

LSUA Library Services Policies

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Library Priorities

The following principles establish priorities:

1. University Mission Statement and goals
2. LSUA Library Services Statement of Purpose and Desired Outcomes
3. The Library Bill of Rights and other established standards and best practices published by the American Library Association, the Association of College and Research Libraries and its College Libraries Section
4. Comparisons with peer institutions and contemporary literature in library and information science
5. Review of literature, information from conferences, and listserv archives to determine best practices
6. Annual surveys
7. Feedback from students and faculty
8. Directives of the Chancellor and/or Vice Chancellor for Academic Affairs.
9. Mandates of accreditation bodies

The Director of Library Services develops goals and objectives with the library faculty and/or staff. Goals and objectives are assessed annually. The Director of Library Services, with advice from library faculty and/or feedback from faculty, students, or administrators, initiates changes in priorities and establishes policies and procedures to implement them.

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Library Instruction

Library faculty provides instruction in use of the library resources and other available information resources as well as strategic approaches to research. Instruction is provided as group sessions on general library topics or course-related assignments as well as point-of-use instruction to individuals. Instructors should schedule group instruction with the Coordinator of Reference Services and allow sufficient time for preparation. Instructors need to be present for group instruction to answer to course-related questions, give individual assistance to students, reinforce that the session is integral to the course, and to keep abreast of what their students are learning.

Distance Learners have access to all online library resources. A distance learner is a registered student whose courses do not require coming to campus and for whom distance makes a trip to the Library a hardship. Department Chairs should inform instructors that library services are available to their students. Upon request, the Coordinator of Reference Services advises instructors on what is available so that they can communicate the availability of library services to their students.

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Circulation

- An OaKard is required to check out books.
- 30-day circulation period for LSUA students and non-LSUA borrowers
- 15-book limit for LSUA students, staff, and LALINC borrowers
- 3-book limit for other non-LSUA borrowers
- 25-book limit for LSUA faculty
 - loans from circulating collection are due the last day of classes each semester.
 - Other loans to faculty are due the next day or the due date the library determines for an item.
- Circulating books are renewed once unless placed on hold or overdue. Renewals may be granted by telephone or email request.
- A “hold” may be placed on any book already checked out.
- If instructors recall a book to place it on Reserve, the book is due immediately.
- The library charges no fines; this works as long as users cooperate.
- Reference materials and microfilm do not circulate.
- Library materials in nursing (call no. 610-620) and literature (call no. 800-899) are not available for checkout to non-LSUA users.

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Reserve Materials are checked out for the time period specified by the instructor placing the item on reserve. “In library use only” items are used within the library for 2 hours. “Overnight use” items are checked out at any time but returned by 1:00 pm the next day.

Library Cards

LSUA students, faculty, and staff must present a current OaKard to check out materials. Non-LSUA borrowers must present a valid government-issued photo-ID, current address, place of employment, email address, home and work telephone numbers, and social security number. Persons who abuse library privileges will lose library privileges. Local residents may find that their library needs are met better by using a local public library.

- Local residents over the age of 17 living in the parishes contiguous to Rapides Parish: Allen, Avoyelles, Evangeline, Grant, Natchitoches, and Vernon may borrow materials. Privileges are granted for a maximum of two years and may be renewed.
- LSUA faculty/staff dependents may borrow materials. Parents/guardians are responsible for their dependent children.
- LALINC borrowers must present a LALINC card, their institutional ID, and a valid government-issued photo-ID to borrow materials. The expiration date on the LALINC card will be the expiration date of their LSUA privileges; however, in no case will privileges extend beyond 1 year from date of issue.
- Northwestern State University and Louisiana College students and faculty must present a current NSU or LC photo-ID to borrow materials.

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An Overdue Notice is sent to borrowers with overdue items. When an item is overdue, a notation is made in the borrower's record. A student must return overdue library materials or pay fees as listed below. Users are blocked from further borrowing until the materials are returned or fees have been paid. Faculty and staff are required to return materials at the end of each semester; permanent faculty and staff may renew materials once by telephone or email. After the first renewal, the permanent faculty or staff member must bring items to the Library for renewal.

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Lost / Damaged Materials are paid for by the borrower who checked them out. LSUA library materials belong to the State of Louisiana. Lost / destroyed book charges include the cost of replacement as recorded in the current edition of *The Bowker Annual* (minimum \$52), and a service charge of \$23 for each lost, destroyed, or mutilated book. Library materials lost through theft, accident, calamity require restitution. Homeowner's, automobile, and renter's insurance often cover such losses. To maintain library privileges before completing payment, a police report or insurance claim is required.

Desktop computers are for the use of LSUA students, faculty, and staff.

1. Campus visitors may use the computers if LSUA users are not waiting.
2. All users are bound by the [LSUA Acceptable Use Policy](#).
3. The computers are for individual use, but may be reserved for library instruction sessions.
4. Library Services does not assist in document preparation or other production/presentation formats. Assistance is available in the Writing Center.
5. Files can be saved to a LSUA network drive or a user-provided external storage device. No user-created files are permanently stored on the computers, and the library is not responsible for lost files.

Laptop computers with wireless access to the campus network are for LSUA students to use inside the LSUA Library for up to 1.5 hours.

1. Non-LSUA users may not check out laptops.
2. First time users must complete a Laptop Loan Agreement.
3. Borrowers are responsible for laptops and may not leave them unattended or give them to others to use.
4. Laptops and power cords are returned to a library staff member, not left on the desk or in the book return slot, for inspection in the presence of the borrower.
5. If damage or abuse is detected upon return, the borrower is liable for repair costs (as determined by the Educational Technology Department) up to the replacement cost of the computer.

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Collection Development

SACS: Librarians, teaching faculty and researchers must share in the development of collections, and the institution must establish policies defining their involvement.

SACS: Each library or learning resource center must have a policy governing resource material selection and elimination, and should have a procedure providing for the preservation, replacement or removal of deteriorating materials from the collection.

Acquisitions: books

Each year the acquisitions budget for books is divided, with these factors affecting the formula:

- The base budget for each discipline is based on a formula dividing the number of Student Credit Hours (SCH's) in all courses in a particular discipline with the total number of SCH's produced in the previous academic year. (For example, if 1000 SCH's were in English courses in a given academic year and the total number of SCH's produced at LSUA in that academic year was 10,000, then 10% of the base allotment would go to buy materials in English.)
- The budget may be adjusted to reflect the fact that some disciplines (e.g. math) do not publish many titles suitable for undergraduates and the average cost of a new title varies by subject. Average costs are reported in *The Bowker Annual*.

The subject bibliographer for each discipline will select materials and contact the Department Chair for that discipline about materials selection. Early in the Fall semester, the Library Director will ask Department Chairs and bibliographers to submit titles for their discipline/s. Titles appropriate to course and programs offered or planned have priority.

Acquisitions: serials and databases

When the LSUA budget for library acquisitions is finalized for the fiscal year, the Library Director will encumber sufficient money for annual subscriptions, renewals, and binding. The library subscribes to print journals

- at the request of a faculty member or librarian,
- when it is likely that current issues of the journal will be browsed,
- when a journal is not available online, and
- the journal supports the curriculum.

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Weeding

1. Library staff may weed duplicates that have a low history of circulation, beginning with the items that are most worn and have the least useful life remaining.
2. Librarians may also weed titles that are no longer useful.
3. The Reference Librarian periodically reviews the reference collection and reads reviews to remain familiar with new reference titles that may fill a need for library users. The Reference Librarian notes yearbooks/serials to be updated and books no longer needed in reference, and recommends new reference titles for purchase.
4. Worn or damaged library materials are repaired, rebound, discarded, or replaced. If the title is not in print, another title with similar or better information may be purchased.
5. Withdrawn materials are de-accessioned by covering LSUA ownership marks and suppressing reference to the item in the catalog and WorldCat. Withdrawn books may be donated to another library, sold at a public book sale, or discarded.

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Rare Books

1. All material in the following categories are processed for the Rare Books Room. (This includes some types of publications to be safeguarded although not strictly "rare.")
 - A. Publications published before and including 1860.
 - B. U. S. Publications published before and including the dates listed below by state:

ALABAMA – 1839	NEBRASKA – 1874
ARIZONA – 1889	NEVADA – 1874
ARKANSAS -- 1860	NEW HAMPSHIRE – 1800
CALIFORNIA – 1871	NEW JERSEY – 1806
COLORADO – 1870	NEW MEXICO – 1870
CONNECTICUT – 1800	NEW YORK – 1819
DELAWARE – 1800	NORTH CAROLINA – 1812
DIST OF COLUMBIA – 1800	NORTH DAKOTA – 1874
FLORIDA – 1838	OHIO – 1820
GEORGIA – 1845	OKLAHOMA – 1890
IDAHO – 1888	OREGON – 1864
ILLINOIS – 1846	PENNSYLVANIA – 1820
INDIANA – 1840	RHODE ISLAND – 1800
IOWA – 1854	SOUTH CAROLINA – 1823
KANSAS – 1865	SOUTH DAKOTA – 1889
KENTUCKY – 1826	TENNESSEE – 1849
LOUISIANA – 1865	TEXAS – 1867
MAINE – 1800	UTAH – 1870
MARYLAND – 1828	VERMONT – 1800
MASSACHUSETTS – 1800	VIRGINIA – 1810
MICHIGAN – 1848	WASHINGTON – 1877
MINNESOTA – 1869	WEST VIRGINIA – 1830
MISSISSIPPI – 1851	WISCONSIN – 1850
MISSOURI – 1851	WYOMING – 1884
MONTANA – 1884	

- C. At least 1 copy (preferably 2) of University Publications.

2. Materials such as the following should be considered for the Rare Books collection:
 - A. Autographed books of exceptional interest.
 - B. Unusual limited editions.
 - C. Extraordinary first editions.
 - D. Portfolios containing original etchings, expensive plates, etc.
 - F. Local history and Louisiana publications. (Normally a copy will be placed in the circulating stacks, unless other considerations in this policy dictate otherwise.)
 - G. Scarce or expensive periodicals
 - H. Works justifying special attention on account of physical makeup: sumptuous binding; fine typography or illustrations; fore-edge painting; elaborate decorations; size or shape not adaptable to ordinary shelving; printing or vellum; silk, wood, or other unusual material.

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Interlibrary Loan Services

- The library lends books from the circulating collection.
- Non-circulating and non-book materials are usually not loaned; exceptions may be made depending on current needs of LSUA faculty and students for the materials requested.
- The loan period for items loaned from LSUA is 1 month.
- No costs are charged to libraries with whom LSUA has reciprocal agreements. This includes most academic libraries in Louisiana.
- Libraries with whom no reciprocal agreement is in effect and which charge for their loans will be contacted to find out whether they wish to reciprocate in not charging costs.
- Non-reciprocating libraries will be charged a minimum of \$20 per transaction, plus postage and photocopying charges.

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Archives and Special Collections

Unit Mission Statement

The mission of LSU Alexandria's Archives and Special Collections is to document and preserve the history and activities of LSUA and Central Louisiana in order to make these records accessible to university administration, faculty, staff, students, alumni and researchers of all types with an interest in Central Louisiana. The unit collaborates with university faculty to facilitate undergraduate research and service learning.

University Archives

The University Archives includes the records, publications, and other primary historical documents of LSU Alexandria, including the records of current events as they happen on campus and as reported by outside media; the activities of faculty, staff, and students of LSUA; the conduct of business by administration, Faculty Senate, Staff Senate, faculty committees, staff committees, student organizations, student committees, student publications, and academic departments on the LSUA campus; and the academic and professional endeavors of faculty and students. (Specifically excluded from collection are the records of the Louisiana Board of Regents and the Board of Supervisors of the LSU System as well as other governing bodies which maintain their own archives.) Records will be routinely added to the University Archives as part of the Records Management process.

Central Louisiana Collections

Secondarily, primary sources that document the history of Central Louisiana (or Cenla, a geographic area centering on the cities of Alexandria/Pineville in Rapides Parish and including adjacent parishes) will be solicited, accepted, collected, processed, preserved and made accessible. Primary sources include manuscripts, other original paper records, scrapbooks, newspapers, and photographs of local businesses, persons and families both prominent and ordinary, plantation papers, or organizations. Oral histories will occasionally be collected, transcribed, preserved, and made accessible. Ordinarily published books, artifacts, and other *realia* will not be collected unless they are important to understand the manuscript and photographic record; published books will always be cataloged, and normally be added to the circulating collection or the Rare Books collection according to those policies.

University Archives Acquisition Policies

The University Archives includes all records designated by the records management process as permanent. These records include any document or record generated by an office on campus. Additionally, the University Archives may accept the scholarly, professional, and personal papers of administrators and faculty members, as well as any document or publication generated by a student group or organization affiliated with LSUA.

Central Louisiana Collections Acquisition Policies

In accordance with the Mission Statement, Archives and Special Collections will accept document and photograph collections of people, organizations, and businesses associated with the history of Central Louisiana.

Archives and Special Collections accepts collections or parts of collections that meet the guidelines for collection and documentation set forth in the Mission Statement.

All materials donated to or acquired by the Archives become property of LSUA. Donors sign a legally binding document outlining all terms of donation. LSUA strongly discourages limitations placed by donors on donations.

LSUA retains the right to accept particular collections or parts of collections, and to decline to accept them. The professional staff of Archives and Special Collections will direct donors to a more appropriate repository when the contents of a collection are better suited to another institution.

Grandfathered collections

Records of local chapters of the United Daughters of the Confederacy, Daughters of the American Revolution, and Delta Kappa Gamma currently reside in, but are not owned by, the University. LSUA is not responsible for maintaining and assumes no liability or responsibility for them; insurance against damage or loss is the sole responsibility of the organization owning the records. Such arrangements are temporary and will be re-evaluated on a regular basis by Archives and Special Collections.

These organizations are encouraged to donate their collections to LSUA which will maintain them and make them available according to professional archival standards.

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