LIBRARY POLICY MANUAL

Paul Meek Library
10 Wayne Fisher Drive
Martin, Tenn. 38238

Editor’s note: The manual was completely rewritten by the library faculty during 2010. The new manual was approved by majority vote on 2010 Aug 13.

Current version:
18 February 2013
# PAUL MEEK LIBRARY POLICY MANUAL

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A.1 Governing statements and definitions  

A.1.1 Mission Statement  
The Paul Meek Library supports the University of Tennessee at Martin’s mission as a diverse community of learning. We provide access to information, resources, and services that meet the curricular, research, professional, intellectual, creative, and personal needs of the UTM community.

DIRECTIVES  

Collection  
We select, acquire and organize materials to supplement the University library collection and provide for scholarly research. We foster relationships with potential donors by being responsible stewards with the gifts entrusted to us.

Curriculum  
We support the information literacy needs of the University curriculum through collaborative collection development.

Information  
We provide our users access to the broadest range of information and offer the assistance necessary to find, evaluate, and use information effectively.

Professional  
We encourage our faculty and staff in maintaining and expanding their professional competence and involvement.

Research  
We collaborate with academic departments to provide appropriate facilities, equipment, resources, and assistance to meet the research needs of students, faculty, staff and the general public.

Services  
We employ faculty and staff to provide appropriate access to library collections and services to help users pursue and achieve immediate and lifelong learning goals. We look for ways to serve communities beyond the University by maintaining varied outreach contact and information points.
A.1.2 Governing terms and definitions

Governing terms for this document are defined at the beginning of each section to which they apply. The terms apply equally in all sections of the document.

A.2 Library reporting channels

A.2.1 Administrative reporting channels (rev. 2012 Jan)
The library is a primary budgetary and administrative unit within the Division of Academic Affairs. The library director sits on the Academic Council, which is comprised of the Academic College deans and directors of the library, Information Technology Services, and Extended Campus and Online Studies program. The Academic Council is chaired by the VCAA, who reports the recommendations of the Council to the Chancellor’s staff.

A.2.2 Internal reporting channels
Professional librarians typically supervise one or more full-time library support staff and one or more student workers. Library faculty and professional staff report to the library director, who in turn reports to the Vice Chancellor for Academic Affairs.

A.3 Library policies

Regular policies govern the organization of library collections and its administration of services. Departmental procedures are based on accepted policies. In case of conflict, library policies take precedence.

A.3.1 Access to policies
Library policies are subject to public review. The full policy document is accessible as a downloadable PDF file on the library information page of the Library Website.

A.3.2 Method of amending policies (rev. 2013 Feb)
Each month a different section of the Meek Library Policy Manual shall be reviewed on the schedule listed in section L.1. The first of the twelve sections shall be addressed during the January meeting and each remaining section reviewed monthly in rotation. Changes to any section may be proposed at any time of the year; however, the monthly topic shall be the main focus for discussion, editing, and vote on revision.

The library policy manual may be amended by a majority vote of the librarians, professional staff, and the staff representative at the monthly Meek Library professional-staff meeting. Such action requires that the proposed change be made by motion and a second at a monthly meeting. All librarians, professional staff, and the classified staff representative are to be advised of the proposed change in writing (which specifically includes email). Provided that the proposed change is distributed two weeks prior to a scheduled faculty meeting, the vote to approve may be held at the meeting. If a change is distributed less than two weeks before a scheduled meeting, a ratifying vote may be taken no earlier than the following month’s regularly appointed meeting in
which a policy change is proposed. Librarians unable to attend the vote meeting may vote by paper ballot. In the event of a tie, the library director may choose to vote as a tie-breaker. In rare instances the library director may veto decisions made by the library faculty as part of his/her overall administrative and fiduciary responsibilities: for instance, a policy change which would affect the budget in an adverse manner or in which the director was privy to personal information. Normally the director attempts to serve as a facilitator for the consensus opinion of the library faculty.

Only the latest revision date of a section or subsection carries authority as valid policy; upon vote by the faculty, a revised policy supersedes all earlier versions of the policy. Departmental procedures must be reviewed and changed as necessary to fit within the policy revision.

A.4 Voting rights of library faculty and staff members  

All librarians having faculty appointments (whether tenured or non-tenured, and either permanent or term appointments), and all non-librarians holding professional staff appointments, are eligible to represent their departments and vote at monthly professional staff and ad hoc meetings. In such meetings the vote of the support-staff representative (section A.6.4) shall count as one vote.

A.5 Library and university committees  

A.5.1 University committees

Most University committee assignments given to library faculty are made by the campus-wide “Committee on Committees.” Library professionals are expected to complete all committee assignments as part of their overall service responsibilities.

A.5.2 Faculty Library Committee representation  

Composition The Faculty Library Committee consists of a representative from each academic department and two professional librarians. These members shall be elected in a manner to be determined by each academic unit for terms of one to three years, and may serve successive terms. Membership in the UTM Faculty Senate is not a prerequisite to membership on the Faculty Library Committee. The Committee’s members also include: one undergraduate student (appointed by the SGA President), one graduate student (appointed by the graduate student member of the Graduate Council), and two community members (nominated at-large and approved by the Faculty Library Committee). The Library director, the President of the Faculty Senate, and the President-elect of the Senate are non-voting ex-officio members of the Library Committee. The Library Director provides the services of Executive Secretary.

Activities The Faculty Library Committee provides a forum in which an exchange of ideas related to the full scope of the library and its operations occurs. The Committee shall annually report the state of the library and its activities to the UT Martin Faculty Senate.
The Library Committee also serves as an advisory board for the J. Houston Gordon Museum. The Committee provides faculty advice and consultation in hiring the Museum director, advice and approval for exhibition selection, program development, and grant opportunities, and loans of material to other institutions under the terms specified in section J.

A.5.3  **Internal and ad hoc committee assignments** *(rev. 2013 Feb)*

Each library department is considered a committee. Departments shall have meetings as necessary. Departmental heads give monthly updates at faculty meetings.

Internal library and ad hoc committee assignments are determined by nomination and consensus during the monthly faculty meeting, unless a special meeting has been called. In the event of a tie vote for any given committee assignment, the issue is decided by a majority of those present and voting. Established library committees include:

**Collection Development Committee**  Chaired by the Collection Development Librarian and composed of the Library Director, Head of Reference, and two other library faculty members who are appointed in January, This committee is charged with creating policies which govern collection development, standardized practices, and review of the overall collection. Library Subject Liaisons are expected to take part and provide feedback from academic departments. The Collection Development Librarian reports at monthly meetings as needed. The committee meets at least six times annually, typically on alternate months, and otherwise as called by the chair.

**Web Interface Committee**  Chaired by the Systems Librarian or Head of Library Systems and composed of the electronic resources librarian, Head of Reference, one other librarian, and a library staff member appointed annually by the library faculty at the January meeting. This committee is charged with keeping the Web site data current and relevant for faculty and students. The chair serves as contact with ITC staff to implement changes to the library site.

**Electronic Resources Committee**  Chaired by the Electronic Resources Librarian and to be composed of at least three other librarians and a member of the university’s Faculty Library Committee. The E.R. Librarian shall give a report at each monthly meeting. The members are asked to serve on a January–December basis and can be reappointed.

**Mentor Program Committee**  Chair to be nominated yearly by the library faculty. This committee is charged with overseeing tenure-track faculty librarians who are not yet tenured. The committee meets with them on a regular basis. They also match individual mentors and mentees. Each non-tenured librarian shall be paired with a tenured colleague who will coach them through the tenure process. A form shall be completed each year and placed in the mentee’s personnel folder to reflect progress and comments. Members of the committee are the librarians currently serving as mentors. The chair reports on a regular basis at faculty meetings.

**Annual Survey Committee**  Chair to be nominated yearly by the library faculty. This committee creates, plans and oversees the annual survey and ensures that the results are evaluated and presented to the library faculty for comment and implementation as defined in section K.2.1. This committee is to consist of 4 librarians and the library director. The survey should be
complete by April of each year and the report to the librarians by June. Summary results are included in the Annual Report of the Meek Library.

A.5.4 Other staff representation

Support-staff representative  Support staff annually elects one representative and one alternate on the calendar listed in appendix L.1 and who serve through the successive calendar year (see also subsection A.8). The representative or alternate represent the support-staff at the monthly library faculty meeting. This individual may place items on the agenda in the same fashion as the professional librarians and contributes to discussion in that meeting (see subsection A.4).

Employee Relations Council  The support-staff representative to the faculty meeting is separate and apart from the Employee Relations Council representative. The same person may serve as both representatives.

Facility coordinator  One library employee, either faculty or support staff, shall serve at-will as a facility coordinator at the request of the library director, who is the official building manager for the library designated by UT Martin Physical Plant Operations.

A.6 Establishing and maintaining operating procedures

Operating procedures are maintained by individual departments and revised when necessary. Each department shall maintain a detailed description of duties and operational procedures. Any forms used in conducting business are included. Procedures affecting the library as a whole are identified in the respective procedure documents and are voted on by the librarians.

A.7 Meeting schedules  (rev. 2013 Feb)

Professional-staff meetings  The librarians and professional staff meet monthly. All librarians are expected to participate, as well as the support-staff representative. The library director prepares and issues meeting agendas, including a list of upcoming event dates. The director’s administrative assistant serves as executive secretary and records the minutes. The library director establishes a meeting agenda a few days prior to each monthly faculty meeting and encourages library professionals and the support staff representative to add additional items to the list. Topics of concern normally focus upon new service initiatives to library patrons as well as budget or administrative policy issues. The facility coordinator makes a brief report at the beginning of each faculty meeting. This report shall consist of building issue updates and maintenance issues. A draft copy of the previous meeting’s minutes is distributed to the entire staff via e-mail prior to the meeting. Library faculty and staff may make additions or corrections prior to the creation of the final version, which is also distributed to the faculty and staff. The director maintains a paper copy file of the minutes in their office and also distributes a copy to the Vice Chancellor for Academic Affairs.

Both monthly and ad hoc meetings are normally called by the director, but any member of the library faculty may request a meeting of the professional librarians if an issue arises requiring the
attention of the full faculty. In addition, the library support employees may request a general staff meeting as special issues may warrant. The library support staff has a combined annual meeting with the library faculty, generally in January of each year. This meeting serves as the faculty meeting for January and minutes are maintained.

Support-staff meetings The support staff holds monthly meetings chaired by the staff representative (see A.6.4) prior to the regular meeting of the library faculty. The director submits information for discussion. Staff members also raise and discuss matters.

The library director meets monthly with the support staff after the monthly professional staff meeting. No minutes are taken at this meeting and it is strictly for communication.

The library director may convene a general staff annual meeting. This meeting serves as the professional staff meeting for the month it is held and minutes are maintained.

Facility meetings The facility coordinator and the library director (building manager) meet regularly with the library custodial staff on a schedule set by the Director as required for event coordination and to review routine building maintenance.

A.8 Departmental goals (rev. 2013 Feb)

The library is divided by function or collection into six public-service departments (Rogers Media Center, ILL/Government Documents, Collection Development, Reference, Special Collections/University Archives, Circulation) and two technical-service departments (Acquisitions, Cataloging).

Planning and evaluating of current collections and services for the benefit of future library service is a regular part of the monthly staff meetings. All library departments collectively determine a list of yearly goals, which are tied to the library mission statement and the overall University strategic goals. Faculty and staff members’ individual goals, used for yearly evaluation, shall also be related to departmental and overall library goals. Departments which shall submit yearly goals include: Acquisitions, Administration, Cataloging, Circulation, Interlibrary Loan and Collection Development, Interlibrary Loan and Government Documents, Rogers Media, Reference, Special Collections/University Archives, and Systems. Departmental goals shall be revisited and presented each January.

Assessment of completion of departmental goals shall be determined by the department head and committee with feedback from the library director during spring semester.
B.1  Job status for faculty and staff

B.1.1 Definitions
In this document the following definitions apply:

Support staff—An employee having a full or part-time non-exempt appointment supporting the activity of an individual library department; the term classified staff also refers to support staff. Their work is governed by terms of federal wage and hour legislation (i.e., “non-exempt”).

Librarian—An employee with a professional degree working under a University appointment (whether permanent or term, and whether subject to University promotion and tenure standards or not), who may or may not have supervisory responsibility for classified staff and/or students workers. A faculty appointment exempts them from federal wage and hour legislation.

Professional degree—a masters’ degree in library science from a program accredited by the American Library Association

Professional staff—An employee working under an exempt appointment, having supervisory responsibility for a Library department, and who may or may not have supervisory responsibility for classified staff and/or students workers

Term appointment—An employee with or without a professional degree having a temporary contract, and who may or may not have supervisory responsibility for classified staff and/or students workers

The institution provides an adequate number of qualified professionals and trained, effective support staff to accomplish the educational mission of the University of Tennessee at Martin.

B.1.2 Professional status
Librarians, as professional staff and faculty, are expected to maintain currency in the field beyond the scope of immediate job duties by engaging in continuing education, professional activity, reading, and participating in professional associations and meetings.

B.1.3 Support staff
Staff are encouraged to develop relevant skills and expand their knowledge. The library supports staff development (see subsection G.5 Continuing education and professional development).

B.1.4 Job descriptions
As a benchmark for annual reviews, job descriptions for library faculty and staff follow those set by the University’s Office of Human Resources. The descriptions will include: Position Title, Position Duties (What are the essential functions and responsibilities of this position), Position Summary (Why does this position exist?), Measures of Impact (What areas does this position
impact?). Indicate the approximate percentage of time devoted to each function), Decisions (What types of decisions does this position make?), Supervision (What types of supervisory responsibility does this position exercise?), Number or employees/students this position supervises (Exempt employees, non-exempt, students, others), Minimum Qualifications (Education, experience, job skills), Physical Requirements (Consult the Position Description Questionnaire on the Office of Human Relations website for physical requirements, job safety questionnaire and definitions).

B.2 Annual planning and performance reviews

Formal performance evaluations are conducted annually by a supervisor for each library employee.

B.2.1 Faculty
At the annual Planning and Assessment conference between individual library faculty members and the library director (or other library supervisor), the librarians will be rated on ten individual areas of professional performance, with each section evaluated according to one of five levels of accomplishment: Unsatisfactory Performance for Rank (1); Needs Improvement for Rank (2); Meets Expectations for Rank (3); Exceeds Expectations for Rank (4) and Outstanding for Rank (5). Each of the areas to be evaluated will have a maximum number of five (5) possible points with a ceiling of 50 points for the entire evaluation. The library’s point rating system may be converted to a 5.0 scale as required. The Planning and Assessment instrument is weighted to reflect the importance of the faculty member’s overall effectiveness as a librarian, though “Professional Development/Scholarship” and “Service to the University and Community” are also rated as part of the academic triad.

B.2.2 Support staff
Each employee meets formally with their supervisor during the evaluation period to review job performance and set goals for the upcoming year. These goals are based on departmental goals.

B.3 Library faculty tenure and promotion criteria

Professional librarians in the Paul Meek Library have faculty rank and status and are governed by the policies contained in the UT Martin Faculty Handbook. In the case of conflict between the Meek Library policies and the UTM Faculty Handbook, the handbook takes precedence. The faculty and administration of the Paul Meek Library at the University of Tennessee at Martin follow the guidelines of the UT Martin Faculty Handbook when making tenure decisions. There is no separate departmental policy. Specific Handbook criteria for tenure consideration follow, with the term “librarian” substituted for “teacher” as applicable.

2.9.2 CRITERIA FOR TENURE DECISIONS (UTM Faculty Handbook, 2009, p. 74)
The following criteria pertain to decisions governing the awarding of tenure at UT Martin. The list is not necessarily comprehensive, nor should it be assumed that the items are of equal significance, that each is essential for every individual under consideration, or that they
are listed in order of relative importance, except for item #1 below which is considered primary.

1. Demonstrated effectiveness as a librarian on the UTM campus, in the position in which tenure is to be granted.
2. Evidence of scholarly competence in subject matter area;
3. Appropriate professional degrees, awards, and achievements;
4. Evidence of professional growth appropriate to the subject matter area;
5. Demonstrated ability to relate effectively to UTM students and colleagues;
6. Quality of academic advisory service to students;
7. Participation as appropriate in extracurricular activities
8. Staffing needs of the University;
9. Reliability and punctuality in the performance of routine duties;
10. Activities of a scholarly and professional nature;
11. Membership and participation in professional organizations;
12. Service to the University;
13. Service to the community and region.

Tenure Procedures
The Faculty Handbook (Section 2.9.3.4) now requires a meeting of all tenured faculty within a department to debate and discuss the tenure of any candidate. If the tenure review committee is composed of the tenured faculty within the library, they should proceed as follows: the chair of the candidate’s Tenure Advisory Committee will be responsible for scheduling an initial meeting of the committee for the purpose of “taking and recording a formal vote by all of the tenured faculty on whether the candidate should be recommended for tenure”. This meeting may occur either before or after the Tenure Advisory Committee has reached a decision regarding its recommendation. The minimum number of votes necessary to constitute a positive recommendation shall be a majority of those present and voting. The results of this separate vote of all tenured faculty shall be conveyed to the library director by the chair of the Tenure Advisory Committee in a separate memo from the final report of the committee.

If the review committee does not consist of all tenured faculty within the department, the following steps should be taken in a manner consistent with other applicable departmental bylaws: the chair of the candidate’s Tenure Advisory Committee is responsible for scheduling and chairing a separate meeting of all tenured faculty. He/she will be responsible for “taking and recording a formal vote by all of the tenured faculty on whether the candidate should be recommended for tenure.” The Tenure Advisory Committee chair’s first order of business should be to determine at what point in the process the separate meeting of all tenured faculty will occur. This meeting may occur either before or after the actual Tenure Advisory Committee has reached a decision regarding its final recommendation.

The minimum number of votes necessary to constitute a positive recommendation in both the initial meeting and the final report shall be a majority of those present and voting. The results of this separate vote of all tenured faculty shall be conveyed to the library director by
Section B — Personnel

the chair of the Tenure Advisory Committee in a separate memo from the final report of the group.

In both examples cited above, the names of those serving on the Library Tenure Advisory Committee are required to be submitted to and approved by the VCAA. The library director should normally not be a member of the committee nor participate in its deliberations. In addition, at least three tenured faculty members will be the minimum required for consideration of any candidate, with the option for the faculty to select one or more members from outside the library for membership on the committee.

**General Promotion Procedures for Paul Meek Library Faculty.**

Once an eligible library faculty member notifies the director in writing that he/she would like to apply for promotion to the next rank, a Promotion Advisory Committee is elected by the members of the library faculty in consultation with the director.

The Promotion Advisory Committee must have at least three members who are tenured and have a higher rank than that of the candidate. The library faculty have the option of selecting one or more committee members from outside the library.

The names of the proposed members of the Promotion Advisory Committee must be submitted to and approved by the VCAA.

The library director should normally not be a member of the Promotion Advisory Committee nor participate in its deliberations.

All other library promotion procedures are governed by relevant sections of the UTM Faculty Handbook and the Promotion/Tenure Application format documents distributed by the Office of Academic Affairs.

**B.4 Code of ethics**

The library provides a high level of service to library users by maintaining well-organized and up-to-date collections with equitable access and courteous responses to all requests. The intellectual property rights of holders and the interests of information users are respected as is each library user’s right to privacy with respect to information sought or received and resources used. See the appendices for relevant statements to which the library and its staff subscribe.

**B.5 Work attendance**

The library holds its staff to the institutional policy regarding work attendance:
Standards of Attendance.¹

8. The University depends upon its employees to carry out the work of the institution; therefore, reliable, consistent attendance is an important requirement of all positions. The following behaviors are prohibited:

a. **Unexcused Absence.** An absence without proper notification or satisfactory reason is unexcused. An absence for three (3) consecutive days without notification or satisfactory reason is considered a voluntary termination.

b. **Repeated Tardiness.** Tardiness is defined as arriving at work past the appointed starting time without supervisory approval.

c. Failure of employee to report to their work place at the beginning of the work period. Leaving prior to the end of the work period. Failure to inform the supervisor when leaving the work area.

Library staff of every employment classification maintain a full work schedule and report their time accurately.

**B.5.1 Leave** *(rev. 2012 Jan)*

The annual and sick leave awarded annually is an individual benefit arranged by contract with the University. Employees planning to credit an absence against their accrued leave balance arrange matters with their immediate supervisor and then notify the clerk that enters their time.

Leave that is taken but not reported is considered theft and will be handled as a disciplinary matter.

**B.5.2 Breaks in a work schedule** *(rev. 2012 Feb)*

Library employees abide by the federal Fair Labor Standards Act and applicable Tennessee state employment policy regarding wage and hour arrangements. Time allotted for meals and breaks does not accrue; an employee may not skip breaks during the day and come late, leave early, or “compile” the time as paid leave.

*Meals*  State policy mandates a meal break of half an hour of unpaid leave only if an employee is scheduled to work a consecutive six-hour period or longer. Library staff who do not take a meal breaks are not paid for periods they do not take.²

Library practice has historically allowed an hour for meals and been flexible about meal-break arrangements. Staff members will arrange a regular meal break schedule with their immediate supervisor that will allow their department to be staffed during the Library’s public hours, a condition which may require accommodation by coworkers; variations from an individual’s meal schedule must be arranged with the immediate supervisor. Meals should be taken away from the assigned work area.

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Breaks  The Federal Labor Standards Act does not require that employers allow employees non-meal breaks. As applied to Library employees, important points in state labor policy—not subject to revision by the library—note that break times:

- Are an individual and not a group or departmental benefit; a department may not schedule breaks for its employees as a group
- Are not obligatory; employees are permitted but not required to take a break
- Are specific to work periods and do not accrue; an employee may not skip breaks during the day and come late, leave early, or “compile” the time as paid leave
- Must be taken with supervisor approval so that departmental services are staffed at all break times.
- May only be taken if the employee has worked prior to taking a break; an individual must have been present and working at their assignments no less than 1-1/2 hours before they are eligible for a break; for example, those who come to work late will not likely be allowed a break before lunch.
- Do not have a set schedule; timing for breaks is a condition of the work performed that day
- A paid, scheduled break is not to exceed 15 minutes.

Other breaks and absences  Absences for approved professional development or service are not considered leave or breaks. Professional absences are covered by applicable University policies and under subsections B.1 and G.5 of this manual.

Neither federal, state, nor University policy mandates smoking breaks. Those who wish to smoke must abide by general wage-and-hour provisions described above or record unpaid leave.

B.6  Continuing education  
See subsection G.5 Continuing education and professional development

B.7  Allocation of travel funds  
See subsection G.5 Continuing education and professional development

B.8  Student workers

Statements explaining procedures and policies concerning student assistants who work for any department of the library are contained in the Paul Meek Library Student Employee Handbook. Library departments may institute their own specific procedures and policies, not in conflict with those of the university or the library, contained in their own staff or student manuals.

Manuals explain a department’s procedures and policies on: hiring, job description and training, work assignments and schedules, time sheets, breaks, pay, absence and tardiness for any reason and on the job conduct. These manuals, or sections of them addressing student assistant employment, are read by student assistants at the time of their hiring and are available to them at any time during the course of their employment in the Paul Meek Library.
B.9 Volunteers

The library accepts the assistance of dependable, qualified volunteers to help with special projects for which the library does not have adequate staff. To ensure suitable service for PML patrons, public service positions may be staffed by volunteers only when the volunteer has a professional library credential and a career history as a professional librarian with public-service experience.

The library staff member who has requested assistance serves as the supervisor for the volunteer. Volunteers will work with the library staff member supervising them to set up a work schedule that is satisfactory for them and the library staff. Volunteers are expected to notify their supervisor when unable to work as scheduled. To simplify reporting, volunteers are expected to keep a record of time worked by completing a form in the library director’s office.
STRATEGIC PLANNING

C.1 University strategic plan

The university has established regular opportunities for each academic unit to update the campus-wide three-year plan, which is made available to each department by means of an editable Excel document placed on the campus intranet. The library staff insures that key library concerns are included in the three-year plan, and that the library meets its goals under the plan.

C.2 Library strategic plan

The library strategic plan is based on the University strategic plan. The library maintains a strategic plan reviewed and updated annually to direct continuous, responsive improvement for collections, resources, and services.

C.3 Assessment/Implementation

Keyed to its departmental goals, mission statement, and the larger institutional mission, the library measures, reviews, and assesses the collections and activities. Planning and evaluating of current collections and services for the benefit of future library service is a regular part of the monthly staff meetings. The library engages in regular, integrated, research-based assessment and evaluation to demonstrate that the library is effectively meeting improvement goals and accomplishing its service mission.

Departments are responsible for structuring activities and services to meet the goals and strategies outlined in the strategic plans. As noted in subsection A.9, the library director and department heads set departmental goals together early in the spring semester, during the budget planning process.

The library evaluates the effectiveness of its goals and procedures with:
- The enrolled-student survey conducted annually by the institution
- Suggestion box comments and e-mail requests
- Service surveys conducted annually by the library staff
- Informal feedback from academic units
- Feedback from other units on campus
- Library Committee and advisory group feedback
- Facility-use data

The library conducts in-house surveys annually (subsection K.4 Assessment). Following the yearly survey activity, library professionals set aside blocks of time during staff meetings in the summer and fall to analyze responses and discuss specific feedback from students and faculty. In many cases this dialogue leads to library policy changes, while in other instances it is
determined that existing policies serve the needs of the greatest number of patrons and if procedures are effective. Changes will be implemented in spring term.
D.1 General

As a core institutional and academic resource, the majority of the library’s operating budget is received from and accountable to the Division of Academic Affairs. The materials budget is supplemented by endowments, gifts, and gifts in kind (for policy governing gifts in kind, see subsection E.3).

Once each year, the library director meets with the Chancellor, VCAA, and members of their staff to present an overview of the library’s programs and budgetary needs for the coming fiscal year. The director outlines the requirements of the library and requests any monies that might be needed for additional materials, services, or initiatives for the coming year.

D.2 Departmental allocations

Part of operating budget is allocated to the Collection Development Committee for materials purchases in all forms. Collection-expenditure policies are addressed in section E.

The library annually allocates a sum from material-budget funds not already assigned to the Collection Development team for material purchases recommended by academic department faculty. The amount of the overall allocation is determined by the library director in consultation with the librarians and may be reduced or increased depending on the library budget. Departmental materials recommendations and requests are reviewed and evaluated by the librarians before purchase.

Where a new course has been created or a new degree added in the department, or where a particular weakness in the collection is identified by the faculty, the library may allocate additional money to a departmental allotment.

D.3 Private giving

D.3.1 Cash
Cash gifts benefitting the library collection are welcome and encouraged. The library seeks to supplement operating funds by encouraging private giving. Following University policy, the library does not directly accept cash gifts of any amount—cash gifts received by the library are processed through the UTM Office of Development. Development deposits funds, formally notifies the library of the deposit, its donor, the amount, and communicates any special terms.

If the gift is to fund material purchases, donors may suggest a subject area and a librarian will select appropriate needed titles in that area. If the donor prefers, a short list of works from
which the donor(s) may choose will be supplied by the library. The donation is expended in accordance with the donor’s wishes.

The director acknowledges gifts individually and determines an appropriate recognition: a recognition bookplate, letter, or other commemorative item.

If a cash gift is large enough to meet UT institutional policy, an endowment fund is established. Terms of an endowment must be negotiated through Development and accepted formally by the UT Board of Trustees. Under the administrative provisions negotiated when establishing an endowment, the donor may also specify broad terms for its use. As the interest from the endowment accrues, the library purchases materials or expends income according to the provisions. If the income provides monographic items, a bookplate is affixed identifying them as gifts of the endowment.

D.3.2 In-kind
In-kind gifts are accepted only with the donor’s explicit understanding that the library may dispose of them or add them to the collection at its sole discretion. Gifts destined for Special Collection/University Archives should contact that department directly. The disposition of in-kind gifts is addressed in subsection E.3
COLLECTIONS

The collection policy serves as a guide for building collections supporting the instructional and research needs of the University of Tennessee at Martin. Institutions must function within the limits of its budget, space, and available staff. No library can have every item or resource available. Collection policies allow libraries to set priorities. The library strives to provide learning/information sources that appropriately support the institution’s teaching, research, and service mission.

E.1 Criteria for selecting library materials

This collection policy intentionally includes the libraries/learning centers maintained at UT Martin off-site and distance education centers. The library cooperates with the administrators at off-site centers to provide stable, useful reference collections relevant to the courses taught at the center.

Criteria for selecting library materials include:

- Appropriateness for undergraduate and/or graduate programs at the University of Tennessee at Martin as stated in the institutional and departmental mission statements and curricular material, particularly if works may be used for multiple courses
- Identified strength and weakness of the existing collection in a particular subject area
- High quality content, format, and/or literary merit
- Authoritativeness of the author or reputation of publisher/producer
- Stability/permanence of the physical form
- Immediacy and relevance of the material
- Expected usage (for occasional needs, interlibrary loan may be used as a viable alternative to ownership)
- Appropriateness of chosen format (printed, digital, audio, visual) for the subject matter and/or area of use
- Cost of the item

Materials that go beyond the academic curricula but meet the cultural, career, recreational and informational needs of the campus community are also given consideration. Federal Government information resources that meet needs of the community at large are collected as well, as a part of the depository library obligation, per 44 USC § 1901–1916.

E.1.1 Selection tools

A number of tools are used by selectors for both print and non-print materials. Examples are:

- Reviews in scholarly and professional journals
- Popular review sources esp. Choice magazine
- Standard bibliographies
- Publishers’ and producers’ catalogs
- Requests from faculty, students and staff
E.1.2 Other selection considerations

Language  Generally library materials are acquired only in languages in which academic programs are offered. In subject areas other than foreign languages and literature, the library emphasizes the acquisition of English-language materials.

Multiple copies  The Library will normally purchase only one copy of a title to allow discretionary spending to provide the greatest number of acquisitions. Requests for multiple copies are considered individually and depend on the substantiated needs and the value of the item as a part of the Library’s permanent collection. In instances when a decision is made to purchase multiple copies, the additional copies will be acquired in the most economical format.

Out-of-print materials  The Library does not routinely purchase or replace out-of-print materials for the circulating collection. Exceptions are made when a title is considered to be a classic or a standard work in a particular field taught at the University and/or important to the collection as a whole.

Textbooks  Commercial textbooks for specific University of Tennessee at Martin courses are not normally purchased for the Library’s permanent collection. Exceptions may be made when research material on a particular topic is limited. The Library urges instructors to place a copy of their text on reserve in the library whenever possible. See also section E.8

Theses and papers  Barring exceptional cases considered individually, student writing is not acquired by the library. As the institution’s archival entity, one printed copy of University of Tennessee at Martin graduate theses and masters’ project papers, and one copy of University Scholar papers are maintained in University Archives as a public, permanent record of acceptable work toward a degree. See also section F.7 Institutional repository (IR).

Research projects  The University Library does not purchase materials that will be used for short-term research projects of faculty, staff members or graduate students. Use of Interlibrary Loan is encouraged for this purpose.

Depository status  As a federal depository, the library is required by law to have the titles listed in the Basic Collection, as defined in the current edition of the Federal Depository Library Handbook, chapter 5, accessible for immediate use supporting the public right to know about the essential work and program activity of the federal government.

E.2 Maintaining the collection

Library materials are expensive to purchase, process, and house. The library acknowledges the necessity of preserving all holdings, both traditional and nontraditional, and supports the American Library Association’s “Preservation Policy.” The following general principles apply:

- Library employees and library users are informed about proper care and handling of library materials of all formats
- Temperature and humidity within the building are controlled for maintenance of library materials
• In-house book repair is provided for damaged materials
• Commercial binding is used to preserve periodicals and other materials as needed

E.2.1 Preservation/conservation
Periodicals are commercially bound, except incomplete volumes, or replaced with microform. Hardbound books and paperbacks are rebound as needed. The head of each public service area, with input of the collection coordinator, evaluates the physical conditions of items in their area. They recommend repairing, rebinding, withdrawal, or replacement. The Technical Services staff coordinates repair and binding operations.

E.2.2 Replacements
Replacement of damaged or outdated material is not automatic. Replacing the item may be determined by the head of the cataloging department with assistance from the collection coordinator. When the material comes from media, reference, government documents, or special collections departments, the head of that service area will be consulted.

With the exception of material in archival and manuscript collections, repair alternatives such as re-binding or tipping-in loose or replacement pages should be considered before replacing damaged material is requested. For missing items, replacement should be initiated only after thorough searching and sufficient time—usually one year—has lapsed to avoid unnecessary duplication. Heavily used items may be replaced immediately and treated as an additional copy.

Replacement factors considered are:
• Demand for the resource
• Its value to the overall collection
• Whether or not it has been superseded by a new edition or other newer materials
• Additional criteria may also apply when making decisions to recommend replacement

An account separate from new-material acquisition account pays for replacing missing, lost, or damaged materials. Normally the replacement account will not be used to systematically replace older editions or less desirable formats.

E.2.3 Weeding
Removing duplicate, outdated, or irreparably damaged library materials by weeding/de-selection/deaccessioning is essential for maintaining an active, academically useful collection, and for best using limited space.

Individual faculty members are encouraged to identify for the collection coordinator specific items that could be weeded from classification ranges relevant to their field. As stated in subsection G.3, the library’s departmental liaisons work with the faculty library representative in their assigned academic departments to select specific areas in the collection for attention.

The same criteria for selection will apply to weeding (see section E.1 Criteria for selecting library materials). In addition, the following factors may be considered:
• Past and projected use as substantiated by circulation statistics
• Physical condition
• Age of the title in relation to the subject matter (e.g., does it help the collection reflect the current literature and direction of the discipline?)
• Multiple copies in the collection
• Broken runs and short runs of dated periodicals
• Obsolete media formats
• Superseded editions of no value.

Weeding is labor intensive. It is a fairly costly operation; therefore, the selection of titles for weeding must be done responsibly.

E.2.4 Weeding and collection records
Weeding requires changing official records, since the online catalog and OCLC bibliographic utility reflect the collection. Part of the withdrawal process involves removing or suppressing the record of a weeded title in the catalog, and the library’s holding symbol is deleted from the record in the OCLC database. Missing items will be so identified in the catalog. See also section E.2.2 Replacements.

E.2.5 Disposition
Disposition of weeded material, in-kind gifts not selected for the collection, and duplicate items is made subject to University policy FI0610.

Disposition of government documents in the library depository collection is governed by 44 USC § 1912.

E.3 Gifts in kind
As a general rule, decisions to add gift books to the collection will be based on the same criteria as purchased ones. By law, the library assumes no responsibility for valuing or appraising gift items. The Library does not accept in-kind gifts with restrictive conditions. Acceptance of gifts and selection from gift materials for the collection will be done in consultation with appropriate faculty and librarians.

Gifts not added to the main UTM collection may be added to a UTM off-site campus if appropriate for that collection under the conditions of section E.1 Criteria for selecting library materials.

E.4 Leased books
The Library leases a “current titles” collection to augment recreational and popular reading materials. Approximately 100 titles in various genres are provided to the campus community through this lease program. The library chooses to retain some titles for its permanent collection based on criteria listed in E.1 Criteria for selecting library materials. Titles may be purchased from this service for the library collection at used-book prices. Leased books are subject to a contract negotiated with the series supplier.
E.5 Electronic resources

For the purpose of this collection policy, electronic resources are defined as reference or indexing sources, either as full-text and/or as citations, which require computer access. The Electronic Resources Committee makes recommendations to the library faculty, which collectively vote on new acquisitions. Electronic resources are subject to contracts negotiated with the respective suppliers. Individual electronic journals are covered in section E.6 Periodicals.

E.5.1 Guidelines for selecting electronic resources

• Speed and efficient access for users as compared to print version of material
• Cost effectiveness (start-up and maintenance costs in relation to number of academic programs served)
• For resources of potentially limited use, remote access is preferred over on-site installation
• Ease of manipulation
• For bibliographic databases, a high percentage of the titles found in the indexing/abstracting database should be owned by or be accessible to the Library
• Shelving space available for physical forms of the database contents

E.5.2 Additional criteria

• Accuracy and authenticity
• Scope and depth of coverage
• Historical perspective as well as currency of data
• Ease of use (e.g., special indexing/browsing features).

E.6 Serials

The Library maintains a collection of both general interest and discipline-specific periodicals.

E.6.1 Periodicals

Periodicals are acquired for the collection in print or electronic form or both. Adding a periodical title results in a long-standing budgetary commitment.

Electronic journals (E-journals) are defined as serial publications available only in electronic formats that require access through a digital communication network. The Library facilitates access to E-journals available on the Internet through the Library Web page. Selection of individual E-journals follows the criteria established in section E.6.1 Periodicals.

Basic criteria for evaluating titles for either addition or deletion:

• Present use of periodicals in the subject area
• Projected use
• Critical opinions of the journal by experts in the field
• The journal’s inclusion in a prominent abstracting or indexing source available at the University of Tennessee at Martin
• Holdings in other University of Tennessee system libraries (i.e., can interlibrary loan serve the need)
• Inflation rate for subscription prices
• Potential binding costs
• Required shelving space

The format in which the library finally acquires the journal (fiche, film, disc, digital, paper, etc.) depends on availability, cost, equipment compatibility, ease of use and completeness of information in that format. Duplication of a journal title in two formats is avoided, unless strong justification exists.

The library provides online on-site and remote-user access to electronic databases offering indexing and full-text service. Internet connections provide the campus, off-site, and distance-education students with far-reaching coverage in learning resources which may otherwise be difficult or cost-prohibitive to obtain.

E.6.2 Standing Orders
These are materials such as monographic series, yearbooks, and proceedings of conferences which are published in serial form and each subsequent edition/volume is needed by the library for up-dated or additional information. They remain on order with the publisher or vendor for automatic shipment since in many cases exact publication dates are unknown. As courses, faculty, and department programs change, standing orders need to be reviewed from time to time. Annually, the department library representative receives for review a list of current standing order titles charged to the department account.

E.6.3 Newspapers
The Library maintains subscriptions to representative newspapers of leading U.S. cities, key international newspapers and selective local papers of Northwestern Tennessee.

Additional Criteria (not all are applicable to each title) include:
• Relevance of the newspaper to specific courses
• Current coverage of major geographic areas
• Representation of diverse political and social viewpoints
• Indexes owned by the library.

E.6.4 Microform
Acquisition in microform edition is recommended in the following circumstances:
• Back files of periodicals, newspapers and documents because of expected low usage and/or minimum space consumption
• For materials subject to mutilation, theft or rapid deterioration
• For materials whose high cost would be unaffordable in hard copy
• For highly specialized documentary sets or series.

For titles containing information that does not reproduce well on microform such as colored
illustrations or certain types of graphs, charts, or statistics, hard copy purchase is recommended. When both microfilm and microfiche editions of a title are available, the Library prefers microfiche. When both positive and negative microforms are available, the Library prefers positive.

E.7 Digital and electronic media

Non-print digital media is an effective alternative to print for disseminating scholarship in some subject areas, such as the performing arts. The Library purchases audiovisual materials supporting the curriculum in formats for which it has the required playback equipment. These formats include, but are not limited to: digital video discs (DVDs), videotapes, music and multimedia compact discs, and audiotapes.

The library may assist academic departments with limited allocations by partially subsidizing the purchase of expensive items, particularly videos or DVDs in series.

E.8 Networking and resource sharing

The goals of resource sharing is to provide a positive net effect on the library user in terms of accessing more materials or services, and on the library budget in terms of providing increased service at level cost, or more service at less cost than if undertaken individually. In some cases, such as heavily used materials or items that are cheaper to buy than borrow, ownership may be preferable to resource sharing. In other cases, the format may not be appropriate for interlibrary loans due to copyright and/or library restrictions. But in general, sharing maximizes the availability of resources and minimizes expenses. In selecting materials for the library collection, resource sharing alternatives should be considered seriously.

Advances in automation result in nationally accessible bibliographic databases, some of which include library holdings. New breakthroughs in networking, improvements in electronic transmission of data make resource sharing a viable alternative to ownership of materials. Library catalogs nationwide and internationally are accessible from office or home.

E.8.1 Consortia
The library proactively exchanges resource opportunities with other institutional libraries through consortia agreements. Except as noted otherwise below, membership and participation is governed by contract in force with the consortia administrator, renegotiated on a basis stipulated in the contract.

Lyris The library participates in LYRASIS, an organization supporting cooperation and collaboration of librarians and information professionals in the Mid-Atlantic, Southeastern, and New England regions of the United States. LYRASIS’ services include courses and workshops professional development and group purchasing of library products and services.

National Network of Libraries of Medicine The library participates in the health- and medical-
information outreach arm of the National Library of Medicine, which provides access to its collections, under a membership registration dated 2010 Jun 21.

**Tenn-Share** The library member of Tenn-Share, a non-profit consortium created in 1992 to meet the information needs of the citizens of Tennessee through cooperative purchasing and encouragement of the sharing of information resources by Tennessee libraries.

**WeTALC** The library respects the agreement between institutions participating in the West Tennessee Academic Library Consortium. WeTALC bylaws section 2(b) provides for reciprocal lending and use privileges to faculty, staff, and students in good standing of member institutions ([http://faculty.jscc.edu/scohen/wtalc/constlaw.htm](http://faculty.jscc.edu/scohen/wtalc/constlaw.htm); cited 2010 Aug 12).

**E.8.2 Utilities**
The library is a contributing member of OCLC bibliographic utility and user group. OCLC is a multinational nonprofit membership organization facilitating the acquisition, cataloging, lending and preservation of library materials through the use of a cooperative database of information resources.

**E.8.3 US Depository Library program**
The library is designated as a selective depository within the United States Depository Program. As such, it receives, maintains, and provides access to US government publications in accordance with the terms of 44 USC § 19, Depository Library Program, and the current edition of the *Federal Depository Library Handbook*.

**E.9 Tennessee Textbook Depository (K-12)**
The Paul Meek Library is the publicly accessible site for the Tennessee Department of Education’s approved-textbook collection for the northwest district. As a Plan C site, the library maintains a complete collection of state-approved student textbooks, teacher’s editions, and textbook ancillaries. Only the books on review are non-circulating.

The library follows state-mandated policy for cyclical review of textbooks for replacement or re-adoption. [citation to come]

**E.10 Collection evaluation**
Collection evaluation is an essential, ongoing element of any dynamic collection development program. Continual examination of the collection is necessary to affirm relevance to curriculum, and sufficiency in variety and number of materials per discipline. Collection evaluation is accomplished through direct and indirect means. Usage statistics are analyzed every year to determine the extent to which the collection meets patrons’ needs. Interlibrary loan requests and reserve requests are useful feedback tools. Core bibliographies are regularly consulted to build up needed areas of the collection. Teaching faculty expertise may also be sought.
SERVICE AND USE

F.1 Accessibility

The library makes an effort to ensure that any user has access to formal and informal opportunities for orientation and instruction in using the library’s resources, collections, and services.

F.1.1 Population

The Paul Meek Library public services provides library and information support for the University of Tennessee at Martin's students, faculty, and staff. We structure services for all University patrons whether they are located on campus or are part of the various UT Martin distance education programs.

F.1.2 General access

Subject to subsequent policy subsections, the library provides on-site access to its print, non-print, and electronic collections for all walk-in patrons. Borrowing privileges are extended to UT Martin students, faculty, staff, and alumni; to other groups under terms and exceptions specified in subsection E.8.1 Consortia; and under the Circulation, Government Documents, and Rogers Media Center departmental procedures.

F.1.3 Hours of operation

Library hours are posted publicly on the Information page of the library Website and at public entrances. The library’s physical facilities and collections are publicly accessible during the fall and spring semesters on a regular service schedule. The after-hours study room and its adjacent computer lab remain accessible when the Library is closed, including weeknights and weekends. Accessibility may vary during other closures.

Different hours apply to specific library departments (subsection F.2 Departmental access), and for holidays, breaks, interim and summer terms, and when the University is closed. As with the regular service schedule, hours are publicly posted

The University administration may close the library building without advanced notice to cope with unforeseen circumstances, such as weather and power outages.

F.2 Departmental service and collection access

Due to demands imposed by technical formats, preservation decisions, or staffing, departments may maintain separate service hours and/or circulation procedures.

Subject to limitations stated in the following subsections, material in library collections may be charged out to patrons under procedures established by the faculty and ratified by the library administration. Generally, library material may be charged out to patrons subject to terms of
departmental procedures. Patrons are subject to fines or other sanctions for returning material charged to them after the date due.

F.2.1 Circulation, Reference, and Steven E. Rogers Media Center (rev. 2012 Mar)

*Circulation* Departmental staff superintend the organization and housing of circulating materials and borrower records, charge out material leaving the library, and charge in material returned by borrowers.

*Reference* Librarians and staff assistants assist any individual who contacts them at a library service point.

Reference-collection materials are for use only within the library. Exceptions are granted only at the discretion of the reference staff member on duty following guidelines set by the Reference Department.

*Steven E. Rogers Media Center* The Rogers Media Center offers some site-specific resources and services limited to on-site patrons (e.g., lamination, fax, binding, multimedia workstations, etc.). Also site-specific are the circulation of analog and digital format material: videocassettes, DVDs, audio CDs, record albums, cassette tapes. Some materials do not circulate beyond the department at the discretion of the librarian.

F.2.2 Interlibrary Loan; Government Documents

Interlibrary Loan services are available to staff, students and faculty of the University of Tennessee at Martin through the ILL office in the Paul Meek Library. Others may use the interlibrary loan services of their local public library, or if they are non-UTM college students, they should use the Interlibrary loan services of their own campus library.

Government Documents supports the Library and University’s mission as a diverse community of learning. The department provides quality government information services with free and equal access to the federal resources for students, faculty and staff of the University, as well as for constituents of the Eighth Congressional District in Tennessee in accordance with 44 USC § 19 of the United States Code. The department is the steward of the government documents which are obtained, managed, and promoted to best meet the curricular and research needs of the University.

F.2.3 Alliene and Jimmie S. Corbitt Special Collections/University Archives (rev. 2011 Feb)

Departmental staff assist any individual who contacts them. Departmental materials are publicly accessible to on-site patrons during business hours upon request but may not leave the respective reading areas. This policy insures that material is on-site any time a researcher arrives to use them. See also subsection F.7 Institutional repository.

To care for the material’s condition for future generations, patrons are directed to any departmental material represented by other copies in the circulating or Reference collections. Photocopies from all departmental material is made by staff upon request; the curator may deny
duplication requests to preserve the material, or because of donor restrictions, or if a request exceeds departmental procedures, or otherwise fails to meet Library or university policy.

The department maintains two public service points, and users are subject to departmental procedures in using material from the departmental collections; they may be refused service or expelled from the department if they fail to comply:

*West Tennessee Heritage Study Center*  Hours of operation are the same as the library generally. The West Tennessee Heritage Study Center collection is accessible for public open-stack browsing. Its materials may be used on-site in its reading room only. Users are asked to check in and out with a piece of identification, lock up bags and purses, and use only pencils and computers for notes.

*Corbitt Special Collections/University Archives, and J. Houston Gordon Museum*  Hours of operation are 8:00 am – 4:30 pm Monday – Friday, and by prior arrangement with the Curator.

All departmental materials are serviced by the staff for patrons as closed-stack holdings, accessible only in the departmental reading room. Material is not paged from the stacks after 4:15. Access to the Corbitt Reading Room beyond regular department hours is subject to the contractual terms governing the exhibition in the adjacent J. Houston Gordon Museum.

**F.2.4 Cataloging and Acquisitions**
The Catalog and Acquisitions departments serve the patrons of the Paul Meek Library by supporting the public service departments.

The Catalog Department is responsible for integrating material of all formats into the UTM libraries and related collections. They work with materials in all formats, including but not limited to books, e-books, periodicals, electronic journals, microforms, CDs, DVDs and videos. The Acquisitions Department and Collection Development team are responsible for selecting and purchasing all new materials for UTM libraries. The offices are not public areas, but do maintain regular business hours 8:00 am – 5:00 pm Monday through Friday.

**F.3 Library and research instruction**  *(rev. 2012 Jan)*

Formal librarian-led instruction sessions are available to any professor, on or off-campus, who would like their class to learn how to use the library and its collections to conduct research constructively. Basic library instruction introduces any UTM student to the library’s academic-research databases, online catalog, course reserve module and other items that are important in doing academic or scholarly research. Instruction sessions may be tailored to disciplines, specific courses, or particular assignments.

Subject to I.3.2 Rogers Media classrooms and I.3.3 Library instruction lab, sessions may be scheduled and held in the library. Librarian-led sessions may also be arranged as in-class presentations at the class’s assigned meeting space.
F.3.1 Instruction for extended-campus programs
The library supports students enrolled in Extended Campus/Off Site (ECOS) programs. Library instruction staff tailors instruction delivery to the technological limits and subject demands of the course and its students.

F.4 Extended-campus sites
The library provides parity to resources and services for UTM students, whether on- or off-campus. The library supports the resources appropriate to the courses taught through the respective off-site centers used by students, faculty, and staff of the University of Tennessee at Martin. See the policies of individual sites for specific statements.

F.5 Electronic resources
Paul Meek Library licenses research materials (databases and electronic journals and books) for online access through the Internet. Anyone using the public computer workstations within the Reference Department may access these resources on site. Only currently enrolled UTM students, faculty and staff are eligible for access to licensed resources from off-campus or in one of the University’s computer labs, which are controlled by login passwords. All users are required to abide by the contractual obligations and limitations of electronic resources they use, and by appropriate ethical considerations (plagiarism) and intellectual property laws (copyright).

F.6 Public computers and Internet access
Anyone using the public computer workstations within the Reference Department may have access to the Internet.

Only currently enrolled UTM students, faculty, and staff are allowed to use the computers in one of the Library’s computer labs.

F.6.1 Limits to Internet access
Patrons’ use of library technology and Internet connections must fall within the limits stated in the current revision of University of Tennessee policy IT0110.

Users may neither reserve nor monopolize individual computers. Non-university users must yield computers to UTM students or staff when asked by library staff. [this will need to appear somewhere on the computers, too]

In keeping with ALA Freedom to Read statement, the library does not filter its Internet-capable computers, but it also entirely supports the University’s commitment to personal civility and responsibility as key factor in the meaningful exchange of ideas. Individual rights cannot be absolute within a social institution like a library; computer users are expected to be sensitive to material that others in a public place might find offensive. Therefore, the library’s computing
stations are not to be used to intimidate, harass, or exhibit hostility (e.g., communicate hate speech). The Paul Meek Library faculty and University administration take the position that despite individual rights and free speech, the Library is under no ethical or Constitutional obligation to function as a pornography portal.

Computer users whose activities do not meet university or library policy are subject to sanction as described in subsection F.8 User conduct and sanctions.

F.7 Institutional repository (IR)

University Archives maintains an institutional repository (IR). Scholarship@UT Martin provides digital public access to the scholarly and creative output of the University of Tennessee at Martin. Anyone has the access and can download full-text electronic files from the site. Except for official theses and papers, files are available on the IR at a faculty member's discretion.

Scholarship@UT Martin is administered by University Archives, a collection of research presentations and scholarly output by faculty and student researchers at the University. In addition to published research in peer reviewed journals, the repository serves as a distribution medium for UTM faculty's ongoing scholarly and scientific work. It also makes available theses, dissertations, unpublished papers and student projects approved by the University departmental editorial committees.

Only current UTM faculty members may post their professional work to the IR, but work produced before their service at UT Martin may be posted. Faculty must grant the University of Tennessee a limited, non-exclusive license for work to be accessible through the site. Material accessible on the site which has not been approved by the copyright owner may be removed from the database administrator upon written notice by the copyright holder.

F.8 User conduct and sanctions

Users whose actions or conduct disrupt library operations, compromise standards or contractual obligations, infringe on others’ rights to service, is socially or economically exploitational, or whose conduct threatens or intimidates another library patron, are subject to sanction.

F.8.1 University affiliates

Students who violate library service standards or user policies, other than the late return of circulating material, are formally referred to the Student Conduct Office and/or Department of Public Safety (DPS) on the first offense. Discipline is handled by those two offices.

In keeping with library standards, policies, and UT policies HR0580 and HR0525, faculty or staff who violate library service standards or user policies are formally referred to DPS at the discretion of a librarian on any offense other than the late return of circulating material. The librarian takes steps to secure and preserve a record of the event that will not conflict with or compromise possible official criminal investigation. The director notifies and works with a staff
member’s immediate supervisor and the Human Resources office on imposed sanctions. The library director notifies and works with the Division of Academic Affairs and the appropriate academic dean to address instances of faculty misconduct.

Under UT policy F10305 and the University catalogue, fines for overdue circulating material aggregate and are charged to the individual. They must be cleared by the Business Office before graduation or withdrawal in the case of students, and before termination of employment for faculty and staff.

F.8.2 Non-university users and alumni (rev. 2012 Mar)
Other than the late return of circulating material, offenses or disruptions by non-university users are, at the discretion of a librarian, referred to DPS for action and sanction. The librarian takes steps to secure and preserve a record of the event that will not conflict with or compromise possible official criminal investigation. The library director works with the librarian and DPS as necessary to resolve the matter.

Non-affiliated users with fines deemed excessive lose their borrowing privilege and are referred to the Business Office for collection.
OUTREACH AND IN-REACH (STAFF DEVELOPMENT)

G.1 Web presence

G.1.1 Web portal
The library maintains a digital “face” with its publicly accessible Web pages. The Paul Meek Library Web sites support the mission of the Library by providing Web services that support the teaching, learning, research, service, and informational needs of the University of Tennessee community. The University Library Web site supports this purpose by:

- Providing direct electronic links to library resources, selected Web sites, librarian-produced content, and other appropriate information
- Providing electronic access to library services supporting remote users, specifically through Web applications and forms that provide interactive, transactional, or communication capabilities
- Encouraging intellectual development by serving as an instruction and learning tool
- Promoting the effective use of library services and resources
- Providing information about services, resources, policies, and activities of the Library.

The Paul Meek Library Web site is an official publication of the institution. All pages contribute to the organizational "voice" of the institution and reflect on its professionalism and credibility. University policies and procedures on Web pages are created and maintained by the ITS office and are accessible publicly in the current version of the document “Web Site Policies and Standards.”1 All library departmental Web pages must meet the standards of design and information set by the campus.

G.1.2 Design, Development, and Content
To support the standards of academic library Web development, those who create and maintain the library Web site and its contents provide a presence that:

- Displays on the most commonly used Web browsers, and which display resolutions that degrade gracefully on older browsers
- Present rationally designed Web page interfaces, navigation menus, and pages that download and work effectively for users’ Web devices
- Provide digital content that is current, accurate, and has link integrity. Created content uses minimal academic, library, or technical jargon, but not unnecessarily over-simplified language. All content should have identifiable authors, editors, or contributors embedded in the page to establish credibility and contact points
- Supports current development and protocol standards from W3C and is compliant with Priority 1 and 2 levels of the W3C Check-list. When deemed necessary by campus Web content creators, the pages will also adhere to Priority 3. This practice brings us into

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compliance with federal data-content policy under the Rehabilitation Act, codified in Section 508 standards (http://www.section508.gov).

- Provide Web services designed around library usability studies and evidence-based research to ensure that our Web presence is user-centric
- Provide Web content contributors and authors with standards, procedures, and guidance through the availability of common standards and practices.
- Provide Web content contributors and authors with development support and training which incorporates the common standards and practices.
- Provide a Web presence that complies with organizational standards and technical specifications by vesting oversight and management of the ITC.
- Provide those who create and maintain the library Web site with the means to petition for changes to the appearance and content of all Web pages.

G.1.3 Use of Images on the Library Web Site

All images not created or owned by UTM Library or UTM that are used in library pages must either be in the public domain or used with the written permission of the copyright holder. Each image must be properly cited and include identifying information, its copyright status, and any permission regarding its use. If the designer cannot verify that an image is in the public domain or get permission from the copyright holder, then that image cannot be used on the library Web presence.

The use of images and graphics taken randomly from the Internet is not within fair use guidelines, and as such constitute an infringement of copyright, are not lawfully acquired, and do not fit within the limited distribution guidelines required for fair use. Any image that is not in the public domain, created by UTM Library or UTM, or for which permission has not been cleared for use on the site, will be removed upon written notification of infringement by a copyright holder.

G.2 Friends of the Library

The Friends of the Paul Meek Library is an independent organization of individuals who actively support the Paul Meek Library mission, collections, and services. The Library recognizes the separately organized and administered Friends of the Paul Meek Library. The Library may provide storage space for the Friends, cooperate with its members, and host its activities. The Friends provide active support for library acquisitions and operations, but do not have direct input or authority over library policies and goals. Gift and donations made by the Friends are subject to the policies stated in section E.3 Gifts.

G.3 On-campus outreach

Outreach to the academic faculty of the campus is an important activity for libraries as they foster collection growth, advance a sound scholarly communication system, promotes new research modes, and offers a path forward in a time of paradigm shift.
G.3.1 Departmental liaisons
Library faculty members are assigned as departmental liaisons to help faculty identify relevant material for the Library collections. Liaisons are assigned subjects based on his/her undergraduate and graduate degrees, academic interests, and the needs of the library. Liaisons aid with maintaining the library's collections by developing a collection development profile that is accurate and current, and that the collections comprehensively support UTM's academic programs. In their collection development role, departmental liaisons choose library materials by actively seeking out, evaluating, and reviewing materials.

- Build positive relationships between librarians and faculty members
- Create opportunities for education and discuss library collection and service opportunities within departments
- Identify opportunities for libraries to partner/collaborate with academic disciplines
- Enhance library leadership’s decision-making capability by building a better understanding of their faculty members’ and researchers’ ongoing needs for service
- Identify and pull for weeding material from sections relevant to their departmental assignments
- Review weeded books selected by the collection coordinator and assist in identifying replacements.
- Work with the faculty library representative in their assigned academic departments to select specific areas in the collection for weeding and acquisition-updating

G.3.2 Faculty library representatives
Each academic department/program at UTM assigns a faculty member to serve as Faculty Library Representative (FLR) for that department.

As explained in section E Collections, the FLR is responsible for:
- Reviewing collection development plans on behalf of their respective department or discipline
- Encouraging other faculty to request new material (e.g., by distributing titles/request cards among colleagues)
- Communicating curriculum changes to the library
- Providing feedback from the faculty to the library regarding library services, policies, procedures, and collections
- Work with the library’s departmental liaison to select specific areas in the collection for weeding and acquisition-updating

UTM faculty with general questions about purchasing library materials should contact their FLR or their departmental liaison.

G.4 Community outreach
The Library invites speakers, selects materials, and collects resources for general information, research, intellectual development, and enrichment of the UTM community. These various
programs endeavor to instruct and inform our users on various aspects of library use; including but not restricted to:

- Select, organize, and make available necessary books and materials.
- Provide guidance and assistance to patrons.
- Cooperate with other libraries of northwest Tennessee.
- Cooperate with other community agencies and organizations.
- Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
- Lending circulating collection materials to other libraries upon request.
- Develop and provide services to patrons with special needs.
- Maintain a balance in its services to various learning groups.
- Cooperate with, but not perform the functions of, public or other institutional libraries.
- Provide service during hours that best meet the needs of the UTM community, including evening and weekend hours.
- Regularly review library services being offered.
- Use media and other public relations mechanisms to promote the full range of available library services.

**G.5 Continuing education and professional development**

Continuing education by library faculty and staff is encouraged and supported.

**G.5.1 Continuing education**
Staff members are encouraged to participate in and contribute to professional organizations, and to develop new skills. Staff may pursue formal course work during work time, conditional on their supervisor’s permission and approval of the library director. Time taken off work in order to pursue continuing education must be made up. This can be part of the approval process.

**G.5.2 Internal cross-training**
A need for cross-training between library departments is a matter discussed and determined by the concerned department heads and potential trainees, in consultation with the library director.

**G.5.3 Travel**
The library attempts to maintain a travel budget that permits funding for library staff presenting or speaking at an official professional-organization meeting.

If funds are available beyond what the year’s presenters require, staff members are encouraged to attend various local and state meetings.

Attending regional or national training meetings/seminars for public-service products purchased and used by the library (such as the OPAC software) is a priority equal to other travel needs.

Travel requests and documentation will follow procedures stated in University fiscal policy FI0705.
SECURITY

H.1 Building (see also sections F Service and Use, I Facilities)

H.1.1 Entrances/exits
There is one designated exit for all patrons. Public access to the building is limited to the south doors at the front of the building. To discourage patrons from regarding the west staff entrance as public access, student workers may not use the staff door as an exit. All emergency exits are secured by electronic devices supervised by library staff. If an alarm sounds for an emergency exit door, staff will attempt to locate the person who opened the door and direct them to the appropriate exit. Safety and Security officers will be called if necessary.

H.1.2 Locks, keys
Staff are issued appropriate keys by Safety and Security Office when they are hired. Staff members are responsible for the security of keys assigned them. Follow university policy for notification and replacement if a key is lost or stolen. Only library staff members issued building keys may be in the building during closed hours.

H.1.3 Security cameras
The campus maintains the safety of staff and patrons by remotely monitored, recording security cameras. Digital recordings from the cameras are maintained for thirty days by the Rogers Media Center and are not subject to public review. Unless images are consulted and downloaded by Safety and Security, the files are overwritten on an automatic rotation.

H.1.4 Opening/closing (see section I)
Assigned staff will open the building on the schedule appropriate to the day. Ten minutes before the building closes, Safety and Security (7777) will be called to help clear out the building before the designated closing time. Student computers are controlled by a timer and shut off automatically. Users are responsible for saving their work appropriately; staff are not responsible for data losses due to patron failure to act responsibly. When the Safety officer has ascertained that no patrons remain in the building, the doors will be locked.

H.1.5 Event arrangements
Those wishing to book one of the library’s areas for an event will contact the appropriate person for the venue. It will be that person’s responsibility to ensure that all staff are aware of the event and whether or not they are needed for assistance. It will be the responsibility of the person booking the event to ensure proper cleanup after the event.

H.2 Alarms and evacuations
The Library abides by the University emergency response plan, appendix P.

H.2.1 Alarms (fire)
Staff will exit via the nearest designated emergency exit. Staff in public areas will direct staff and patron evacuation based on procedures. After arriving at the gathering area (to the south, in front of the Boling University Center), staff will check in with library director or whoever has the check list, to make sure all staff are accounted for. Alarm tests and maintenance work do not require building evacuations.

H.2.2 Alarms (weather)
Staff will proceed immediately to the nearest designated safe area. Designated persons from both floors will direct patrons to the nearest designated safe areas. Safe areas are: Media Services Department, Technical Services Department and the University Museum.

H.2.3 False alarms
Even if an alarm does not indicate an actual emergency, staff will treat it as if it were a genuine event and conduct evacuation procedures accordingly.

H.3 Collection security (see also section E Collections, F Services and use)

H.3.1 Collection maintenance (circulating collections)
The Library uses technological measures to help ensure its collection is orderly and its movement is documented.

*Magnetic tags*  The library uses a sensitized electronic tagging system to identify its circulating and non-circulating material. Circulating material is desensitized by staff at a circulation point

*Security gates* The security gates sound an audible alarm if an item owned by the library passes through them without being desensitized. If the alarm sounds, patrons and their belongings are subject to search and must return to the Circulation desk. Campus security will be called if it is deemed necessary.

*Check in-out* Circulating items must be charged to a user through the library’s electronic circulation system at the media-specific service point. Circulation staff will scan the patron’s Skyhawk card and check the items out to the patron. Items with security strips will be demagnetized to ensure that the security gate alarm does not sound and staff will stamp each item with the date due and will also verbally confirm the date due, especially if the date due is in a very short time frame. When items are checked in, the items will be re-magnetized and stamped with the date returned, so that they may then be shelved in the appropriate section of the collection.

Media equipment checked out and used in the library (such as laptops) must not be left unattended in the library. Patrons are responsible for the equipment and peripherals checked out to them, including damage or loss through inattentiveness.

*Overdue circulating material* Patrons returning circulating materials charged to them later than the stipulated due date are charged a fine. Fine rates are found in the respective departmental procedures and are charged automatically. After four weeks a claim for material charged to users
with an outstanding fine is sent to the Business Office for collection. Based on Business Office policy, library staff may not waive fines.

H.3.2 Collection maintenance (non-circulating collections)

Reference  Items may be used on the library premises and do not circulate beyond the building.

Special Collections/University Archives  Material may not leave the Corbitt reading area.

West Tennessee Heritage Study Center  Items are to be used in the WTHSC space and are not permitted to leave its reading/storage area.

H.4 Users’ personal property

Personal property  Patrons are responsible to secure their belongings while using the library collection or facility. The Library assumes no responsibility for loss of unattended personal property.

Lost and found  Items found unattended in the library will be taken to the Circulation desk and held for a determined point of time. Staff will attempt to contact the owner if contact information is visible on the item.
I. 1. **Building** (see also sections F Service and Use, H Security)

Paul Meek Library is a two-storied, 120,000 square-foot building which houses: the library collections; directly accessible all-hour study area equipped with computer stations and a closed-circuit surveillance system; a Special Collections and Museum area; group-study rooms and individual faculty-research rooms; classrooms; and an instructional technology lab and related office spaces. It also houses a coffee shop, staffed and administered by the university food-service contractor.

I. 1.2 **Exits** (see also subsection H.1.1 Security)

There is one main designated public entrance/exit located on the south side of the building and equipped with handicapped ramp. Staff entrance/exit is located on the west side of the building. Three additional emergency exits are placed throughout the first floor (east side by government collection stacks, north side in Media Center, and south side by Special Collections.) The building has two stairways, and one elevator.

I. 1.3 **Hours of operation**

*see* subsection F.1.3

I. 1.4 **Opening and closing** (see also subsection H.1.4 Security)

Assigned staff will open the building on the schedule appropriate to the day. Ten minutes before the building closes, Safety and Security (7777) will be called to help clear out the building before the designated closing time. Announcements are made on the public address system 30, 15, and 5 minutes prior to closing alerting the user of the approaching library closing. Computers in the second-floor student computer lab are controlled by a timer set by the Circulation staff and shut off automatically. Users are responsible for saving their work.

I. 2 **Off-site centers** (see also subsection F.4 Extended-campus sites)

*See* subsection F.4

I. 3 **Rooms** (see also subsection H.1.5 Security-Event arrangement)

I. 3.1 **Events and meetings**

Library facilities are intended for curriculum-based study, and to support of the research needs of students, faculty, and staff. Aside from classrooms, some area of the library may be used for special events or meetings, provided that event is scheduled and approved prior to being held.

The facility’s chief function as study and research space takes priority over any other function. As a state public institution, the building is also accessible to others in the area whose information needs the library may meet. Those wishing to book one of the library’s areas for an event will contact the appropriate person for the venue. It will be that person’s responsibility to ensure that all staff is aware of the event and whether or not they are needed for assistance.
Any exceptions in use of the facilities must be made by the Vice President of Academic Affairs and/or the Director of the Library.

I. 3.2 Rogers Media classrooms
The Paul Meek Library has 3 classrooms available to the members of the university community (faculty, students, and staff). Library-conducted instruction has priority for scheduling spaces, followed by (in order) classroom instruction by or for another faculty member, university groups and organizations, and non-university groups. Persons or organizations not affiliated with the university must obtain permission of the library director prior to scheduling the classrooms for an event.

*Ryan (large) seminar room* (room 118)  Seating up to 60 occupants as the primary media-presentation classroom in the building

*Small seminar room* (room 120)  Seating up to 25 occupants

Availability of the rooms may be checked by viewing classroom calendars on the PML Web page, or by contacting the Steve Rogers Media Center staff.

I.3.3 Library Instruction Lab  *(rev. 2011 Feb)*
The library maintains a dedicated space for face-to-face group instruction in the library.

*Library instruction lab* (room 215)  Seating 28 occupants, with Internet media functionality

In keeping with F.3 Library and research instruction, UTM faculty may request a research skills/instruction session to be taught in the library during any of the Library's normal operating hours. The room may not be scheduled as a meeting space for regular university classes or recurring course testing.

If the lab is not in use it may be reserved by UTM faculty or staff non-recurring events on a first-come, first-served basis. Reservations are made through the Instruction Librarian.

Use of the Instruction Lab is scheduled according to priorities reflecting the aims of the library’s instruction program:

1. UTM course-related library instruction sessions taught by or with a librarian
2. Library-based classes, workshops, or seminars
3. Library staff instruction, training and development programs or workshops
4. UTM course testing (one-time use)
5. UTM courses, institutes, workshops and seminars taught by or with UTM faculty (one-time use)
6. Other groups when appropriate (determined by Instruction Librarian)
As stated in I.3.1, scheduling for course-related library instruction takes precedence over other uses; reservations made for non-library instruction use are subject to cancellation if the room is needed for library instruction.

Hours when the facility is reserved for library-related instruction will be posted at the Instruction Lab’s door but the Library may revise listings more frequently as necessary.

Only valid attendees of the scheduled session(s), such as students enrolled in the class, and the instructor may be in the room.

I. 4 Duplication equipment

Library maintains public-service duplicating and imaging equipment. Depending on the cost-recovery harness attached to a machine, either coins or copy/university cards can be used to operate the equipment.

I. 5 Computers and related technology

Paul Meek Library responds to the evolving technological needs of students and faculty by providing wireless connectivity, site-dedicated Internet-capable computers, by maintaining circulating collection projection equipment.

I. 5.1 Computing

Desktop workstation computers are located throughout the library beyond the student computing labs, intended to provide direct access to the online catalog, Web, and password-protected subscription databases. Workstations within the library public areas are accessible to users with the understanding that they follow approved University information technology policy about allowable uses and intellectual property rights. Current IT policies are accessible at:

https://my.tennessee.edu/portal/page?_pageid=34,34235&_dad=portal&_schema=PORTAL

Two student computing labs, one accessible only during library hours, the other an all-hour-accessible space, provide student-only computers.

The library maintains a circulating collection of wireless laptops for student use, which check in and out through the Rogers Media Center.

The Rogers Media Center provides multimedia workstations capable of consumer-grade audio and video editing capacity.

An Information Technology Center (ITC) lab provides faculty with password-protected computers providing access to the library resources, the Web, word processing and other software applications chiefly for curriculum and professional development. Use of this is restricted to UTM faculty and staff. Although the lab is housed in the library, it is staffed and maintained by Instructional Technology Services.
Section I — Facilities

I. 5.2 Audiovisual equipment
Steve Rogers Media Center provides audiovisual playback equipment sufficient to make the media collections accessible to users.

I. 5.3 Other equipment
Also situated in Media Center, library users have mediated access to a collection of Ellison dies, a laminator, and free-of-charge fax machine.

I.6 Study Spaces

I.6.1 Public study spaces
All study tables and carrels throughout the building are freely accessible to on-site library users. The PML does not reserve tables or carrels.

I.6.2 Study Rooms
The library has 12 group study rooms located on the upper level of the library. Study rooms may be reserved by students for groups of two or more persons. Reservations are made at the Circulation Desk on a first-come basis. Individual students are welcome to use a room if it is not in use by a group; however, individual students must vacate a group-study room if a group requests the space.

I.6.3 Faculty carrels
Faculty carrels are accessible to faculty only during hours the library is open (see section F.1.3). Carrels may be assigned to individual faculty members by request as they become available. Faculty who have an assigned carrel may allow other faculty members to use their carrel by informing the Circulation librarian. Keys to faculty study carrels must be checked out and in at the Circulation desk.

Any library material in a carrel must be charged to the faculty member. Uncharged and overdue material may be removed and re-shelved without notifying the occupant.
EXHIBITION/ART

J.1 Exhibiting in PML public spaces

The Paul Meek Library welcomes groups, organizations or individuals to display their work in the Library based on the public space we have available. The primary purpose of exhibiting art at the Library is to provide a visually interesting environment and enriched experience for library users a location for artists at The University of Tennessee at Martin and the outside community to display their work.

All artwork proposed for exhibit, whether generated by University employees or the public, is subject to a review and selection process. The broad goals for art exhibition include: broadening patron horizons by presenting a wide range of art; encouraging and promoting University and community artists; nourishing intellectual, aesthetic and creative appreciation.

J.1.1 Criteria for selection

Responsibility for the selection of artwork rests with the Library Art Committee, which will consist of the Library Director, a library student-worker and two library staff. Selection is made by secret ballot with an up or down vote; a majority positive vote is required for any exhibit or exhibited single item. Understanding that some criteria may not be relevant for a particular proposed exhibit, the committee members consider the following factors when selecting or approving artwork:

- Appropriateness to the mission statements of Paul Meek Library and UTM
- Subject, technique and style
- Artistic expression
- Dimensional size of artwork
- Attention/interest of viewers and the public
- Artist/contributor
- Relation to other events or exhibits taking place at the time

J.1.2 Applying for exhibit space

The Head of Circulation is responsible for scheduling public exhibit spaces; applications and reservations may be made up to one year in advance. Artwork will be displayed for one semester: fall or spring or summer.

Each artist/lender must sign a waiver agreeing to assume full responsibility for the work while it is exhibited. Neither the Paul Meek Library nor The University of Tennessee assume responsibility or obligation for loss or damage to any item/items displayed. The displayed items will not be covered under The University of Tennessee insurance or riders.

The Paul Meek Library will not be involved in any way in the sale of items on display. No prices may be affixed to the artwork or captioning material, and pricing lists may not distributed within
the Library. The artist/lender may leave contact information (i.e., business card) at the circulation
desk. Items for sale must be purchased directly from the artist/lender outside the Library.

Artists/lenders must remove artwork on or before the ending of the exhibit’s specified date. The
Library will not provide storage for the property of exhibitors.

**J.2 J. Houston Gordon Museum exhibits**

Exhibition development is the responsibility of the Museum director, who encourages ideas and options from faculty members and departments. The Museum displays material only in multi-
item exhibitions and does not consider works individually. Since the Museum does not have a permanent collection and does not loan material, all exhibitions are temporary installations limited to a fixed period of less than a year, acquired as either in-house productions or travelling exhibitions.

**J.2.1 Exhibit criteria**

Proposed exhibitions are selected individually and must meet each of four selection criteria:

*Schedule*  An exhibit must be touring and have a slot that matches an opening on the museum exhibit calendar. Enough lead time to allow time for approvals, contract negotiations, and programming development has to be available. We try to book two exhibits per regular school term and one in the summer, based on exiting bookings and availability dates. Exhibits are typically booked between a year and two years in advance.

*Space*  We can book an exhibit only if the curatorial data shows that it fits within the gallery space we have available (approximately 400 square feet, or 111 running feet of exhibit space). Permission to show only part of an exhibit must be granted by an exhibitor in the exhibition contract. That happens only very rarely and in exceptionally compelling circumstances. The security requirement (number and type of cases, site supervision, electronic security) must be at a level the museum can meet without incurring additional costs. Exhibit venues are obligated to care for shipping containers as well as exhibit materials. We must consider exhibits based partly on the requirements for storing the size and number of cases in our limited space.

*Cost*  The combined exhibit fee and variable shipping charges must be within the limited budget on which the Museum operates and leave funds for other exhibit commitments; there are lots of great shows out there that we simply cannot afford.

*Relevance*  We look for exhibits that are interesting, challenging, or downright entertaining. It may be very broadly interpreted, but some element of the exhibit must be germane to UTM students and the community at large.

**J.2.2 Exhibit approvals**

The Director assembles a proposed exhibition calendar itemizing the exhibitions and submits it to the Senate Library Committee. The Committee votes on exhibits that have not been previously approved. The preferred method for voting is at a regularly appointed Committee meeting. A
vote on exhibits may also be called by the committee chair; members’ votes are polled electronically. An electronic vote is accepted as valid when half the regularly appointed members respond.

Once the Senate Library Committee has voted to accept an exhibition, the accepted proposal is submitted to the Chancellor’s staff for review.

After the Chancellor’s staff has approved an exhibition, the Director initiates an exhibition contract with the exhibitor. A travelling-exhibition shipment may only be accepted and installed after a contract has been executed with the University of Tennessee.
INFORMATION LITERACY

K.1 Definition

Information literacy is commonly defined as a set of learned abilities allowing individuals to “recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information.”

K.2 An information-literate community

The library promotes information literacy via a collaborative system between librarians and teaching faculty that supports students’ and the faculty’s searching and researching skills. This collaborative effort fosters an organizational culture encouraging students’ topical curiosity and critical thinking skills, and where faculty can locate and use relevant professional literature to inform their scholarship and supplement their classrooms. This creates an environment in which individuals may learn how to learn. Information literacy skills enhance students’ overall college experience and ultimately their professional careers, since they are capable of navigating the information universe, and helps the faculty maintain currency within their respective fields.

K.3 Roles of library faculty and staff

The library provides a platform to teach UTM students as a general population group and in one-to-one encounters. Librarians and staff help students orient themselves within the world of accessible knowledge. Literacy is fostered as the staff:

- Maintain a central library website as a content and service gateway for students on and off campus
- “Embed” librarians in selected courses requiring a research element
- Assign librarians as subject-specific liaisons to the faculty of academic departments
- Teach formal instructional sessions for regular curricular courses as requested by faculty
- Maintain a suite of up-to-date, accessible, topically specific research guides and tutorials for self-directed experiential learning
- Employs an electronic resources and outreach librarian with specific responsibility for information literacy
- Staff a person-to-person, telephone, and chat-accessible contact point with a library employee all hours the library is open

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The library fulfills institutional and programmatic accreditation requirements for information literacy training through collaborative efforts among administrators, instructional technology staff, librarians, and faculty. The library staff creates programs and activities that proactively reach out directly to students and to faculty, providing suitable library and research instruction methods and tools. These will be administered through course management software, online tutorials, embedded librarians, research guides, and other tools and resources to meet students’ information literacy needs. These programs will be designed to meet all students’ curricular and research needs, especially distance learners.

K.4 Assessment
The library assesses its efforts annually to improve programs, thus keeping them current with advancing technologies, evolving curriculum, and learning needs of the students. As part of the overall program, the library assesses students’ information literacy needs, its instructional programs, and outreach effectiveness.

K.4.1 Faculty input
The library encourages general and specific discussion about its holdings and resources with campus faculty. Through the UTM Faculty Senate representatives, the library involves teaching faculty with library advisory committees.

K.4.2 Measurements
The library maintains routine service statistics as one measure of tracking student, staff, and community use of its resources.

K.4.3 Annual survey/assessment
The library Annual Survey Committee (A.6.3) specifically studies student users’ abilities as reflections of the general effectiveness of library programs and adequacy of its collections. Gauging general “information literacy” is a core purpose for such studies.

The library conducts the LibQual+ survey, administered under a relevant population sampling method, every three years to provide an objective population perception and service-satisfaction measurement, and to provide a benchmark for comparison against peer institutions.
L.1 Annual review schedule

Annual Policy Review and
General Library Fiscal Year schedule

PML policies are reviewed at least annually. The sections are reviewed individually in monthly rotation, which means each section is reconsidered once a year, but under A.3.2 amendments may be discussed and approved at any monthly faculty meeting as voted by the faculty.

January  Combined faculty and staff meeting
Policy manual section A Governance reviewed
Budget prepared for upcoming year
Tenure/promotion dossiers due to director

February  Faculty/Staff performance reviews
Policy manual section B Personnel reviewed
Paul Meek Library Lecture (9 Feb—Dr. Meek’s birthday)

March  Policy Manual section C Strategic planning reviewed
Director’s tenure/promotion recommendations due to Academic Affairs

April  Policy Manual section D Budget and development reviewed
Annual survey complete

May  Policy manual section E Collections reviewed
Report from subject liaisons

June  Policy manual section F Service and use reviewed
Report from annual survey

July  Policy manual section G Outreach/In-reach reviewed
Mentor reports in place; [P/T series keyed to Jan submissions]

August  Policy manual section H Security reviewed
Annual Report compiled

September  Policy manual section I Facilities reviewed
Final Annual Report submitted

October  Policy manual section J Exhibition/Art reviewed

November  Policy manual section K Information literacy initiative reviewed
Reports from subject liaisons

December  Policy manual section L Appendices reviewed
Review and evaluation of departmental goals
Staff elects new representative
Internal library committee appointments made for upcoming year
L.2 ALA Library Bill of Rights

The American Library Association
Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person’s right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.


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L.3 Freedom to Read

The library subscribes to joint American Library Association and American Association of Publishers’ “Freedom to Read” statement, accessible at:

http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftrstatement/freedomreadstatement.cfm

L.4 Privacy/Confidentiality

L.4.1 FERPA
The library operates within the guidelines stated by the Family Educational Rights and Privacy Act (FERPA).²

L.4.2 National security letters
The library staff regards the service of “National security letters” on libraries and librarians as an attack on our discipline’s core principles, a denial of due process, an exercise of unlawful search and seizure, but will, with regret and protest, abide by the law until it is changed.