

Lake Region State College
Policy and Procedure Manual

SECTION 900.08
LIBRARY/MEDIA CENTER

1. The Paul Hoghaug Library serves as a reference, audiovisual and research center for students, faculty and the community. The library brings together various electronic and paper resources with divergent point of views that support and enhance the curriculum offered at the College. As an integral part of the College mission, the library staff will lead library patrons (students, faculty, staff and the community) to these resources by teaching information skills (literacy) that will not only meet the immediate needs of the library patrons but also their life-long learning needs.
2. The library will promote its identity through the quality of its resources and the service it provides. Collection development, acquisitions, (processing and cataloging) access services, (i.e. library usage, interlibrary loan) theft and mutilation policies and archival management are the components that lead to quality resources and services.
3. The library belongs to several library networks (JORD, ODIN, LaND, MINITEX and OCLC.) These networks assist the library in providing access in both print and electronic sources of information. The library maintains agreements with these networks. The requirements of these memberships play a role in the development of the College's bibliographic control and access service policies. For example: providing inter-library loans, following prescribed cataloging guidelines, allowing network patrons to use our library and adhering to network licensing agreements.
4. Collection Development Policy: The library will strive to maintain a collection of materials which reflect the curriculum needs of the college. Whenever possible the reference collection will reflect a broader perspective that provides resources that serves both the needs of the College and the community.
 - a. Materials will be chosen for their quality, diversity, currency and relevance to the curriculum and to the community where applicable. Selection will be based upon the Library Bill of Rights as published by the American Library Association.
 - b. The Library will develop and maintain a local history collection, to be housed in the Collinson Room. The development of this collection will follow the guidelines established by the College in 1997.
5. Bibliographic Control and Acquisitions: Once materials are selected, they will be processed according to the guidelines established for the library. Items will be cataloged using OCLC marc records and will follow the guidelines established by the ODIN library network.
 - a. All gifts to the library will be evaluated using the Collection Development policy before being accepted. Once accepted they become the property of the College. Donors names or a memorial will be placed in the front cover of the book or placed in a prominent place on the gift.
 - b. Reconsideration of materials will follow the guidelines established by the American Library Association. Specifically, the librarian will convene a committee of three (3) faculty, one (1) community person and one (1) student who will read the material and make a recommendation to the librarian.

- c. De-selection of materials will be based on the needs of the curriculum, considering maintaining divergent points of view, accessibility of the information at other libraries and in other formats.
- 6. Access Services: Circulation or Library usage policies will be outlined on the library website (See <https://lrsc.edu/library-learning-commons>) for all library patrons. Details regarding check-out usage, fines will be found in the library patrons. Details regarding check-out usage, fines will be found in the library and the library website.
 - a. Patrons are students, faculty, retired staff and faculty and any citizen of North Dakota. Some form of ID will be required to obtain a library card (student ID, registration sheet, and State ID or driver's license.)
 - b. Interlibrary loan services are available to all patrons. The library will adhere to all copyright laws governing use of material through interlibrary loan. In addition, the library adheres to its interlibrary loan agreements as a direct access library with the State Library and with the library networks of ODIN and MINITEX (regional service provider.)
- 7. Theft and Mutilation Policy: If the library staff observed a patron mutilating library material or if a patron is discovered leaving the library with mutilated library materials or if a patron is discovered leaving the library with mutilated library materials that are not charged out to him/her, said patron will be fined replacement cost of that material and a fine of twenty-five (\$25.00) plus suspension of library privileges until the matter has been resolved by the Vice President of Academic Services.
- 8. Archival Management: The library will house the College archives in the library and will maintain a basic index and access to these materials.
- 9. Audio Visual Equipment and Materials: The library maintains and houses all audio visual resources and equipment. The library provides limited production services for instruction and maintains publishing equipment for the campus.

History