



Angelo State University
Operating Policy and Procedure

OP46.01: Angelo State University Library

ORIGIN

DATE: September 1, 2007

LAST

REVIEW: September 13, 2011

PURPOSE: The purpose of this Operating Policy/Procedure (OP) is to ensure understanding and a standardized approach to matters relating to the libraries. The libraries consist of the Porter Henderson Library and the West Texas Collection.

REVIEW: This OP will be reviewed by September 1 of every even-numbered year by the executive director of library services with recommendations for revision presented to the provost and vice president for academic and student affairs by October 1.

POLICY/PROCEDURE

1. Porter Henderson Library

The Porter Henderson Library possesses an array of facilities to support the various degree programs offered by the university. The library provides a wide variety of electronic databases and on-line services. Through the library's Interlibrary Loan Service and cooperative agreements with other libraries, students and faculty may request additional resources for their personal research and classroom assignments.

- a. Faculty members are encouraged to submit items to be placed on Course Reserve to the Circulation Department at least one working week prior to the date they will be needed for use. Faculty members placing items on Course Reserve are responsible for compliance with applicable copyright regulations. Course Reserve items will be processed in the order received, and, during certain periods, demand for this service is heavy.
- b. With permission from a librarian or circulation desk supervisor, bound and unbound periodicals and other non-circulating items may be borrowed briefly by faculty.
- c. Interlibrary Loan Service is available for all authorized users. Further information is available from the [library's homepage](#) under Library Policies, Interlibrary Loan.
- d. Librarians are available to meet with classes and offer library instruction on a general and basic level as well as in more specific and focused subject areas. Demand is particularly heavy at the first of each semester; the Reference Department should be contacted to make advance arrangements.

- e. Please note that faculty, staff, and retirees are responsible for all items checked out on their own cards and to their dependents. Changes in family status should be reported to the Circulation Desk so that the database files can be kept current.
- f. For complete and current information concerning circulation information please see:

<http://www.angelo.edu/services/library/documents/CirculationGrid.pdf>