that the library does not already own the book(s) you wish to order.
- Complete a **Book Purchase Request Form** for each item (these forms may be obtained from the Library Administrative Assistant's office) or requests can be emailed to Vickie Jenkins. Choice magazine (academic book reviews) is available in our Periodicals Department.
- Submit the completed request forms to your departmental chairperson for approval.

- Return the completed and signed request forms to the Library Administrative Assistant's office.

All books are ordered on a 90-day basis from a book jobber. Orders which fail to arrive within that time will be canceled and will be reordered online or directly from the publisher. All cancellations will be returned to the faculty member who placed the request.

When a book is received and cataloged, the faculty member initiating the request will be notified. The book will also be listed in the library's **Monthly Acquisition List**. When completely processed, they will either be placed on the new bookshelf or shelved in the stacks.

Department Chairpersons will be notified frequently of the status of their departmental accounts. Any funds remaining in these accounts after February 28th will revert to the library's general book budget.

The Periodical Collection

The periodical collection is located in the Periodicals Department on the lower level of the library. The library presently receives about 400 print magazine, journal, and newspaper subscriptions. Print subscriptions are gradually but steadily being superseded by online subscriptions.

The Collection: Recent issues of most periodicals are arranged alphabetically by title on open shelves in the Periodicals Department. Older issues are either bound as paper volumes or kept on microfilm and can be retrieved from closed stacks by library staff.

Holdings Information: Title access to this collection is available through the print *Periodical Holdings List*, copies of which are located throughout the library. Periodicals may not be checked out of the library.

Periodical Indexes: Periodical indexes are located in the Reference Department in both print and electronic formats.

Requesting New Periodical Subscriptions for the Library: Requests for changes or additions to the periodical collection should be submitted to the Library Director.

Audio-Visual / Multimedia Materials

The audio-visual collection includes DVD's, CD's, videocassettes, audiocassettes, phonograph records, filmstrips, and slides. Much of this collection, and the audio-

visual equipment necessary to use it, is located in the Periodicals Department on the lower level of the library. In academic year 2009 / 2010 a large portion of the DVD collection will be relocated to the upstairs Learning Commons.

SERVICES

Circulation

All transactions relating to the borrowing of books are administered at the Circulation Desk, located on the main or entry level of the Abbot Vincent Taylor Library.

Borrowing privileges are extended to:

- Belmont Abbey College faculty, students, and staff.
- Resident monks of the monastery
- Members of the College Board of Trustees and Board of Visitors.
- Members of the Friends of the Library.

Circulation services cease 15 minutes prior to closing.

Identification cards should be presented to the Circulation Desk attendant when borrowing materials. You are expected to check out materials in person unless previous arrangements have been made with the Circulation Manager.

Loan periods for books from the Circulating, Benedictine, Carolina, Napoleon, Autographed, Juvenile, and Recreational Reading collections are one semester in length for faculty, staff, and monks of Belmont Abbey College. The United States Catholic Conference (USCC) Papers may also be checked out for a period of one semester. Whenever possible, however, items should be returned before their due date so that others may have access to them.

Items from the Rare Books Collection do ***not*** circulate. Reference materials and periodicals ***do not*** normally ***circulate*** but on occasion may be borrowed for very short periods of time should this be required to meet specific teaching needs.

Return borrowed library materials to a Circulation Desk attendant or deposit them in the book drop (located immediately outside the library entrance).

Renew items which have not been placed on hold by bringing them to the Circulation Desk.

Holds may be placed on items that are checked out to another user. When you place an item on hold, you will be notified when the requested item has been returned to the library. It will then be held for you at the Circulation Desk for three days.

Recall notices for library materials should be honored promptly.

Traces may be placed on library materials that are missing or are checked out to another user. When the missing material has been located, you will be notified and the item(s) held for you at the Circulation Desk for three days. If an item *cannot* be located, the requester will be referred to Technical Services for interlibrary loan service in order to obtain the item from another library.

Overdue notices will **not** be sent to faculty members, nor will they be assessed overdue fines. However, the Library Director will notify the Academic Dean in the event that borrowed library materials are not returned within a reasonable period of time.

Charlotte area academic libraries offer reciprocal faculty borrowing privileges at Charlotte Area Educational Consortium (CAEC) institutions. You will need an Abbey identification card and a CAEC Library Borrower's Identification Card issued by the Director of the Abbot Vincent Taylor Library. (Damaged and lost book fees will be charged to faculty and staff when materials are misplaced or damaged.) Participating libraries include:

Barber-Scotia College	Cleveland Comm. Coll.	Wingate College
Pfeiffer College	Stanley Comm. Coll.	Lenoir-Rhyne College
Catawba College	Davidson College	Winthrop University
Queens College	UNC at Charlotte	Livingstone College
Central Piedmont	Gaston College	York Technical Coll.
Comm. College	USC at Lancaster	Mitchell Comm. Coll.
Rowan-Cabarrus	Johnson C. Smith	
Comm. College	University	

Reserves

Faculty may place library or personal materials on reserve for their students' use at the Circulation Desk. When requesting that items be placed on reserve, please observe the following guidelines:

- A reserve card for each item you wish to place on reserve (reserve cards can be obtained at the Circulation Desk) is requested for our records or email a reserve request to the Circulation Manager. These should be items which you will **require** your class to use. Optional readings, even if highly recommended, should remain in the Circulating Collection.
- Books will be pulled from the shelves by library staff **if reserve cards are submitted at least three weeks before the beginning of the semester**. Otherwise, faculty members should pull desired items from the shelves and bring them to the Circulation Desk for processing.
- Please allow **two weeks** for the library to place requested materials on reserve.

- If a book must be ordered before being placed on reserve, please **allow six weeks**.
- Photocopies of individual articles may also be placed on reserve. Before bringing articles to the Circulation Desk, please place them in individual file folders or notebooks. This will help protect the articles and simplify the library's processing and handling of them.
- Reserve materials may be non-circulating, or they may be restricted to 1-day, 3-day, or 1-week checkout periods.
- **Notification to remove items** from reserve should be given to the Circulation Manager **as soon as they are no longer needed**.

Research Assistance

The Reference Department is often the best place for students and faculty to begin their research. Its collection contains many of the library's most frequently used works: encyclopedias, dictionaries, indexes and abstracts, almanacs, handbooks, directories, bibliographies, and many other resources. The Reference staff will be happy to help you and your students formulate an effective research strategy, utilize print and electronic information tools, understand the scope and arrangement of the library's collections, and locate desired materials. Please feel free to contact the Reference Office whenever such assistance is desired. Library resources in print and electronic formats are upgraded continually. The Reference Department welcomes open and continuing dialogue with faculty members in order to provide quality resources and excellent service in meeting the research needs of the entire Belmont Abbey College campus.

Library Instruction

The purpose of library instruction is to help students locate appropriate resources for their assignments by:

- Acquainting them with basic library research techniques.
- Familiarizing them with essential search tools and library services.

Through library instruction, students learn to identify, locate, and use the information resources required to complete specific course assignments. Hopefully, the quality of students' course work will improve as a result.

General library orientation, course-specific instruction, and electronic database instruction are offered to introductory and advanced classes upon request. The library also offers customized research consultations to individual students.

Please follow these guidelines when requesting an instruction or orientation session:

- Requests for instruction and orientation sessions are accepted on a first-come, first-served basis.
- Requests should be made at least **one week** in advance.
- If your students will be required to complete a library assignment, please be sure to provide the Reference Office with a copy of the assignment when you request a class visit.
- When visiting the library, the regular instructor should accompany the students. Students will be better motivated if their instructor demonstrates interest in the session by attending. Communication is also improved, since the instructor is present to add comments, ask questions about sources to increase students' understanding, and answer questions about the assignment.

The Reference staff is also available to consult with faculty members regarding the development of library assignments. Adhering to these practical considerations, for instance, will make your assignment more effective:

- **Verifying** that the sources students will be required to use are actually **available** in the library and are **current**, realizing that there is an ongoing transition from print to electronic formats.
- Placing sources that many students will be required to use on Reserve. This ensures equal access to the material and helps prevent theft and mutilation.
- Providing enough topics so that students will not be competing for the same materials. Reference staff may be able to suggest additional topics, which will reduce the competition for sources, making the library assignment less frustrating for students.

To schedule class visits, refer a student, or request more information about the library's orientation and instruction program, please contact the Reference Office. Also, please be advised that the J. Bynum Carter Research and Communications Center for online instruction seats only eleven comfortably. Classes may have to be divided into sections for instruction sessions offered in the Center.

Interlibrary Loan

What Is Interlibrary Loan? Interlibrary loan (ILL) is a cooperative arrangement among libraries whereby one library may borrow materials owned by another. Through ILL it is often possible to acquire books, photocopies of journal articles, and other items not owned by the Abbot Vincent Taylor Library.

Where Is Interlibrary Loan? All ILL transactions are administered through Technical Services.

What Materials Can Be Borrowed? Circulating books, photocopies of articles from magazines and journals, some dissertations and theses, and some

newspapers are ordinarily obtainable via ILL. Reference books, rare books and manuscripts, entire issues of periodicals, audio-visual materials, and software usually cannot be borrowed.

How Many Items May I Request? There is currently no limit on the total number of requests you may submit.

How Much Does It Cost? Books and photocopies of articles can often be obtained free of charge from a member library of the Charlotte Area Education Consortium (CAEC) or Libraries Very Interested in Sharing (LVIS). Currently, 1200 libraries participate in these library consortia. Other libraries may charge fees which are passed on to the borrower.

How Do I Place a Request? Before placing a request, first make sure that the Abbot Vincent Taylor Library does not own the material you wish to borrow. Then, complete an *Interlibrary Loan Request Form* (available at the Reference Desk) for each item needed and return it to the Reference Desk. If your requests were generated from a computerized database search, you may submit a copy of your printout instead. ILL staff will be happy to answer any questions you may have about placing ILL requests.

How Long Will It Take To Receive My Material? It may take anywhere from 3 days to 3 weeks to receive materials, depending upon location and availability. Requests are transmitted electronically to the nearest holding libraries and generally delivered by mail (photocopies may be faxed, depending on copy quality, length of article, and the policies of the lending library). However, there is no guarantee that the requested materials will be sent or that they will arrive within the time period you specify on the request form. Thus, it is advisable to place your requests *well in advance of your need*. Your students should likewise place requests well before papers are coming due.

How Will I Be Notified That My Materials Have Arrived? Once an item is received, the Technical Services staff will attempt to notify the borrower by phone, campus mail, or email. You should also feel free to check frequently with the ILL staff to determine whether your materials have arrived.

How Long May I Keep Borrowed Materials? The lending library specifies the length of time materials may be kept, usually 2 to 4 weeks. Borrowers are responsible for the prompt and safe return of all borrowed materials.

May I Renew Borrowed Materials? Usually, but not in every case. Renewals should be requested at least three days before the due date. Some libraries will not grant renewals, so plan to pick up, use, and return ILL materials promptly.

Is There Anything Else I Should Know? Yes. The lending library may also specify conditions for the use of its materials, such as “no photocopying permitted” or “for use in the library only.” Failure to observe these or other ILL rules may

result in the loss of borrowing privileges not only for the individual borrower but for Belmont Abbey College as well.

Where Do I Return Borrowed ILL Materials? Photocopies of articles may be kept permanently. Please return all other borrowed materials to the Circulation Desk. You may also return borrowed ILL materials by placing them in the book drop outside the library entrance.

More Questions? To obtain further information, please contact Technical Services at 704-461-6744 or 704-461-6745.

Notice Concerning Copyright Restrictions: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement. This institution reserves the right to refuse a copying request if, in its judgment, fulfillment of the request would involve violation of copyright law.

Other Library Services

Photocopiers: The library provides two photocopiers for your use: one is on the main floor near the Circulation Desk, and the other is on the lower level in the Periodicals Department. Please notify the Library Administrative Assistant (704-461-6748) beforehand if you send a departmental student assistant to the library to make copies for you.

Microform Reader/Printers: Microfilm and microfiche machines are located in the Periodicals Department for you to read or print periodical articles stored in microform. The machines are coin-operated and the copy charge is .10 per page. If you wish to make copies and charge them to your department, please ask the Library Administrative Assistant for a bypass key.

Fax Machine: A fax machine is located in the Reference Office for student and faculty use. To send a domestic fax, the cost is .10 per page. International transmissions cost .50 per page. There is no charge to faculty receiving a fax. If you expect to receive a fax, please have the sender include your name, address, and phone number so you can be notified when it arrives. The number for the fax machine is 704-461-6743.

J. Bynum Carter Research and Communications Center: Internet access and Microsoft software for student and faculty use are available in the Center. It is

located on the lower level of the library in a room adjacent to the Periodicals Department. You may bring your own floppy disk or flash drive to save your files, or may purchase a pre-formatted, virus-free disk at the Reference Office for \$1.00.