

Pine Technical College

Policy and Procedure

Policy Number: 117 Date: 10/10/03 Revision Date:
Division/Department: General Administration Author: Ron McGriff
Subject: Departmental Collections/Resources

Authorities:

Purpose:

The purpose of this policy is to improve control of and access to learning and informational resources, purchased with state funds or by special grants, which are housed in faculty offices and campus classrooms or shops. With the inclusion of such items in the Learning Resource and Technology Center's (LRTC) PALS catalog, three important things are achieved:

- 1) Access – all persons at PTC have knowledge of the resources even if they are not to leave the office, classroom or shop.
- 2) Accountability – a public record of purchased resources is created.
- 3) Accreditation – inclusion of such resources in the LRTC catalog will broaden and strengthen the college's educational and research collections, an important element of the periodic accreditation of PTC and also will document all of a program's resources for required certification processes.

Policy:

All information resources – books, periodicals, non-print items and electronic/computerized databases – purchased with departmental or special grant funds and to be housed in a classroom, shop or office, will be delivered by division chairs to the LRTC for review for possible cataloging and processing and then returned to the campus department for use there.

Procedure:

At the time of ordering of such resources, a copy of the purchase order with title(s) listed will be submitted to the LRTC as way of advance notice that some cataloging time may be needed in the future. When the materials are received and have been reviewed by LRTC staff, a short work form for each item will be completed by the division chair and LRTC librarian for cataloging and processing purposes.

Cataloging options will include:

Office/classroom/shop use only

Available for checkout by PTC students and/or faculty members for:

- over night use
- one week
- three weeks (standard)

Available for short term loan to other libraries (21 – 30 days)

The departmental location of the resource will be noted on the catalog record. Items will be cataloged and processed within five working days of their delivery to the LRTC. If a cataloged resource is lost or no longer needed in the department, the LRTC must be notified so that it can be removed from the PALS catalog.

As time allows and at the request of the division chair, existing resources in the various departments, acquired previously, can be evaluated and cataloged also.

Responsibilities:

It is the responsibility of the LRTC Librarian and Division Chairs to implement this policy.

Dissemination:

This policy will be disseminated to the college community through the usual channels, including the Intranet.

Reviewed by Leadership Team: 7/28/03, 9/8/03

Reviewed by Faculty Senate: 10/13/03

Approved: _____ Date: 10/13/03

Robert L. Musgrove, Ph.D.