

Bennett College
Academic Affairs
Thomas F. Holgate
Operational Manual 2019
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Bennett College is a small, private, historically Black liberal arts college for women. The College offers women an education conducive to excellence in scholarly pursuits; preparation for leadership roles in the workplace, society, and the world; and life-long learning in a technologically advanced, complex global society. As a United Methodist Church-related institution, Bennett College promotes morally grounded maturation, intellectual honesty, purposeful public service, and responsible civic action.

The College welcomes students, faculty, and staff from diverse backgrounds, recognizing that the educational experience is enriched and strengthened when multiple voices are represented and heard. Operating in an interdisciplinary, learning-centered environment, students, working with faculty and staff, will learn to use sophisticated intellectual skills, think analytically, and solve problems in ways that respect a variety of viewpoints and deepen their understanding of different cultures.

At Bennett College, education takes place in an environment of open inquiry where teachers and students are immersed in educational processes that build community, foster authentic research, create knowledge, and advance scholarship and personal empowerment. Students will leave Bennett College prepared for success in the world of work and further studies, possessing a greater appreciation of the history and culture of Africa and the African Diaspora, the struggles and accomplishments of women, and a realization of their own ability and the possibilities to help change the world.

Bennett College Mission Statement

“Bennett College prepares women of color through a transformative liberal arts education to lead with purpose, integrity, and a strong sense of self-worth. Bennett provides educational access to students while promoting inquiry, civic engagement, social justice, lifelong learning, and equity for all.”

Academic Affairs Mission Statement

The Division of Academic Affairs is responsible for the administration of the academic programs. The Division works collectively and collaboratively to facilitate the mission of the College through its delivery of effective instruction and quality academic support services. Faculty, staff, and administrators demonstrate and promote high academic standards and expectations through leadership, scholarship, research, and public service.

Thomas F. Holgate Library Mission Statement

Thomas F. Holgate Library seeks to accommodate the educational programs, philosophy, mission, goals and objectives of the College. In that regard, the College has made constant efforts to provide and maintain a balanced library program that fosters and aids the promotion and achievement of academic, professional, and personal excellence.

Department Description

Thomas F. Holgate Library houses collections totaling approximately 95,858 print volumes with 34,576 E-Books, 61 periodical subscriptions, and a media collection of over 2,368 items. In addition to traditional hard copy print resources, access to information via electronic media (including NCLive, JStor, Mary Ann Liebert database, Credo Reference, Encyclopaedia Britannica and Ebsco databases: Communication & Mass Media Complete; SocIndex with Full Text, MLA International Bibliography, PsycInfo, Family & Society Studies Worldwide, Gender Studies Database, Race Relations Abstracts, Violence & Abuse Abstracts) is also available through campus network and remotely. Holgate Library is home to several special collections, which are as follows: Robert Tarpley Taylor Music Collection, Women's Collection, Robert Currie Theatre Collection, Black Collection, Tarr-Whelan Collection, JBC Collection (Johnetta Betsch Cole Collection, Bennett College Archives, and housed in the archives are Norris Wright Cuney Collection) and TRC (Truth and Reconciliation Collection). Curriculum Instructional Material Center is located on the lower level of the Library. It serves as a laboratory and media center for teachers and students in the Teacher Education Program as well as a resource unit for those in the general education program.

The Holgate Library is equipped with up-to-date technology including wireless internet access, computer workstations/desktop computers, and notebook computers for checkout and use in the library, multimedia viewing station, typewriter, and scanner. Holgate Library is a member of the North Carolina Piedmont Automated Library System (NC-Pals), the merged catalogs between Bennett College, Greensboro College, Guilford College, Salem College and Salem Academy can be accessed onsite or offsite. This means Bennett College students, staff and faculty have circulation privileges from these libraries with some limitations. Intra-library loan with consortium schools and interlibrary loan with worldwide access is provided as a service to Holgate Library patrons.

Holgate Library has also entered into a borrowing agreement with all other TALA (Triad Academic Library Association) libraries, enabling students and faculty in good standing at their home institutions to borrow from other participating libraries. [Lending privileges](#) vary by institution. The agreement allows for students and faculty from each institution to borrow in person from the other institutions, and is a complement to Interlibrary Loan when students and faculty want to borrow from those collections but have little time and their own transportation. The borrowed material also needs to be returned to the library that owns it.

The participating libraries are:

- [Alamance Community College](#)
- [Bennett College](#)
- [Elon University](#)
- [Forsyth Tech Community College](#)
- [Greensboro College](#)
- [Guilford College](#)
- [Guilford Tech Community College](#)
- [High Point University](#)
- [North Carolina A&T University](#)
- [Salem College](#)
- [University of North Carolina at Greensboro](#)
- [University of North Carolina School of the Arts](#)
- [Wake Forest University](#)
- [Winston Salem State University](#)

Thomas F. Holgate Library Vision & Purpose

The Thomas F. Holgate Library staff will provide professional leadership as the primary gateway for the delivery of information resources to the College community. The library is the center for enhancing skills that are necessary for success in college and in life-long learning. As professionals, the staff will enable the clientele to navigate and critically evaluate the growing information universe as we strive to meet the College's evolving curricular needs. The goal of the Thomas F. Holgate Library is to support the teaching and learning educational function of the Bennett College community. The library strives to achieve this goal through the procurement and management of resources by providing support for the curriculum that provides the energy for the process of teaching and learning.

The Thomas F. Holgate Library seeks to provide information to the Bennett College academic community that encourages the development of analytical, critical and creative thinking skills. To successfully accomplish this provision, the library assumes the responsibility for maintaining a collection, which represents a wide range of viewpoints supported by the Library Bill of Rights of the American Library Association. (See below)

American Library Association Library Bill of Rights

Last update: April 13, 2004

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- Books and other library resources should be provided for the interest, Information and enlightenment of all people of the community the library Serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical isles. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- Libraries should cooperate with all persons and groups concerned with resisting abridgement of free expression and free access to ideas.
- A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
- Libraries that make exhibit space and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affirmations of individuals or groups requesting their use.

The staff to guide library users in the use of the library provide library instruction.

Library Administration/ Library Committee

Administration

The Office of the College Provost has over site and supervisory, management and budgetary oversight for library functions and related staff personnel.

The Library Committee

This committee serves as an advisory body of the Faculty Senate to help evaluate and develop a sound library program. Members of faculty and students are assigned by the College President for a two year term to work with library staff representatives which includes the library director.

Policies and Procedures for Cataloging

The Library's Technical Services Department is located on the first floor of the Thomas F. Holgate Library.

The Technical Services Department is responsible for cataloging and processing all library holdings, and providing access to Holgate Library's resources through the online catalog while assisting with collection development through the library liaison program. The Technical Services Department also provides bibliographic records for the Library's collection of journals, newspapers, magazines, books in series and other publications issued in sequence.

The catalog librarian evaluates the book to determine the book shelving location in reference, main circulation collection, or special collections. This person logs on to OCLC and searches for a bibliographic record matching the book. If a match is found, the record is edited, checking for suitable Library of Congress subject headings and a Library of Congress call number. This information is then exported to the local network to add this record to the library catalog via the World Share Management System of OCLC.

Cataloging Tools

Materials are cataloged according to rules outlined in the Anglo-American Cataloging Rules II and classified in the Library of Congress Classification System. Materials classed in the Library of Congress Classification System use subject headings from Library of Congress Subject Headings. Generally, new items are entered using copy cataloging from items already in the union catalog.

Cataloging Process

The Item Search and Display wizard guides you through the process of identifying a specific title in your library's catalog and displays title, call number, and copy level information. This wizard appears on all toolbars. The information tabs that appear within this wizard depend on which modules are configured for WorldCat Discovery or OCLC.

Steps to search an item:

1. In the Item Lookup window, identify the item you want to display, and click OK. If any items match the information you typed, a list of items displaying the title, author, and publication year appears. If no matches are found, WorldCat Discovery displays a list of suggested subjects and cross-references that you can browse.
2. If a list of titles appear, select a title and click View to see more information about the item. The Description and Vols/Copies tabs appear. If you click Detailed Display, more information that is complete is displayed about the item, including tabs that display detailed bibliographic description information, and information about circulation data, bills, holds, and more.
3. If only one item matches your search term, complete information about the item appears. Depending on whether this title has a single copy or multiple copies, the Vol/Copy or Vols/Copies tabs appear.
4. If no matches are found for your initial search term, and if a cross-reference can be browsed, it appears as a button in the cross-reference list. Click the button to open another window to view additional headings you can browse. Select a heading, and click Browse Term. Clicking Browse Term will return you to the previous browse window, and start a new browse for your selected term. If the only cross-reference that appears when you select a browse heading button is a note to suggest other possible search terms, the Browse Term button does not appear.

Information cannot be edited when using the Item Search and Display wizard. Helpers are available while displaying an individual volume/copy for navigating through the tabs, reviewing current shadow values, printing spine labels, and viewing detailed bibliographic information.

After displaying an item's volume or copy information, you can click one of the following options.

Return to Volume List to display a list of volumes and copies for the same title

Return to Search List to display the previously searched list of titles
Look Up Another Title to look up a new title
Close to quit the Item Search and Display wizard

Library of Congress Classification System

- [A -- GENERAL WORKS](#)
-
- [B -- PHILOSOPHY. PSYCHOLOGY. RELIGION](#)
-
- [C -- AUXILIARY SCIENCES OF HISTORY](#)
-
- [D -- HISTORY \(GENERAL\) AND HISTORY OF EUROPE](#)
-
- [E -- HISTORY: AMERICA](#)
-
- [F -- HISTORY: AMERICA](#)
- [G -- GEOGRAPHY. ANTHROPOLOGY. RECREATION](#)
-
- [H -- SOCIAL SCIENCES](#)
-
- [J -- POLITICAL SCIENCE](#)
-
- [K -- LAW](#)
-
- [L -- EDUCATION](#)
-
- [M -- MUSIC AND BOOKS ON MUSIC](#)
-
- [N -- FINE ARTS](#)
-
- [P -- LANGUAGE AND LITERATURE](#)
-
- [Q -- SCIENCE](#)
-
- [R -- MEDICINE](#)
-
- [S -- AGRICULTURE](#)
-
- [T -- TECHNOLOGY](#)
-
- [U -- MILITARY SCIENCE](#)
-
- [V -- NAVAL SCIENCE](#)

- [Z -- BIBLIOGRAPHY. LIBRARY SCIENCE. INFORMATION RESOURCES \(GENERAL\)](#)

ACQUISITION PROCESS

Library materials via purchase or gift.

- gift items are logged in a notebook located behind the Circulation desk,
- a letter of acknowledgement sent to office of Institutional Advancement
- Purchases are check against the original order form for accuracy of order for payment.
- Make notation when order is complete.

COLLECTION DEVELOPMENT

The primary goal of the Thomas F. Holgate Library is to support the teaching and educational function of Bennett College. The purpose of this document is to establish written guidelines for the continued growth and maintenance of the library collections, and to provide a tool to communicate the Libraries collection procedures to the faculty, staff, students, college administration and other interested parties. The objectives of collection development policy are: (1) to support the college curriculum (2) to strengthen the collection for teaching and learning and (3) to provide for the research and information needs of the college community.

The process of selection, acquisition and organization of library materials is a cooperative venture between the Bennett College academic faculty and the Thomas F. Holgate Library staff. Through a collaborative effort the library provides a rich mix of resources in forms and formats that is most accessible and useful to our users. The library staff stay abreast of the curriculum needs and make suggestion for addition to resources to support research and study in all disciplines. Although generally, acquisition of new materials is accomplished through the submission of request by the faculty via division priority to the library liaison.

Selection Criteria

Using the following guiding principles adopted by American Library Association (ALA):

- American Library Association's Code of Ethics
- Intellectual Freedom Principles for Academic Libraries
- The Library Bill of Rights
- The Freedom to Read Statement
- The Freedom to View Statement

The following criteria apply to selection of monographs, audio visual, media, electronic resources and other resources for the Thomas F. Holgate Library. Acquisition of materials must apply to these guidelines: They must ..

- Support and enrichment the curriculum of the college for research and study;
- Support appropriate academic level with easy accessibility;
- Strengthen present holdings of subject area with authoritative scholarship;
- Authority, including reputation of author and publisher;

- Quality, durability, sustainable pricing according to budgeted funds.
- Additions to collection of recreational reading materials (limited coverage).

The Holgate Library participate in cooperative initiative with other libraries and cultural organizations to ensure the widest and most stable access to scholarly resources possible.

Other guidelines for selection:

A Textbook will not routinely purchased or provided for use in the classroom. They will only be purchased very selectively when they have inherent value to the collection as a reference or authoritative source. Existing electronic and shared resources made available through consortia as an alternative resource affect collection decisions.

- Due to space constraints, multiple copies of titles are purchased only under unusual circumstances.
- Paperback editions are purchased if available.
- The library avoids duplication when multiple formats are available.
- Periodicals (electronic versions selected where possible)

Periodical subscriptions

The Thomas F. Holgate Library acknowledges that periodical subscriptions represent an ongoing commitment; so therefore, budgeting and selection differ from that involved in purchasing other library materials. Community is encouraged to use online database and journal subscriptions.

The library material budget

The materials budget is used for the purchase of all the varieties of resources described in the collection development policy. Factors considered are the balance between books, ebooks and serials (electronic/hardcopy); the strengths and weaknesses of the collections; materials to support new programs and courses; and the cost of materials. The library director manages the budget with final expense authority resting with this position.

Gifts policy and procedure

The Thomas F. Holgate Library accepts donation of materials deemed appropriate for the support of teaching, research and other needs of the College. The criteria for acceptance of gifts are the same as those governing the selection of regularly purchased

materials. All gifts accepted with the understanding that upon receipt, the College becomes the owner of the materials and reserves the right to determine retention, location and cataloging treatment. Gifts that do not support the needs of the College are placed with the Duplicate Exchange Program for other institutions use, be discarded or returned to donor if requested. The Library assumes no responsibility for appraisal of gift items.

Weeding Policy

Weeding, the permanent removal of unneeded material from the Library's collection has three goals, 1) improving the quality of the collection, 2) improving the use of the Library's resources, and 3) improving general physical condition of the collection. In the weeding review process, selected titles may be considered for replacement (in the case of rare or valuable materials) or transfer to Special Collections. It is also possible in the review process, core titles or volumes that the Library lack will be identified for purchase. However, based on the criteria outlined in this policy, titles may be identified for which weeding is the most appropriate action. Teaching faculty will be invited to participate in the weeding process.

Deselecting library materials is the responsibility of librarians working with other interested parties in the college including faculty and staff. The goal of consistent and routine weeding is to ensure that the collection remains useful and relevant to changing community and curriculum. With the constant acquisition of new materials, it is essential to create new space and review old materials that may be misleading to inexperienced information users.

In an effort to remove materials that have little or no potential use, and to create space for new acquisitions, the library maintains an ongoing weeding project. Books that meet the criteria for weeding are available for review by interested faculty who can request the books be retained in the collection. While there is no exact formula for item deselection, the decision is made based on the answers to the following questions.

- Does the content of the book support current academic programs?
- Has the book circulated in the past 10 years?
- Does the library own multiple copies, if so, is there a need?
- Does the library have current titles on the same subject?
- Is the information outdated and essentially incorrect?
- What is the physical condition of the materials?

Library Liaison Program

The Bennett College Liaison Program builds relationships between the Holgate Library staff and all departments on the College. The program is designed to assist communication with academic departments to enhance collection development and encourage collaboration to provide supportive services for research and teaching while enhancing overall library services.

To accomplish the goals the liaison serves as an initial contact for library questions or problems, facilitate collection development activities, shares information about library services and resources by invitation to department meeting. They also orient new faculty to library resources and services.

Policies and Procedures for Circulation

The Circulation area is responsible for the charging and discharging of all books, equipment and other materials.

Borrowing Privileges

- Bennett students
- Bennett faculty
- Bennett staff.
- Friends of the Library
- TALA Reciprocal borrowing privileges Faculty, Staff and Students with their current institutional ID.

Borrower's Card

College ID will be used as Library Card. College ID should be validated for current semester (ex. Fall/or Spring) with current picture. The patron's name and other identifying information should appear on the card.

Loan Period

- Books - 3 weeks
- Online books according to online policy outline
- Reserve Materials & Laptops - 2 hours
- Audiovisuals - 4 days
- Periodicals - Library Use Only
- Reference Materials - Library Use Only

Library Notices

Holgate Library produces overdue notices on a weekly basis. Students will receive notices through the campus e-mail unless alternative addresses is provided. Notices are a courtesy and failure to receive one does not constitute the waiving of any incurred fines.

Lost Books

Items not returned during the semester will electronically listed as lost and the replacement cost charged to the borrower College bill. If desired, a patron can replace a lost book with an exact copy of the borrowed item.

Overdue Fines

ITEM	FINE
------	------

Books	.10 per day
Reserves	.25 an hour
Videos	\$1.00 per day
Laptops	\$.25 per hour

The patron is responsible for returning all items checked out on her account and any fines or fees assessed due to late returns. Patrons may request a printout of her bill to carry to the cashier's office. She must return with a receipt of payment in order to clear the charge from the system.

Policy and Procedures on Privacy and Confidentiality

Policy on the Library's privacy and confidentiality of patrons' record

The Thomas F. Holgate Library staff maintains the privacy and confidentiality of all library patron records and of all other information relating to a patron's use of the library's resources and services. Accordingly, the Library will not disclose such information except as required by law. Also, for collection purposes, the name of a patron who has an outstanding balance owed for fines and/or outstanding material and fees will be released to the appropriate personnel in the fiscal affairs area.

Upon request, the Thomas F. Holgate Library staff may release the information outlined below regarding a library patron's transactions to that individual only. Information covered under this policy includes, but is not limited to:

- an individual's circulation records
- address and other registration information
- reference or informational questions asked
- interlibrary loan records
- other use of library services or participation in library-sponsored activities.

When asked for information about faculty, staff, and students, by a College employee or student, library staff will provide only published campus contact information. All requests from non-College-related individuals for information about students is referred to the Vice President for Student Affairs. All requests from non-College-related individuals for information about faculty and staff is referred to the Director of Human Resources. If the requestor, whether a College employee or student, or a non-College-related individual, is seeking information about a student's enrollment or academic record, he/she will be referred to the Vice President for Enrollment Services.

If a law enforcement official presents a court order for the production of any tangible items (including books, records, papers, documents, electronic files, or other items), or a court order authorizing the installation of a pen register or trap and trace devices on wire or communication devices provided by the library, the library staff member(s):

- ✓ will refer the law enforcement official to the Library Director or, in the absence of the director, Provost, Vice President for Academic Affairs; or other Chief Administrators of the College
- ✓ will not disclose the fact of the referral or the existence or content of the court order to any other person.

Procedures for Staff pertaining to the Library's privacy and confidentiality policy

1. The Privacy Act protect information including books library patrons have checked out and their personal information, such as Social Security Number, phone number, and address. The Privacy Act also protects staff members' schedules and home telephone numbers without the expressed permission of the member. Refer the inquiries to the proper office, if their request falls within the purview of that office (for example: Director of Human Resources, Vice President for Student Affairs, or Vice President for Enrollment Services). The staff member should say: "Due to the Library's Privacy and Confidentiality Policy, I cannot release that information. Would you like a copy of the policy?" "Would you like to speak to my supervisor?" "Would you like to speak to the library director?" Remain calm and speak in a non-threatening or non-threatened way. Feel free to refer the person to your supervisor or the Library Director.
2. A patron may only check on his/her own library records. A patron will be permitted to view his/her own registration and circulation records only upon presentation of their College ID card. Corroborating identification may be required at the discretion of the library staff. Information as to circulation activity (titles, number of items charged, existence of overdue bills) will be given by telephone only if the caller can correctly state their name, address, telephone number, and library barcode number.
3. If a law enforcement official presents a library staff member with proper identification and a search warrant (***and only a search warrant***) the staff member will notify the Library Director (or in their absence, the Provost, Vice President for Academic Affairs) immediately. Search warrants are immediately executable, though you should not attempt to handle this alone. The Library Director will notify the Provost, Vice President for Academic Affairs and ask to have College Attorney present during the search in order for the attorney to examine the search warrant and to assure that the search conforms to the terms of the search warrant. If the law enforcement official seizes any items as a result of the search, he/she will provide a written receipt indicating what items have been removed from the library.
4. If a law enforcement official presents a library staff member with a court order for the production of any tangible items (including books, records, papers, documents, electronic files, or other items), or a court order authorizing the installation and use of trap and trace devices on wire or communication devices provided by the library, the library staff member:

- Should remember that the law enforcement official does not have the right to demand the information outlined in the court order immediately. There is time allowed for the College to determine if the court order is in proper form.
 - Will refer the law enforcement official to the Library Director or, in their absence, to the Provost, Vice President for Academic Affairs. With a court order, there is only the requirement that the staff member accept the document. You will not have to give up records or allow installation of devices at that time.
 - If the court order has a gag order attached, the staff member receiving the order, will make the necessary referral as outlined above and then will not disclose the fact of the referral or the existence or content of the court order to any other person
5. If a law enforcement official presents the Library Director with a court order for release of the above mentioned items or the installation of certain surveillance devices, the Library Director will confer with the Provost/Vice President for Academic Affairs and the College Attorney to determine if such order is in good form and if there is showing of good cause for its issuance. If the order is not in proper form, or if good cause has not been shown, the Library Director will not release any items or permit installation of any surveillance devices until the court order is shown to be in proper form. If the court order includes a gag order, the staff member receiving the court order may discuss the court order with their immediate supervisor.
6. The library will cooperate fully with the terms of the court order and will release those records, and *only those records*, specified in the court order.
7. In all cases where law enforcement officials make inquiries or present court orders, the staff members involved will keep a written log of the events. This log will include date, description of the request, requesting individual's name, result of request, and staff member's name. Please be as complete as possible in documenting the events.

COURSE RESERVES POLICIES & PROCEDURES

Bennett College faculty member may place materials needed for course assignments on reserve in the Thomas F. Holgate Library. Students may request these reserve materials from the circulation desk. Most reserve materials are for use only in the library, unless the professor has requested a limited circulation period.

Material processing

Faculty members or their departmental assistants should bring the item(s) to be put on reserve to the circulation desk of the library. A reserve form filled out, for each course. Forms are available at the circulation desk. Reserve request forms are processed in the order in which they are received. Material(s) will be available for review and check-out within two days after receipt for Reserve request. Please note the following:

- Loan periods are 2 hours.
- Please write clearly in the spaces provided.
- Please remember to indicate the title of the item exactly as it will be assigned to the students in the class. This will be their only access to the item on Reserve.

Items from other libraries may not be placed on reserve. We must use various stickers, tape and security detection strips in the processing of the item for reserves. We do not want to deface the property of other institutions. This is a standard agreement among libraries, and we honor it.

Please do not put irreplaceable items on reserve. We cannot guarantee that items will not be stolen or damaged. Reserve services are designed to provide materials for many to use in a short span of time. We do not have closed stacks, confided reading rooms, or the staff to supervise the use of materials once they taken from the circulation desk area. Students, faculty and staff leave I.D. cards when they take out reserve items, but occasionally we still have problems with an item being lost or damage.

Policies and Procedures for Research/Instruction

Research/Instruction services assist users in finding, evaluating and using the library's resources and services. The research staff supports the goals of the library by providing accurate answers to requests for information. Varieties of print resources are available in the reference area to assist a user with research. Included are subject bibliographies, dictionaries, thesauri, handbooks, fact books, and other general and subject specific sources of information. These materials are for building use only. Through NC-LIVE, the user has online access to other reference resources, such as encyclopedias, directories, literary criticisms, and statistics. For off-campus access, those affiliated with Bennett College will have access to a password that changes each semester. The college library also have additional resources available online to assist with research and study.

Inquiries

Inquiries can be written requests, email, and telephone or in person. On site, assistance is available during regular library hours. Priority generally given to onsite patron. If there is a wait for assistance, the person waiting the longest served first. If it appears that the question involves in-depth research, the research librarian may ask other library staff to assist users. Referrals are made to other libraries only when it is appropriate

Library Instruction/Information Literacy

The Library regularly offer orientation sessions especially at the request of faculty. These sessions familiarize users with the library building, services and procedures of Holgate Library with and overview of the library resources.

Instruction in the use of library resources is available on an individual basis or in formal presentations scheduled by faculty. The instruction librarian will assist users in developing search strategies. Faculty should schedule classes one week in advance, using a prescribed form (See Research Manual appendix).

Inter-Library Loans

Interlibrary Loan (ILL) is a service provided to obtain materials not available at Holgate Library and especially if not available in the immediate academic area. The conditions under which the Holgate Library's ILL policy follows guidelines have been formulated by the American Library Association's, United States copyright laws, and the policies of individual lending and borrowing libraries.

Students, faculty and staff can request material not owned by Bennett College. Interlibrary Loans can be for articles or books. Holgate Library does not charge a fee for this service, (unless the book is overdue) however, in some cases, the lending library will--usually it is for articles. Once received books are loaned for a month and if there are no other, requests for the item a request for renewal can be entered once. Overdue fines are the responsibility if the borrower and late fees will be attached to the borrower's record. Requests for videos or electronic materials will not be honored. Holgate Library also loan materials to libraries around the world.

Copyright

Articles published in the last 5 years are copyrighted. The first 5 articles from a particular journal volume and issue are free. A fee will be assess by the owning library for additional articles.

Eligibility

Interlibrary loan is available to all Bennett College faculty, staff, and students with a valid college ID. Patrons are responsible for the safe return of loans to Holgate Library. Failure to observe the rules of ILL may result in the loss of borrowing privileges for the borrower as well as for the library.

Time

ILL requests are generally processed within 24-48 hours after submission of the request. The average fulfillment is 7-10 days for requests to be delivered with no guarantees.

Cost

There is no charge to process ILL requests. Some lending libraries, however, may charge for lending books or photocopies. This charge must be paid by the borrower. If a lending library requires payment when loaning an item, the borrower will be notified of the total cost before accepting the loan request. If an item is lost or damaged, the borrower will be responsible for any charges imposed by the lending library.

The usual overdue fee of \$.10 a day is charged for items loaned to other institutions. In the event an item is lost or damaged, the fee is the cost of the book plus \$25 processing fee. There will be an invoice for cost incurred and sent to the institution in question.

For articles over 10 pages in length, there will be a charge of \$.10 a page to the requesting library.

Notification

The patron will be notified (by email, if possible) when the item arrives or if we are unable to obtain it. Items may be picked up at the circulation desk.

Materials Available via ILL

The following materials are generally available for borrowing

- Books.
- Photocopies of journal/magazine/newspaper articles
- Theses and dissertations

Material Not Available via ILL

The following materials are generally NOT available for borrowing

- Items from Holgate Library that are currently checked out, on hold, or on reserve.
- Periodical volumes.
- Reference books
- Software.
- Archival or rare material.
- Audiovisual material (videocassettes, DVDs, film, audio recordings)

Procedure for Interlibrary loan

The ILL requests can be made using the electronic ILL request form available on the Holgate Library homepage (<http://www.bennett.edu/holgatelibrary.htm>) or by submitting a paper ILL request form (See Appendix). Check the library catalog holdings before making a ILL request.

When submitting an ILL request form, have the patron fill out the entries as completely as possible. For books, this includes the Title, Author, Publisher, Edition, and Date of publication and the latest acceptable date for receiving the item. For articles, we'll need the Title of the periodical, Author of article, article Title, Volume and Issue # of periodical, Date and Pages of article & the latest acceptable date for receiving the item. This will

Enhance the swiftness of the request process. Contact information (preferably an email address) is required.

- The library loaning books determines the due date. Usually they can be kept 3 weeks. Articles may be kept by the requester.
- Books can be renewed unless otherwise indicated by the lending library. Requests for Renewals should be requested 5 days before the due date.
- Renewal requests can be taken in person, by phone or email.
- To assist this process record patron's name, title of the book submit to appropriate staff
- The patron will be notified of the new date if approved by the lending library
- Return the book if renewal is denied.

Processing Procedures

In order to process requests from Holgate Library patrons as well as requests from other libraries, a staff member must log in to First Search on OCLC Worldshare Management System (WMS) using their authorization number and password.

Requests from other libraries are printed out & searched for in the catalog and the library shelf. If the item is found, prepare it for mailing by putting a slip on the front cover of the book that details lending library, borrowing library, due date, ILL number assigned by WMS. Check the book in the library circulation system using the ILL staff members proscribes procedure. Allow enough time for mailing the item to the requesting library, and adequate time for borrower to use and return.

Returning Material

If an item is returned late, the fine will be \$.10 per day the item overdue.

When an ILL item is returned from a Bennett patron, five things must occur: 1) The item must be discharged in WMS. 2) The item's brief title must be deleted, 3) The return must be recorded in the ILL binder, 4) The return must be recorded in OCLC, 5). All paperwork originally sent with the material must be returned.

To record the return in OCLC, Log in to the OCLC assigned authorization. Click **Start** and select the **Resource Sharing**

tab at the top of the first page. Enter the ILL number of the returned item in the **Search for Requests box**. When the record appears, make sure the box labeled **Return with Today's Date** is checked, and select the **Update** tab. The lending library has now been notified that item has been returned and will soon be in transit. Log out of First Search.

Look in the ILL notebook for any invoice or material that may have come with the item. Some schools require this invoice be returned and some do not, but it is a good idea to send it back either way. This paperwork also often has a return address attached.

Prepare the book for mailing. Affix the return label to an appropriate size envelope and seal. Weigh the item to determine the amount of postage needed. Record the figure in the **Postage Account** folder on the desktop. Fill out the postage slip that is kept at the circulation desk. Write the date, number of items being mailed, the Library's billing number of **4100** & sign it. Put the package in a postal carrier or, if one is not available, on top of the book return counter.

BENNETT COLLEGE ARCHIVES

The core mission of the Archives is to collect and preserve the permanently valuable records of an institution. Bennett College, recognizing its responsibility for the orderly retention and disposition of all College records, organized within the Library, the College Archives core mission is to collect and preserve the permanently valuable records of the College. The records that have been generated by the offices and departments of the College provide the most tangible evidence of Bennett's origins and development as well as the activities and achievements of its officers, faculty, students, and alumnae.

Archival records can also provide faculty and other scholars with essential documentation of how Bennett has pursued its role as an educational institution, particularly as an institution providing higher education to African American women. In conjunction with its primary mission, the Archives also collects the personal and professional papers of College officers, faculty, staff and alumnae, as well as, the papers and records of individuals and organizations where the subject matter of the collection is particularly relevant to College history.

Archives Policy and Procedures

The increase in records coming into the Archives will necessitate the creation of standardized policies and procedures for all archival duties. The policies and procedures will provide functional steps to ensure consistency in acquisition, which includes developing a detailed collecting policy for material generated by the college and donated collections; accessioning, which includes developing policies, procedures and legal documents to ensure the systematic transfer of records from campus offices and from donors to the Archives; processing which includes establishing inventory procedures for material currently in the Archives as well as for incoming material, and establishing rules for arrangement and description of collections; reference and access, which includes

developing rules for use of material, determining what records are open to researchers, and who will be allowed access to records. Long-term goals in these areas include:

Accession

- The archives should establish an accession record and inventory form to keep track of new material coming into the archives. The form provides for the basic data including accession date, title of collection, office or donor, date of donation, restrictions, size, and description of collection.
- Create a collection control file for every collection. The collection control file should contain all documentation related to the acquisition and care of a collection including the transfer form or signed deed of gift, correspondence with the office or with the donor, accession record and inventory form, appraisals, details related to restrictions, preservation needs and treatments
- Establish a database to keep track of acquisitions by office or donor, collection title, date of transfer or gift, and accession number
- Create transfer forms for institutional records transferred to the Archives and a Deed of Gift form for manuscript collections donated to the Archives.
- In order to meet its obligation of collecting and preserving the historically relevant records of the College, the Archives must adhere to the records management program established for the entire campus. The program would outline disposal and retention schedules for each department and office to be accessioned into the college archives.

Research policy

Archives researchers should be required to complete a registration form, sign rules and regulations for using the archival material and show identification.

Statistic about research use of the collections should be maintained by the archivist to assist with planning and development strategies for the program. Included should be information such as the number of researchers and the number of visits, researcher profile (students, faculty, journalists, authors; geographic and institutional affiliations), and publications and projects in which the Archives' material has been used.

Researcher procedure

- Permission to examine materials in archives is granted when a patron has registered with the archivist. Registration forms will become part of the permanent record of the department. Sign-in will be required at each subsequent visit.
- All materials must be used in the Archives research room.
- Neither food nor drink is allowed in the archives area. The library is a smoke free building.
- All book bags, briefcases, other carrying cases must be stored in an area designated by the Archives staff. All personal property brought into the reading area of archives is subject to inspection upon leaving.
- Pencils and laptop computer only for note taking. Pens, markers and scanners may not be used in Archives.

- Care must be taken in handling all archived materials. If you feel something is misplaced or missing, please consult immediately with the archives staff. Do not lean on, write on or write over documents. Do not fold, trace, fasten with paper clips, or handle materials in any way likely to damage it. Do not use post-it type makers.
- Limited photocopying is available at 10 cents per copy. The Archives reserve the right to limit copies made and to refuse to copy an item if copying will damage the material, or in our judgment or the staff would involve violation of copyright law.
- Researchers agree to acknowledge the Bennett College Archives as holding the original document. A credit line must appear beneath an image published or reproduced. Researchers agree not to duplicate documents for sale.

Circulation Policy

- No materials in Archives can be carried outside the Archives area.
- Archives are open Monday thru Friday 8 am to 5 pm by appointment only.
- Appointments must be prearranged at least 24 hours in advance.
- Material cannot be retrieved after 4:00 pm Monday thru Friday nor on all day Saturday or Sunday.
- Other hours can be arranged according to the availability of staffing.

Selection Policy

The college archives acquire materials relating to the college's beginning, legend, policies, improvements, expansions, services, and accomplishments of its students, faculty, staff, and alumni. It maintains college correspondences, documents, files, records and other materials deemed to be of significant historical and research value to the college. Materials not related to the university but have significant impact upon the black experience and the local area are collected on a selective basis

The Thomas Holgate Library Archives is committed to the preservation of it's' collections. Preservation is the action taken to prevent, stop or retard deterioration of library material, as well as to improve their condition, or as necessary, to change their format in order to preserve the intellectual content

The basic goal of the archives is to support the mission of the library and of the college by providing resources and services to meet the information requirements of faculty, students, staff, alumni, historians and research in the campus community

The purpose of this selection/collection development policy is to provide guidelines for the selection of materials that are consistent with the goal and objectives of the library archives and college.

Materials for Archival Inclusion:

- ❖ Minutes and records of the Board of Trustees
- ❖ Minutes and records of the faculty senate
- ❖ Minutes and records of college wide committees

- ❖ Official reports, Departmental Self Study Reports
- ❖ College Yearbooks, Bulletins, and special recruiting materials
- ❖ Special publications, news clippings .
- ❖ Student publications
- ❖ Student organization and activities materials
- ❖ Pamphlets and books dealing with Bennett College
- ❖ Pictorial materials, including photographs of campus, buildings, events
Note: Individuals in photographs must be identified before transfer to Archives.
- ❖ Alumni publications and papers
- ❖ Campus building plans
- ❖ Faculty publications
- ❖ Oral history tape's or videos

Preservation

Establishing good policies and procedures for handling, processing, emergency planning, and access to and usage of collections will help to guard against the deterioration of the Archive's collections.

Other important steps include:

1. maintaining a secure and controlled environment
2. re-housing and processing collections appropriately including removing staples and other potentially damaging items
3. treating groups of material such as basic cleaning, reformatting, and flattening rolled items. Item level conservation should be used for important, special and fragile items

AREAS OF IMPORTANCE TO PRESERVATION OF BENNETT ARCHIVES

Environmental Control

Environmental Control or preservation refers to the activities associated with the handling and storage of archival material. A good preservation program includes adequate storage containers to house the collection, shelving large enough to support the size and weight of the collection, temperature and humidity control, protection from light and biological agents and security.

Physical layout:

- To make the most efficient use of the space, existing shelving should be configured to maximize total capacity.
- Boxed archival material stored at least 6 inches off the floor
- Archival material requires large amounts of space for sorting, organizing and re-housing.

Temperature and humidity control:

- To insure a stable environment for the collection, the recommended temperature for an archival facility is 70F+/-2 and a relative humidity of 45 percent +/-2 percent.
- Severe fluctuations of temperature and humidity, particularly during the summer months, must be controlled.
- The Archives windows should not allow light into the stacks that may contribute to difficulty in controlling temperature and humidity. It may be necessary to install window coverings in addition to the blinds presently covering the windows. This step will also help to minimize light exposure to archives material.

Biological Agents:

- Second only to the damage caused by fire and flood, is the damage done to archival material by mold, mildew and pests. Maintain a strict policy barring eating and drinking in the Archives.
- Regular housekeeping is essential. Establish a policy of periodically dusting the boxes and shelves in the Archives.
- Removing items from the floor will lessen the places where pests can hide or nest.
- Make sure that the Archives is included during routine pest control inspections as a part of the Library's general maintenance.
- Receive new collections in solitary area to inspect for mold, mildew, or pests, for cleaning or re-housing. A space is needed to temporarily store new acquisitions that have not been packed or inspected by the archives staff before storing in archives area. It is important to isolate material before they are integrated into the archives as not to contaminate the other collections.

Security:

- Maintain a policy of limited access to the Archives by people other than Archives staff. Reiterate to maintenance and security personnel that the Archives is a restricted access area. Suspicious or unauthorized entry should be reported immediately.
- Encourage archives personnel to lock the door whenever they leave the area. This is especially crucial given the archives proximity to the building's exterior doors.

Intellectual Control of the Collection

“Records collected over the years can become an unintelligible pile of useless paper unless intellectual control is maintained.” This quote from the website of the Georgia Department of Archives and History puts into clear perspective the need and importance of establishing intellectual control over the records generated by the College. Effective intellectual control is used to determine the content of the collection, assists the records custodian to set priorities for managing the collection, helps to address issues that may cause deterioration of the material, and enhances accessibility for research.

Using the inventory as a guide, material should be identified, sorted and labeled according to the office of origin, creator or event.

For each collection or record group identified, a simple accession record should be created, retroactively accessioning the material

The accession record would include basic data such as:

1. title of collection, i.e. office of the president, self-study records, Koontz Papers
2. inclusive dates of material
3. office of origin or donor
4. date material transferred to archives or date when donated (when known)
5. restrictions (whether the records can be open for researchers or if they must be closed due to legal requirements, such as student files)
6. size of collection or quantity of material (# of boxes; for small collections #of items can be listed)
7. description of collection (the box inventory can serve as the description of the collection)

The archives should also establish an accession record and inventory form to keep track of new material coming into the archives.

In addition to establishing control generally, this process will also assist in enhancing the physical control of the material.

- Paper items should be stored in acid-free buffered, lignin free file folders and boxes
- Material stored in file cabinets should be transferred to archival folders and boxes and stored on shelving
- Photographs in the collections are best housed individually in chemically stable polyester sleeves such as mylar or polyethylene
- Damaged and fragile documents should be stored in polyester sleeves

- The optimal condition for storing audio and video tapes are usually well beyond the capabilities of small archives. In order to preserve the life of the tapes, they should be stored in closed containers, vertically on the shelves.
- Brittle newspaper should be removed from collections and photocopied using acid-free paper

Use appropriate size containers to house materials. When necessary box fillers (document case inserts) can be used to keep material from curving inside boxes.

Records Management

The bedrock of a functional archival program is a functional records management program. The purpose of a records management program is to insure the preservation of permanently valuable records and that they are accessible to all who need them. Providing basic records management services for the campus will help to prevent the lost and destruction of legally and historically valuable material. Records management at repositories with larger staffs and facilities involves surveying all offices that produce records to determine the kinds of records created, determining the life cycle of the records, and scheduling the records for permanent storage in the Archives or eventual disposal. Although, this kind of overall management is not possible now at Bennett, it is important to establish some basic procedures to identify the permanently valuable records of the College and to get those records either into the Archives or into safe storage when they are no longer necessary for the day-to-day business of the institution.

Other records of permanent historical and archival value to the College include:

- Records of the Senior Administrators and Deans Offices. These records include correspondence, including memoranda, policies, reports, committee minutes, business files, self-study reports, and printed material such as brochures, pamphlets and flyers.
- Records from Academic Offices: correspondence, annual reports, final grant reports, policy statements, planning documents, symposium or conference files, newsletters and publications.
- Faculty meeting minutes
- Course syllabi
- Faculty publications
- College publications: catalogs, newspapers, yearbooks, literary magazines, newsletters, brochures, programs, posters
- Student organization records: minutes, publications, photographs
- Films, recordings, tapes, and photographs produced by the College
- Alumnae programs and publications

Reference

One of the principal tenets of the archives is that records are preserved to be used. In addition to their value for the administrative use of the institution, archival material is equally important for research use. Reference service is the range of activities that

facilitate use of archival material. Providing intellectual access to archival material is a fundamental task for reference services.

Providing reference services to scholars and other members of the public may be more problematic than the services provided to the campus community. You must weigh each request in terms of time and the accessibility of the resources requested. Another determining factor could be the value of the research to the college. It may be necessary to point the researcher to another repository that can provide the same or similar information. If you decide that the material needed is only at Bennett, can the researcher work with unprocessed collections? These are some of the factors that you must consider before deciding how you will accommodate scholars and other researchers outside of the campus community. There is nothing more frustrating than inviting scholars to use your collections then not being able to assist them in a timely or complete manner.

Legal Authority

In order to carry out the functions of an archives, a statement of authority from the institution's administration is necessary. It formally establishes the Archives as the official repository for college records and other donated material. This policy statement delineating the mission, responsibility and authority of the College Archivist to carry out archival and records management functions.

Financial Support

Monetary commitment to the development of the archives by the institution is paramount. Ongoing expenses such as staff salaries and benefits, archival and office supplies, office maintenance, up-keep and renovation of archival facilities, and staff development are key elements in maintaining a strong program.

Computer Use Policy and Procedures

The Thomas F. Holgate Library provides public use computers to facilitate the college community access to locally held and remotely stored electronic data. Equipment and electronic resources are accessible during all library service hours. Staff members are available to assist users in meeting their information needs with the computers.

Purpose:

The purpose of this document is to prohibit unacceptable uses of the Bennett College library computers, and to educate users about their responsibilities.

User eligibility/rights/responsibilities

The library computers are open access and available on a first-come, first-served basis to students, faculty and staff. The use of computers in Holgate Library is a collective

privilege, not an individual right. It is the objective of the library to maintain an atmosphere of constructive learning, academic freedom, and proper asset management and control

User Agreement

- All users must abide by established guidelines of the computer use agreement. Use of library computers constitute acceptance of the agreement.
- No person may use library computer resources for any illegal or unauthorized act. Specifically, individuals may not use computer resources to violate any state or federal laws or any regulation of Bennett College including, but not limited to, any laws and regulations governing the creation, dissemination, or possessing of pornography or other illegal documents or images, the possession or use of programs, files or instructions for violating system security, and the violation of copyright law.
- Changing, modifying, or eliminating Library computer configurations and loading any application or program software onto the Library computers is prohibited.
- All hardware and software malfunctions must be reported to the library staff immediately.
- Internet computers are in a public environment and privacy is not guaranteed.
- Inappropriate use of computers could result in the revocation of privileges.
- Library laptop computers circulate in-house 2 hours with one renewal except in the case of high demand.

Penalties:

Violations of these policies incur the same types of disciplinary measures as violations of the Bennett College code of ethics and code of conduct as cited in the Bennett Belle Book or state or federal laws, including criminal prosecution as appropriate.

Computer Use Policy approval: Academic Council 9/21/2005 President's Senior Staff 11/29.2005

BENNETT COLLEGE FOR WOMEN



Laptop Checkout Agreement

I, _____ agree to the following laptop checkout terms:
(Print Name)

1. I am a currently enrolled Bennett College For Women student or College employee (faculty or staff). I understand that the laptops and accessories (ex. Headsets) are for use **ONLY** within the library with College ID.
2. I will not leave the laptop or accessories unattended.
3. I understand that the laptop checkout period is for two hours. I will be able to renew a laptop along with accessories after my checkout period has expired **ONLY** if another eligible person is not waiting to checkout a laptop or the accessory **OR** if the library is not scheduled to close in two hours or less. I will return the laptop along with all accessories when due, or I will be charged a fee of \$.25 for each hour or any portion thereof that the laptop or accessory is overdue with a maximum of \$10.00.
4. I understand that if I lose or damage a laptop or a laptop accessory item, I will be charged a replacement fee for the laptop not to exceed \$2100.00 and a replacement fee for each accessory not to exceed \$350.00. In addition to the replacement fees, I will also be charged a processing fee of \$25.00 in order to replace a laptop and, if applicable, a processing fee of \$25.00 for each accessory.
5. I will return the laptop along with accessories to the circulation desk at least 15 minutes prior to my checkout period expiring in order to allow time for the check-in process to be completed. I am responsible for planning my time accordingly and I will not rely on the time on the laptop nor the clocks in the library because they may be inaccurate.
6. I am responsible for providing my own storage media (i.e. floppy disk, CD/RW, USB etc.) in order to save any file(s) I created or downloaded. I will not hold the College liable for the misuse or deletion of any files I inadvertently saved to the hard drive nor for any items left inside any laptop component.
7. I will not install, remove, or modify any of the software, hardware and accessories provided with the laptop in the checkout program. Doing so may result in the suspension of my privileges and/or the accrual of fines.
8. I will review and abide by the College's computing & Networking policy and the Thomas F. Holgate Library policies. I understand that violation of either may result in appropriate penalties.

Borrower's Signature

Student ID#

Date (M/D/Y)

Staff Signature

Date (M/D/Y)

Staff Development

Staff members are encouraged to attend job-related meetings and workshops. Attendance should all have the prior approval of the Library Director. Employees will be considered to be in work status while attending such meetings, and will be expected to share conference information with library staff upon their return. Employees are encouraged to belong to professional organizations, but the membership fees are the responsibility of the employee.

Library meeting room policy

The primary purpose of the rooms in the library is to support library classes, functions, meetings, and programs. There are 2 rooms located in the lower level of the library where there is a handicap entrance. According to availability theses, rooms must be booked at least 24 hours in advance by calling 517-2141. If the meeting require technology check with auxiliary services to make sure the area you are booking will have the equipment needed. The following guidelines must be followed during the use of the library meeting rooms:

- No food allowed
- The library is not responsible for unattended items.
- Meeting room must be booked at least 24 hours in advance
- Noise levels must be kept to a minimum so as not to interrupt the study environment

Miscellaneous Library Policies

Cell Phone use in library

The Library requires all individuals to set their cell phones to no-ring (vibrate) mode upon entering the library building. If you must use your cell phone to make or receive a phone call while in the library, go to the front porch of the library or to the lower level lobby. Remember to keep your voice to a reasonable level, so as not to disturb other library patrons.

Food and Drink

Food and drink is not allowed in the library. Persons observed eating food or drinking will be asked to leave the library. Persons bringing food or drink into the library will be asked to leave their food or drink at a service desk while they are in the library.

Copy Machines

Turn on the copier by pressing the on button located on the right side of the machine. There is a warm up period of approx 2 minutes when the “Ready to copy” appear in the display window the machine is ready for use. The copier has an automatic cut-off and may require this procedure if machine has been used sparingly. Copies are \$.10.

Printing

Documents can be printed from any desktop computer or laptop using the Wepa system. Patrons are asked to retrieve all printed material from the printer before leaving the building.

Closing the Library

Patrons should be notified of library closing 15 minutes prior to closing. The circulation desk will discontinue checking out materials 15 minutes prior to closing.

Fifteen minutes prior to closing the library, all reserve materials must be returned to the circulation desk to be checked in and put on the shelf. All laptops should be returned to the closet and locked up. The Deep Freeze software will clean all computer during the down time at night. When closing the circulation desk and reserve desks, empty book drops, make sure all reserve materials are checked in before signing off computer.

Friends of the Library

As a member of the Friends of the Thomas F. Holgate Library at Bennett College, you will assist in the important endeavor of helping to provide much needed equipment and library materials.

The Library serves the students, faculty, staff and alumni by providing excellent service and quality materials for: curriculum support, research, and study and career development. Our friendly staff enjoy their work and the variety of people they come in contact with everyday.

As a part of the Friend of the Library family you will enjoy the benefits extended to friends members:

- Access and borrowing privileges
- Access to electronic resources at the library
- Computer use for word processing
- Notification of College programs
- Reference services

