

# Library Policies

Pacific Islands University Library  
(revised December 2018)

Table of Contents:

Page 3	Mission
Page 3	Purpose
Page 3	Vision
Page 3	I. Circulation Policies
	A. Patron Eligibility
Page 4	B. Loan Periods and Limits
	C. Overdue and non-returned materials and charges
Page 4	II. Library Services
	A. Reference Services
	B. Library Instruction/Information Literacy
Page 5	C. Interlibrary Loan
	D. Service to Distance Education students and faculty
	E. Reserves
Page 5	III. Collection
	A. Selection Policy
	B. Criteria for Inclusion
Page 6	C. Journals & Magazines
	D. Electronic Resources
	E. Donations
	F. Weeding
	G. Inventory
	H. Censorship Issues
	I. Challenges/Complaints
Page 6	IV. Collection Access, Cataloging & Processing of Materials
	V. Assessment
	VI. Fiscal Management
Page 7	VII. Copyright
	VIII. Confidentiality of Library Records
	IX. Library Environment
	X. Disclaimer

**Mission:**

The Pacific Islands University Library supports the PIU community in the individual's academic studies, ministries, and personal spiritual pursuits through access to quality resources and dedicated customer service.

**Purpose:**

To provide the University's academic programs access to course-related print and electronic resources;

To provide access to reliable Biblical, theological, and academic resources that meet user needs;

To assist users to develop effective research and information literacy skills to use a variety of traditional and electronic mediums; and

To serve as a resource to the local church community and Christian school teachers.

**Vision:**

The PIU Library is determined to increase the quality and quantity of its offerings to users of our facility. Streamlining operations, upgrading resources, and diversifying materials are ongoing priorities for the library staff. We emphasize personal spiritual growth with supporting materials to enhance our enduring academic offerings.

**I. Circulation Policies****A. Patron Eligibility**

1. All currently enrolled students and current staff, faculty and administration in good standing may borrow library materials and are entitled to all services and materials.
2. Other adults are welcome to use materials in the Library at no charge but may not borrow:
  - a. These include former students, alumnae, family members of current students, teachers at Christian schools, and community members.
  - b. If borrowing privileges are wanted, these adults may join the Friends of the Library Group at the annual membership fee.
3. Friends of the Library:
  - a. Mission of the Friends of the Library:
    - i. PIU's Friends of the Library provides adult community members with the ability to borrow materials and the opportunity to support the Library in a number of ways.
  - b. Types and Annual Dues:
    - i. Annual dues and types of membership categories are determined by the Library Director upon approval of the Administrative Council.
    - ii. Friends membership are for one year, starting from the day of payment.
    - iii. No refund of paid dues, even if privileges are suspended.
  - c. Spouses of current PIU staff, faculty and administration may obtain a Friends of the Library membership at no charge.
4. All authorized borrowers from the Library (including Friends) are:

- a. The only person to use a library account;
- b. Responsible for return of materials on time and in good condition;
- c. Promptly pay any assessed overdue fines, damage costs, or payment for lost books as determined by the Library;
- d. Proper use of library equipment and facilities; and
- e. Understand that failure to follow library regulations may result in limited or suspended privileges.

## **B. Loan Periods and Limits**

- 1. Books, journal/magazine issues, and CDs are borrowed for two week loan.
- 2. DVDS are for three day loan
  - a. Faculty, staff and administration may borrow DVDs for two weeks.
- 3. Renewal:
  - a. One renewal is permitted if no one has requested the item.
- 4. Borrowing limit:
  - a. Faculty, Staff, Administration and PIES students may have up to ten (10) items borrowed at any time.
  - b. All other borrowers may have up to six (6) items borrowed at any time.
- 5. Faculty, Staff and Administration may request extended loan of materials through the end of the semester.
- 6. All materials are due no later than and are to be returned by the end of the semester.
- 7. Non-circulating materials:
  - a. Reference collections, reserve materials and other non-circulating materials are for use in the library only and may not be taken from the Library.
  - b. Faculty may request special for short-term borrowing of non-circulating materials.
- 8. All materials are subject to immediate recall in extenuating circumstances such as needed for course reserve.

## **C. Overdue and non-returned materials and charges**

- 1. All borrowers are responsible for the prompt return of library materials.
- 2. The fine for late return of library materials by all borrowers is 15 cents per day.
  - a. The maximum overdue fine is \$5.00 per item.
- 3. The replacement charge for severely damaged, lost or non-returned materials will be based on its current cost plus shipping and handling costs as determined by the Library.
- 4. Outstanding obligation (unpaid fines and payment for damaged/lost/or non-returned materials of more than one (1) month or end of semester will be forwarded to the University Business Office.

## **II. Library Services:**

### **A. Reference Services**

- 1. Library personnel provides quality assistance in the use of library and its resources with the aim that library users develop knowledge and skills for

independent research and lifelong learning.

2. Reference services are provided in person and through electronic tutorials and guides via email for Distance Education students and faculty.

#### **B. Library Instruction/Information Literacy**

1. The Library provides both library orientation and information literacy sessions which are customized to course curriculum in collaboration with faculty.

2. These services are provided in person and through electronic tutorials and guides via email for Distance Education students and faculty.

#### **C. Interlibrary Loan**

1. Formal MOUs and agreement are maintained to facilitate resource sharing.

2. The Library will attempt to obtain materials or scanned documents not at the PIU Library from other libraries in accordance with U.S. copyright law and Guidelines.

3. The Library will attempt to provide PIU materials or scanned documents to other libraries in accordance with U.S. copyright law and Guidelines.

#### **D. Service to distance education students and faculty**

1. The Library provides appropriate and comparable level of service and to library and learning resources to distance education students and faculty.

2. These services are provided in person and through electronic tutorials and guides via email for Distance Education students and faculty.

#### **E. Reserve materials**

1. The Library maintains a reserve of course textbooks if the Library has a copy.

2. They are placed on 2 hour in-library use or in accordance with faculty use restrictions.

### **III. Collection Management:**

#### **A. Selection Policy:**

1. The goal of collection management is to ensure a balanced collection in a variety of formats that is responsive to the mission and philosophy of the University and the Library.

2. The Library collection should reflect the needs of the curriculum, ministry and spiritual growth of students, faculty, staff and administration.

3. Although collection development is the responsibility of all faculty, the Library Director has major and final responsibility for the overall quality and balance of the collection.

#### **B. Criteria for Inclusion:**

1. The resource should fall within the scope of the collection and provide for the curriculum, ministry, and spiritual growth needs of the PIU community.

2. The resource should be of contemporary and/or permanent value.

3. The scarcity of reliable material on the subject in the collection.

### **C. Journals and Magazines:**

1. Print copies of select magazines and journals are part of the collection when print copy is easier to use or electronic copy is not freely available.

### **D. Electronic Resources:**

1. The Library endeavors to provide access to Internet and other electronic resources that support the needs of the curriculum, ministry and spiritual growth of students, faculty, staff and administration.
2. These electronic resources are governed by the Fair Use section of the U.S. Copyright Law with the exception of electronic resources covered by agreements.

### **E. Donations:**

1. Donations that contribute to the collection management are encouraged.
2. Donations not meeting the collection management policy or collection need are disposed at the discretion of the Library Director.

### **F. Weeding**

1. Weeding the collection complements the selection process in the management and development of the collection. All Library resources should be assessed on a regular basis to determine if they meet current needs.

### **G. Inventory**

1. The Library conducts a complete inventory of the collection at least once every five years.

### **H. Censorship Issues:**

1. While the PIU Library does not condone the practice of censorship for the purposes of social or political agendas, inclusion or exclusion of resources is determined by the mission and vision of PIU, support of course curricula, and the benefit of the resources to student studies, ministry, and spiritual growth.

### **I. Challenges/Complaints**

1. Anyone in the PIU community may challenge the appropriateness of inclusion or exclusion of any library resource. First expressed with completion of "Request for Reconsideration" form and discussed with the Library Director and can be further communicated with University Administration.

## **IV. Collection Access, Cataloging and Processing of Materials**

- A. The Library follows professional standards and best practices in the organization, processing and access of resources, both physical and electronic.

## **V. Assessment**

- A. The Library assesses its resources and services at regular intervals to monitor effectiveness, continues good practices, and encourages growth as needed.

## **VI. Fiscal Management**

A. The Library follows University policy and procedures in the handling of money and budget matters.

## **VII. Copyright**

A. The Library abides by U.S. Copyright Law and Guidelines.

## **VIII. Confidentiality of Library Records**

A. The Library abides by professional standards and Guam Territorial Law [5 GCA § 80123] in regard to confidentiality of library records.

B. Information regarding an individual's borrowing is not shared with any other person except in the performance of Library functions such as the reporting to the Business Office of non-returned materials and unpaid fines and charges.

## **IX. Library Environment:**

A. The Library strives to provide a welcoming, friendly, and comfortable environment in support of studying, ministry and spiritual growth.

1. All library users are held to the Standard of Behavior policy as outlined in the *Catalog* and *Student Handbook*.

2. For the protection of the collection, food is not allowed in Library.

3. Use of computers, university Wi-Fi, and internet in the Library are in accordance

with University computer and Internet usage policies and guidelines.

B. For many the Library is the only quiet place for their studying. The Library fosters a balance between that need and a reasonable level of conversation.

1. Cell phone conversations should be taken outside the Library.

2. Listening to audio requires headphones or earbuds.

3. Children 13 and younger are to be accompanied by a parent.

## **X. Disclaimer**

This 2018 revision of the Library Policy started with the PIU Library Policy document last revised in 2011. It presents a comprehensive review of the Library's mission, purpose and vision and services and collection policy. The PIU Library Policy will be reviewed and revised periodically.

Mr. Paul B. Drake, PIU's Library Director, served as the primary compiler of this Library Policy, in collaboration with Stella F. Yafneg, Library Information Specialist.