

# Policies and Procedures

## Archives

### **RULES & REGULATIONS for USE of ARCHIVAL MATERIALS**

- Researchers must register at the front desk and leave a valid student ID or other form of valid ID. For first time use of the Archives, researchers must complete a Research Application.
- Users must familiarize themselves with the rules and regulations governing the use of archival materials.
- All book bags, briefcases, large purses, outerwear, and other large items must be left in the lockers outside the area.
- No food or drink is allowed in the area. Smoking is prohibited.
- Tape recorders & cameras cannot be used unless permission is granted.
- Archival materials do not circulate and cannot be placed on Reserve.
- Archival materials cannot be sent through interlibrary loan.
- Researchers are limited to one box at a time and can remove only one folder. Manuscript material should not be removed from its position within the file folder. Misfiled materials or irregularities should be reported to the staff.
- Do not make any marks, erasures or any other changes in the documents. To mark a place in folders or books, use only clean paper sheets or strips.
- Restricted items & unprocessed collections may be consulted only with the permission of the department head.
- The use of pens is prohibited, but pencils are permitted.

### **PHOTOCOPYING SERVICES**

- Researchers are not permitted to photocopy archival materials or photographs. Materials will not be photocopied if doing so will damage the original or violate donor agreements, legal restrictions or copyright law.
- The Archives provides photo duplication services within reasonable limits. Due to workload involving assisting patrons and other responsibilities, photocopying may not be done on demand. Patrons needing this service should fill out a photocopy request form. The cost of copying is 10 cents per page and payment is due when service is completed.
- Complete letter series, folders, and materials restricted by donors, or the library staff cannot be photocopied.
- Unpublished works in their entirety cannot be photocopied without the permission of the writer, donor, depositor, literary heir or the Tennessee State University Library in compliance with the U.S. Copyright laws.
- Permission to photocopy materials that are fragile or brittle will not be permitted.

- Permission to publish research prepared from materials in the collections must be secured from the proper sources, and credit given upon publication to the Tennessee State University Library Special Collections and Archives.
- Citations for the Archives should follow this format: Name of collection, Courtesy of Special Collections and Archives, Tennessee State University Library.
- The copying of musical works is prohibited according to copyright law.

## **Carrels and Study Rooms**

Carrels and study rooms are available for students and faculty. Student study room use is based on a first come, first serve basis; however, an individual student will be asked to relinquish a study room if a study group requests use and no other study room is available. For faculty study rooms, please consult the Dean of Libraries and Media Centers.

Eating, drinking, and smoking are not allowed in the study rooms or the Library. As the rooms are not soundproof, users are urged to keep noise levels down as much as possible.

## Circulation and Reserves

Circulation and Reserves at the Main and Downtown Campuses include transactions related to lending and borrowing library materials and are designed to assist students and faculty in using our resources. Some library materials located in Special Collections, Reference and Reserves may not be borrowed. Items of value or in a fragile state, including rare books and manuscripts, may be used in designed areas only.

Circulation and Reserves policies in effect at both Tennessee State University libraries are as follows:

- All library materials must be properly charged out using a current TSU ID card or valid Tennessee Drivers License. Identification cards should be used only by the owner and may not be loaned to anyone. You are responsible for all library materials charged out to your card. We recommend that you report any loss of ID cards to the library Circulation staff.
- Circulation and Reserves Policies are as follows for the following groups of users:
  - Undergraduate students may checkout a cumulative total of ten (10) books at any one time for a period of three (3) weeks.
  - Graduate students may checkout a cumulative total of twenty (20) books at any one time for a period of three (3) weeks.
  - Faculty and staff may checkout a cumulative total of twenty (20) books at any one time for a period of one (1) semester.
  - Alumni and Community users may check out a cumulative total of four (4) books with a valid Tennessee Drivers License for up to two (2) weeks and materials can only be renewed in-person.
- Books may be renewed twice by telephone, in-person, or online unless someone has puts a hold on the item(s).
- Books may be returned to either the Main or Avon Williams Campus Libraries.
- Any book is subject to recall at any time, within the loan period, for Reserve Desk or general circulation use if someone else needs it. If the book is not returned within two (2) days after recall, a \$1.00 per day fine will be assessed.
- Students, faculty, staff, alumni and community users are responsible for notifying the appropriate library if they lose or misplace any library materials. Fines are assessed by the following:
  - Books not returned after the due date is assessed ten cents (\$.10) per day.
  - Reserves books not returned after two (2) hours are assessed a \$.25 cent per hour late fee.

After one-hundred (100) days of the due date, the book (including books with CD's) is declared lost and the patron will be blocked from borrowing or renewing materials at the Library. In addition, the patron's account will be assessed a standard lost item replacement fee of the value of the book, plus a \$25.00 processing fee. To be reinstated, the patron must meet the aforementioned obligation. If the book(s) is eventually found, it is still declared lost and no refund will be paid. Unpaid library charges are subject to be assigned to a collection agency.

### Reserves Policies

#### General Guidelines

- Reserves are comprised of course related materials that supports the academic programs of the University. Reserves are not intended to replace compulsory textbooks and other resources required for courses.
- All materials placed on Reserves by instructors are for non-commercial and educational use by students. Title 17 of the U.S. Code governs and sets strict limits on making copies of copyrighted materials. The Library reserves the right to refuse or accept copy requests by instructors that would involve violation of the fair use provisions of this law.
- The Library uses an electronic reserves system called Docutek ERes. Docutek is used to electronically upload journal articles, book chapters, syllabi, lecture notes, exams, etc. It provides access to these resources 24/7 and authorized users may view documents download, or print copies from the system. If you do not have a Docutek account, one will be created for you.
- Faculty may place circulating books owned by the Library or their personal copies on Reserves. Personal copies should be in good physical condition. Reference books are not allowed to be placed on reserves.

### **Types of Works Accepted for Traditional Reserves**

- Library circulating books
- Faculty Members Personal Copies of Books
- Artifacts such as laboratory specimens, etc.

### **Types of Works Accepted for Electronic Reserves in Docutek**

- Journal Articles (not entire issues of journals)
- Single Book Chapter (no more than 10% of a book)
- Materials for which the professor or instructor owns copyright
- U.S. Government Publications
- Syllabi, Exams, Lecture Notes

## Computer Use Policies

Computer resources are available to students, faculty and staff in the Library. These resources must be used in a responsible, ethical and equitable manner. The Library adopts the Tennessee State University Academic Computing Department "Code of Computing Practice. "

The following code of computing practice must be adhered to by all computer resources users:

1. Users are authorized to use the computer resources for purposes that conform to the goals and objectives of the Library and the University.
2. Users of computer resources are expected to conduct themselves in a manner that does not constitute a danger to any person's health or safety, interfere with, or harass individuals, Library or TSU activities.
3. Users must not misuse, damage, or misappropriate in any manner computing equipment, property, and other facilities and resources.
4. Users are responsible for the use of their computer resources; and as such, they should take precautions against others obtaining access to their computer resources. This includes managing and controlling the use of individual passwords, operational activities, and resource utilization.
5. Users must utilize only those resources which have been authorized for their use and only for the purpose for which the authorization was granted. The fact that a resource is unprotected does not imply permission for an unauthorized person to use it.
6. Users must not attempt to modify system facilities or subvert the restrictions associated with their computer resources. Users must follow the established procedures for accessing the computer systems.
7. Users shall utilize software and databases only in accordance with the applicable license agreement. TSU licenses the use of most of its computer software from a variety of outside companies. TSU does not own these software or its related documentation and, unless authorized by the license, does not have the right to reproduce it.
8. Those persons using their own personal software on TSU's equipment must show ownership of the software (original disks, sales receipt, software license agreement). If installing the software on the computer is required, a release form must be filled out in advance and the software must be deleted from the machine upon completion of work.
9. Users must not access, modify, or copy programs, files or data of any sort belonging to other users or TSU without obtaining prior authorization from the

appropriate authority. Similarly programs, subroutines, data, equipment and other computing related resources may not be taken from TSU to other computer installations without the proper authorization and action (e.g., security of access to the data at the other computer installation.)

10. Users should minimize the impact of their work on other users. Attempts should not be made to encroach on others' use of the facilities or deprive them of resources.

## Off Campus Library Services

### Our Mission

The mission of Tennessee State University [Off-Campus Library Services](#) is to provide access to the Library's resources and services in order to meet the informational needs of off-campus students and faculty. Access is to be available to users in a timely manner and to assist them in gaining skills necessary to become lifelong learners.

### Off-Campus Library Services

[Off-Campus Library Services](#) provide immediate access to library resources which include delivery of journal articles by mail, fax or ARIEL (transmitting and receiving material via computers), delivery of books by mail or UPS; accessing online databases, online catalog and information on the Library's homepage from remote sites. Library staff provide services that are pertinent to the unique needs of off-campus students and faculty including database searching, answers to quick reference questions, and instruction in the use of appropriate sources via e-mail, telephone, fax and mail. In addition, library assists students via Embedded Librarian program within online, hybrid and on ground courses. Ask Us, reference service, is also available via e-mail.

### Library Research Assistance

All currently enrolled Tennessee State University and Regents Online Degree Program students may contact Mr. Fletcher Moon, Head of Reference, regarding library research at (615) 963-5205 or [fmooon@tnstate.edu](mailto:fmooon@tnstate.edu) or Tennessee State University, Brown Daniel Library, 3500 John A. Merritt Blvd., Nashville, TN. 37209-1561. For interlibrary loan requests students and faculty may use the online form provided on Library's homepage, or get in touch with Mrs. Barbara VanHooser, Interlibrary Loan Librarian, at (615) 963-5206, or [bvanhooser@tnstate.edu](mailto:bvanhooser@tnstate.edu)

### Remote Access to Tennessee State University Library Collections

- Connecting to the Library's Homepage  
The Library's Homepage contains valuable information about resources and services. You are now connected to the Library. Your library provides a variety of resources and information on its homepage including General Information about the library, Ask Us, Online Catalogs, Athena Project, Off Campus Resources, Online Reserve Materials (E-Reserves), Digital Resources, Periodical Holdings, Online Journals, Online Forms, Survey Form and Results, Library Orientation, New Books/Media, Black History Resources, Books in Print, Departments, Tennessee Resources, Government Resources, Virtual Reference Desk, and Services.
- Online Catalog  
From the main Library screen click on Catalog. From there you can select to search the Tennessee State University Library catalog via the web and Athena, a resource sharing network of Nashville are libraries providing virtual access to book collections of participating libraries, electronic books include Books 24x7, NetLibrary eBooks, Safari Books



- Online Databases  
Off-Campus Resources provide access to all online databases, electronic books, and electronic journals.
- Periodicals provide information about Library's online and print holdings.
- Tennessee Board of Regents Virtual Library provides links to participating RODP libraries including their online catalogs, tutorials and other pertinent information

## **Book Requests**

Off-Campus and RODP Library users may borrow up to 10 books at a time by completing the online Interlibrary Loan request Form on the Library homepage under Interlibrary Loan. The loan period is 4 weeks from the date of dispatch to allow delivery time in both directions. Books must be received back at Tennessee State University Library prior to the due date. Fines may result in failing to do so. Loans of TSU books may be extended 2 weeks via telephone or e-mail. You may contact Ms. Mary Swanson, Circulation Manager, at (615) 963-5242 or by e-mail [mwsanson@tnstate.edu](mailto:mwsanson@tnstate.edu). Please be aware that some library materials including reference books, serials, rare and special collection books and microforms are not available for loan.

Students and faculty may use Tennessee Board of Regents Institutional Libraries and/or check out books by current ID cards or course payment slips.

Students and faculty may use University of Tennessee and Tennessee Board of Regents Libraries via Tennessee Academic Library Collaborative (TALC) cards. TALC cards are available at the Main Campus Library Circulation Department. You may find more information about at TALC.

## **Library Orientation and Instruction Classes**

Library Orientation and Instruction classes may be scheduled by the Off-Campus and RODP Faculty at any remote site or at the Main Campus or Avon Williams Campus Libraries. The sessions may include orientation to the libraries including the Library homepage, searching the online catalogs, online databases and the Internet, Ask Us, and PowerPoint presentations. In addition, the Library provides Information Literacy Mini Courses in selected subject fields. Please click on Electronic Resources and Information Literacy. To schedule orientation classes or get additional information, please contact Mr. Fletcher Moon, Reference Librarian, at (615) 963-5205 or by e-mail, [fmooon@tnstate.edu](mailto:fmooon@tnstate.edu).

## **Reserve Materials and RODP Questions**

Faculty may place reserve materials at certain off-campus locations in accordance with the copyright laws. Library may digitize study notes provided by the instructor or instructors may use Docutek to place information on the web under E-Reserves on the Library homepage. For more information on Electronic Reserve Materials, please contact Dr. Murle Kenerson, Assistant Director of Public Services, at (615) 963-5203 or by e-mail, [mkenerson@tnstate.edu](mailto:mkenerson@tnstate.edu).

## **Photocopy and Other Equipment Use**

Both campus libraries provide debit card-operated photocopy machines. Paper copies of materials on microforms can be produced via reader-printer machines.

Cost per photocopy is 10 cents. If you experience problems with photocopy machines, please report them to the Reference Librarians.

While copy service is provided as an aid in the use of the library books and periodicals, the Copyright Law of the United States (Title 17, United States Code) must be adhered to in making photocopies reproduction of copyrighted materials.

## **Library Posting Policy**

Public notices and other miscellaneous postings are permitted only on the bulletin board located above the copy machines, near the Circulation Desk of the Main Campus Library, and on the bulletin board located in the lobby of the Avon Williams Campus Library. Postings should be related to the mission of and activities at the University, including signs, posters and announcements issued by University departments, offices or by student organizations registered with the University's Office of Student Activities. All postings should be approved either by the Director and Assistant Director of the Libraries and the Media Centers or Head of Circulation Department.

Unauthorized and outdated postings will be removed.

## **Reference and Instructional Services Policy**

Reference and instructional services are available to students, faculty and staff at both campus libraries. These services range from locating and finding information on specific subjects, to training in the use of the online catalog, databases and internet to instruction on library methods, research strategy, new library technologies, special collection resources and other library related areas.

Reference and instructional services policies in effect at both campus libraries are:

(See [Reference Services](#))

## Rules and Regulations for Special Collections

The Tennessee State University Library has special rules and regulations governing the use of Special Collections for the students, researchers and the community.

- All TSU Special Collections materials are non-circulating.
- All book bags, briefcases; large purses, packages, outerwear, and the like must be left in the lockers located outside the area.
- All patrons entering Special Collections are required to register at the front desk and leave a valid Student ID or other valid I.D.
- No food or drink is allowed in the area. Smoking is prohibited.
- Cellular telephones must be used outside the area.
- Special Collections books cannot be sent through interlibrary loan.
- Three Special Collections books can be placed on reserve at one time for night and weekend use. Sorority and Fraternity books cannot be placed on Reserve. Reserve books can be obtained from the Reserve Area located on the first floor (only after Special Collections closes).
- **SPECIAL COLLECTIONS RESERVE BOOKS ARE TO BE USED WITHIN THE LIBRARY. THESE BOOKS DO NOT CIRCULATE OUTSIDE THE BUILDING.** A fine and a penalty will be imposed if the books are taken from the library.

## Security Policy

The Brown-Daniel Library defines security violations in two categories: violation against persons and violations against property.

Violations against personal security are discussed under university rules.  
(See University Policy)

A. The following actions constitute violations against the property of the Library:

1. To misshelve or "stash" library resources within the Library for exclusive use of a person or group.
2. To deface, mutilate and damage library property
3. To remove or attempt to remove library property from the Library without proper authorization (all circulating materials should be checked out)
4. To steal library property and/or profit from stolen library property.
5. To be in non-public areas without authorization at all times.
6. To refuse to show ID upon request of Library personnel.
7. To ignore overdue or recall notices.

B. Security Procedures

For the security of library materials, users and staff, library personnel are authorized:

1. To check the books and possessions of persons leaving the library, including book bags, and brief cases.
2. To request to see the ID of any person entering or exiting the library.
3. To question anyone who may have violated the library regulations.
4. To call Tennessee State University Campus Police while requesting the possible violator to wait until the Campus Police arrives.

C. Formal Disciplinary Procedure

Violations mentioned above may result in disciplinary action including financial penalties, reprimand, probation, suspension or dismissal through the campus judicial system.

## **Services for Users with Disabilities**

Tennessee State University Libraries and Media Centers provide services to patrons with disabilities ranging from users in wheel chairs to the hearing impaired requiring unique services.

## The Library Conforms with the Human Resources Policy Concerning Children in the Workplace (6.8.1)

### PURPOSE

Tennessee State University is a state-supported university committed to developing student excellence and promoting an educational environment conducive to learning. To achieve these objectives, university policy prohibits the presence of children in the workplace for other than official university activities involving children. Employees with dependent children are expected to make regular arrangements for proper care of their children while at work.

### POLICY

This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce personal and property liability, and help promote the learning environment of the university.

### PROCEDURES

- A. Employees and supervisors must consider issues of safety, confidentiality, disruption of operations, disruption of services, disruption to other employees, appropriateness, and legal liability, as well as sudden emergency, posed by the presence of children in the workplace. Therefore, ***university employees are prohibited from bringing minor children on campus during working hours.***
- B. It is the responsibility of managers and supervisors to ensure that the work of the campus is accomplished in an environment that promotes employee health and safety and minimizes work-related disruptions.
- D. It is inappropriate to allow workplace visits by children, whether supervised or unsupervised.
- E. Supervisors may grant a one-time exception for a temporary, unforeseen emergency, but no parent or relative can have a child in the workplace without the supervisor's permission or use the workplace as an alternative to childcare or for any other purpose. When authorized, the accompanying adult must supervise the children at all times.
- F. Supervisors may direct an employee to remove a child from the workplace. In this event, the employee will be charged with leave for any time that he or she is absent from his/her assigned station. Supervisors may make exceptions for holiday parties and "Take Your Child to Work Day."
- G. No minor may ever be allowed into an area that is potentially hazardous (i.e., where hazardous equipment, human-derived materials, radioactive materials, etc., are located); such prohibited areas include workshops and laboratories, areas where chemicals are stored, and plant rooms.



H. Children exhibiting symptoms of potentially contagious illnesses should not be brought into the workplace. Provision for sick children should be made within the context of various forms of leave available to staff: leave relating to caring for a sick family member (sick leave), annual leave, or unpaid leave. No child can be left unaccompanied by an adult in the work place, and any employee who brings a child to the work place and leaves him or her unattended in an office, room, hall, lounge, restroom, lunch area or elsewhere will be subject to discipline, up to and including termination.

I. Institutional computers are university property and vital equipment, intended for use only by employees in the course and scope of assigned duties. Computers are not to be used as a toy or entertainment for visiting children.

J. As used in this policy, the terms "minor" and "children" are defined as any individual who has not reached the age of 18. For purposes of this policy, difficulty or inability in arranging childcare does not constitute an emergency.

K. the University does not accept any liability for injuries to children who are on campus in violation of this policy.

## **Vanderbilt University Libraries Access Cards (for use by TSU Faculty/Students)**

The Vanderbilt University Libraries have instituted a new access policy for patrons not directly affiliated with Vanderbilt. TSU, as a member of the Nashville Area Library Alliance (NALA), has received access cards to be used by TSU faculty and/or students desiring to use Vanderbilt library facilities.

The current distribution plan for TSU users of the NALA access cards is as follows:

- Cards will be available on a first-come, first-served basis from the Reference Department of the Brown-Daniel Library at the main campus and the Reference/Circulation Desk of the Avon Williams Campus Library. Users will be asked to provide current verification of TSU status (faculty/student identification card) and will be informed that the card must be returned to the TSU Library location within 24 hours.
- The NALA access cards are for entrance (by individuals only) to Vanderbilt libraries; they cannot be used for checking out materials, making photocopies, using computer systems and services, etc. At the time a request is made, TSU patrons will be informed of existing resources (full-text articles from online databases, electronic books, interlibrary services, etc.) which may provide suitable information which will make a trip to Vanderbilt unnecessary.
- However, if the patron has exhausted TSU Library resources and desires immediate access to Vanderbilt, the NALA access card will be issued for a 24-hour time period. The TSU Library expects our patrons to honor this stipulation; after 24 hours, the Vanderbilt University Libraries will be contacted and the card will be deactivated.
- Persons using the NALA access cards are expected to abide by the policies established by Vanderbilt, TSU, and/or NALA. This will ensure that others will be allowed to access the Vanderbilt facilities, and help to maintain collegiality and cooperation among libraries in the Nashville area.

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