

East Tennessee State University

Policy: Section 7: Facilities

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Facilities Use Policy

Refer to ETSU D. P. Culp University Center at:

<https://www.etsu.edu/students/univcent/policies/default.php>

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Quillen College of Medicine Medical Library

The ETSU Quillen College of Medicine (QCOM) Medical Library acquires, organizes, manages, and facilitates access to medical and bio-medical sciences' learning resources and information to support the education, research, patient care, and collaborative programs of the College of Medicine.

The Mission Statement of the Medical Library

Refer to the ETSU QCOM Medical Library at:

<https://www.etsu.edu/medlib/>

Free Inquiry and the Medical Library

Refer to statement as defined in the initial sections of this policy.

Collection Development Policies

Book Order Policy

All faculty, administrators, staff and students at ETSU QCOM are encouraged to participate in building the library's book collection. Requests for books should be channeled through the appropriate academic department's library representatives/liaisons, who can evaluate and route requests in a manner consistent with the library and departmental policy. All requests are subject to available funds.

Consideration is also given to the priority level assigned by the requestor:

1. Essential for instruction or research

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2. Supplementary for reading or research
3. Developmental: useful in the growth of the existing collection

To assist in book selection and recommendations, publisher's catalogs and Internet databases may be used. Submit titles directly to the QCOM Library administration.

It is the policy of the QCOM Medical Library to purchase only one copy of a book or monograph for addition to any collection, unless there is a demonstrated need for additional copies for reserve or curriculum support.

Gift Book Policy: Information for Prospective Donors

Donors contribute significantly to strengthening the collection and fulfilling the mission of QCOM Medical Library through their gifts of books. Gifts of library materials are subject to acceptance by the library faculty. Items will be evaluated in terms of institutional value, considering whether materials duplicate library holdings and support the curriculum.

When the library accepts a gift, it becomes the property of the QCOM Medical Library, which reserves the right to determine whether the gift will be retained, where it will be located and how it will be cataloged and circulated. Materials not retained may be disposed of by the library administration as they see fit.

The library will provide appropriate acknowledgment of gifts. However, university policy does not permit including the dollar value of the gift in the acknowledgment. This is the donor's responsibility.

The Acquisitions Department will receive gifts. For questions regarding gifts or the gift policy, contact the Department Coordinator.

Periodicals Acquisition Policy

The QCOM Medical Library Periodicals Department manages the library periodical collection. The selection and recommendation of periodicals and journals are made by individual departments and are subject to final approval of the Medical Library Director with the advice of the Learning Resources Advisory Committee.

The library honors requests from programs reviewed for re-accreditation purposes.

The collection is maintained at current cost levels. This means that for each new title added to the collection, one or more titles must be cancelled.

Library Circulation/Reserve Policy

Circulation Policy

1. Patron Eligibility - Refer to Library Circulation/Reserve/E-Reserve, section a., under main University Libraries above.

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2. Library Patron Loan Categories:

- a. Faculty/staff loan period: 90 days for books and 3 days for periodicals, subject to recall; renewals possible if there are no holds.

Refer to Circulation/Reserve/E-Reserve, Circulation Policy section b. (1), under main University Libraries above.

2. Student loan period: 4 weeks for books and 3 days for periodicals; renewals possible if there are no holds.

Refer to Circulation/Reserve/E-Reserve, Circulation Policy section b. (2), under main University Libraries above.

3. Reserve loan period

Refer to Circulation/Reserve/E-Reserve, Circulation Policy section b. (3), under main University Libraries above.

c. Fines

Refer to Circulation/Reserve/E-Reserve, Circulation Policy section c., under main University Libraries above.

d. Encumbrances

Refer to Circulation/Reserve/E-Reserve, Circulation Policy section d., under main University Libraries above.

e. Disposition of Charges

All money paid for fines go into the QCOM Medical Libraries "Revenue" account.

Course Reserve Policy

Materials placed on reserve include materials from the QCOM Medical Library collections, materials owned by a faculty member, and photocopies of materials. Photocopying of all materials is the responsibility of the faculty member for purposes of copyright compliance. Copyright law guidelines require the library to hold no more than one photocopy of a work on reserve. Students may make their own study copy from the reserve item. Faculty members are asked to sign acknowledgment of copyright responsibility in the space provided on the Course Reserve Materials List.

a. Personal Copy

Refer to Course Reserve/E-Reserve Policy, Forms, (2), b., (2), (b), under main University Libraries above.

b. Photocopies

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Refer to Course Reserve/E-Reserve Policy, Forms, (2), b., (2), (c), under main University Libraries above.

c. Loan Periods

Refer to Course Reserve/E-Reserve Policy, Loan Periods, under main University Libraries above.

d. Faculty Loan Privileges

Refer to Course Reserve/E-Reserve Policy, Faculty Loan Privileges, under main University Libraries above.

e. Periodicals

Refer to Course Reserve/E-Reserve Policy, Periodicals, under main University Libraries above.

f. Reserve Fines

Refer to Course Reserve/E-Reserve Policy, Reserve Fines, under main University Libraries above.

g. Removal from Reserve

Refer to Course Reserve/E-Reserve Policy, Removal from Reserve, under main University Libraries above.

Copyright Guidelines with Respect to Books and Periodicals

Refer to Copyright Guidelines with Respect to Books and Periodicals under main University Libraries above.

Faculty Borrowing Policy

Refer to Faculty Borrowing Policy under main University Libraries above.

Tennessee Academic Library Collaborative (TALC)

Refer to Faculty Borrowing Policy under main University Libraries above.

Confidentiality of Records Policy

Refer to Faculty Borrowing Policy under main University Libraries above.

Photocopy Services

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A copy card may be used in the self-service copiers in the library at \$0.05 per copy. A copy card vending machine, which dispenses cards at a cost of \$0.40 per card, is available. ETSU personnel may use their University I.D. card as a copy card. Ask for assistance at the Circulation Desk.

ETSU Faculty may request photocopies of articles from journals held by the Medical Library. The cost is \$0.10 per page. If the request is for "Rush" and/or to be faxed, an extra \$2.00 per article will be added to the charges.

Interlibrary Loan Policy

The Interlibrary Loan (ILL) department obtains materials from other libraries to support the teaching and research of all ETSU faculty. First-time users and all faculty with special or rush requests should contact the ILL Department to discuss policies. ILL costs are as below:

ETSU Students: \$1.00 non-refundable processing fee per article plus lending library/faxing fee, if applicable;

University Departments/Faculty and Staff/Affiliated Hospital Libraries: \$2.00 non-refundable fee per article plus lending library/faxing fee, if applicable;

Community Health Professionals: \$15.00 per article plus lending library/faxing fee, if applicable;

LoansomeDoc Requests for affiliated members: \$2.00 per article plus lending library/faxing fee, if applicable;

LoansomeDoc Requests for non-affiliated members: \$10.00 per article plus lending library/faxing fee, if applicable.

Request forms are available at the Reference Desk or via the QCOM Medical Library WebPages.

ILL users are responsible for careful handling and prompt return of all borrowed materials.

Any charges from a lending library are passed on to the faculty member. Faculty authorized to charge their departments or university accounts should so indicate on request forms.

Library Instruction

The library instruction and orientation services program is geared toward the curricular needs of the university faculty. Instruction requests should be scheduled in advance through the QCOM Medical Library Reference Department. Faculty members should discuss with a librarian any class assignments related to library use, in order to increase the value of the learning experience related to library instruction. Faculty members who plan to have their classes do independent work in the library should schedule such visits with the Reference

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Services staff. Faculty or graduate teaching assistants should remain with their classes while in the library.

Database Access

Refer to Database Access Policy under main University Libraries above.

Library Internet Access and Use Policy

Mission Statement for Internet Use

Internet access at the James H. Quillen College of Medicine Library is an extension of our library's commitment to meeting the medical community's information needs. In addition to using the Internet as an information resource, the library also provides Internet access to information for the public.

Acceptable Use

The James H. Quillen College of Medicine library does NOT monitor and has no control over the information accessed through the Internet and cannot be held responsible for its content

Internet resources provided by the library are primarily provided for students, faculty and staff of ETSU and its colleges. We also provide access for community users as a courtesy.

The computer and Internet settings may not be changed.

The workstations may not be used for any fraudulent or unlawful purpose, including activities prohibited under any applicable federal, Tennessee, or local laws.

It is the responsibility of the user to be aware of the display of all notices concerning copyright and to respect the copyright laws of the United States.

Guidelines for Public Internet Use

1. Computer use by patrons may be limited to 30 minutes per session.
2. Extension of the time limit may be granted at the library staff's discretion and only if the computer does not need to be accessed by another patron.
3. Internet use on the public terminals does not include the use of Email or online chat rooms.
4. James H. Quillen College of Medicine Library is not responsible for the quality or accuracy of information found through Internet resources.

Internet access privileges will not be given to anyone who breaches this usage policy.

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University Libraries

(Sherrod and Extended Campuses)

The following library policies are reviewed periodically and are revised as necessary. Current library policies may be found on the University libraries website at: <http://www.sherrod.etsu.edu/>

Free Inquiry and the East Tennessee State University Libraries

The ETSU libraries provide a wide range and representation of published and electronic information to serve the objectives of the institution. The concept of free inquiry and its relation to the resources of the University libraries is self-evident; however, it is important to recognize and reaffirm the freedoms that are essential to the selection, organization, and use of the resources of the University.

The first essential freedom is to allow the selection of library books and other materials according to the instructional and research needs of the University faculty, recognizing the importance of representing all major views including those that may be currently unorthodox or controversial. The classification and arrangement of these library resources must also be based upon principles of free access, balanced with the need for preservation of resources.

The second essential freedom is to allow free inquiry by the individual. Under no circumstances should a faculty member, employee or student of East Tennessee State University be denied access to the library's collections or its facilities, or have any limitations imposed on use because of age, sex, color, race, religion, national origin, disability, veteran status, or sexual orientation.

Collection Development Policy

All faculty, administrators and students at ETSU are encouraged to participate in building the library's collections. Requests for materials should be channeled through the appropriate academic department, which can evaluate and route requests in a manner consistent with the library and departmental policy.

Book Requests

All books requested for the library are subject to available funds. Consideration is also given to the priority level assigned by the requestor:

1. Essential for instruction or research
2. Supplementary for reading or research

Book requests can be made through the Acquisitions Department, departmental library coordinator, or via the Electronic Request Form (<http://libraries.etsu.edu>) on the Sherrod Library website. To assist in book selection and recommendations, several online review and selection resources are available from the acquisitions department.

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It is the policy of the University Libraries to purchase only one copy of a book or monograph for addition to any collection, unless there is a demonstrated need for additional copies for reserve or curriculum support. It is also policy to purchase only books that are not held by the NEW Libraries (Northeast State Community College, East Tennessee State University, and Watauga Regional Library), as reflected in the University Libraries catalog (<http://sherrod.etsu.edu>) as all books in the federation are available via regular courier service. Purchase of duplicate material will be considered if there is demonstrated need.

Gift Book Policy – Information for Prospective Donors

Refer to Sherrod Library at:

<http://sherrod.etsu.edu/about/giving>

Periodicals & Database Acquisition

Each title in the University Libraries periodical collection is assigned to departments within the various colleges campus-wide on basis of relevancy to discipline. Selection and recommendation of periodicals and journals are made by individual departments and are subject to final approval of the periodicals and acquisitions librarians.

The library honors journal requests from programs preparing for accreditation reviews as the budget allows. The collection is maintained at current cost levels, and for each additional title requested the department must suggest cancellation of one or more journals in their discipline of equal value.

The library prefers to subscribe to electronic journals to provide the broadest access to university students and personnel regardless of their location. Online periodicals (<http://sherrod.etsu.edu/tools/articles.html>) that are accessible by IP address are made available through a proxy server and are preferred over those requiring a password for access. Most of the library's electronic journals are obtained through subscriptions to vendor aggregated databases. New databases are selected based on recommendations from teaching faculty and library faculty. Some databases are provided through the Tennessee Electronic Library or the Regents Online Degree Program. Individual journals are also purchased when they are not available in one of the library's subscribed databases.

Library Circulation/Reserve/E-Reserve Policy

Circulation Policy

All persons checking out library materials must use their ETSU identification or library borrowers card.

Students are encumbered for overdue outstanding library materials and/or fines totaling \$10 or more. Failure to pay fines and charges for lost materials may result in students being encumbered and not being permitted to register for subsequent terms or receive transcripts from the Registrar's Office. However, grades are not withheld.

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e. Disposition of Charges

All money paid for fines goes into the University's general fund, not to the Library.

Course Reserve/E-Reserve Policy

Materials placed on reserve include materials from the Sherrod Library collections, materials owned by a faculty member, photocopies of materials, and materials that are scanned and posted to a server in PDF format (E-Reserve). Photocopying of all materials is the responsibility of the faculty member for purposes of copyright compliance. Copyright law guidelines require the library to hold no more than one photocopy of a work on reserve. Students may make their own study copy from the reserve item. Faculty members are asked to sign acknowledgment of copyright responsibility in the space provided on the Course Reserve Materials List.

a. New Lists

Reserve Lists should be submitted at least 5 working days prior to the time the assignment is announced to students. The period of time required for processing a reserve list varies according to the volume of reserve requests, availability of materials and delays in retrieving books on loan. Please keep in mind that processing delays increase during the beginning of each semester.

NOTE: Lists will be processed in the order in which they are received.

1. Limitations

- a. Faculty should not request more than 20 items for a course without consulting the reserve staff prior to submission of the list. Lists should be limited to required readings. Suggested or recommended reading lists and/or resource materials are used infrequently, and students benefit more from direct loan of suggested readings from the general collection for the regular 4-week loan period.
- b. The faculty member should retrieve library materials from the stacks to be submitted along with the Reserve Materials List form. Forms are also available at the Reserve Desk. Note: For best results, change the print page margins (all) to 0.25" and make sure the header and footer information is not being printed. In Netscape or Internet Explorer, these settings are under the File menu then the Page Setting Menu.
- c. Materials are processed during weekdays only. Staff are not available for processing nights or weekends.

b. Forms

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1. The Reserve Materials List form must include the following information:

- a. Faculty name
- b. Department
- c. Faculty extension number
- d. Semester and year
- e. Course number
- f. Date materials are to be removed from reserve
- g. Type of loan period desired
- h. Complete call numbers
- i. Building name/room number for return of materials
- j. Acknowledgment of copyright responsibility (faculty signature).

NOTE: If the assignment is to be a chapter in a book, please list the source by the book author and title, and then the chapter number.

2. Identification of reserve material for retrieval and records purposes uses one of the following designations.

1. a. Call Numbers. Materials from the Sherrod Library collections are identified by Dewey Decimal or Library of Congress call numbers.
- b. Personal Copy. Materials owned by a faculty member and loaned to the Reserve Desk will be shelved on Personal Copy shelves, alphabetically by faculty surname. When personal copies of titles on reserve are lost by users, the library is not liable for the loss; however, the library reserve staff will contact the faculty member concerning fines and/or replacement charges which would be consistent with library fine policies.
- c. Photocopies. Photocopies of materials are placed in folders, labeled by author and title, and are filed under faculty surname and then by author's surname (or title if there is no author). Photocopying of all material is the responsibility of the faculty member. For purposes of copyright compliance, a full bibliographic citation (author, title, publisher, date, etc.) documenting the source must accompany each photocopied article.

Copyright: Recent Copyright Law interpretations require the library to hold no more than one photocopy of a work for more than one term. From this copy, students may make their own study copy (Public Law 94-533, Sections 107 & 108; House Report 94-1476 and House Report 94-1733). Attached are "Copyright Guidelines with Respect to Books and Periodicals." Further information on the Copyright Law is available from the Library Circulation Department Supervisor. Faculty members must sign the space provided on the Reserve Materials List form acknowledging copyright responsibility.

c. Loan Periods

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Faculty members select the most appropriate loan period for their reserve materials from the following categories.

1. Two-hour, NOT TO LEAVE LIBRARY. Material may be used in the library for only two hours at a time and must be returned at the end of the two (2) hour limit.
2. One-day, material may be checked out for one day.
3. Three-day, material may be checked out for three days. Holds and renewals are not permitted on reserve materials. When multiple requests are received for a title, the reserve staff will select the more restrictive loan period.

d. Faculty Loan Privileges

Faculty members, including those who placed the material on reserve, are subject to the same reserve loan periods as students.

e. Periodicals

Periodical issues (bound or unbound) will not be placed on reserve in the Circulation/ Reserve Department since these non-circulating materials are available in the Periodicals Department. Only personal photocopies of periodical articles will be placed on reserve. If a faculty member places an article from a periodical article on reserve, the article must be copied by the faculty member before submitting it to the Reserve Department staff. A full citation (author, title, publisher, date, etc.) documenting the source must accompany the photocopied article.

f. Reserve Fines

1. 2-hour reserve material - \$0.50 per hour overdue
2. 1-day and 3-day reserve material - \$1.00 per day overdue

The reserve fine schedule is designed to assure return of materials on time because high demand and accessibility to the material is the library's priority. Fines accrue to a maximum of \$50.00.

g. Removal from Reserve

Materials will be removed from the reserve collection as soon as possible after the date designated by the faculty member on the Reserve Materials List form as the termination date. Personal materials will be returned to the faculty member.

Materials are not automatically kept on active reserve status. All reserve materials will be reviewed periodically by the reserve staff and those materials not used frequently or recently will be removed.

Copyright Guidelines with Respect to Books and Periodicals

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Public Law 94-553 is a major revision of federal copyright law and has been in effect since January 1, 1978. Almost all aspects of the use of copyrighted materials in any form or medium are governed by this law. A part of the law which is especially important for educators at ETSU to be aware of is the concept of "fair use" as it applies to the reproduction of copyrighted works.

Faculty and Fair Use

The definition of fair use related to books and periodicals is provided in guidelines that were prepared as part of the Congressional Report accompanying the copyright law. Selections from the "Agreement of Guidelines for Classroom Copying in Not-For-Profit Educational Institutions" (H.R. Report 94-1476, p. 68-70) are summarized below using examples. The guidelines state the minimum and not the maximum standards of fair use under section 107 of the law.

Faculty MAY:

1. Make or request a single copy for use in scholarly research, or in teaching, or in preparation for teaching a class, of the following:
 - a. A chapter from a book;
 - b. An article from a periodical or newspaper;
 - c. A short story, short essay, or short poem, whether or not from a collective work; or
 - d. A chart, graph, diagram, drawing, cartoon, or picture from a book, periodical, or newspaper.
2. Make or request multiple copies for classroom use only, and not to exceed one per student in a class, of the following:
 - a. A complete poem, if it is less than 250 words and printed on not more than two pages;
 - b. An excerpt from a longer poem, if it is less than 250 words;
 - c. A complete article, story, or essay, if it is less than 2,500 words, or an excerpt from any prose work if it is less than 1,000 words or 10 percent of the work, whichever is less but in any event a minimum of 500 words; or
 - d. One chart, graph, diagram, drawing, cartoon, or picture per book or periodical.

Each copy must include a notice of copyright.

If there is sufficient time, permission must be obtained to reuse any copy from the copyright holder. NOTE: Copying shall not be repeated with respect to the same item by the same teacher from term to term.

Faculty MAY NOT:

1. Make multiple copies of a work for classroom use if it has already been copied for another course in the same institution.

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2. Make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term, or make multiple copies from the same collective work or periodical issue more than three times a term.
3. Make multiple copies of works more than nine times in the same class term.
4. Make a copy of works to take the place of an anthology.
5. Make a copy of consumable materials, such as workbooks.

In general, short portions of works may be copied to be used for criticism, commentary, news reporting, teaching, scholarship, or research by library patrons.

Copying by Faculty or Students with University Equipment: In unsupervised copying of copyrighted material by faculty or students using University duplication equipment (e.g., coin operated or unsupervised photocopying machines or audiovisual equipment), compliance with the copyright law is the responsibility of the individual.

Questions relating to copying for educational purposes can be directed to the Dean, University Libraries; or, consult an attorney.

Faculty Borrowing Policy

Faculty can borrow 100 library books for 90 days. Materials may be renewed in person, by phone, or via the patron account option on the online catalog.

Books borrowed by faculty will be recalled if another patron requests use of the item, and the faculty member has had the book at least 28 days. If a recalled book is not returned within 7 days from date of notification, it will be considered lost and the faculty member will be billed by the library for its replacement and processing costs.

A courtesy notice is sent to faculty members two weeks prior to the actual due date of an item. At the end of the 90-day loan period overdue notices will be sent via email or snail mail to faculty members. Fines on library materials will accumulate after the 90-day loan period. Faculty will be responsible for these fines and any costs regarding lost or damaged items.

Non-print materials, including videos, motion pictures, filmstrips, and audio recordings are checked out from the Library Media Center (LMC), located in 311 Sherrod Library, with no limitations except that material which is on reserve for another user must be returned in time for that user. No overdue fines are charged against a faculty member using LMC materials. Faculty will be responsible for any costs regarding lost or damaged materials. NOTE: Library faculty using videos for class presentations must reserve in advance since students are permitted to check out videos.

Visiting Faculty Library Privileges

The Sherrod Library recognizes the scholarly research and curriculum needs of the University's designated full-time visiting faculty through interlibrary loan privileges that are subject to the conditions and procedures described below:

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a. Temporary Faculty Borrowing Policy

Upon written notification by an ETSU vice-president, dean, or departmental chair, the Circulation Services Supervisor will authorize borrowing privileges to full-time visiting faculty. This notification will include the full name of the visiting faculty member, starting and ending dates of visit, and the sponsoring department's name and mailing address. The borrowing privileges will be accessed by presentation of an ETSU identification card issued at the time of registration with the sponsoring department. Sherrod Library faculty loan policy allows faculty to borrow books from the main circulating collection for 90-days. Materials may be renewed by telephone. A temporary faculty card expires on the ending date of the semester in which the card is issued but is renewable should the faculty member's work at ETSU continue past that date.

b. Procedure for Recall and Retrieval

Books borrowed by faculty will be recalled if another ETSU patron requests use of the item. Faculty members are not charged standard overdue fines for materials returned late, but must pay replacement charges for lost books and recall and reserve desk late charges. Replacement costs are based on the average cost of a book, currently \$45 for books from the main circulating collections.

Should materials charged out to visiting faculty remain outstanding after the visiting faculty member has left ETSU, the sponsoring University officials and offices will be asked to aid the library in retrieving the materials. All correspondence concerning recall or retrieval of library materials will be conducted through the appropriate departmental University offices.

Tennessee Academic Library Collaborative (TALC)

The Tennessee Academic Library Collaborative was created to foster collaboration activities among the libraries of Tennessee's public institutions of higher education. TALC is comprised of the libraries of the State University and Community College System of Tennessee (TBR) and the University of Tennessee System. The driving force behind TALC is a commitment to meeting the information needs of its collective clientele while striving to reduce the rate of increase of costs.

TALC has implemented a Universal Borrower's Card for approved members that can be used by faculty and students in obtaining library materials from sister institutions.

Confidentiality of Records Policy

The ETSU Libraries protect patrons' privacy regarding use of the library and library material. The patron records maintained in the library are considered private and confidential.

Library record is defined as a "document, record or other method of storing information retained by a library that identifies a person as having requested or obtained specific information or materials from such library. Library record does not include non-identifying

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material that may be retained for the purpose of studying or evaluating the circulation of library materials in general." Tennessee Code Annotated 10-8-101 (b).

TCA 10-8-101 through 10-8-103 provides that, "No employee of a library shall disclose any library record that identifies a person as having requested or obtained specific materials, information or services or as having otherwise used such library. Such Library records shall be considered an exception to the provisions of Section 10-7-503 (which provides that all public records shall be open for public inspection)."

Requests for confidential library information that cannot be honored:

1. A request for the circulation records of a patron.
2. A request by a faculty member for the identities of students who borrowed reserve items.
3. A request to review the circulation records of a student suspected of plagiarism.
4. A request to see interlibrary loan borrowing records.
5. A request for addresses, phone numbers, ID numbers, or other personal information contained in the patron database.
6. A request to see a list of individuals who are not members of the University community but who have been granted library borrowing privileges.
7. A request to reveal the nature of a patron's reference request or database search.
8. A request for a list of suggested acquisitions submitted by a particular person.
9. A request from law enforcement authorities for the identity of anyone conducting research on a particular subject.
- 10A request for the names of persons who have used audio-visual materials.
- 11A request for a list of items photocopied for or faxed to a particular person.
- 12A request by a parent for information such as fines or other fees by the library without the student's permission.
- 13A request to review past use of study room, listening room, study carrel, or CD-ROM workstation.

Library records may be disclosed only under the following circumstances:

1. Upon the written consent of the library patron.
2. Pursuant to the order of a court of competent jurisdiction. Upon receipt of such process, order, or subpoena, the library's officers will consult with their legal counsel to determine if such process, order, or subpoena is in proper form and if there is a showing of good cause for its issuance; if the process, order, or subpoena is not in proper form or if good cause has not been shown, they will insist that such defects be cured.
3. When used to seek reimbursement for the return of lost, stolen, misplaced or otherwise overdue library materials.

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Interlibrary Loan Policy

The Interlibrary Loan (ILL) department obtains materials from other libraries to support the teaching and research of all ETSU faculty and staff and the scholarly activity of enrolled students. Online access to an account for requesting and tracking books and other material is available to all current employees and students. ILL users are responsible for careful handling and prompt return of all borrowed materials. The Sherrod Library uses funds from indirect costs of grants to subsidize interlibrary loan fees and copyright fees for faculty, staff, and graduate students. Any fines from overdue or lost material are the responsibility of the patron.

Library Instruction

The library instruction program's purpose is to instill students and faculty with skills necessary to access, retrieve, capture, and evaluate information resources in print and electronic media. The information skills taught in the library instruction program support the University's mission by educating students to locate and use information that supports their scholarship, and whose aims are to help them become responsible, enlightened, and productive citizens; improve the human community; and enhance the cultural environment of the region. Instruction sessions are developed in conjunction with teaching faculty to meet the specific goals of their classes and pedagogical styles are developed to fit the needs of students in various disciplines and level of academic skill. The information seeking skills taught in library instruction classes are designed to assist students in fulfilling their information needs, not only for a particular class, but also for future topical interests. Instruction classes are continually revised and adapted to the changing information requests of teaching faculty and to embrace new information resources acquired by the library.

The library instruction and orientation services program is geared towards the curricular needs of the University faculty and is available for their classes. Faculty should schedule their library instruction needs two weeks in advance through the Faculty Outreach Librarian (1642 Sherrod Library). Faculty should be prepared to discuss with the assigned library faculty member any class assignments related to library use since they increase the learning experience related to library instruction. Faculty who plan to have their classes do independent work in the library should schedule such visits with the Faculty Outreach Librarian. Faculty or graduate teaching assistants should remain with their classes while in the library.

Database Access

The Sherrod Library offers access to commercial databases via end-user searching via the Internet. Access to a variety of bibliographic databases is available utilizing authentication with a current, valid ETSU ID log-on from any computer.

Library Assigned Study Rooms

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There are a total of 54 lockable Assigned Study Rooms in the central bookstack areas of the Sherrod Library, distributed 18 per floor. Six Assigned Study Rooms, two per floor, are reserved as open rooms.

The lockable Assigned Study Rooms include a work surface, chair, and electrical and data outlets for the use of personally owned equipment. There is no telephone service available in the study rooms. The proper installation of personal computers in the study rooms is the responsibility of the assignee.

Policies

Based on guidelines approved by the University Libraries Advisory Committee, the library Assigned Study Rooms are reserved only for the use of faculty and graduate students engaged in ETSU related research projects where access to the library collections and services is necessary as a contribution to that research.

NOTE: Long-term assignments of the study rooms are not made due to the demand for this important library resource.

Eligibility for Application

- a. All full-time ETSU tenured and tenure-track faculty working on a research project requiring library materials.
- b. All ETSU emeritus faculty working on a research project requiring library materials.
- c. Visiting resident faculty sponsored by an ETSU department working on a research project requiring library materials.
- d. Graduate students in the thesis or designated paper stage of their studies.

EXCLUSIONS: Graduate students in their first year of study, graduate research assistants who have access to faculty offices and spouses or family members of eligible faculty and graduate students.

Term of Assignment

The term of assignment for study rooms is one semester, renewable, but contingent upon demand by other applicants. The maximum period of assignment is limited to two semesters after which the assignee must vacate and reapply for post-assignment consideration.

Method of Assignment

Applicants will complete a library Assigned Study Room application available in the Sherrod Library Administration Office, Room 417. The application will then be reviewed by library administration and forwarded to the academic department chair or academic thesis committee chair to confirm and approve eligibility. The department or committee chair then

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forwards it to the Dean of Libraries. Approved applicants will be put on a list for assignment of a study room and will be notified by the office of the Dean of Libraries when one is available. All applicants will need to obtain a key from the Library Administration office for the Assigned Study Room. Lost keys will be charged to the applicant's account with an additional service charge when a lock change is required.

Library Media Center (LMC)

The Library Media Center (LMC) is housed in Sherrod Library, Room 311. It acquires, maintains, and circulates the University's collection of audiovisual media (including DVDs, videotapes, CD recordings, audio books, multimedia material, anatomy models, etc.) in support of all curriculum areas except those in the Quillen College of Medicine.

Acquisition Policy

All items requested for the LMC are subject to available funds. Consideration is also given to the priority level assigned by the requestor:

1. Essential for instruction or research
2. Supplementary for reading or research

Media requests can be made through the LMC, the Acquisitions Department, departmental library coordinator, or via the Electronic Request Form on the Sherrod Library website.

Requestors should check the online catalog for current holdings before submitting requests, and whenever possible, include copy of catalog description, review, or other citation.

Circulation

Circulation is free to students, faculty, and community borrowers. Loan periods, restrictions, and fines vary by type of material and patron category. All patrons must have a current ETSU ID.

a. Advance Bookings

Faculty are encouraged to make advance bookings of all materials to be used in class during the course of a semester. Bookings will be received in person, by phone, and email.

b. Course Reserves

Faculty are encouraged to place on reserve for in-house only materials of materials they assign for supplemental listening/ viewing during the course of a semester.

c. Type of Materials

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1. Audiobooks (CD or cassette). 28 day loan, renewable once if no hold, no limit for faculty/staff; limit of 2 for students. Overdue fines: \$.25 per day to a maximum of \$10.00; replacement fee of \$45.00.

2. DVD and Videotapes: one week loan for faculty staff and students, renewable once if no hold; no limit for faculty, 2 limit for students ; overdue fine \$1 per day to maximum of \$50 ; if lost, replacement fee of \$100 plus accumulated fine.

3. Anatomy models: 2 hour checkout (In Library Use Only) for Students, Faculty, Staff. \$.50 per hour late fee up to \$10.00. Replacement cost is \$100.00

4. Microcomputer software (media that accompanies, monographs, etc.): 28 day loan; otherwise 7 day loan ; no limit ; overdue fine \$1 per day to maximum of \$50; if lost, replacement fee of \$100 plus accumulated fine.

5. Media Equipment: LMC will circulate media equipment for short-term use only. This includes video projectors and TurningPoint Audience Response Systems Patron must fill out an Equipment Loan Contract form.

Viewing Facilities and Room Bookings

The LMC has viewing facilities available with 20 individual carrels, four small group rooms, two large group rooms, and a multimedia room.

Except for the room temporarily assigned to Supplemental Instruction, rooms are not available for long-term booking. Large and small group rooms, located on the third floor of Sherrod Library, are available on a first-come, first-serve basis or may be booked in advance by phoning the Library Media Center. The Multimedia Room (Room 309) should be booked at least 24 hours in advance, and presenters must have training in operating the equipment. This room is well suited for videoconferences and other multimedia presentations.

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