

ST. JOSEPH'S TEACHERS' COLLEGE



WILLIAM SHEEHAN LIBRARY MANUAL

Manual Issue Date: March 2014

ST. JOSEPH'S TEACHERS' COLLEGE

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ST. JOSEPH'S TEACHERS' COLLEGE

LIBRARY POLICIES AND PROCEDURES

Document ID	William Sheehan General Library Policies and Procedures
Related Document	Quality Management System Manual
Date	March 2014
Date of next review	August 2019
Authorised by	
Approved by	
Version	
Responsible Officer	Librarian
Reference and Legislation	JAMCOPY, JACAP, Jamaica Copyright Act

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List of Abbreviations

ALA	American Library Association
GC	General Circulation
IFLA	International Federation of Library Associations
JAMCOPY	Jamaica Copyright Licensing Agency
JACAP	Jamaica Association of Composers Authors and Publishers
ODPEM	Office of Disaster Preparedness and Emergency Management
RBC	Reserved Book Collection
REF	Reference
SJTC	St. Joseph's Teachers' College
WIC	West Indian Collection
WSL	William Sheehan Library

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Introduction

The purpose of this document is to familiarize new and current library staff with the policies and procedures of the William Sheehan Library (WSL). It is intended to serve as a guide and a training manual to which those concerned may refer to at any time. This document will also be accessible to any library patron (student, faculty or staff) who may have any questions regarding the policies and procedures under which the library functions.

Please note that this document belongs to the library, rather than to individual staff and as such should only be kept in the different service points as a permanent record for reference. The functions outlined are common to most academic libraries however, the procedures are derived from experiences within the field and are tailored to fit the specific needs of the WSL at this college.

Compliance with these recommended policies and procedures should diminish or reduce difficulties in operation as well as improve the overall efficiency of the library. Please note that staff are not permitted to waive these regulations without permission from the librarian or management.

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Any changes or additions to these policies and procedures made at the institutional level, will be noted in this manual. This is a living document therefore, revisions will occur on a timely basis as may be necessary.

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Vision, Mission, and Goals of the William Sheehan Library

The William Sheehan library seeks to become an information centre of excellence, through the provision of access to current print and online resources as well as quality services in support of the College's mission.

The mission of the WSL is to provide information services and resources to support the scholarly and informational needs of the students and faculty. It also aims to provide an active learning environment, designed to develop the whole persons who are prepared to serve their communities and professions with distinction and integrity. It promotes the ability to identify, evaluate, and use information resources in the full exercise of freedom of inquiry by acquiring, organizing, preserving, and providing access to resources regardless of form or location.

Goals

- To identify information needs of the students and staff in the institution and ensure that such needs are satisfied quickly and efficiently.
- To provide the information required for recreational, educational, social, cultural and economic needs of the student body.

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- To generate information, organize and package same for present and future use by the student body.

Sections of the Library

- Reserved Book Collection (RBC) General Circulation
- Photocopying and Printing Room Reference and West Indies
- Research Room Computer Room
- General Reading Room Display Area

Library Procedures for Opening and Closing

The Library's Opening Hours are:

Mondays – Thursdays

8:30 a.m. – 8:45 p.m.

Fridays

9:00. a.m. – 8:00 p.m.

Saturdays

9a.m. – 5p.m.

Closed on Sundays and Public Holidays

Applicable: To all library Staff

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Procedure:

- Security guard on duty will open library entrance door.
- Turn on lights, air condition, and fans where applicable.
- Turn on printers and ensure adequate papers are available.
- Collect cash pan/box from its designated area.
- Ensure the library's e-mail is open (to view print and other requests)
- Shelve/file necessary items (including newspapers) to get your work area neat and ready for the day's activities.
- Make sure furniture is arranged neatly.
- Log daily statistics if this was not done the night before.
- Ensure that spoiled paper is logged accordingly and place neatly to a non-trafficked section of the area.
- Check and set date stamp to reflect appropriate date.
- Library staff should maintain a pleasant disposition and be courteous at all time to patrons, staff, and visitors.
- Desist from the practice of loud talking at the service areas.
- Avoid lengthy conversations with fellow colleague or patron unless it is related to the reference interview that is being conducted with the patron.

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- Avoid the loud ringing of cell phones or use of cell phone at service points.
- No eating or drinking must be done at service points.
- Desk must not be left unmanned.
- Refrain from getting involved in arguments with a patron if disturbance arises from patron; refer him/her to the supervisor of the department.

Closing Procedures

Applicable: To all Library and Student Staff

Procedure:

- For the Computer Room, patrons **MUST** be given two (2) separate reminders at 7:00p.m. and 7:45p.m. respectively, indicating that printing and photocopying will be closed off 15 minutes before actual closing time.
- For all other areas of the library, a 15-minutes reminder **MUST** be given before actual closing time that the library will be closed at the stipulated time.
- All items **MUST** to be checked out at least 15 minutes before closing time and loan requests made at this time will be dealt with the next working day.
- Shutting down of computers **MUST** be done 15 minutes prior to closing time, starting with those that are vacant.

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- At least 30 minutes before closing time, place all publications that are not in use in the designated area.
- Change date stamp in advance for the following day, if possible.
- Turn off all air conditioning, fans and lights.
- Ensure that all doors to specific sections are locked.
- Hand library keys to security officer on duty or place them on the counter at the Receptionist area.
- Inform security guard on duty that you are leaving.

Printing and Photocopying Services close at 8:15p.m.

Mondays-Thursdays; 7:45 p.m. on Fridays, and 4:45p.m. on Saturdays.

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Service Ethos

Applicable to: To all Library and Student Staff

The WSL uses measurable steps to ensure outstanding client-centered service that includes consistent, efficient and friendly interactions with its patrons while providing information resources that support teaching and learning in an aesthetically pleasing and inviting atmosphere. In so doing, staff are consistently advised and reminded to exercise the following daily:

- Be vigilant and make eye contact with all patrons while acknowledging their presence as they approach the service points.
- Be approachable and interested in the patron's information needs, so that they feel comfortable asking for help.
- Be courteous, professional, respectful and responsive.
- Invite patrons to state their needs clearly before responding. In other words, conduct the reference interview.
- Provide quality service to all, irrespective of age, gender, race, nationality, physical educational background, physical circumstances, or any other situation.

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(N.B: Some specific services are available to ONLY registered of St. Joseph's Teachers' College)

- Provide knowledgeable answers and/or referrals at all times, while rendering the most efficient service possible, within the boundaries of the resources accessible.
- Make every effort to determine if the patrons are satisfied with the results of their transaction and/or refer them to other sources, even if those sources are not available at the library.
- Utilize proper communication channels to answer queries in a timely manner.

Telephone Etiquette

Procedures:

- Upon receiving a call at a service point, try to pick up receiver before or after three rings.
- Use a subtle, but clear tone to kindly state your department, your name and ask how you may assist.
- Listen closely to the query, make notes if necessary for reference.
- If the query requires further information, kindly request a contact number to call back.
- Provide follow-up to ensure that the client's needs were met.

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Guidelines for Access and Borrowing Library Resources

The WSL Access and Borrowing Policy explains the privileges and responsibilities of all who borrow materials from the library. One of the WSL's highest priorities is to enable easy access to its collection in order to support the college's teaching, learning and research needs. The policy aims to ensure that access to materials is equally distributed for the entire St. Joseph's Teachers' College family.

Procedure:

The following procedures must be followed at all times when accessing and borrowing materials from the WSL:

- (i) Borrowers/ users must present a valid St. Joseph's Teachers' College ID to check out materials. The loan periods for library materials may vary based on the material type and the privilege level of the borrower. Some materials may have shorter loan periods or required to remain in library. Most standard circulating materials may be borrowed for up to 7 days by students, and up to 14 days for staff and faculty.
- (ii) If not renewed, library materials must be returned on or before the due date.

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- (iii) Failure to return library materials on time will result in the application of fines.
- (iv) Outstanding bills for overdue library Loan materials may result in the
- (v) revocation of library privileges until the issue is resolved. Furthermore, failure to settle unpaid fines within a given period from the date issued will result in academic restrictions. Academic restrictions affect the borrower's ability to register and to obtain transcripts, reports, or diplomas.
- (vi) Borrowers are responsible for materials damaged or lost while on loan to them or in their care. All cases of loss or damage materials from borrowers should be reported immediately to the library.

Borrowers are responsible for all materials charged-out to them until they have been physically returned and checked-in by a library staff. In addition, it is the Borrower's responsibility to:

- Retain when materials are due.
- Renew materials on or before the last due date given.
- Always exercise care in handling all library materials.

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Renewal of Loans

An item may be renewed on, or before the due date for an additional loan period if said item has not been reserved by another user.

Procedures:

- The user **MUST** present the book at the designated check point area and request a renewal.
- The staff member should first check to ensure that another user has not reserved the book.
- The staff should retrieve the loan card for user and cross out the previous date and enter the new one.

External Users/Visitors

Visitors can be allowed to access books and other materials from the different sections of the library, granted that they observed the following:

- External users not attached to an academic institution **MUST** call in before coming to utilize the library.
- Where a visitor comes in before calling, they should be kindly informed that they should have called in, however, service may be given once the period is not hectic

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with internal clients. If this is so, then the visitor should be offered a seat, and as soon as the demand subsides assistance may be provided.

- Students from other academic institutions are required to take a referral letter which should be presented to the staff at the first checkpoint area of the library (baggage).
- Users without referral letters may be attended to for that one particular time; however, staff should communicate that **NO** future service will be provided without the letter.
- Visitors/external users are allowed to consult two RBC item, two References Only item, two Circulation items and 5 to 10 pieces of newspaper articles periodically for 3-hour time span.

Overdue Notices

Items/books become overdue when they are returned to the library on, or before the last date written or stamped on the date due label of the book or item. Therefore, overdue notices are usually sent out at specific times.

Students Notices

- Students are usually contacted via phone or email to inform them that the book or item is due and should be returned to the library.

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- A delinquent list **MUST** be prepared by the third week in April of each year. A specific staff will be assigned to prepare and monitor notices. Librarian **MUST** review list before it is circulated or sent out.

Faculty/Staff Notices

- Individual notices should be sent via email to faculty and staff outlining title of item and other details.
- A staff will be assigned to monitor and send out these notices.
- Librarian **MUST** be informed before these notices are sent out.

Inter-Library Loan

This kind of loan is an arrangement between two or more libraries, where specific materials are borrowed for a specified period of time agreed upon by the participating librarians. Please note, this loan is subject to the demands and number of copies available at the participating libraries since first preference is usually given to satisfying the needs of their students/clients.

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Guidelines for Reserved Book Collection (RBC) Materials and Loans

The Reserved Book Collection (RBC) houses recommended books/items that are in high demand and heavily utilized by students and faculty. Registered students with their college identification card can borrow *two* books at a given time granted that they are eligible for overnight loan.

Applicable to: All Students, Staff, Visitors

Books

Procedures:

- **Overnight loan:** On receiving a request, the staff must check the shelves if the **call number** is known or the database (**iSIMS**) to ascertain if the book is in the collection, where exactly it is located and if it is available for loan.
- Once the item is retrieved, the staff should provide the student with an **overnight slip** to be filled out with the appropriate information along with the **book card**. The card and slip are then filed alphabetically by author's name or title of the book along with the student's ID card. A due date should then be written/stamped not exceeding one (1) day. Staff must ensure that the correct date is written/stamped on the date due slip in each book.

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- A **blue** circular label with **O/N (Overnight)** printed on the upper spine usually indicates if a book/item is eligible for overnight loan.
- For faculty and staff, the designated “**overnight loan book**” for staff should be used to record appropriate loan details, while they sign the **book cards** which should be filed accordingly.
- External users are only allowed to consult these materials inside of the library for the stipulated (3) hours at a given time.
- Overnight loans are to be returned by **10:00am** the following week day.
- A fine of **\$50.00** is charged for overdue overnight loans and **\$10.00** for every hour after.

Reading Room/Reference Only Materials

Reading Room/Reference only loan: These books are classified as ‘**reference only**’ and **MUST** only be consulted in the library for three hours at a given time. Additional time can be permitted once there is no demand and multiple copies are available. These items **MUST** not be issued for use outside of the library or offered for overnight loans. A **blue** “**Reference Only**” slip is placed on the inside cover of these items to differentiate them from overnight materials.

Procedures:

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- Once a request is made at the RBC window for a reference only book, the student is briefed that the material **MUST** not leave the library.
- The college ID is presented and retained while the student is asked to complete the book card.
- After completing the card, the student is loaned the book/item for three (hours.
- The book card is filed with the student's **ID** card.
- Once the book/item is returned, a line **MUST** be drawn through the student's name and date on the book card. The card is then replaced in the book/item and the student **ID** returned to them.
- Photocopies can be made from these items as long as it is within perimeters of the college's **JAMCOPY** License and the Jamaica Copyright Act.

Research Papers/Studies

This collection comprised of copies of student's final year research papers/studies. Some guidelines governing research papers include:

- Papers/studies must be sorted by the department from which they are coming before they are sent to the library.
- Papers/studies should be preferably bounded, and a clear description of names, grades awarded, programme and others must be clearly stated.

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- Any attachment not necessary for library purposes must be removed from the papers before they are sent to the library.
- The library is not responsible or should be held accountable for papers that are not properly sorted. Therefore, papers that are not sorted will be returned to the department responsible for such.

Research papers/studies are treated as **Reading Room/Reference Only** materials which means that they are **NOT** eligible for loans outside of the library. These items are stamped '**Reference**' and can be accessed through an appointment.

Procedures:

- In order to access research papers, an appointment **is** required to be made at least a day in advance at the **RBC** desk or at:
www.print_rrappointment@sjtc.edu.edu.jm between the hours of 9:30 a.m. to 12:00 noon, Mondays – Saturdays.
- The library will accommodate students without an appointment, however, first preference will be given to clients with an appointment.
- Upon arriving at the library, the student should indicate that they have an appointment, once the staff confirms, an index to the research papers is given to the student to choose two papers of interest.

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- Once two titles are chosen, the library staff will retrieve the papers from the research room. After which they will be signed-out to the borrower for a consultation period of three hours.
- Only **ID** numbers will be required when borrowing research papers.
- While consulting research papers, smartphones and other such devices **MUST** not be used to take photographs, copy or reproduce **ANY** parts of the paper. Such an act will be deemed as a copyright infringement.
- Photocopying, scanning, or any kind of reprography is **STRICKLY PROHIBITED** from these materials.
- Upon returning, the borrower **MUST** sign-in the papers and the staff on duty **MUST** sign that the papers were collected as well.
- Research papers **MUST** never be loaned outside of the library, unless otherwise instructed by the Librarian or his or her superiors.
- Faculty, staff and visitors may also access research papers under the same criteria explained above, however, visitors are required to provide an identification card that is acceptable by the college.

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Course Files/Folders Materials

These folders are made up of various course-related handouts that are placed at the **RBC** area of the library by lecturers for access by their students.

Procedures:

- Once student's college **ID** is presented, students are allowed to borrow five pieces of handouts at a given time for three hours.
- The staff then record the details of the handouts in the designated book provided at the **RBC** area.
- The entire folder is **NOT** to be given to students.
- Photocopies can be made from these handouts.
- Contents of course folders **ARE NOT** to be loaned outside of the library.

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Figure 1. Total Number of Materials That may be Loaned to any User

Resources	Student	Staff/faculty	External User/Visitor
Overnight Loan	2	2	nil
Books			
Reading Room/Ref Only Loan	2	2	2
Books			
Thesis/Research Papers	2	2	2
Course Files/Folders (content provided by Lecturers)	5	nil	nil
Newspaper Clippings/ Vertical Files	10	10	5 – 10
DVD/VHS/CD (for class use only)	2	2	nil

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Audio Visual Materials

A small collection of audio visual materials and equipment are housed in the library. These include VHS cassettes, DVDs and CDs. These materials are treated as RBC and can be loaned to faculty and students for class purposes **ONLY** for a maximum of 3 hours. However, permission **MUST** be given by the librarian.

External users may also be allowed to view/listen to these materials through the assistance of a library staff, again, with the librarian's permission.

Students/faculty members who wish to reproduce portions of a VHS/DVD/CD must do so within the fair use guidelines of the Jamaica Copyright Act 1993, the Jamaica Association of Composers, Authors and Publishers (JACAP) and the Jamaica Copyright Licensing Agency (JAMCOPY) while also seeking permission from the librarian.

The library also provides in-house equipment to view and play the above-format which includes: a flat screen Television and a VHS/DVD/CD player. Additional time (other than 3 hours) can be given under special circumstances but, again, that must be granted by the librarian.

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Procedures:

- Lecturers/ students should notify the Librarian of their request via email or telephone at least one day in advance, noting the date and time material is needed.
- Upon approval, materials are then signed out to the lecturer/student for the specific time period.
- The materials should be signed in after use by the borrower as well as the staff who receives the items.
- External uses are also expected to call in their request, so the material and equipment can be prepared and set-up to accommodate them.

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Guidelines for Materials and Loans in the General Circulation (GC)

Applicable to: All Users: Staff, Students, and Employees

The General Circulation (GC) area houses various collections of books, journals, and newspaper clippings, all of which are available for different loan types.

Charging of Books

Procedures for Students:

The following **MUST** be exercised when borrowing books from the GC area:

- At the beginning of the academic year, registered students are required to be a member of the library
- In doing so, your college IDs **MUST** be presented at the circulation desk, after which a **pink membership card** will be given to be completed with the requisite details. (**N.B. A registration slip, or card /government issued ID can be temporarily accepted until college ID is ready**).
- Once the **membership card** is properly filled out, users will be asked to purchase two (2) **readers' tickets** at a cost of \$30.00 each.
- Each readers' ticket allows the user to borrow one (1) book.
- Once this process is completed a request can be made for loans.

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- On receiving a request, the staff must check the shelves if the *call number* is known or the library's online catalogue using the Student Management System, iSIMS.
- This will inform staff if the book is in the collection, where exactly it is located and if it is available for loan.
- Once the book is located, the user should present the readers' ticket to the staff after which the **book card** is given to the user to complete.
- Once this is done the **book card** is placed in the pocket of the **readers' ticket** and filed alphabetically by the borrower's last name.
- The due date is then written/stamped on the date due slip indicating when the book is to be returned.
- Students can borrow two books for a standard period of seven days.
- **Students are sometimes given a shorter loan period to return books especially if the college is on semester break or holidays.**
- A fine of thirty dollars (\$30.00) per day is charged, if the book is overdue.

Faculty and Staff:

- Faculty and staff may also borrow books from the General Circulation area.
- Once a request is made and the books located, they will complete the book card with their names and the date.

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- The book is then given a due date, stamped or written on the date due slip inside the book.
- Fourteen (14) days are given to faculty members, while seven (7) days are given to administrative and support staff.

Periodicals and Pamphlets

A variety of printed journals and periodicals are also available in the GC area. Journals (for example **Caribbean Journal of Education/Caribbean Quarterly**) can **ONLY** be utilized inside the library. Whereas a maximum of two (2) periodicals (for example, **Nex Generation**) can be loaned out for overnight. Photocopies can be made from these materials. A fine of fifty dollars (**\$50.00**) per day is charged if a journal is overdue. Faculty/staff can access these items.

Procedures:

- The college ID is to be presented, once a request is made at the circulation desk for a journal or periodical.
- A staff will find the appropriate item and sign it out to the student/staff and recording the relevant details.

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- Upon returning, the staff will sign that the item was returned recording the date and time. Faculty/staff may also consult these items or borrow for overnight where allowed.

Newspaper Clippings

These files are made up of articles taken from the two locally published newspapers (The **Gleaner** and **The Observer**). The articles are clipped, mounted and the date and source recorded. A **Newspaper Clippings Subject Headings list** is used to assign subject headings to the articles. Once a file is created, it is arranged alphabetically based on the title/subject content of the file and are stored in a vertical filing cabinet located in the GC area.

Registered students/faculty/internal staff can borrow ten pieces of articles from a file at a given time. While external users are allowed 5 to 10 pieces of articles depending on the volume of articles in the file and the demand by internal users. All student, staff and visitors should sign for **ANY** article/articles borrowed and are allowed three hours to use inside the library.

Procedures:

- For internal students, the college **ID** or registration card **MUST** be presented before articles are loaned out.

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- Students **MUST** not leave the Circulation desk with the entire file.
- Once stipulated number of articles are selected, they should be written up and signed-out to the borrower.
- Once returned, the staff should ensure that the articles are signed in and placed back into the file.
- Photocopying of articles are permitted.

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REFERENCE AND WEST INDIES COLLECTIONS	Revision No.: 00	Revision Date: 31 August 2017

Guidelines for Materials in the Reference and West Indies Collections

The Reference (REF) and West Indies Collection (WIC) are housed beside the photocopying/printing room of the WSL. The reference collection includes materials such as dictionaries, encyclopedias, handbooks, yearbooks and almanacs. WIC materials include texts on or by West Indian authors and/or about West Indian cultures and folktales. Students, faculty and external users may access these materials for use inside the library. While reference materials can be loaned for 3 hours in-house only, WIC materials maybe borrowed for a period of 7 days.

Procedures to borrow REF and WIC Materials:

- Make a request for the title (if known) of explain to the staff at the RBC or GC desk what is the nature of your search.
- The staff should check iSIMS, for a location of the title requested.
- Once located, the staff should indicate to the client that the book is in the REF/WIC area.
- The staff should then direct the client to the REF/WIC so that the person assigned to the photocopying/printing room area can assist.

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- If the person at the photocopying/printing area is busy attending to other clients, the person from either the RBC or GC areas can assist with retrieving the material from the section for the student and proceed with sign-out procedures
- Student must sign the appropriate log book as well as the book card and leave their college IDs to borrow books from the REF/WIC areas.
- Once the item is returned, the staff on duty at time must check that the item is intact while ensuring that the student sign-in the item and returned their IDs.

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WSL ORIENTATION	Revision No.: 00	Revision Date: 31 August 2017

WSL Orientation

The library usually participates in the college's annual orientation activities where students are sensitized on the following among others

- Circulation and loan procedures
- General rules and regulations governing the library
- Printing and copying procedures.
- Adherence to copyright laws.
- An overview of all materials, equipment and services of the library.
- Database training (How to use Ebrary/Ebook Central, Ebscohost, Turnitin)

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COMPUTER AND INTERNET USE	Revision No.: 00	Revision Date: 31 August 2017

Guidelines for Computer and Internet Use

The Internet is an important tool in learning and as such the library provides internet services to registered students using the Computer Room located in the library. Therefore, the aim of this policy is to provide guidelines for the proper use of the internet and the computers within the library environment.

Internet use

Students may access the internet; however, they are cautioned that not all information on the internet are accurate and are advised to exercise due diligence when accessing sites used for academic purposes. Except for the databases listed on the library's page of the college's website, the library does NOT select websites nor control its content.

Computer Room (Reference to the College's ICT policies and procedures)

The following applies to all users of the Computer Room in the library:

- The computers are accessible to all duly registered students.
- The computers in the library environment are **ONLY** to be used for research purposes.
- Students are **ONLY** allowed **45** minutes on a computer. Time may be extended on two conditions:

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- ✓ Availability of computer.
- ✓ After monitoring the system, student was deemed to be doing college related activities time allotted.
- Students are restricted from using the computer room during devotion, club times or any general college event unless otherwise instructed by the Principal or Vice Principals.
- Students are restricted from watching of non-related college videos, social media sites e.g. Facebook, Tagged etc.
- One of the computers (No.8) have been reserved for printing where each student is allotted 5 minutes in which to do so.
- Students of the evening programme will be given express privilege of using computers No. 14-22 from 4:30p.m. onwards each day. Day programme students will be asked to use the other computers
- Students should refrain from attaching and removing any peripherals from the machines. Problems should be immediately reported to the System Administrator.
- Students should always observe the rules and regulations of the library while using the Computer Room.

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- Students should not attempt to turn off or shut down a system, instead, log off after use.
- Students should never unplug a system in order to use their personal laptops or place them in designated desktops areas. Instead, empty desk closest to a plug is recommended.
- All units in the Computer Room are linked to the printers (IRVC5030 & Xerox Phaser 3600) where coloured and black and white prints can be facilitated at a cost.
- All units in the Computer Room are monitored, giving the System Administrator and library assistants' remote control of each system.

Any violation of the above guidelines may result in the blockage of the machine in use, or you may be asked to leave the Computer Room. Repeat offenders will be prohibited from using the room.

Procedures:

- Each student should sign in for a computer for 45 minutes of usage time.
- Ensure that consideration is given to those who are waiting for the next available computer.
- Extra time should only be permitted if there is no demand by other students.

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- Library assistants should assist students with the use of the computer as best as possible, if the problem requires technical support the System Administrator should be contacted via telephone or email.

Faculty/Staff

Faculty and other staff members may also access the computers in the Computer Room under the following conditions:

- Access may be given if there is no demand from students.
- System Administrator will assist with creating log-in for staff/faculty members.
- Staff are asked to visit or call to find out if computers are available first, as students are usually given preference.
- Library staff may then check and recommend staff to come back during slow periods.

External Users

External users are only allowed to use the computers (preferably No.8) for printing purposes once permission is granted by the librarian or her superiors. Once permission is granted a library staff will sought the assistance of the Systems Administrator to allow log-in privileges.

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Guidelines for the Baggage Area

Below are guidelines for the Baggage Attendant, staff and student workers who manages the baggage area; and applies to all students and members of the public visiting the WSL.

- The baggage area is open at the same time as the library; therefore, the person assigned to the area is expected to be present at least 5 minutes before opening hours.
- Bags may include, but is not limited to medium and oversized handbags, backpacks, laptop cases/bags, suitcases, shopping bags etc.
- No bags are allowed inside the library.
- All bags should be left at the baggage area.
- A ticket must be collected for each bag left at the baggage area.
- Large charts, course work, and other art pieces are not to be accepted and stored at the baggage area.
- No food or drink is allowed in and library and by extension is **NOT** to be accepted and stored at the baggage area
- Water or soft drink bottles are not to be accepted or allowed in the library.
- Only the bags of students using the library should be stored at the baggage area.

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- The library reserves the right to prohibit entry upon failure to comply with the stipulated conditions regarding entry.

Before Leaving Bags at the Baggage Area

- Remove all valuables such as purses and wallets containing monies from their bags. Cellular and smart phones devices should also be removed before leaving area as well as for bags left without collecting a ticket.
- The library does not take responsibility for bags left unmanned in the baggage.
- The library staff is not responsible for any missing or lost items due to user's negligence.

Bag Tickets

A log book is provided for bag tickets. Baggage Attendants and student workers should record the number of tickets present at the area before each work period and during relieving periods. This procedure is done to track the period at which tickets go missing. Staff should also notify the librarian or senior library assistant when tickets go missing, broken or damaged.

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Collection Development Policy and Procedures

Applicable to: All Library Staff

Purpose

The purpose of the William Sheehan Library Collection Development policy and procedures is to provide the guidelines under which collection development activities such as the selection, maintenance and weeding of the library's collection and holdings, in order to set priorities, establish selection criteria as well as create a uniformed basis for future development of the collections. It also seeks to act as guide for staff and inform others about the principles upon which selections are made.

The collection supports the mission of the library and by extension, the college. Therefore, the main objective of the William Sheehan Library collection development policy is to meet the information needs of students, faculty and staff by providing access to a variety of relevant print, media and electronic resources in whatever formats they may exist. The policy will ensure that the needs of curriculum are met through the maintenance of a standard and range that will foster development.

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Collection Development Priorities

The primary users of the WSL at St. Joseph's Teachers' College are its students, faculty, and staff. Therefore, priority is given to providing consistent and ease-of-access to both on-and-off campus, to information resources that meet the needs of these users.

Responsibility of Collection Development Process

While the Librarian spearheads and monitors the collection development process, library staff are involved and assigned specific duties of the activities which they are expected to see through until the completion of the process.

Selection Criteria for Library Materials

General Statement - The WSL selects materials in accordance with professionally accepted standards. The library operates on the premises that students, faculty, and staff are entitled to materials that support the curriculum of the college.

The WSL subscribes to the principles contained in the **Library Bill of Rights** adapted and amended by the American Library Association (ALA) in 1939 1996 respectively. The Bill outlined that patrons have the right to access library collections with books and other resources that provides for the interest, information, and enlightenment of all people of the community it serves.

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It also outlined that collections should not be subject to any form of ideological, political or religious censorship. As such, selections for WSL are made based on an open-mindedness approach while is still responsive to the needs of the primary users of the library.

However, the WSL has a responsibility within its resources and professional competence of its staff, to exclude materials that do not meet the criteria for acquisitions.

The guidelines for material selection for the WSL are as follow:

1. Cost and format of publication.
2. Date of publication (**The library MUST have at least one copy each of all latest editions texts and their supplement which focuses on different subject areas of the college's curriculum and related subjects**).
3. Accuracy
4. Appropriateness to the intended users.
5. Timeliness and permanence of the material.
6. Reputation and credibility of author and publishers.
7. Relevance and demand for the material or information.
8. Relation to current trends in teacher education and related disciplines.
9. Relationship to existing collection.

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10. Value of material in relation to its cost.

11. Whether the source is print or electronic.

12. Strengths and weakness of the existing collection on key subject areas.

Procedures:

While one of the library's major role is to provide information resources to suit the curriculum of the college, the responsibility of acquiring most of those resources involves the input of faculty as they would be keen on the required literature needed for the specific courses. With that said, the Librarian's role is to ensure that the recommendations of the faculty are met by administering the following:

- At the end of February each academic year, a request is sent out to faculty HODs for department recommended book lists based on course offerings.
- After the HODs have submitted their requests, the librarian compiles a master list and sends it out to book vendors to requiring quotations.
- The Principal is then provided with at least three quotations to choose the most appropriate one.
- Once the Principal signs off and gives approval on the selected quote.
- Quotations are then sent to the Bursary department for a purchase order to be done and sent to the approved vendor.

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The collection is also developed by materials selected and recommended for purchasing by the Librarian. These are usually based on current trends and literature in teacher education as well as some miscellaneous related titles. Librarian uses modern tools as guide for selections such online publisher's websites and current vendor catalogues. Students/user's requests are also considered based on the relevance to curriculum of college and demand.

Selection Criteria for Library Databases

The library subscribes to two online databases namely: **EBSCOHost** and **Ebook Central** (formerly **Ebrary**) as well as the plagiarism detection software, **Turnitin**. These databases and others were selected based on the following criteria:

- Cost and compatibility.
- Maintenance and monitoring of database.
- Accessibility on-and off campus by users.
- Technical support by database providers (e.g. user's guides, manuals, and training for staff and students).
- User friendliness in accessing database.

Gifts

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The Library welcomes and encourages donations of books and other materials in the form of gifts/donation. These gifts/donations of books are usually sorted, processed and added to the collection according to the same selection criteria as purchased materials. The Library upon consultation with the Principal, reserves the right to decide whether to include gifts in its collection and to dispose of unwanted materials if necessary.

Journal Donations

While the Library is always grateful for any gifts from our staff, faculty and friends, there are some conditions which must be met before we can accept donations of periodicals.

The following include:

- The journal **MUST** be a personal subscription, paid for by the donor; or, if paid for out of department funds, there can be no savings in relation to what it would cost the Library to subscribe to the journal.
- Some publishers will not allow their journals to be given to libraries at all, or limit donations to non-current issues. We will observe any such restrictions.
- The Library is unable to reimburse individuals or departments for donated journal subscriptions.

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Periodicals

Selection of periodicals will be made according to the same criteria as other library materials. Since periodicals require a continuing commitment of funds and shelf space, selection decisions will be made by the Librarian however, final approval **MUST** be given by the Principal.

Extra Copies

Normally only one copy of a requested title will be purchased. Extra copies will be purchased only where there is demonstrated high demand. Generally, being placed on reserve for a course does not constitute high demand, but requests for extra copies of reserve materials will be considered.

Weeding and Disposal of Library Materials

Weeding involves the removal of books and/or materials that are outdated, rarely used, unnecessary duplicates, worn-out, damaged and no longer covered in the curriculum from the library's collection. The justification for weeding is to maintain a current, accurate and useful collection, making the best use of space as well as improving the appearance and the ability to browse with ease. Weeding extends to all materials in the library's collection.

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All materials for weeding **MUST** be authorized by the Librarian. Therefore, library staff **MUST** not remove materials from the library collection without the prior permission of the Librarian. The following materials will be considered for weeding:

- Materials containing outdated information.
- Materials over ten years old.
- Materials that have been superseded by a new edition (almanacs, statistics, etc.) unless the earlier edition is still useful as a circulating item.
- Bibliographies and reading guides listing books that are dated or obsolete
- Books with outmoded or inaccurate illustration.
- Highly specialized books with no potential readership.
- Unneeded duplicates.
- Books that have not circulated or been used in a reasonable period of time that indicates that they are no longer needed (this period of time will differ for different types of materials)
- Worn or damaged items.

In most cases, book sales of items weeded from the collection may be conducted with the approval of the librarian. Weeded materials may also be offered to the following groups:

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- Local governments and agencies, including cities and school districts
- State institutions
- Non-profit organizations
- Recycling centers

Weeded items not taken by other governmental or non-profit agencies will be discarded by the library staff with the approval of the Librarian.

Assessing the Collection

The collection is assessed during summer of each academic year where weeding and an inventory is done.

Review of Collection Development Policy

The WSL Collection Development Policy will be reviewed and updated as needed to keep the collection current in fulfilling the college's curriculum where new courses and programs are introduced.

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Acquisition Policy and Procedures

Applicability to All Library Staff

The Acquisition policy governs the library's collection development and acquisition efforts. The policy provides guidelines for developing the collections and maintaining their current strength.

The WSL Acquisition policy is not only a guide for library staff, but it can also inform other members of the institution about the principles upon which selections for the library are made. The goals of the Acquisition Policy include:

- To ensure and maintain a high level of accountability and accuracy in making selections for library materials.
- To create a uniformed system for the smooth transition of books/materials into the collection.
- To acquire materials for the library as quickly as possible.
- To keep the acquisition process simple and easy.
- To develop close relationships with vendors and build partnerships

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Objectives of Selection Criteria for Acquisitions

Based on general academic library standards any selection method utilized, should ensure that:

1. Materials/texts that are recommended by faculty members to support courses **MUST** be in keeping with the regulated booklist that is usually outlined by the Boards of Studies committee.
2. Materials are selected using selection tools as well as recommendations from faculty, staff, and students.
3. Materials be selected to supplement the prescribed texts for the courses offered as well as to provide general information on various subject areas.

Selection Tools Used to Acquire Materials for the Library

The WSL is responsible for collection development, but to also encourages the faculty in each department to select materials that can help build the collection and suit their curriculum needs. The guidelines for material selection for the library are as follow:

- Faculty recommendations
- Price and date of publication
- Relation to current trends
- Reputation of author and publishers

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- Supplementary recommendations.
- Current vendor catalogues.
- Vendor and publication catalogues as well as publishing websites can also be used to make selection. These are also tools that can be used to inform lecturer of new literature.

Ordering Procedures

- Receives order requests.
- Reviews request to make sure that it is complete (fund, location, selector name, etc.) Check on-line acquisitions system to make sure that this item isn't going to arrive on one of the Library's standing orders.
- If an unwanted duplicate arrives, return order request to selector with this information and the reason for cancellation.
- Decide on the method of acquisition.
- Checks order request in national on-line database to confirm information on order request, to learn if item is part of a series, to add ordering information that may have been omitted from order request.
- May check Books-In-Print and other sources to make sure that item is available, at what price, and from what source.

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- Select vendor from whom item can be obtained; if vendor is not in on-line acquisitions database, set up new vendor record.
- **The primary goal of the library is to maintain an active, useful collection that reflects the overall mission of the library.**

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Guidelines for the Request of Stationery and Supplies for the WSL

Stationery and supplies requested for the WSL are stored in the storage cupboard located in the passage facing the Librarian's office. This is to allow for secure distribution and control of all stationery and supplies for the library. Though the actual ordering of stationeries and supplies are done by the College's Purchasing Officer, the HODs of each department should submit a requisition for the supplies needed for their respective departments.

One staff is assigned to monitor the library's storage cupboard. This person is responsible for ensuring that stocks do not run out. Below are the guidelines for requesting stationery and supplies:

- The person in charge of the storage cupboard will create a list of all supplies and or stationeries that are running low, also indicating the quantity.
- The list should be submitted to the librarian via email.
- Details of the list will then be transferred to the requisition form.
- The Librarian will affix his/her signature to the requisition form and submit same to the Purchasing Officer at the Bursary department.

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- The Purchasing Officer will assemble supplies and contact the Librarian who in turn will advise the staff in charge of the storage cupboard that the items are ready for pick-up.
- The items will be checked off and place in the designated area.

WSL Distribution of Stationery and Supplies to Staff.

All sections of the WSL are usually equipped with the relevant stationeries and supplies necessary to effectively carry out the duties and services in those areas. As such, preferably at the 1st of each month staff are provided with a set of stationeries and supplies to be utilized in their assigned service areas. These items include but are not limited to: pens, pencils, erasers, liquid paper, rulers, stapler, staples, punchers, file folders, tapes, cartridge papers, stencils, glue, stamps and so on.

The staff collecting the supplies will sign and describe exactly what was collected in the internal stationery and supplies log book for accountability and record-keeping purposes.

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Photocopying and Printing/Copyright Policy and Procedures

The WSL's Photocopying and Printing/Copyright Policy establishes guidelines regarding the fair use of copyrighted materials in its collection. The WSL's copyright policy runs under the guidelines and instructions of the Jamaica Copyright Licensing Agency (JAMCOPY) of which the college has a license.

The JAMCOPY law governs the making of photocopies and reproductions of all copyrighted materials. This policy is designed to assist the William Sheehan Library and St. Joseph's Teachers' College by extension to better understand what is acceptable by law regarding fair use of copyrighted materials.

Procedures:

The procedure for WSL Copyright policy is as follows:

User's Responsibilities Regarding Photocopying

- All users are asked to fill out a photocopy request form.
- Users are not allowed to photocopy more than 20% of a book.
- Users should request copies of copyrighted works only to serve personal study, scholarship, research, or teaching needs.
- Users should request only the amount of materials needed.

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- Whether submitted in person or otherwise, all requests for copies must include a completed registration form containing the user's affirmation of his/her awareness of the copyright law, library policy and intention to comply with these policies.
- anything other than private study, research or teaching purposes.
- Library staff will not knowingly engage in related replication of multiple copies of the same.

Library's Responsibilities Regarding Photocopying

- Provides photocopy request forms and ensuring that they are proper completed.
- Appropriate signs stating copyright restrictions and infringement within the college's JAMCOPY license will be promptly posted at location where photocopying is done as well as throughout other sections of the library.

The library reserves the right to refuse making or distributing copies from copyrighted works if observations revealed that those copies will be used for.

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General Procedures for Addressing a Copyright Violation by Students and Staff of the College

- Give users notice regarding the alleged infringement.
- Discontinue use of documents or books listed in the copyright violation notice.
- If the user accepts responsibility for the copyright violation a meeting will be scheduled with the librarian and other stakeholders to address the matter.
- The user will be asked to sign and date a form stating that they understand the policy with regards to copyright infringement.

Faculty/Administration Request for Copies and Prints

Although provisions are made for faculty and some administrative staff to obtain photocopies and prints outside of the library. There are instances where reasonable requests are made which the library will facilitate under the below guidelines:

- Requests should be preferably submitted via telephone or email at least a day in advance especially if it is multiple copies and 2 hours prior to class. This will provide ample time for the staff to assemble copies.
- Each staff/faculty is only allowed 20 copies/prints at a given time. Special permission could be granted beyond the stipulated quota with the approval of the librarian though not encouraged.

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- Library staff must log details of photocopy/print job e.g. no. of prints/copies, name of staff/faculty, department, date etc. in the appropriate log book placed at the photocopy area.

Spoiled Photocopies and Prints

From time to time errors will be made in the photocopy and printing area which will cause spoilage. These are recorded to provide an account of how paper is used in the area. A log book is provided to record details of the spoilage and the staff on duty at the time should also sign.

Printing Procedures

For Students:

- All computers in the *Computer Room* are linked to both printers (iR-AVD C5030 and Xerox Phaser 3600) in the library.
- Students may send prints from any of these computers once they are fully logged-in.
- Once prints are sent, the student should go to the window of the Photocopying/Printing room for assistance in releasing their prints.
- They will be asked to provide their ID number, name of printer, title of document etc. before prints are released.

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- Prints may be paid for and collected at the window of the Photocopying/Printing room.
- A receipt must be collected once, monies are paid for prints.

Photocopying Procedures

For Students:

Photocopies from text books borrowed from the RBC or GC areas are facilitated within the guidelines of the College's JAMCOPY License. In order to photocopy patrons should:

- Fill-out a photocopy request form for each book that they wish to copy from.
- Submit completed request form along with text to the Library staff on duty in the area.
- Once the total is calculated, tender cash to the library staff and collect a receipt for payment.

Library Staff:

- All monies made between 8:30 a.m. to 2:45p.m. (Monday-Thursday) and 9:00 a.m. to 2:45pm (Friday) must be checked-off and handed over to the cashier or at the Bursary department by 3:00 p.m. each day.

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- Monies collected after 3:00 p.m. each day must be checked-off, dated, signed by staff on duty and placed in an envelope to be handed in to the cashier by 8:30 a.m. the following work day.
- Monies collected on a Saturday must also be checked-of, dated, signed and secured for handing in on the following working day.
- A receipt must be written for all monies collected at the Photocopying and Printing Room.

Support Staff:

- May be allowed use the photocopying and printing services of the library for work-related documents however, copying/printing of personal document will attract the prescribed fees.

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Archives Policy and Procedures

Purpose

The primary goal of the St. Joseph's Teachers' College (SJTC) Archives is to collect, preserve, exhibit, and make available to students, faculty, staff, and qualified researchers, materials of all formats that record the operations of the College and the activities of the College community. The Archives seeks to support the research and institutional needs of SJTC as well as its curriculum. Through the promotion and preservation of these primary source materials, the Archives will connect people with information and ideas about the history of the College, our mission, goals, and information of our core Franciscan values and practices intended to encourage creativity and life-long learning.

In addition to collecting the institutional records of the College, The Archives also seek to collect materials that support the core curriculum of the College. Some of these will be categorized as special collections which may be made up of primary source materials that document the academic and professional activities of individuals affiliated to the College, who have written, produced, or performed for radio, television, comedy, and movie.

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Scope of Collection

St. Joseph's Teachers' College Archive seeks to collect records (print, visual or electronic), papers, manuscripts, publications, photographs, videos, film and other historical materials documenting the intellectual, cultural, administrative, and social activities of SJTC from inception in 1897 to present. The College's Archive will serve as a primary repository for institutional records. The Archive also seeks to document the students, faculty, and academic programs of the College as well as administration and affiliated organizations.

Records

The Archive seeks to collect records and publications created in the course of College business from inception to present that have permanent historical value in highlighting programs, decisions and individuals who have served at the College. Below is a listing of some of the records/materials which should be archived by WSL:

- Academic records
- Administrative records
- Annual report
- Catalogues
- Correspondence

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- Committee files
- Films
- Financial records
- Legal records
- Magazines (College publications)
- Minutes
- Newspaper articles
- Operational records
- Personnel records
- Photographs
- Printed materials
- Programme Offerings records
- Publications (students and College)
- Scrapbooks
- Sound recordings
- Students and Affiliate Handbooks (TCJ)
- Videotapes
- Yearbooks

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Principal makes final approval and ALL records to be housed in the College's Archive.

Student, Faculty and Alumni

The St. Joseph's Teachers' College Archive also seeks to collect materials that document and highlight the work and contribution of faculty, students and alumni organizations.

Personal and Faculty Collections

The SJTC Archive strives to collect personal and professional papers and materials of faculty, alumni, and staff members that document a specific aspect or era in the College's history.

Special Collections

The Archive seeks to collect materials that are by non-SJTC individual and organizations such as published books on the history of the College as well as records and other materials which may provide valuable knowledge about the development of the College over the years.

Some of the items to be collected include: comedy performances, film, and journalism, performing arts, radio, and television recordings.

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Gifts and Donations

The SJTC Archives welcome donations once it falls within its collection scope. Any collection accepted goes through the process of organizing and preserving before it is added to the collection. Due to limited staffing and space, all donations or gifts are subject to review by the Librarian or her superior. Gifts and donations may be declined based on circumstances under which gift is being made. After which, College authorities will use discretion. When a donation or gift is accepted, the information **MUST** be recorded in the "Acquisition register" which is stationed at the Reserved Book Collection (RBC) area.

The College **DOES NOT** collect:

- Materials that are damaged or infested by insects or mold.
- Materials which the donor's ownership is in question or being disputed.
- Excessive duplicate materials will **NOT** be collected due to lack of space.
- Collections where the Archives is unable to provide sufficient support to preserve and provide access to those records.
- Collections for which the Archives is unable to provide suitable space, supplies, and equipment to accommodate. While the lack of one or more of these does not

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constitute a reason for refusing archival records and manuscript, deficiency in one or more may constitute grounds for delay in their acquisition.

- Please note that during periods of severe deficiency in any of these areas, the Archives will give priority to internal records whenever possible.

NB: Principal makes final approval on ALL major gifts and donations.

Archive Guidelines Review

The St. Joseph's Teachers' College Archives Policy will be reviewed and evaluated every five years to ensure that the mission of the Archives is being met.

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Disaster Preparedness and Emergency Policy and Procedures

Libraries have learned, through difficult and often disastrous personal experience, that they are not immuned to disasters and other emergency situations. A disaster plan is critical to the library as it helps to mitigate possible damages to the collection and equipment usually caused by a natural disaster. Though the College may have already formulated a general disaster plan, the management of the library saw it fit to create a plan specifically for the William Sheehan Library (WSL).

According to a report on Disaster Preparedness and Planning published in 2006 by the International Federation of Library Associations, the basic concept of a disaster preparedness plan is to:

- minimize risks so far as possible
- maximize the efficiency of response if a disaster occurs.

The report further states that, to produce an effective plan, the institution needs to do the following:

- a careful assessment of the major dangers that might befall it, and of their relative likelihood.

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- a realistic awareness of the existing resources and procedures to cope with a disaster, that already exist within the institution and of how far these can be augmented and improved within the institution's budget and staffing structure
- a commitment to continual promotion and implementation of the recommendations of the plan in the months and years to come.

Any preparation or planning conducted prior to an emergency or disaster will lessen its effects; therefore, it is better to devise a plan even if the thought is that it may never be utilized.

The purpose of devising a disaster plan for the library is to provide staff with some general guidelines for disaster preparedness as well as some steps to emergency response. This plan will provide a description of the responsibilities of a disaster team as well as a list of contact persons if a disaster should strike. Some of the disasters that this plan will focus on include; but, is not limited to the following:

- Hurricane
- Fire
- Thunderstorms
- Earthquakes

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Procedures for Hurricane:

The purpose of these procedures is to provide guidance and specific duties for the WSL staff and personnel in the event of a hurricane emergency. These procedures apply to all library and student staff.

The WSL, and the college by extension, view each hurricane threat as an extremely dangerous condition. Therefore, the College's main goal is to minimize the risk to employees consistent with protecting College property and assets. Following a hurricane, movement to, and from the campus may be seriously impaired. Therefore, persons who should be available following the hurricane to protect the library, and by extension, the college property must be on campus prior to the arrival of the storm. This plan seeks to limit exposure of the library and college community to the risks of damages during a hurricane as well as allow for the protection of property.

Preparedness Review

Prior to the beginning of hurricane season (June 1) of each academic year, the library team will review the library's hurricane plan and recommend any needed changes to the Librarian who in turn brings it to the attention of the Principal for final approval. Members of the library staff will assume leadership roles in executing the plan if a

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hurricane emergency warnings occur, and they will ensure that items on the checklist are completed.

At the beginning of the hurricane season tarpaulins should be secured to the top of each book shelf to be rolled down and secured to the foot of the shelves in the event of a hurricane; this is kept there for the duration of the season. When a hurricane approaches, the preparations listed below must be followed:

Phase 1: Hurricane Watch

When a hurricane watch is announced, emergency operations should begin, and should be completed within at least three (3) hours of start. The College will be closed at a specified time by the Principal based on information and alerts from the Office of Disaster Preparedness and Emergency Management (ODPEM).

1. Review the Library's Hurricane Plan and appoint a coordinator from the library team to focus on hurricane emergency.
2. Check inventory and ensure that the following are in stock:
 - plastic wrap
 - tarpaulin,
 - garbage bags

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- duct tape (which should all be stored in the bathroom of the library).
- Procure additional supplies of these, if needed.

Phase 2: Hurricane Warning

Procedures:

The following must be exercised during an Hurricane Warning:

1. Roll down and strap down tarpaulin on shelves using duct tape.
2. Pack Reserved Book Collection (RBC) and West Indies Collection (WIC) in large garbage bags chronologically according to their assigned Dewey Classification numbers. Ensure that each bag is properly labeled.
3. All bags must be placed on a group of tables and covered with tarpaulins
4. Stack all chairs and cover with tarpaulins.
5. Dismantle computers (if permitted by the college's Systems Administrator) and place in a garbage bag according to parts – keyboards, mouse, and cords labelling where applicable. Cover monitors and CPUs with plastic bags.
6. Place paintings (if any) in garbage bags.
7. All computers must be placed on tables and covered with tarpaulin (again, on the instructions of the Systems Administrator).
8. Move all furniture away from windows to the center of each room.

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9. Close all doors in the building then evacuate.

RECOVERY

Procedures:

After the hurricane, library staff should monitor radio stations to determine when to return to work. If there is no damage, when library employees return to work, they will:

1. Remove plastic wrappings.
2. Check communication and computer equipment for damage and report problems to the Librarian who will report it to the Systems Administrator.
3. The ICT department will restart/reboot library applications and servers, when necessary.

N.B. If there is damage, the pertinent parts of the Library Disaster Plan will be placed into operation.

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Preparedness and Procedures for Fire Emergencies

Preparedness and preparation for fire emergencies is almost entirely dependent upon regular, routine and as needed maintenance to the library's fire protection system. The College's Plant Manager and team are responsible for testing and maintaining this system. Follow-up responsibility for ensuring that this regular routine frequent, needed maintenance is the responsibility of the Librarian. and as needed maintenance takes place is the responsibility of the Librarian.

Another essential element of fire preparedness is a current and functional evacuation plan. Library staff and students must be aware of the emergency exits and should understand their specific roles during an evacuation. Furthermore, staff should be trained to effectively use fire extinguishers and know when is appropriate to do so by the Plant Manager and his team.

Each employee is expected to be aware of conditions which could result in a fire and to report those conditions to the relevant personnel according to the specified procedure. Periodic internal workshops must also be held not only with library staff but all employees of the college, to sensitized them of some of these conditions.

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Employees and their involvement in general disaster prevention are critical to the success of any fire preparedness effort and is a major component of the overall disaster planning effort. This component must, therefore, be addressed through a comprehensive staff awareness and training program.

General Fire and Emergency Evacuation Procedures

1. Upon hearing the alarm, staff at the RBC or Circulation Department will call the Plant Manager or Security at 3109 and 3133 respectively and report that the alarm is sounding. One of these persons will alert the nearest fire department.
2. Evacuate the building through the emergency exit located at the back of the General Reading room area.
3. Evacuate to a distance of at least 500 feet from the building and remain out of the way of emergency personnel. Staff should meet at the parking lot of the Sr. Avril Chin Fatt Administration building
4. Notify either Security, Plant Manager or firefighters on the scene if you know or suspect that someone may be trapped in the library/building
5. Do not return to the library/building after a fire alarm until instructed to do so by the relevant personnel

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Preparedness and Procedures for Thunderstorms

Severe thunderstorms can produce lightning, hailstones and tornadoes. At the discretion of the Librarian with the instruction of the System Administrator or Principal, the following safety rules must be followed:

1. Immediately turn off or disconnect all electrical or electronic equipment. The library staff will be responsible for shutting down library computers and equipment.
2. Unplug all telephone lines, with the permission of the Plant Manager, and do not use the telephone unless there is an emergency.
3. Stay away from windows and doors.

Preparedness and Procedures for Earthquakes

Earthquakes can affect us in a similar, if not, more dangerous way as other disasters. According to information retrieved for the website of the Office of Disaster and Emergency Management, earthquakes in Jamaica date back to the 16th century where Europeans were the first to keep records of such events.

It further pointed out that Jamaica may experience up to 200 felt earthquakes in any one year. Therefore, it is necessary to know what to do before, during, and after an earthquake hits.

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Before an Earthquake (Adapted from the ODPEM website)

Conduct an earthquake hazard search of the different sections of the library and by extension, the college environment, and eliminate objects that have the potential to cause injuries. Often, common sense is all that is required as you go from room to room and imagine what would likely fall in an earthquake. Some of these items may include, but, not limited to the following:

- What-nots, wardrobes, unattached closets, dressers and bookcases: these may topple over during an earthquake unless they are securely anchored to the wall. Either bolt directly through the back of the furniture into the wall or use steel angle brackets.
- Tall, heavy lamps, vases, figurines: if you display fragile items on open shelves or tables use industrial Velcro to attach items to stands.
- Hanging plants and mobiles: these tend to swing widely during earthquakes. Hang planters on hooks that can be curved over to form a circle so that the wire or cord cannot jump freely
- Mirrors on walls: ensure that mirrors are securely bolted to walls.
- Heavy objects on wall shelves: ensure that shelves are securely bolted to walls. Adjustable shelves, the board of which rest on wall brackets, can be stabilized

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with clips or wire to connect the board to the bracket. Remember to use guardrails on shelves and do not place chairs, desks, beds etc. beneath shelves where items can fall on people.

- Window air conditioners: make sure they are securely fastened and bolted into their spaces, so they do not fall out.
- Unsecured TVs, computers on cart with wheels: attach TVs and computers to their stands with industrial Velcro or bolt the items to the stand.
- Unfastened cabinet doors: install proper latches on cupboard doors that will not open if the object tilts over or is shaken.

N.B Librarian will be engaging Management to ensure cabinets, and other objects in the library are securely fastened and bolted where necessary.

During an Earthquake (Adapted from the ODPEM website)

Earthquakes can happen at anytime, anywhere. There is a chance, when an earthquake hits, that you may have a few seconds between the realization that this is an earthquake and the time when the shaking stops. This is when your advanced planning becomes important. If you know what to expect and what to do, you can make the right decisions that may mean the difference between injury, life or death.

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1. Take Cover in the Nearest Space

Take cover where you are. If you are inside or outside the library during an earthquake take cover there, do not rush indoors or vice versa. Protect yourself from things that may fall on top of you, whether it is broken glass or a whole building. Once you take over in your safe place, stay there until the shaking stops, earthquakes seldom last longer than a minute although it seems longer.

2. Duck, Cover and Hold

Practice the Duck, Cover and Hold procedure until it becomes second nature.

Duck: get under a sturdy piece of furniture, making yourself into a little ball (do not duck under beds or other objects that could collapse). **Cover:** keep your head and eyes protected from falling or flying objects. Cover your head with one hand.

Hold: with your other hand, hold onto the piece of furniture. If it moves, move with it.

Stay under shelter until you are sure the shaking has stopped.

3. Door Way for Protection

If you are not near any sturdy furniture, take cover in a sturdy doorway. The extra construction around a doorframe makes it one of the strongest parts of a building. Also, there is rarely anything over a doorway to fall on you.

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After an Earthquake (Adapted from the ODPEM website)

If You Are Away from Home

Stay where you are: If you are at work, in your car, at a movie or store, or someplace where you do not feel safe, you will probably try to go home. Stay where you are for a while and wait for aftershocks and information on the radio. Remember that aftershocks, particularly those following a big earthquake, can cause a lot of damage.

Students and staff should not attempt to drive unless: you are away from tall buildings and bridges, and then your driving should only be to safety or to render assistance. The roads should be kept open for emergency vehicles.

N.B Librarian will be engaging Management on ways to better sensitize students and staff of these disasters as well as put measures in place to minimize damages in the event one should occur.

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William Sheehan Library (WSL) Disaster Team

General Responsibilities of the Disaster Team

- To become familiar with the disaster plan for the WSL and sensitize patrons where applicable.
- All members of the committee should be presented with a copy of the plan to familiarize themselves with.
- The WSL disaster plan will be reviewed at least once per year on a scheduled basis.
- The disaster team should meet at least once per year.
- Once plan is updated, copies will be distributed to appropriate persons and offices.
- Library staff will be trained accordingly.
- Proper arrangement and storage of in-house emergency supplies, allowing for easy retrieval during a disaster. (storage cupboard and staff bathroom of the library)

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- Develop a list of needed supplies and services, including names of contact persons. These names and contacts should be mounted on notice boards in the library.
- Coordinate all disaster procedures as specified by the plan.
- Writing a report of the aftermath of the disaster for record keeping and to inform recommendations and changes going forward.

Summary of Immediate Steps to be Taken if a Disaster Strikes

1. Activate library disaster team. (Appendix A)
2. Assess the damage.
3. Gather emergency supplies stored in the storage cupboard and staff bathroom of the library. (Appendix B for list.)
4. Record all materials moved from the disaster area(s).
5. Restore damaged area(s)
6. Determine drying procedures as needed.

General Guidelines for Staff and Users of the Library in the Event of a Disaster

- Stay calm and contact the appropriate emergency officials, disaster team members and library staff.
- Ensure that all persons are safely evacuated from the library/building.

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General Preventive Checklist

The College's Plant Manager and his team should regularly check alarms, fire extinguishers and other safety equipment. The WSL must remain in compliance with the instructions from these persons, as well as the Fire Department team.

It is the responsibility of each library staff to observe the surroundings and report problems with the building to the Librarian who in turn should alert the Plant Manager. Special attention should be paid to leaks, obstacles, unstable shelving, broken equipment and other potential safety hazards. Specifically, employees should:

1. Have a printed copy of this disaster plan in each office and review it annually.
2. Be aware of the location and proper use of fire extinguishers.
3. Be aware of emergency evacuation procedures.
4. Be aware of emergency evacuation exits and the Assembly Points.

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Technical Services Policy and Procedures

Guidelines for Processing Purchased Materials:

Applicable: To all Library Staff

The following steps may be conducted during the processing of purchased materials.

Step 1: Check Publications against Invoice:

Procedures:

- During unpacking, the publications must be checked against invoice to ensure that the order matches.
- Publications must also be checked for manufacturer's defects such as upside-down pages; improper binding, etc.
- Each title on the invoice must be checked against the original master order list to ensure that they correspond. The list can be obtained from the Librarian.
- Note any missing titles during checking and notify the Librarian immediately.
- Note also if the invoice states that items are back-ordered or out-of-print.
- After completing the check, the staff must sign and date invoice.
- Copies of signed invoice must be made and submitted to the Librarian who will send the original to the Bursary department to process payment.

Step 2: Stamping:

Procedures:

All publications must be stamped in at least three (3) places with the library's property stamp. Books must be stamped:

- On the outside edges of book
- At the verso of the title page

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- Magazines and journals are stamped on the front cover of each item.
- On a secret page (page 25) or nearest page that can accommodate the stamp.

N.B! Do not stamp on textual or printed areas. Also, avoid using too much ink on the stamp pad and ensure that stamps are dry before closing pages to prevent an untidy result especially for items with glossy finishes such as magazines and journals.

Step 3: Accessioning:

All printed materials retained in the library for use by students, staff and external users, must be accessioned regardless of source (whether purchased, donated or exchanged) and regardless of location (whether RBC, General Cir, i.e. location in the library or elsewhere).

The Accession Number is a unique number given to each printed item received in the library. It is assigned in a consecutive order to books as they are processed and by no means are ever repeated unless for the reason being of replacing a book that was stolen lost or otherwise.

Procedures:

The last accession number is obtained from the accession book/register and must be written in the books as follows:

- At the verso of the title page inside the property stamp.
- On the secret page (page 25) within the smaller property stamp.
- Accession Numbers must be recorded in the Accession Register log book with date, number assigned, title of book/document, author, publisher, place of publication, year and supplier (gift or purchase).

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Step 4: Cataloguing and Classification

Procedures:

- Cataloguing is done in accordance with the rules set forth in (AACR2) Anglo American Cataloging Rules, Second Edition.
- Descriptive cataloguing is carried out firstly on all materials using a catalogue card. A pencil should be used to record descriptive details.
- Assign a classification number - this is done using the Dewey Decimal Classification Scheme. (DDC) 22nd ed.
- The material must then be analyzed to assign subject headings accordingly using the Sears List of Subject Headings, 18th ed.
- Copy-cataloguing may also be employed using reputable websites such as **worldcat.org**, **nlj.gov.jm**, **explore.bl.uk/** among others.
- For each book, the completed catalogue card is placed inside, and then given to the Librarian to be verified before further processing.
- The librarian will place a tick in **red ink** to verify that the item was correctly catalogued and classified.
- The item is then given back to the library staff to be entered and assigned a number in the accession register after which further processing such as affixing spine labels and book cards will be done.
- After the above processes, the book is now ready to be shelved.
- The catalogue card is then entered by the staff completing the processing in the library's catalogue on the student management system (iSIMS).
- Before cards are entered a search must be conducted on iSIMS to find out if other copies already exist in the library's catalogue.

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- If other copies are found, only the accession number from that card is added to the record and the notation saying 'already in catalogue/database... added by (staff signature) and date entered' placed on card or set of cards.
- Completed cards must then be submitted to the Librarian who would then place the cards in a box labelled completed and added to iSIMS and kept in the Archive Room.

NB!! All the details of a book are written up on a catalogue card for input into iSIMS database (computer catalogue).

Step 5: Labeling:

All materials acquired by the library are labeled. REF and WIC books are labeled using either a **blue** (Reference Department Slip) or sometimes both, a **blue** with a white *Date Due Slip* to show that although the item is reference it can be loaned overnight, once more than one copy exists. RBC materials all have RBC/call number and first three (3) letters of authors surname on their lower spine however, a **blue** circular label with the initial O/N meaning overnight is also on the upper spine, indicating that the item can be loaned for same.

Materials placed in GC uses the White Date Due Slip to indicate that they can be borrowed outside of the library. Although in some instances books will contain said slip but is not allowed outside of the library especially where only one copy exist.

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Reference Books:

Procedures:

- Apply adhesive lightly to the top back of the **blue** Reference Department label and affix it to the verso of the cover of the book under the accession stamp or page facing the inside front cover at the top of the page to facilitate easy removal.
- Do not cover any significant text or illustrations. If there is text or illustration where the label should go, find a suitable place for it; for example, somewhere on the pages immediately following.
- Where there are text and illustrations on all the pages preceding the body of the work, place adhesive lightly on the top of the label and affixed it to the top of the page in such a way that it can be lifted, leaving the text/illustration visible.
- If barcode labels are permitted, affix same to the middle page of the book, as close to the binding as possible, not more than (3) three inches from the bottom edge of the book.

Books on Loan at the General Circulation (GC)

Procedures:

For materials on loan for seven (7) days, a white **date due slip** is placed on the verso of the cover or the book facing back cover of the document.

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Spine Label:

Each book/document in the library is assigned a classification number. A classification number is like an address, it tells users where the book is located on the shelves in the library. Classification numbers usually appears on the lower spine of the book at least one inch from the bottom of the spine. Classification numbers can be written from top-to-bottom along lower spine or left to right across spine of book. If the spine is too thin the number is then placed on the front cover of the book/document as close as possible to the left of spine. Several books can have the same classification number depending on their subject content. Spine labels may be produce in batches to save time as this facilitates even distribution of labels that are to be cut and place on books.

Procedures for Placing Labels on Books

- Type classification numbers, print and cut leaving a bit of space around all sides of the label.
- Place spine label 1 inch above the lower spine of the book. Try not to cover text however, where it cannot be prevented, place the label over it. Do not place the label too high up on the spine, even if there is a clearer spot where the label would not obscure any text.

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- If the spine of the book is too thin to accommodate the entire number, place it on the lower left front cover of the book. Do not place the label on the front simply to avoid obscuring text on the spine. Once you have attached the label to the spine, cover it with a clear cellophane tape.
- Never correct a book spine label by writing over it, instead, create a new label with the correct classification number and place it over it with fresh tape.

Processing Gifts/Donations of Books

Procedure

- When gifts/donations are received, be sure to note relevant details e.g. address name of donor, date and so on.
- Give formal acknowledgement to donor through mail.
- A “thank you gift” template letter is prepared for this purpose.
- It is decided by the College Librarian what is to be kept or placed with other books for withdrawal.
- When these materials are being catalogued “gift” should be written where the price would have been written on the card. Labels are then typed with the donor’s name and placed on the inside cover of the book/material.

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- Books are then accessioned, with the words “gift” and name of donor written in the Remarks column.
- Books are then processed completely for shelving.

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Appendix A

Library Disaster Team Members:

Library Disaster Team Members:

- College Librarian
- Library Staff
- Plant Manager
- Security
- Ancillary Staff

Appendix B

Hurricane Evacuation Checklist

List of Emergency Supplies includes but is not limited to:

- Tarpaulins
- Large plastic garbage bags
- Duct tape
- Markers, pens, pencils and pads
- Scissors
- Rubber gloves
- Any other item necessary for the protection of the library collection and equipment.