

Contents

Minutes of January 12, 2017, Faculty Senate Meeting	2
Members Present:	2
Meeting called to order	2
Need for additional Senate meeting on Jan. 26	2
Library circulation policy	3
Committee Reports.....	3
New Business	4
Adjournment.....	4
Appendix: Proposed Library Circulation Policy	5
Appendix: Proposed Library Statements	9



Minutes of January 12, 2017, Faculty Senate Meeting

Members Present:

Christy Walker, Garen Evans, David Williams, Lorraine Gardiner, Ben Laughter, Sarah Min, Tami Tomasello, Kent Harrelson, Regina Ray, Jane Taylor, Gail Ward, Sarah Mergel, Christian Griggs, Lee Ann Cline, Vince Postell, Nicholas Gewecke, Norm DesRosiers, Jean Johnson, Chuck Fink, Chris Wozny, John Gullledge, Baogang Guo, Gene Powers, Dr. Margaret Venable.

Absent: Jacquelyn Mesco, Anna Hart, Cecile de Rocher, Annabelle McKie-Voerste, Gene Mesco, Matt Hipps,

Meeting called to order

Senate President Sarah Mergel called the meeting to order at 3:17. She asked for approval of the minutes of the November 10 meeting; the minutes were approved by voice vote.

Need for additional Senate meeting on Jan. 26

Sarah Mergel stated that the senate will need to hold an additional meeting on Jan. 26. The college statutes, the senate bylaws, and the promotion and tenure standards are all being revised and will need senate approval before going on to the full faculty; the Jan. 26 meeting is intended to get these matters under way.

Library circulation policy

Library Director Melissa Whitesell asked for the senate's approval of the Library's new circulation policy; she also distributed the Library's proposed new Mission Statement, Vision Statement, and Values (Please see the Appendix for the text of these documents).

Melissa explained the problems caused by the current circulation policy: students face holds on registration or graduation for even small library fines, and the Library currently has approximately \$20,000.00 in outstanding fines. The new policy would be for materials to check out for a semester at a time. If the materials are not returned by the end of finals week, library patrons would be charged a replacement fee for the materials, along with a processing fee. Faculty members would also be assessed these fees for unreturned library materials.

Baogang Guo asked whether this policy was in keeping with the library circulation policies at comparable schools. Melissa said that she had contacted the libraries at other schools, both in the USG system and outside it, and found that this is an increasingly common policy. Jean Johnson asked for clarification about the specific due dates; Melissa said that she would clarify the policy's wording.

A motion was made and seconded to approve the policy.

The motion to approve the Library's proposed circulation policy was unanimously approved by voice vote.

Committee Reports

There were no committee reports.

New Business

Chuck Fink stated that some faculty members are unhappy with the fall break schedule for 2017. Fall break is scheduled for Thursday/Friday rather than Monday/Tuesday; some faculty members feel that this isn't much of a break for faculty who don't teach on Fridays.

Sarah Mergel stated that the schedule originated with the Welfare Subcommittee and was then approved by the Senate and the full faculty. The fall break schedule was necessary in order to begin final exams on a Monday and complete them in one calendar week. Tami Tomasello said that many colleges set their academic calendars five years in advance; Sarah said that Dalton State sets the calendar one year at a time.

Adjournment

There being no other business, the meeting adjourned at 3:42.

The next scheduled senate meeting is Thursday, January 26, 2017.

Respectfully submitted by Kent Harrelson, Secretary

Appendix: Proposed Library Circulation Policy

DALTON STATE COLLEGE

DERRELL C. ROBERTS LIBRARY

Circulation Policy

The Roberts Library strives to provide an accurate and efficient process for circulating materials. It is also the Library's goal that all patrons have access to materials in the collections. Students, faculty, staff, and community users may borrow materials for specified loan periods. Some materials may be limited in their circulation specifics.

Eligible Patron Groups

Students: Currently enrolled Dalton State College students.

Faculty/Staff: All current Dalton State College employees.

Emeritus/Retired Faculty: Emeritus and Retired DSC faculty can establish current circulation accounts that extend to circulating government documents, books, and the GALILEO password.

Community: Local residents age 18 and over and alumni of Dalton State College—anyone with a local address who is not a student or employee of DSC.

Universal Borrowers: Currently enrolled University System of Georgia students and employees.

Loan Periods & Limits

Students: Circulating Books (10 items)—1 semester; Periodicals—In Library use only; Course Reserves—Loaned according to faculty requirements; Audiovisuals—In Library use only.

Faculty/Staff: Circulating Books (10 items) —1 semester; Periodicals—In Library use only - Exceptions can be made for a 24 hour period by the reference librarian on duty; Audiovisuals—7 days; AV equipment-5 days.

Community: Circulating Books (5 books at a time)—30 days; Periodicals—In Library use only; Audiovisuals—In Library use only.

Universal Borrowers: Circulating books (50 books in total from ALL USG Libraries) – 4 weeks, all other materials are In-Library use only.

Printed reference materials are marked “REF” above their call numbers and do not circulate. Archives, Bandy Center, Dalton Room materials, bound periodicals and microform do not circulate. Items placed on “Course Reserve” by a faculty member are labeled as such and housed at the Circulation Desk temporarily. Circulation options for *Course Reserves* are typically In-Library use only but may be specified differently by Faculty. When a subject is assigned for a large number of students and the Library has limited circulating resources on the topic, the materials may be temporarily placed on Course Reserve for In-Library use.

If a student or faculty member needs an item and it is checked out, they may request the material(s) through the GIL Express or Interlibrary Loan services. [GIL Express](#) is the resource-sharing service offered at all libraries within the University System of Georgia. Patrons may place their own requests for books in the [GIL Universal Catalog](#). Books are then shipped to the Roberts Library—free of charge.

The [Interlibrary Loan](#) service allows librarians to request books, periodical articles, and other materials for patrons from any U.S. library. Patrons may search [Worldcat](#) to locate items in U.S. libraries.

Due Dates

Students: All materials are due by the the end of the semester. The due date for all books will be the Monday of finals. There will be a grace period of 1 week before fees are charged. If an item is not returned at the end of the semester, there will be a processing fee and a replacement cost charged to the borrower. Fees remain on patron records and his/her account will be blocked until the item is returned in good condition (within one month of the due date) and or the full fee amount has been paid. The due dates will be clearly posted throughout the library and email reminders sent at the end of

the semester. Reminders will be posted on social media accounts as well as the campus master calendar.

Faculty/Staff: All materials are due by the end of the semester. The due date for all books will be the Monday of finals. There will be a grace period of 1 week before fees are charged. If an item is not returned at the end of the semester, there will be a processing fee and a replacement cost charged to the borrower. The due dates will be clearly posted throughout the library and email reminders sent at the end of the semester. Reminders will be posted on social media accounts as well as the campus master calendar.

Community: Community users must return materials by their due date. An email reminder will be sent to the patron. There will be a grace period of 1 week before fees are charged. If an item is not returned by the due date, there will be a processing fee and a replacement cost charged to the borrower.

Fines

There will be a grace period of 1 week before fees are charged. If an item is not returned by the due date, there will be a processing fee and a replacement cost charged to the borrower. Fees remain on patron records and his/her account will be blocked until the item is returned in good condition (within one month of the due date) and or the full fee amount has been paid. The following fees are charged per item:

Circulating Books: If an item is not returned at the end of the semester, there will be a processing fee and a replacement cost charged to the borrower. The processing fee for a book is \$20.00. The default lost item replacement fee is \$75.00, but could be more depending on the title.

Laptops and AV Equipment: The fine will be \$50.00 per day per item. If the item is lost, there will be a processing fee and a replacement cost charged to the borrower. The processing fee is \$50.00 and the lost item replacement fee will be \$250.00, but could be more depending on the item.

Reserves: The fine will be \$10.00 per day per item. The maximum fine per reserve item is \$70.00.

Fines may be waived by a Roberts Library staff member for extenuating circumstances, such as the death of an immediate family member, unusual hardship, or error by the Library staff.

Policy Draft Revision November 21, 2016

Appendix: Proposed Library Statements



Derrell C. Roberts Library

Proposed Mission Statement:

As an essential component of the academic and creative life of Dalton State College, the Derrell C. Roberts Library provides a stimulating environment that will empower our community of learners to discover and engage with the world's collected knowledge. The expert staff facilitates access to information resources that will be the catalyst for students, faculty, and staff to grow intellectually and to work effectively within and beyond the Dalton State community. We encourage critical and imaginative thinking, promote lifelong learning, and create collaborative partnerships that enrich the campus and the community.

Proposed Vision Statement:

We will be a library with a global reach, providing a welcoming, vibrant, and inclusive environment for learning, collaboration, and knowledge seeking and creation. Through teaching and partnerships in research and education, delivery and preservation of library collections, as well as innovative services and programming, we will ensure the Derrell C. Roberts Library will be a first choice campus destination for information and inspiration.

Proposed Values:

- **Service** – We serve our campus and community with expert, responsive and courteous staff as well as dynamic physical spaces.
- **Collaboration** – We seek partnerships to advance scholarship and foster opportunities for lifelong learning.
- **Diversity** - We choose to be a place where the diversity of ideas, values, and perspectives is welcome and respected.
- **Knowledge** - We develop exceptional collections, programs and innovative technologies that support teaching, learning and research.

Submitted to Faculty Resource Committee November 21, 2016