Shri Govindrao Munghate Arts & Science College Kurkheda:
Library Policy-2021
{SGMCKLP-2021}

Library Policy Drafting Committee

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1	Dr. Anil A. Bhoyar	Chairman
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8	Dr. Satish Gogulwar	Stakeholder & Patron Member
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Abbreviations

SGMC= Shri Govindrao Munghate Arts & Science College Kurkheda.

UGC= University Grants Commission

NDLI= National Digital Library of India

IIC= Institute Innovation Council

MoE= Ministry of Education

CDC=College Development Council

LIBRARY POLICIES AND PROCEDURES

Purpose
The purpose of this policy is to state clearly the principles and guidelines which govern the selection, acquisition, and licensing of library resources. Such a policy encourages consistency among those responsible for developing and maintaining a balanced collection and communicates these principles to faculty, staff, students and community patrons.

Vision
The purpose of the SGM College Library is to support the college curriculum and provide library services and resources to all SGM College students. Stakeholders, community members and faculty regardless of location.

Mission
Library Mission The mission of the SGM College Library is to provide resources and services to support the academic curriculum and to assist all library users in the development of lifelong learning and information literacy skills. The library staff focuses on meeting the users' needs, providing learning opportunities, fostering relationships, supporting academic disciplines, and participating in the teaching process by assisting in information access and library instruction.

Policy Framing rules
The revision of the policy will be done after each three years.
The notification of the revision of the policy will be issued by the Principal and the committee will be constituted by the Principal as per the norms.
The Principal will bring to notice of the College Development Council (CDC) of the Policy and its amendments and deleting's.
If any vacancy arises in the committee due to deputation/resignation/death, of the member the post will be filled in the special meeting.
The rules for framing policy will be of the UGC/State Government/University/ Society.

Policy Approval
The draft policy will be placed before the CDC and management by the Principal for the approval. After the approval the policy document will be circulated and kept on website.

COLLECTION DEVELOPMENT POLICY

SGM COLLEGE LIBRARY COLLECTION DEVELOPMENT POLICY

The SGM college Library supports the mission of College. This policy is based on the principles in the SGM college Library statement of purpose. As participants in the educational programs of Union of India (Bharata), Government of Maharashtra, the SGM College Library has four major functions listed in order of importance below:

The Collection Development Policy guides the selection, acquisition, and maintenance of library materials within current fiscal restraints and resource sharing opportunities. This policy is aligned with the mission, values and strategic initiatives of the Library and the College.

1. To select, acquire, and provide access to materials in multiple formats that support the curriculum and to provide collections that are balanced and authoritative.
2. To maintain a collection aimed at providing a liberal arts education, Patent, AI, Quantum Technologies, etc., that supports persons in developing lifelong learning skills.
3. To supplement course materials for extended campus classes and online learners taught by SGMC faculty.
4. To facilitate faculty research.

The Library's priority will be to purchase and provide access to materials that directly support the needs of SGMC students and faculty at the appropriate degree level, with a wide variety of materials that span many disciplines. The Library also recognizes the importance of providing current interest materials that meet the needs of SGMC staff. While the Library's collection cannot meet extensive graduate level and personal research demands from faculty or community users, librarians can guide patrons in need of this type of material to electronic resources, or in securing interlibrary loan and materials that may help fill these needs. It should be realized that these goals recognize college priorities and represent an ideal and will be pursued as Library funds permit.

Guidelines for Materials and Resource Selection

The quality of content and support of the curriculum are priority criteria against which any item or resource is evaluated. Additional criteria include:

1. Importance of material to curricular support
2. Strength of holdings and materials that are accessible in the same or similar subject area
3. Timeliness or permanence of material
4. Potential use and need for material by SGMC students and faculty – including consideration of the potential number of users for a certain resource
5. Need for collection to be balanced in presentation of controversial issues
6. Authoritativeness/reputation of material or publisher
7. Availability of funds and item expense
8. Appropriateness of treatment for college use
9. Currency of information
10. Suitability of format to content
11. Inclusion of title in standard indexing/bibliographic tools or published reviews

Additional Selection Guidelines and Priorities

1. Generally, materials purchased with Library funds will reside in the Library and not in division offices or classrooms.
2. Textbooks adopted for class will not be purchased for the Library unless there is a demonstrated need for a Reserve copy. The Library will concentrate on purchasing materials that amplify textbook subject matter.
3. Duplicates will not be purchased unless there is an unusual demand or to meet the needs of extended campus classes.
4. In cases where the cost of a material is high and demand low, the holdings of other SGMC libraries will be one consideration in the decision to order the material.
5. Foreign language materials will be collected that directly support the curriculum. Foreign language dictionaries will be collected in multiple languages. Reference and research materials will primarily be collected.

Selection Instruments

Selection instruments may include board-guided review journals, academic and professional discipline journals, publisher and vendor catalogs, and vendor profiled notification slips. Examples of selection instruments are listed below.

1. *Choice*
2. *College & Research Libraries*
3. *Library Journal*
4. *Books for College Libraries*
5. *Manuscripts*

Procedures & Responsibilities for Collection Development

Ultimate responsibility for the development and maintenance of the Library's collection rests with the Library Director. The Library Director will seek participation and advice of the Assistant Librarians, SGMC Faculty, and SGMC Administrators. The quality of the collection depends largely on the involvement of teaching faculty, not only in their selection activities, but also in their participation in the deselection of materials from their areas of expertise. No one person can have complete knowledge of all fields or know the needs of an entire community to assume responsibility for all selection. Faculty input is integral to this process and ensures that collections are balanced and reasonably support all college courses. The Library Director will be responsible for maintaining a collaborative approach to collection development that includes a publication outreach program based on a SGMC profile. All departments will receive publication notices about recently or to be published materials that can be distributed to appropriate faculty.

Faculty Resource committee members or Chairs are asked to act as departmental liaisons in collection development matters. Faculty will be asked to prioritize high cost items. Because this definition for "high cost" changes, Chairs and the Faculty Resource committee will be provided with current benchmarks and priority definitions. Multiple items submitted may need to be ranked in order of importance.

Faculty requests may be submitted by e-mail, on Library provided request cards and selection slips, or marked on publication flyers and sent to the Library Director.

Because of the rising cost of books and other resources, every effort will be made to purchase titles through national jobbers, at prepublication discount, or through other cost savings methods. Discounts to libraries will be factored into the vendor choice for each purchase.

Requests from students, staff, and community are also welcome and will be considered within the established guidelines of this policy.

Desiderata File

Material requests that do not fully meet selection criteria or may be considered of secondary importance, may be placed in the Desiderata File for consideration if additional monies are available at year's end. These types of requests might be for duplicate materials, for materials in subject areas that are well covered, for resources that are "high cost" and low demand. The Library Director will notify the original requestor if a request is placed in the Desiderata File. Requests placed in the Desiderata File will be reviewed in April or May.

Patent

The priorities of patents in innovation and entrepreneurship and quality education, special consideration is given to collect the patents from the database on curriculum and project specific.

Fiction / General Community Interest

Because of the stated priorities, fiction, bestselling non-fiction, and popular titles are small parts of the Library's permanent collection. Special consideration will be given to local history and information and Maharashtra and Gondwana Land authors.

Cooperative agreements

Cooperative agreements

To support the Education, other literature books will be added to support the curriculum. Students in this program are required to read a number of award winning literature publications. The other literature that does not fall within these categories will be considered on a case-by-case basis for addition to the collection. Cooperative agreements are in place with local public libraries to extend children's literature offerings to DSC students.

Gifts

See Gift and Donations policy of the society.

Nonprint Material

Selection and deselection criteria will apply to all library resources regardless of format. Suitability of format, including storage and longevity of format, will be considered in selection.

Periodicals, Standing Orders, Electronic Databases

Because these types of resources represent an ongoing commitment of Library funds and are usually not stable in their cost, budgeting and selection of these resources differs somewhat from procedures for one-time purchases. The addition of ongoing expense items will usually entail the addition or expansion of a new program that requires core support. Where possible, the best value of any resource will be pursued regardless of format. An example would be to select a database that may have multiple fulltext titles available in support of a program in lieu of purchasing a single print subscription. Procedures for monitoring these expenses include librarians, each spring, reviewing the periodical renewal list from our major vendor. Titles that are questionable for renewal will be submitted to faculty discipline coordinators. Along with publication information, discipline coordinators will be given usage numbers, pricing information, cost increase information, availability of title in other formats, inclusion of title in student accessible indexing and reference tools.

Some or all of these criteria will be used in evaluating the addition of continuing expense items or the cancellations of such items:

1. Support of academic curriculum
2. Strength of existing collection
3. Current usage of specific title and titles in discipline
4. Indexing and fulltext availability in resources
5. Projected future use and need
6. Cost, trends in cost escalation, and projected availability of funds
7. Reputation of resource and publisher or producer
8. Number of requests for recent issues through interlibrary loan.

Requests for Reconsideration / Intellectual Freedom Statement

The SGMC Library supports the library development policies of Union of India. The Library attempts to purchase materials that represent differing opinions on controversial matters. Selection is made without partisanship regarding matters of gender, race, sexual orientation, religion, or moral philosophy. These differences will be recognized in impartial collection practices. Patrons who wish to challenge a material's inclusion in the collection will be asked to fill out a "Request for Reconsideration" form. The form must be signed and dated by both the requester and the librarian on duty. Completed forms will be forwarded to the Library Director and then will be placed before the college committee.

Weeding Policy

Weeding / Deselection of Materials

Weeding is an essential, continuous component of collection maintenance in libraries. Permanently removing materials for reasons such as being outdated, unused or damaged from the SGMC library ensures the collections' health and viability. Weeding maximizes collections' usefulness, and ensures that they continue to support the instructional and research requirements of students, faculty, and staff at SGM College. In addition, the process frees shelf space for newly acquired materials. The Collection Development Policy guides weeding decisions, in keeping with the library's mission to collect, organize, and provide access to information resources.

Responsibility for Weeding

Final responsibility for weeding materials from the library's collection rests with the library director. Individuals who participate in weeding include the director, librarians, and other library personnel. The library encourages the teaching faculty to work with and provide feedback to library personnel to identify materials to weed.

Criteria for Weeding

Library materials of all types may be candidates for weeding based on the following criteria:

- **Currency**

   The content of library materials should be accurate and up to date. Materials that are superseded by newer, revised, or updated editions may be weeded. The library takes into consideration faculty and students whose scholarship and teaching require the use of historical texts in areas such as psychology, mathematics, and physics.

- **Usage**

   Low or no usage may be a factor in weeding decisions. Library personnel may consult circulation statistics or other reports to determine viable candidates for weeding.

- **Physical Condition**

   Materials that are badly deteriorated or damaged and beyond reasonable preservation efforts will be weeded. Consideration for replacement will be made on a case-by-case basis.

- **Duplicates**

   Due to space limitations, the library may weed duplicate copies of library materials. Library staff will take into consideration the need to have more than one copy of a title on hand, especially for materials that are heavily used or are a part of a college-wide program.

- **Completeness**

   Materials that are part of a multi-volume set of which the library does not have all volumes may be weeded.

- **Uniqueness**

   The library will not weed materials that are considered unique.

- **Format Obsolescence**

   Materials in obsolete formats may be weeded if the content is available elsewhere or if the material is in poor condition.

Formats and Material Types

- **Books**

   If physical copies are worn and the library has the same title in e-book form, these

copies will be candidates for withdrawal. Additionally, for new acquisitions, the e-book format is starting to overtake print in many areas. Thus, even though e-books are not visible on the shelves, many subject areas of the libraries are covered by this format. The library director and librarians will work with relevant teaching faculty to determine the need to retain print copies in addition to electronic versions for research and/or instructional purposes.

- **Journals and Other Recurring Publications**
  Although electronic access is the preferred format for serials, journals, and newspapers, the library still houses many titles in print and microform formats. If a journal title is available through one of the INFLIBNET databases, the library may opt to weed the print issues.
- **Microforms**
  Books, collection sets, and other materials in microfilm or microfiche may be weeded based on any of the criteria listed in section 3 of these guidelines.
- **Media Materials**
  Media formats may be weeded based on any of the criteria listed in the previous section of these guidelines.
- **Maps**
  Indian depository maps must follow weeding guidelines published by the depository program. Purchased maps may be weeded based on any of the criteria listed in the previous section of these guidelines.
- **Union Documents**
  The library must follow the weeding guidelines that are in place at the Union level for government documents.
- **Reference Materials**
  Reference materials may be weeded based on any of the criteria listed in the previous section of these guidelines. Print materials may be weeded based on their availability online.

Disposition of Weeded Materials

SGM College is required by the UGC/University System and state to inventory and track moveable assets. Assets are acquired from a variety of sources and must be used for institutional purposes and they must be disposed of in accordance to state/UGC guidelines. The surplus property means "any item that is non-consumable and non-expendable that is no longer needed". These items may or may not be inventoried by the College. There are several options for disposing of college property. Weeded materials may be donated to another state agency or surplused in compliance with State/UGC regulations.

Materials approved to be weeded from the collection will be physically removed from the building. Records for these items will be removed from the library catalog.

Review and Revision of Guidelines

Weeding guidelines will be reviewed regularly by the assistant librarian in collaboration with the library director for technical services and technology, library selectors, and other library personnel.

Detailed Procedures

- The material to be weeded should be brought to the Technical Services workroom and placed on carts designated "Weeding." Each title should have a "weeding slip" filled out and inserted.
- Using the Collection Development Policy for guidance, the Director will review the material that is under consideration for weeding and make the final decision as to its disposition.
- If the Director decides to withdraw the material, she will notify the Cataloging librarian who will deaccession the volumes as follows:
- Delete or correct the item records
- Withdraw the titles and volumes from the collection statistics
- Update the "withdrawn" spreadsheet with title, ISBN, author, call number,
- Send updated list to appropriate person in the Office of Procurement.
- Box and label for surplus.

POLICY ON CONFIDENTIALITY OF LIBRARY RECORDS

It is popularly said, "Data is the new oil".

Data can be broadly classified into public data and personal data. Public data is that which is accessible to the public at large, such as, Court records, birth records, death records, basic company details. On the other hand, private data is personal to an individual/ organization and cannot freely be disseminated by anybody without the prior permission of the subject. It includes financial details, family details, browsing details, preferences, psychological characteristics, locations and travel history, behavior, abilities, photographs, aptitudes, and the like. It could also be a combination of these features or even inferences drawn from the refined data.

At the moment, India a specific legislation enacted primarily for data protection. India's regulatory mechanism for data protection and privacy is the Information Technology Act, 2000("the IT Act") and its corresponding Information Technology(Reasonable Security Practices and Procedures and Sensitive Personal Data or Information) Rules, 2011("the IT Rules").

In addition to this, personal data is also protected under Article 21 of the Indian Constitution which guarantees to every citizen, the Right to Privacy as a fundamental right[1] . The Supreme Court has held in a number of cases that information about a person and the right to access that information by that person is also covered within the ambit of right to privacy.

Protecting the rights of library users to view and read materials without fear of intrusion, intimidation or reprisal is a core value for all librarians. To safeguard the privacy of individuals in their use of the library, the SGMC Library maintains the confidentiality of library records. The Union laws related to personal and public data will be applicable as per the norms prescribed.

The registration and borrowing records of the SGMC Library automated catalog system are confidential.

Registration records include any information the library requires users (faculty or staff members, students, or community borrowers) to provide in order to become eligible to access or borrow materials. Such information includes addresses, telephone numbers, and student ID numbers.

Circulation records include all information that identifies a faculty or staff member, student, or community borrower as borrowing or accessing particular materials or information. Included in these records are reserve materials.

Public computer login/usage records and web browsing histories on the open-use computers in the library also are considered confidential.

The SGM Library has adopted the following guidelines:
- Library records will only be released upon appropriate court order or subpoena.
- Patron information is accessible to library staff in the course of their daily business.
- Anyone presenting a valid library card will be considered a legitimate user, entitled to access the information associated with that card.

Except in accordance with proper judicial order and with permission of the designated administrative officer(s) of SGM College, no person shall make known in any manner any information contained in such records listed above. Library staff are to refer all requests for the above confidential information to the Library Director or to the office of the Principal.

Circulation Policy

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

ELIGIBLE PATRON GROUPS

Students: Currently enrolled SGM College students.

Faculty/Staff: All current SGM College employees.

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

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

Universal Borrowers: Currently enrolled SGM college students and employees.

Loan Periods & Limits

Students: Circulating Books(10 Books at a time and as per need, demand & policy decision); Periodicals—In Library use only; Course Reserves—Loaned according to faculty requirements; Audiovisuals (4 items) —7 days.

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

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

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

Printed reference materials are marked "REF" above their call numbers and do not circulate. Archives, bound periodicals and microform do not circulate. Items placed on "Course Reserve" by a faculty member are labeled as such and housed at the Circulation Desk temporarily. Circulation options for *Course Reserves* are typically In-Library use only but may be specified differently by Faculty. When a subject is assigned for a large number of students and the Library has limited circulating resources on the topic, the materials may be temporarily placed on Course Reserve for In-Library use. If a faculty member regularly uses a video for a class, he/she may notify the library and we will place the video on "Course Reserve" so it will available as needed for all class sessions.

If a student or faculty member needs an item and it is checked out, they may request the material(s) through the Interlibrary Loan services. The Interlibrary Loan service allows librarians to request books, periodical articles, and other materials for patrons from any Indian or International library. Patrons may search INFLIBNET/World cat to locate items in world libraries.

Due Dates

Students: All books are due by the the end of the semester/year. The due date for all books will be the first day of finals. All AV materials are due 7 days from the date of check out. There will be a grace period of 1 week before fees are charged. If an item is not returned by the end of the grace period, there will be a processing fee and a replacement cost charged to the borrower. Fees remain on patron records and his/her account will be blocked until the item

is returned in good condition (within one month of the due date) and or the full fee amount has been paid. The due dates will be clearly posted throughout the library and email reminders sent out as well. Reminders will be posted on social media accounts and the campus master calendar.

Faculty/Staff: All books are due by the end of the semester. The due date for all books will be the Monday of finals. All AV materials are due 7 days from the date of check out. There will be a grace period of 1 week before fees are charged. If an item is not returned by the end of the grace period, there will be a processing fee and a replacement cost charged to the borrower. The due dates will be clearly posted throughout the library and email reminders sent at the end of the semester. Reminders will be posted on social media accounts as well as the campus master calendar.

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

FINES

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

Circulating Books: If an item is not returned at the end of the semester, there will be a processing fee and a replacement cost charged to the borrower. The processing fee for a book is Rs., 10.00. The default lost item replacement fee could be more or depending on the title.

Laptops and AV Equipment: The fine will be **Rs.** 100.00 per day per item. If the item is lost, there will be a processing fee and a replacement cost charged to the borrower. The processing fee is Rs. 50.00 and the lost item replacement fee will be depending on the item. Fines may be waived by a SGMC Library staff member for extenuating circumstances, such as the death of an immediate family member, unusual hardship, or error by the Library staff.

Workstation Use Policy

In accordance with the *SGM College Computer and Network Usage Policy*, the following additional guidelines govern the use of public workstations located in the SGMC Library of the College.

The SGMC Library computer workstations are to be used for educational research and Microsoft Office software access.

Workstations are available to all SGMC Students, faculty and Library patrons in the following priority order:

1. Current SGMC College faculty, staff, and students.
2. Other University System faculty, staff, and students.
3. All other library users. *(An adult must directly supervise children under age 16)*.

Patrons in groups #2 and #3 should sign in at the Circulation Desk and pick up a one-hour guest access code.

Users may not load software or change settings on Library workstations. Consult library staff if you have questions about available software/hardware. Deliberate attempts to degrade the performance of a computer system or to interfere with other users' access to resources will result in loss of SGMC Library privileges.

The Library recognizes that scholarship and teaching require freedom of intellectual inquiry. Research may involve exploration of diverse information resources, and access to electronic content in the Library will not be unduly restricted. However, patrons should be aware that some material might be offensive to other library users or staff. Researchers viewing such content may be asked to conduct their studies in a private environment.

Use of college resources, including Library workstations, to defame, harass, intimidate or threaten library patrons or staff is expressly forbidden. Individuals using workstations to defame, harass, intimidate or threaten will be asked to leave and may forfeit the opportunity to use the facility in the future.

Computers should not be used for commercial activity.

Your cooperation in adhering to this policy is appreciated. Those wishing to discuss workstation usage should schedule an appointment with the Head Librarian.

COMMUNITY USE POLICY

Priority use of SGMC Library facilities and resources is reserved for current students, faculty, and staff of SGM College. However, members of the public are invited to use the materials, facilities, and equipment of the SGMC Library as long as library policies are followed responsibly. For their own safety, children must not be left unattended. Security may be called if children are left without adult supervision. In addition, library users under the age of 16 must have direct adult supervision while using library workstations. To be able to borrow materials from the SGMC library, patrons must be in good standing with the library. To borrow books, a formal application for a Community Card may be made by persons 18 years of age or older.

Community borrowers may check out 5 items at a time for a loan period of thirty (30) days. Items may be renewed once for an additional period of thirty (30) days. Renewals will be made over the telephone if no students or faculty have requested the item. The SGMC Library reserves the right to refuse to renew items that are required for campus use.

All items borrowed must be returned to the Book Drop outside the main lobby entrance or at the Circulation Desk.

Community users must return materials by their due date. An email reminder will be sent to the patron. There will be a grace period of 1 week before fees are charged. If an item is not returned after the grace period, there will be a processing fee and a replacement cost charged to the borrower. The processing fee for a book is Rs., 20.00. The default lost item replacement fee could be more depending on the title.

Community cards are valid only for the person to whom they are issued. Cards may not be lent to family members, friends, or others. You are responsible for the safe and timely return of all items checked out to your card. Please return borrowed items promptly in order that others may use them in the future.

Magazines, journals, newspapers, videos, and reference books are not checked out but may be photocopied or used In-Library.

<u>CONDUCT POLICY</u>

Faculties/Patrons/Students/Stakeholders of the SGMC Library have the right to expect:

1. A pleasant library environment conducive to research and scholarship
2. Reasonable access to library materials

To ensure these rights, the library enforces Union, state, local and College rules governing behavior in public spaces. In addition, the SGMC library has established policies to protect these rights within the library building.

All faculties/patrons/Students will refrain from the activities below:

1. Creating a disturbance or behaving in any manner that interferes with normal use of the library, or that affects the staff's ability to provide service (including, but not limited to: excessive noise, loitering, and offensive behavior).

2. Having bodily hygiene so offensive as to constitute a nuisance to others. Those with poor personal hygiene or other odors found to be disruptive to the Library environment will be asked to leave.

3. Bringing in large or inappropriate personal items, including, but not limited to: skateboards, bedrolls, carts, and large duffle bags.

4. Removing or attempting to remove library materials or property without checking the item(s) out or without proper authorization. Removing or attempting to remove electronic theft detection devices.

5. Misuse of, defacing, or destruction of library materials, property, furniture or equipment.

6. Being in an unauthorized area of the library; remaining in the library after closing or when requested to leave during emergency situations.

7. Selling, peddling, and/or soliciting of merchandise or services, including legal representation, to faculties/patrons/students while in the library.

8. Conducting unauthorized surveys, photography, or audio/video recording within the library. Authorization must be pre-approved by the Library Director.

9. Using restroom facilities for activity other than the intended purpose for the facilities.

10. Food and uncovered beverages in any areas of the library that are designated as restricted. Library persons/students/faculties/patrons should dispose of all food containers and trash in the appropriate receptacles or recycling bins.

11. Leaving children unattended. **Security may be called if children are left without adult supervision.** In addition, library users under the age of 16 must have direct adult supervision while using library workstations.

11. Leaving personal items unattended. The library is not liable for the loss or damage of personal materials, and any unattended items will be turned over to Public Safety.

12. Posting or distributing printed materials without permission of the office and the library director.

For violation of Union, state, and local policies for conduct in public spaces or a violation of the Student Code of Conduct, campus Public Safety officers will be contacted and appropriate action will be taken.

GIFT AND DONATION POLICY

The SGMC Library welcomes gifts of materials, with the understanding that such gifts must meet the Library's Collection Development Policy criteria.

Initial evaluation of the materials to determine its usefulness to the Library will be made by the director of the library and/or a librarian. If there are a large quantity of items to be donated, the donor will be asked to schedule an appointment for the initial evaluation.

Considerations for any item being accepted by library include the following:

- **Relevance to the college** – Curriculum-related books not older than 3 years are acceptable. We cannot accept condensed books or mass market paperbacks.
- **Potential to expand existing collections** - Duplicates of material already in the library collection are usually declined.
- **Condition of items**. Items in poor physical condition (i.e. brittle paper, water damage, writing or highlighting on the pages, torn and/or missing pages, etc.) are usually declined. Items with mold are always declined.
- **Preservation and storage needs** – Print periodicals or journals require large amounts of space and are infrequently used; therefore, most print journal donations are usually declined.

If the gift item is needed at the SGMC Library, it will be added to the collection and immediately becomes the property of the SGMC Library. Donors are asked to fill out a form to accompany donations and to provide a list of the items donated.

Gifts of materials may be acknowledged, but not appraised. Donors must set a value themselves on a gift for which they wish to take a tax deduction.

Gifts of money should be directed through the bank/college counter and designated for use by the SGMC Library.