



**Angelo State University**  
**Operating Policy and Procedure**

**OP 46.01:** Angelo State University Library

**DATE:** July 21, 2017

**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 every three years, or as needed, by the executive director of library services with recommendations for revision presented to the provost and vice president for academic 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 web-based 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. (<http://www.angelo.edu/services/library/policies/>) (see PPM 5 -Interlibrary Loan & Document Delivery).
- 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 beginning of each semester; the Research and Instruction Services Department should be contacted to make advance arrangements. Online tutorials and Research Guides for general and special subject areas are available as well.
- e. Faculty, students, and staff are encouraged to archive pre-prints/post-prints of journal articles, working papers, datasets, and conference proceedings in the [ASU Digital](#)

[Minor Revisions: July 21, 2017]

Repository. This service helps preserve, and make searchable on the web, items relevant to the University's unique scholarly, cultural, and administrative output.

- f. 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.
- g. For complete and current information concerning circulation information please see:

<http://www.angelo.edu/content/files/18171-circulationgrid>