



Doherty Library Policy Manual 2023

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Library Mission

The University has the strongest commitment to the religious, moral, and intellectual formation of the whole person. To support this commitment, the mission of the Doherty Library is to acquire, make readily available, and promote the use of print and electronic information resources in accordance with the diverse academic needs of the University. The library also supports teaching and research activities by providing instruction in finding, evaluating, and using scholarly resources. In all of its activities, the library will support the core values of the University: goodness, discipline, knowledge and community.

Vision Statement

The Doherty Library has the strongest commitment to cultivate the life of the mind and imparting knowledge to students that will instill a love for truth and promote intellectual discipline.

General Use Policy

Visitors to the Doherty Library must limit computer use to scholarly pursuits only. Viewing pornography and sexually explicit materials is prohibited for all users. Failure to abide by these policies will result in removal from the library.

Creating a disturbance of any kind, (including, but not limited to, loud noise, loud talking, vandalism, carrying a weapon, smoking, or vaping, and inappropriate behavior) will result, at minimum, in user removal from the library.

The Doherty Library shall maintain facilities that are clean and well-lit with ample study spaces for individuals and groups. The library will be maintained so that space will be allocated for silent study and well as collaborative study areas for groups.

Limited food and beverages for individual use are permitted. Food and beverages for large groups are not permitted. Exceptions may be made by the library staff in advance.

Americans with Disabilities Act (ADA)

The Doherty Library will follow ADA requirements for automatic door entrances, aisle width, suitably wide doors, restroom requirements, door handles, and other ADA requirements as needed in an academic library. Specialized software and workstations will be installed at the library for the visually impaired and other ADA-related conditions as required by law.

Entrance Policy

UST students, staff, faculty, alumni, and ELS students must have either a current UST ID or a current ELS ID to be allowed access to the Doherty Library.

Visitors (not UST or ELS students) must present two forms of ID:

- A government issued photo ID (State ID, Passport, or military ID) and one of the following ID's:
 - Current university alumni ID
 - Current Friends of the Doherty Library card
 - Current TexShare card
 - Current photo ID from another university
 - Current teacher ID
 - Current work ID (example: Oil Company ID such as Shell, Exxon, medical center ID, school/district ID, etc.)
- All ID's must meet the following criteria:
 - Current – this means they must have dates on them to prove that they are not expired.
 - Valid – only the kinds of ID's listed above are considered valid forms of ID for entry to the library.
 - Photo – they must have a photo of the person presenting the ID.

Guest scholars (visiting professors, etc.) and school groups are welcome and should see the Dean of libraries, or librarian for more information. Guest scholars will need a letter from a UST faculty member/administrator that asks us to grant access to a guest. The letter needs to state what the specific research will be and how long the guest needs to use the library. An e-mail is sufficient, but a letter is preferred.

Guests of UST patrons can be admitted to the Doherty Library whenever they are accompanied by the UST student, faculty, staff, or alumni member. Unaccompanied guests will be required to present two forms of photo identification.

Cell Phone Use Policy

Cell phone use is permitted in the library; however, users must abide to the following guidelines:

- Set the phone to silent or vibrate.
- Speak in a low voice and, if the call lasts for more than a few minutes, exit the building.
- Speaker phones may not be used for calls.
- Cell phones should not be used in designated “Silent Areas”, located on the first floor east-wing and west-wing area.

Children in Doherty Library

Anyone under the age of 14 must always be accompanied by a parent or legal guardian while using the Doherty Library. Children cannot be monitored and supervised by the staff; therefore, the safety of unattended children cannot be guaranteed. Campus police will be called to resolve incidents involving unsupervised children under age 14.

Computer Use Policy

For UST students

The Computer Lab in the basement of Doherty Library is available to currently enrolled UST students only. If all the computers are in use, UST students may be asked to log off from non-scholarly use immediately regardless of the time spent at the computer. Use of any computer for viewing pornography and sexually explicit materials is forbidden and Campus police will remove the offending student from the library. Report will be filed with Student Affairs for disciplinary action.

For non-UST students and other visitors

Visitors must comply with the Doherty Library Computer Use Policy and limit computer use to scholarly pursuits only. If all the computers are in use, visitors may be asked to log off from non-scholarly use immediately regardless of the time spent at the computer. Use of any computer for viewing pornography and sexually explicit materials is forbidden and will result, at minimum, in their removal from the library.

Library Hours

The hours of operation will be determined by the Dean of Libraries. Any substantive changes to the library hours will occur in consultation and approval of the Vice President for Academic Affairs. The hours will be sufficient to adequately serve the academic needs of the students and faculty and to support the mission of the library.

Library hours will be posted at the library's front entrance, the library's web site and the library's social media channels.

CIRCULATION POLICIES

		Main Book Coll.	Popular Books	Ellis Books	AV Coll.	Reference	Periodicals	Grad Phil Book	Grad Phil Special Coll./Ref.	Max. Items Checked-Out at One Time
UST	Student	5 wks, 3 renewals	5 wks, 3 renewals	5 wks, 3 renewals	1 wk, no renewals	X	X	X	X	75
	Faculty (PT* & FT)	End of semester	5 wks, 3 renewals	End of semester	1 wk, 3 renewals	May checkout if arranged with ref. librarian	May checkout if arranged with ref. librarian	X	X	30 (PT) 125 (FT)
	Staff	5 wks, 3 renewals	5 wks, 3 renewals	5 wks, 3 renewals	1 wk, no renewals	X	X	X	X	75
	Alumni	5 wks, 3 renewals	5 wks, 3 renewals	X	X	X	X	X	X	4
	Audit	5 wks, 3 renewals	5 wks, 3 renewals	X	X	X	X	X	X	4
	Board of Directors	End of semester	5 wks, 3 renewals	End of semester	1 wk, no renewals	X	X	X	X	10
		Main Book Coll.	Popular Books	Ellis Books	AV Coll.	Reference	Periodicals	Grad Phil Book	Grad Phil Special Coll./Ref.	Max. Items Checked-Out at One Time
UST Grad Phil	Student	End of semester	5 wks, 3 renewals	End of semester	1 wk, no renewals	X	X	End of semester	End of semester	75
	Faculty (PT)*	End of semester	5 wks, 3 renewals	End of semester	1 wk, 3 renewals	May checkout if arranged with ref. librarian	May checkout if arranged with ref. librarian	End of semester	X	30 general coll. 10 Grad Phil coll.
	Faculty (FT)	End of semester	5 wks, 3 renewals	End of semester	1 wk, 3 renewals	May checkout if arranged with ref. librarian	May checkout if arranged with ref. librarian	End of semester	End of semester	125
		Main Book Coll.	Popular Books	Ellis Books	AV Coll.	Reference	Periodicals	Grad Phil Book	Grad Phil Special Coll./Ref.	Max. Items Checked-Out at One Time
Non-UST	FOL	5 wks, 3 renewals	5 wks, 3 renewals	5 wks, 3 renewals	X	X	X	X	X	4
	TexShare	5 wks, 3 renewals	X	5 wks, 3 renewals	X	X	X	X	X	4
	ELS	X	X	X	X	X	X	X	X	0

A "Student" is defined as someone enrolled for this semester during which he or she wants to borrow library materials.

If you are talking a semester off, you may borrow by obtaining a TexShare card or by purchasing a Friends of the Library card. If you graduated from UST, you may borrow by purchasing a UST Alumni card from the Office of Student Affairs.

*May borrow only during the term in which they are teaching

Circulation Policy

Library Fees

Books	No late fees. Fines & fees are accrued for lost and damaged materials.
Popular Books	
Books on "HOLD"	
Reserves/AV Materials	

All fines and fees must be paid in full. Interlibrary Loan fees and lost materials fees will be the responsibility of the patron and will be assessed by the library staff.

Borrowing Privileges

Current UST students, staff and faculty can borrow items from Doherty Library. They must come into the library to create an account or email the library at circulation@stthom.edu to update their account before they can check out materials. Alumni, TexShare card holders, and Friends of the Library have limited borrowing privileges. Borrowing privileges will be suspended for patrons with lost, damaged or overdue fees.

Faculty members may authorize their staff to check out books for them. Faculty members must send an e-mail to circulation@stthom.edu stating the name, or names of the people they would like to be able to check out books for them. Individuals borrowing for faculty must present a valid photo ID card when checking out books.

Renewal

Books can be renewed 3 times per semester if:

- The item has not been requested by someone else.
- Fines are less than \$10.

Hold Request

Materials can be put on hold if they are not currently available (i.e., check-out books, in process or being catalog.) Users will be contacted when the material becomes available, and it will be held at the circulation desk for 3 days.

Patrons with an active library account must be in good standing to place items on hold.

Course Reserves – Students

At the request of a professor or an administrator, Doherty Library will "reserve" particular items at the circulation desk. Reserve items have short borrowing periods (2, 4, or 24 hours, or 3 or 7 days). This allows a large number of patrons to borrow a single item within a brief period of time.

Reserve items follow the same user policies as other library items. The only difference is that they have very short borrowing periods, and most reserves cannot leave the library.

Course Reserves – Faculty

Books from Doherty Library regular collection can be placed on Reserve if more than one of students needs to access the book.

Faculty can choose to have an item checked out for a couple hours or a couple of days. This service puts a limit on the three-week standard library check-out term.

Faculty can put their personal copy of an article, book, or CD on reserve.

Faculty must complete one reserve form for each item to be put on reserve.

Faculty must personally retrieve items to be put on reserve from the library collection.

Doherty Library does allow faculty student assistants to put items on reserve if they have all the information needed to complete the reserve form.

It may take up to 48 hours after faculty submit the reserve forms for the materials to show on their online reserve list.

If a student would like to borrow the item prior to the requested 48-hour processing period, Doherty Library allows use of the material for two hours while holding his/her student ID.

Faculty personal materials will be returned at the end of semester via interdepartmental mail unless faculty materials are on permanent reserve.

[Requesting Books to Go and Journals in Storage](#)

Most of Doherty Library's main book collection starting with "G" call numbers, along with the bound periodical collection (journals) are in an offsite storage facility. These materials from the main book collection are still able to be checked out, and bound periodicals are still available for in-library use only. Patrons can submit an online request for in-storage items, which has a processing time of 1-3 business days.

[Printers and photocopiers](#)

Users must have an UST ID card or a UniPrint temporary card to print and must be paid in advance.

The charge is 5 cents per page for black & white, and 10 cents per page for printing in color.

Interlibrary Loan Policy

Lending Policy

The purpose of Interlibrary Loans is to provide research materials that are not available in Doherty Library collections.

ILL services are governed by current copyright laws and guidelines, the Interlibrary Loan Code for the United States, and the lending library's policy.

Material borrowed via Interlibrary Loan at Doherty Library is the responsibility of the borrower from the time it is picked up from Doherty Library until it is returned to Doherty Library.

Eligibility and Borrowing

Users must be a current UST student, faculty, or staff member.

Materials that are owned by, or accessible at Doherty Library are not available for request.

Due dates are set by the lending library.

Interlibrary loan privileges will be suspended for users with overdue items on their account.

Users will be notified by email when a requested item is available.

Charges and Financial Responsibilities

Interlibrary loan is a free service; however, some libraries may charge a fee for use of their materials. Users must authorize in advance any cost that may be incurred and remit payment at the circulation desk.

The lending library may charge lost or replacement fines which will be charged to the user's account.

Any fines exceeding \$10 will result in a suspension of all library privileges until paid.

Collection Development Policy

Introduction

The library book and journal collection has resided in three locations: The Link-Lee mansion from 1947-1960, Murphy Hall from 1960-1972 and the Doherty Library since 1972. Throughout the course of its history, the library has maintained subject strengths in the liberal arts, with especially strong collections in theology, philosophy, British and American Literature, Medieval European History, and American History. The collections are primarily housed at the Doherty Library or at remote storage.

The Collection Development Department is staffed by one full-time collection development librarian and a full-time acquisition assistant. All full-time librarians and the Library Dean serve as the liaisons with user groups.

The annual budget is determined by the University Administration with approval from the Board of Trustees. The Library Dean is responsible for administering the budget. Allocations are divided into five general categories: monographs, serials, online resources, non-print (non-online), and binding. Allocations among these five categories are determined as follows:

The monograph budget is calculated by taking the average cost of a book from the previous year, adjusting for inflation, and multiplying by the expected number of books to be acquired. The serials budget is determined by taking the previous year's total costs, adding funds to adjust for inflation, and adding funds for new subscriptions due to expanding or new academic programs. The non-print budget (online resources) is calculated in a similar manner. The remaining funds are given to the remaining two areas (non-print non online resources and binding). The Library Dean, in consultation with the Collection Development Librarian, will determine allocations. Allocations can be moved from one area of the budget to another at any time. In fact, the University accounting practices consider the acquisition budget to be a single account.

Cooperative collection development agreements do not exist at the Doherty Library. However, consortium subscription agreements for a growing number of online databases are currently in effect.

Libraries document their collection policies through one or more of three means: a conspectus approach, a combination of conspectus-like data and narrative statements, or narratives alone. The University of St. Thomas uses the combination approach with an emphasis on the narrative statements.

Purpose or Objective

To acquire material that will support the library and research needs of the students and faculty at the University of St. Thomas, a comprehensive Catholic liberal arts institution with graduate and undergraduate programs.

Scope of Coverage

The language covered is predominately English; although material written in other languages is acquired in consultation with faculty and with curriculum needs. Other language material is not acquired unless a faculty member requests specific items written in other languages.

There are no restrictions on geographical areas covered. Curriculum needs and faculty are consulted regularly.

There are no restrictions on chronological periods. However, the medieval period is emphasized in the Graduate Philosophy collection. Curriculum needs and faculty are consulted regularly.

Types of Material

There are no restrictions on the type (format) of material acquired.

Collection Development and Subject Areas

The Collection Development Librarian maintains conspectus subject headings and worksheets.

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Collection development and subject areas

The Collection Development Librarian maintains conspectus subject headings and worksheets.

Selectors responsible for collection development

The Collection Development Librarian and the reference librarians are the primary selectors for the library collection. This is done in consultation (as needed) with the Library Dean and/or faculty. Reference librarians will divide the subject areas of the collection among themselves so that each librarian is responsible for specific areas of the collection. The Collection Development Librarian will serve as coordinator for all selected material and will be responsible for their specific collection development subject areas.²

¹ Source: Part II, section 2.1.4 in the Guide for Written Collection Policy Statements, published by the ALA, 2nd edition, 1996.

² Source: Guide for Written Collection Policy Statements, 2nd edition. American Library Association, 1996. Section 2.2.3.2 "Narrative statement approach" has been consulted for items A-E.

Selection Criteria

The variables considered when selecting monographs, serials, nonprint and online resources include:

1. University curriculum as described in the most recent undergraduate bulletin and graduate catalogs.
2. Depth of study offered in a subject (undergraduate, graduate, doctoral).
3. Number of students majoring in a subject area.
4. Faculty and graduate research, insofar as it is made known to the library.
5. Reviews of evaluative tools such as Choice, Library Journal, Booklist, Magazines for Libraries, ARBA, etc.
6. Faculty recommendations.
7. Format; For example, ease of use.
8. Lasting value of the information.
9. Potential use.
10. Availability of similar material in the existing collection.
11. Access to information contained in the item; for example, indexing of the material.
12. Prominence of the author.
13. Physical quality.
14. Language (English or foreign). Foreign language items will be acquired in consultation with the appropriate faculty.
15. Cost (including processing and maintenance) and budgetary constraints.
16. The library typically acquires a single copy of a title. If necessary, additional copies may be purchased for the Graduate Philosophy Library or for Special Collections.
17. Typically, the library does not acquire textbooks for the collection.
18. The library typically does not acquire popular works and government documents as these materials are more suitably found at public libraries and government document depositories.
19. Popular works, when purchased, are typically acquired through Friends of the Library funding.

Additional Criteria for Online Resources (fee-based subscriptions and e-books)

1. Compatibility with existing library software, hardware and network systems.
2. Consistency of product content.
3. Speed and ease of document delivery.
4. Reliability of service and technical support of the provider.
5. Stability of the provider.
6. Degree of value-added material in the database.
7. Access to archived material in the database.
8. Restrictions of the license agreement.

Electronic Books

Electronic books will be acquired in accordance with this collection development policy as outlined in sections F and G above. In addition, criteria unique to electronic books will be considered. These include type of license/access agreement (lease vs. purchase), number of concurrent users, and digital rights management issues (printing, copying, downloading of materials, etc.).

Electronic books will be used for Interlibrary Loan lending as allowed by license agreements and in accordance with Section 108 of the Copyright Act of 1976, as amended.

Open Access Resources (OAR)

Doherty Library supports and promotes the use of Open Access resources. Librarians will monitor the availability of Open Access resources and facilitate access to them through inclusion on library platforms and by promoting their use to faculty and students.

Patron-Driven Acquisitions

Patron driven acquisitions, and any other alternate collection development method, will be considered for use at the Doherty Library only after such alternate methods have been generally recognized by library professionals as an effective and viable option for academic libraries (for example, appearing in library science publications or discussed at conference presentations). If an alternative collection development method is adopted for use at Doherty, it must conform to the selection criteria found in this policy and its efficacy will be evaluated on an annual basis by the collection development selectors.

Specific Selection Criteria & Evaluation for Online Resources

Utilizing online resources for scholarly research presents a unique set of challenges. Online resources are constantly changing, and there is no governing body or guarantor of authority on the internet. The literate web user is one who carefully assesses the accuracy, authority, objectivity, currency, coverage, and appropriateness of each site she or he encounters. The librarians at Doherty shall consider the following criteria when assessing online resources for inclusion on the library website:

- Relevance to the University of St. Thomas curriculum as described in the most recent undergraduate bulletin and graduate catalogs.
- Faculty recommendations.
- Demonstrated usefulness and accuracy for answering reference questions: community and student needs.
- Degree of value added to the library collections in accordance with our mission statement.
- Reliability of information and stability of site.
- Prominence and authority of sponsoring organization or institution; non-commercial, scholarly or government sites (.edu, .org, .gov, etc.) are generally preferred over “.com” sites.
- Presentation of material; site organization, ease of use, ease of output (printing or downloading) and degree of advertisement.
- “For fee” websites are not generally included.
- English language sites are preferred, except those for language-specific lists.
- Appropriateness of medium, i.e., use of the internet as a delivery mechanism is appropriate for the information.
- Evaluation of online resources is ongoing; a site may be removed from the library home page if it no longer meets the selection criteria.

De-Selection Policy

Materials are evaluated and removed from the collection on an ongoing basis. Material may be removed from the library if it no longer meets the selection criteria. Factors affecting the decision to discard an item include:

1. Continued accuracy.
2. Inclusion of outdated information, not of historical significance.

3. The changing nature of university departments and curriculum.
4. Physical deterioration.
5. Availability of similar material in more current sources.
6. Continued appropriateness to the collection.
7. Duplicate copies

Replacements

Lost, missing or damaged materials that meet the criteria of the library's collection development policy will be replaced subject to availability.

Gifts

In addition to acquiring new material, the library also accepts gifts, but only on the grounds that there be no restrictions placed upon them. Gifts are evaluated by the same criteria imposed on new purchases; and those not added to the collection are placed in the library's book sale, the proceeds of which are used to buy books and material in other formats that do meet the criteria.

Gift Book Collections from Faculty

- The library will accept all, part or none of a collection offered by a faculty member. If the library accepts a faculty gift, all or part of faculty gift collection may be sold in the annual library book sale. Faculty gift books placed in the book sale and not sold may be discarded at the library's discretion. This applies to UST and non-UST faculty.
- Criteria for accepting books are curriculum needs, condition of the books and available shelf space.
- It is the responsibility of the donor to deliver the books to the Doherty Library. If the book collection is on campus, the faculty member may arrange with Facilities to bring the books over to the library.
- For significant collections, a book plate may be placed in each book added to the library collection. The wording on the book plate can be written by the donor. If the donor has no preference, the library staff will choose the appropriate wording.
- The library will not plan or sponsor any recognition event for book collection gifts. If an event is planned to recognize the donor for his gift, that event is the responsibility of the academic department of the faculty member or Institutional Advancement. The library facility may be used for a recognition event.

Library Collections

The library does not acquire material with the intent of cataloging and storing the material separately from established library collections. Requests for creating discrete collections within the Doherty Library will be declined, regardless of whether the material was purchased with library funds or was donated to the library. Exceptions to this policy will be considered by the Library Dean.

Censorship

The library seeks to provide opposing sides of controversial issues, as advocated by the American Library Association. Materials are evaluated solely on the above criteria, rather than value judgments on their positions. The library is not willing to withdraw or otherwise restrict access to items in the collection that meet the selection criteria.

Archives

The library will acquire and preserve material relating to the history, development, and character of the University. These materials may be found in the archives.

Special Collections

As a general policy, material for special collections will be secured by donations. Some purchases may be in special collections because of age, value, or other considerations.

Conspectus Review

Collection depth indicator definitions:

1. MINIMAL INFORMATION LEVEL
 - a. Collections that support minimal inquiries about this subject and include a very limited collection of general resources, including monographs and reference works. Periodicals directly dealing with this topic and in-depth electronic information resources are not collected.
2. BASIC INFORMATION LEVEL
 - a. Limited collections: supports the needs of general library users through the first two years of college.
3. STUDY OR INSTRUCTIONAL SUPPORT LEVEL
 - a. Extensive collections: supports the needs of general library users through college and beginning graduate instruction.
4. ADVANCED STUDY OR INSTRUCTIONAL SUPPORT LEVEL
 - a. More extensive collections, but less than those needed for doctoral and independent research.
5. RESEARCH LEVEL
 - a. Very extensive collections that contain the major published source materials for doctoral study and independent research. Also, may include materials in languages other than the primary language of the country and collection.
6. COMPREHENSIVE LEVEL
 - a. Collections in a specifically defined field of knowledge that strive to be exhaustive as far as is reasonably possible (i.e., "special collections"). Exhaustive collections of published materials. Very extensive collections in all other pertinent formats.

The basis for all of the above information came from pages 27-31 of Using the Conspectus Method: A Collection Assessment Handbook published by WLN (Western Library Network) which is now part of OCL. We have condensed these indicators and their definitions to make them more manageable for our collecting purposes.

"The collection depth indicators are numerical values that are used to describe a library's collecting activity levels and goals. They are used to characterize three different aspects of collection management... current collection level (CL), acquisition commitment (AC), and collection goal (GL)" (page 27).

Conspectus Rankings

	CL	AC	GL	Comments
Art	3a	4	4	
Biology	3a	4	4	
Business	3a	3a	3a	
Business Ethics	3	4	5	(Slick Collection)
Chemistry	3	3a	3a	
Children's Literature	3	3	3	
Classics	3a	3a	3a	
Communication	2	3a	3a	
Computer Science	2	2	3a	
Criminal Justice	3	3	3	
Dance	3	3	3	
Drama	3	3a	3a	
Economics	3a	4	4	
Education	3a	4	4	
Engineering	3	4	3	
English	3a	4	4	
General	3a	3a	3	
Graduate Philosophy	4	4	4	
History	4	4	4	
International Studies	3	3a	3a	
Mathematics	3	3	3a	
Mental Health Counseling	3a	3a		
Music	3	3	3a	
Nursing	3a	4	4	
Philosophy	3	4	4	
Physics	3	4	4	
Political Science	3a	4	4	
Psychology	3	4	4	
Sociology	3	3a	3a	
Spanish	3	3a	3a	
Texas History	1	2	2	(Ellis Collection)
Theology	3a	4	4	

Public Services Policy

Social Media Policy³

The mission of the Doherty Library is to acquire, and make readily available, print and electronic information resources in accordance with the diverse academic needs of the University. Promoting the use of these resources is also central to the library's mission. Social media tools are a valuable method to assist in this mission. Social media tools employed by the library will be selected to enhance library-patron communications and support marketing of library services and events. The library's goals in actively participating in social media are to:

- Reach out and engage UST students, staff, and faculty.
- Promote the value and importance of resources, services, and events offered by the faculty and staff of the Doherty Library.
- Promote research tips and useful tools for scholarships.

Agreement:

By joining, utilizing and/or posting on the library's social media sites, the user agrees to comply with this policy and the Doherty Library's Computer Use Policy as applicable.

Definitions:

- "Library" shall mean the Doherty Library.
- "Posting" shall mean any writing, images, videos, downloads, audio files, and hyperlinks to other websites [or media which is downloaded, referenced, inserted, or] placed upon any Library social media site].
- "Social media site" shall include any online forum/site, web application or account created and/or maintained by the library, which permits users to communicate with other users through postings, including without limitation, Facebook, Twitter, blogs, YouTube, and Instagram.

Disclaimer:

The library is not responsible or liable for the content of postings by third parties on any Library sponsored social media site, and third-party postings do not reflect the opinions or positions of the Doherty Library or its employees.

Ownership:

By posting on the library's social media sites, you give the library permission to use your name, profile picture, and the content of any posting you make without compensation to you or liability on the part of the library. This permission ends when you delete your posting.

Postings:

The purpose of the library's social media sites is to inform Library users about Library programs, events, and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events, and materials. Accordingly, any postings inconsistent with this stated purpose, as determined by the library in its sole discretion may be removed

³ Adapted from the Cleveland Public Library

in accordance with the process set forth in this policy. Examples of postings not permitted include, but are not limited to:

- Advertisements and Spam.
- Postings which contain obscene matter.
- Disparaging, harassing, abusive, profane, or offensive postings.
- Postings that are hateful, threatening, pornographic, that contain graphic or gratuitous violence.
- Potentially libelous or defamatory postings.
- Postings which contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, the library, or Library partners.
- Postings which violate or potentially violate local, state, or federal laws, including, without limitation, intellectual property, and copyright laws.
- Postings which discriminate on the basis of race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry.
- Postings which are harmful to the University of St. Thomas's identity as a private institution committed to the liberal arts and to the religious, ethical, and intellectual tradition of Catholic higher education.

Violations of this policy:

Comments and posts which the Library deems unpermitted under this policy may be removed in whole or in part by the Library or its agents immediately upon discovery by the Library without prior notice.

Reporting Violations:

Users may report violations of the library's social media site's policies to the library by contacting the administrators of Doherty's social media sites by emailing reference@stthom.edu.

Exhibit Policy

The Doherty Library accepts exhibits from students, faculty, staff, and student organizations associated with the University of St. Thomas. Members of the general community may also submit a request to reserve space for the exhibition. The library dean has the right to accept or deny a request for space, and exhibits must adhere to the following criteria:

- The exhibit must have some inherent educational or aesthetic value in accordance with the values of the University of St. Thomas. The library dean will evaluate a potential exhibit based upon whether or not the exhibit is in accordance with, or supports in some way, the educational and/or religious mission of the University of St. Thomas.
- An exhibit must be set up and subsequently removed during regular library hours.
- The University of St. Thomas, and the Doherty Library, are not responsible for any damage or theft to an exhibit while it is on display in the library.
- No exhibit shall be held in storage in the library.
- Exhibitors from outside UST cannot display items for sale.
- The library dean reserves the right to remove a display before the originally agreed upon dates.

Exhibitor Signature

Date

DATES OF EXHIBITION:

Set up date _____ Take down date _____

NOTES:

Information Literacy Policy

The Mission Statement of the University of St. Thomas calls for students to be educated to “think critically” and pursue knowledge while maintaining core ethical values. Goal 3 of the UST Core Curriculum is “to think critically, communicate effectively (Goal 2)”. The library supports this mission by providing “information resources in accordance with the diverse academic needs of the community” and “instruction in finding, evaluating and using scholarly resources.” The Information Literacy Program at UST supports the library’s mission by facilitating the learning and use of these abilities throughout the curriculum.

The Information Literacy Program at Doherty Library supports the development of information literacy skills using the ACRL’s Guidelines for Instruction Programs in Academic Libraries as a framework. Reference Librarians provide access to the IL Program for the UST campus community in the following ways:

- Library instruction sessions for courses in all academic disciplines, planned in close consultation with faculty and staff.
- Embedded Librarians in a course.
- Library research guides and cross-disciplinary assigned tutorials.
- School or department-wide library orientations.

All forms of library instruction and information literacy services are available as in-person courses, online, or asynchronous to accommodate students, faculty, and staff both on and off-campus.

To request library instruction, please visit our library guide for more information.

Library Security

Creating a disturbance of any kind, (including, but not limited to, loud noise, loud talking, vandalism, carrying a weapon, smoking, or vaping, and inappropriate behavior) will result, at minimum, in user removal from the library. Doherty Library follows the guidance of UST Campus Police procedures and protocols, viewable on the University web site.

Technical Services Policy

The Technical Services Department of Doherty Library is the administrative unit of the library that catalogs and classifies materials. Technical Services is also responsible for the maintenance of the integrated library system (ILS) and collaborating with the IT Department when necessary. The Technical Services Department delivers a fundamental public service by providing intellectual access to the library's collections. It is the function of cataloging to organize library materials for access by patrons, which includes other library staff as well as the users of the library. Access by patrons includes both physical browsing of the shelved materials as well as access by means of the catalog. The Technical Services Department strikes a balance between following national and international standards for bibliographic records versus adapting and enhancing records to best meet the needs of local patrons and for inclusion in the Doherty Library catalog.

In addition to these primary duties, the Technical Services Department performs physical processing, monographic binding and rebinding, bar coding, security stripping, retrospective conversion, transfers and withdrawals, and re-cataloging duties.

Acceptance of Materials

Only certain materials are allowed to enter the library's catalog. These materials are acquired in accordance with the library's Collection Development Policy and include: academic monographs, some popular monographs, academic audio/visual materials, staff/faculty requests and items deemed suitable by the Dean of Libraries. Items such as periodicals, brochures, popular audio CDs, etc. are not to be cataloged. Consultation with the Collection Development Librarian is strongly advised for questionable items.

Cataloging Standards

To make the cataloging of individual items as inexpensive and expeditious as possible and recognizing that conforming to national standards is essential for any library in a shared cataloging environment, the Technical Services Department follows Library of Congress (LC) practice whenever it can be ascertained. RDA: Resource Description and Access serves as the current authority for descriptive cataloging. These rules are supplemented by the LC-PCC Policy Statements which appear in the RDA Toolkit. RDA has replaced the Anglo-American Cataloging Rules, 2nd ed. (AACR2) as of March 31, 2013.

Some records cataloged prior to the adoption of RDA may reflect earlier cataloging practices. Bibliographic records are formatted according to MARC21 Format for Bibliographic Data.

The department attempts to edit local catalog records to reflect full-level RDA description. The LC classification schedules, and their updates are followed for all current cataloging and re-cataloging. LC authority files and practice are followed if available.

Special/Rare Collections

The Special Collections consist of those materials selected by the Collection Development Librarian or Dean of Libraries. These materials are to be kept in mint condition. This means that all library designations (such as barcode, call number, etc.) are to be placed on an index card, and then placed inside the book. No markings should be made on the book itself. The security strip may be placed inside the book itself.

Subscription Bibliographic Records

The Technical Services Department is responsible for the management of bibliographic records from subscription services such as they are provided by the publishers. EZProxy information and location codes are programmed for each item in order to make these materials more accessible to the patrons in general.

Bindery

All paperback monographs must be sent to the bindery. Reference materials are to be left unbound, unless specifically requested by staff/faculty. The bindery is processed on an ad hoc basis in accordance with the vendor's requirements. A shipment may be mailed to the bindery by special request at the discretion of the Technical Services Department. Books in disrepair are also to be sent to the bindery to be rebound. The only exception to this rule is if there is mold/stains present on the pages that render the information contained no longer useful. These materials are to be withdrawn, and then passed off to the Collection Development Librarian to determine a re-order.

The library will no longer send personal copies of dissertations for binding. A maximum of two doctoral dissertations will be bound (one copy for Doherty Library, one copy for the Center of Thomistic Studies) only from students in the graduate philosophy program.

Inventory

The library's monograph collection is to be maintained by a regular inventory process. Depending on the availability of student workers, this inventory process will work its way through all the different collections in the library. All items with a barcode will be scanned and re-organized if need be. This will also determine "missing" items from the collection.

Rush Request for in Process Materials

Materials that have the status "In Processing" can be made ready for circulation to a patron at their request. Once notified, the Technical Services Department staff processes the request and the item is taken to Circulation when ready, usually within one business day.

Electronic Resources Policy

Objective:

Electronic resources made available through the Doherty and Beran Libraries, are licensed by the University of St. Thomas for educational or research purposes only. The terms and conditions of the University of St. Thomas agreement with the vendors and publishers of these electronic resources regulate the use of these resources. Each user is responsible for complying with the terms and conditions of these licenses. Doherty and Beran Libraries will not be held liable for any unauthorized use of electronic resources.

Authorized Users and Use:

An authorized user is a current student, faculty, or staff member of University of St. Thomas

Off-campus/remote use is only available to current faculty, staff, and currently enrolled students at University of St. Thomas.

Download or Printing of Electronic Resources:

Reproductions made by users of the University of St. Thomas' electronic resources are governed by the Fair Use Section of the U.S. Copyright Law, except when the resources are covered by license agreements. Reproductions made through printing or downloading are considered fair use if:

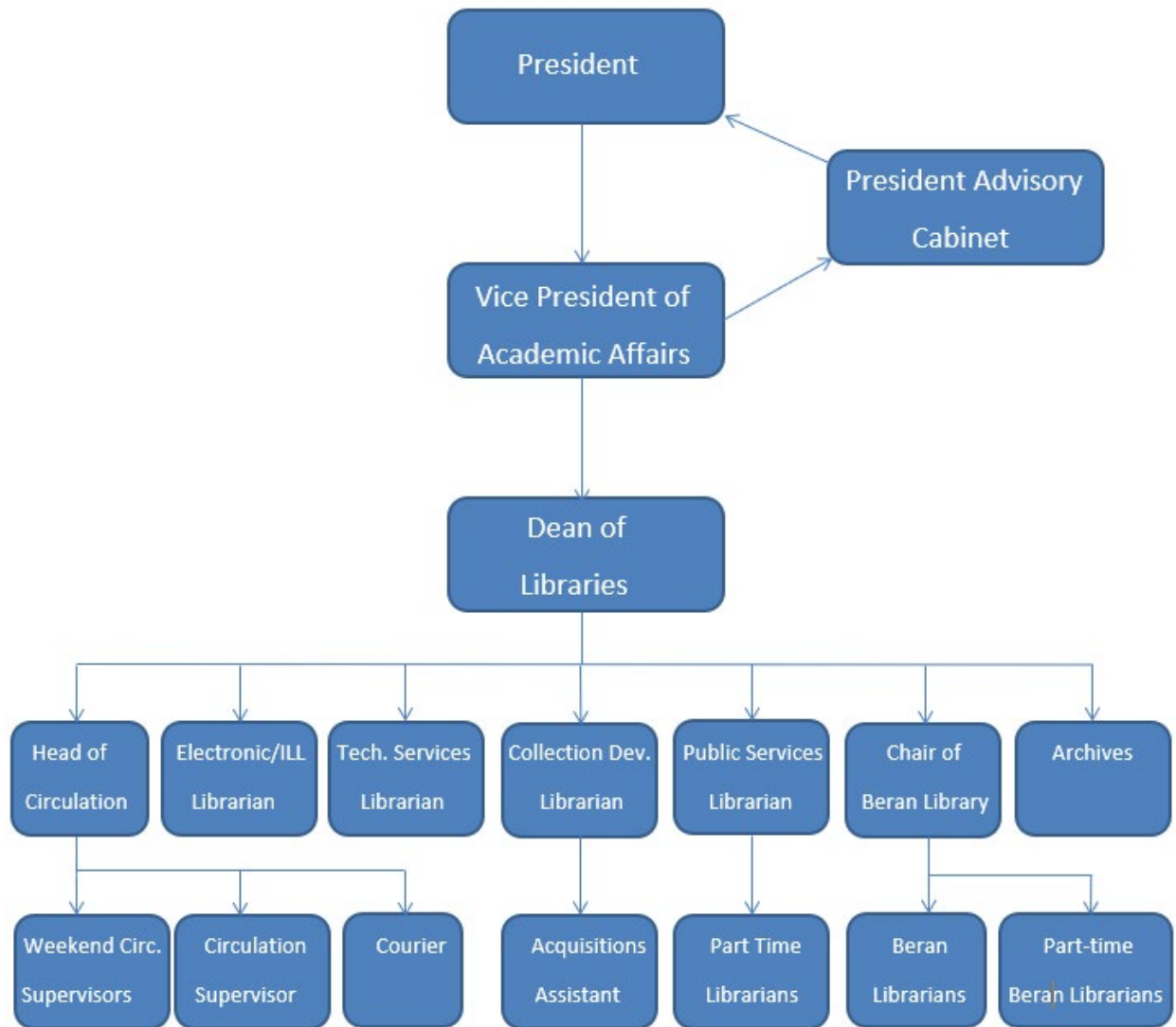
- The use of the reproduced material is academic in nature, and for nonprofit educational purposes.
- The reproduction is for a single copy as opposed to multiple copies.
- The reproduction is reasonable in length in relation to the copyright work as a whole.

Unacceptable Use of Electronic Resources:

The use of electronic resources is governed by licenses and generally prohibits the following:

- Allowing anyone other than authorized users to access the electronic resources, including sharing passwords or login credentials.
- Using software or other automated tools to systematically download licensed content.
- Violating any copyright, trademark, patent, or other intellectual property right associated with electronic resources.
- Using electronic resources for commercial purposes.
- Distributing copies of material to individuals or groups outside the University of St. Thomas, unless the license for the resource specifically allows it.

Library Organizational Structure



Hiring Library Staff

Full-Time Library Faculty

Hiring of full-time library faculty will occur in accordance with the University hiring policies for faculty that are posted on the University Human Resources web page. All library hiring follows the University policies and procedures for hiring new faculty include timelines, search committee membership, and hiring procedures.

The Dean of Libraries will write the employment vacancy announcement and the Human Resource office will post the advertisements. The employment vacancy announcement is based on the job description for the position. All library positions must have prior approval from the VPAA.

All full-time library faculty must possess a Master's degree in Library or Information Science. This degree must be accredited by the American Library Association.

Employment vacancy announcements will be posted, at a minimum, on the University Human Resources web and at least one other regional or national employment web site. At the discretion of the Dean of Libraries, the posting is typically active for up to two months. Extensions beyond two months require consultation with the VPAA.

Part-Time Librarians

All part-time librarians are categorized as library staff, not faculty. All part-time librarians must possess a Master's in Library or Information Science. This degree must be accredited by the American Library Association. Search committees for part-time librarians consist of current full-time library faculty and the Dean of Libraries. The Dean selects the search committee members.

The Dean of Libraries will write the employment vacancy announcement and the Human Resource office will post the advertisements. The employment vacancy announcement is based on the job description for the position. All library positions must have prior approval from the VPAA.

Full and Part-Time Library Staff, Non-Faculty

Hiring of non-faculty library staff occurs in accordance with university hiring policies.

All full-time and part-time library staff are required to have completed a bachelor's degree.

Employment vacancy announcements are posted on the University Human Resources web page and at least one other regional web site. Postings are typically active for one month. Extensions beyond two months require consultation with the VPAA.

The Dean of Libraries will write the employment vacancy announcement and post the advertisements. The employment vacancy announcement is based on the job description for the position. All library positions must have prior approval from the VPAA.

Search committees are formed by the Dean of Libraries. The Dean chooses the committee membership.

Library Staff: Number and Quality

The number and quality of the library staff, professional and non-professional, shall be sufficient so that the library meets the collections, services, and instructional needs of the University. The library staff will be of adequate number and quality so that the library's vision and mission are successfully fulfilled.

Assessment

Assessment of library collections, services, and instructional efforts will occur annually. Assessment tools will include student and faculty library satisfaction surveys, peer institution comparisons, annual statistical reports, annual library reports, annual Institutional Effectiveness Reports, and annual staff evaluations. The goal of the annual assessment is to review and improve all aspects of the library so that its vision and mission are better met, and that students and faculty are better served by the library.

Library Confidentiality Policy

1. Employees of the University of St. Thomas, Doherty Library, will keep confidential all library patron's personal information, circulation records and library use history. These confidential records include such information as:
 - a. Name, address, telephone numbers, e-mail address and other personal information.
 - b. The patron's history of the books and other library material that has been checked out.
 - c. Information regarding overdue material and fines.
 - d. Material requested for acquisition.
 - e. Material requested through interlibrary loan.
 - f. Databases used a patron's research topics and the type of reference questions asked.
2. Library records may only be disclosed with the approval of the Dean of the libraries in consultation with the VPAA or other UST administrators as needed.
3. This policy does not prohibit communication among the library staff regarding patron records and library use, if that communication is necessary to assist that same patron with their library needs.
4. This policy will be given to student assistants who are employed at the library as part of their orientation to the library.

Revisions to the Library Policy Manual

The Library Policy Manual will be reviewed and revised annually, preferably every Summer. The Dean will initiate this review. The latest revision date will be placed on the front cover of this manual.