

UNIVERSITY OF OREGON LIBRARY
POLICY AND PROCEDURES MANUAL

Section 3

C.31

Date issued: October 18, 1984 Cataloged Library Materials, Transfers of

1. Requests to transfer cataloged library materials from one location to another must be approved by the Collection Development Librarian.
2. The Collection Development Librarian will evaluate the request and consult with the Department Heads who are involved. Transfer requests will be evaluated carefully as such requests have an impact on shelving, cataloging, and most importantly, access to materials.
3. When a request involves enough titles to affect both space and workload, the Collection Development Librarian will consult with involved Department Heads and the Head, Catalog Department.
4. If the transfer request is approved, the material will be forwarded to the Catalog Department for processing.

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E.31

Date issued: 2/5/91 Food, Drink and Tobacco in the Library

The presence of food, drink, and tobacco products in the library can be harmful to the collections and equipment. Residue from food and drink attracts vermin which destroy library materials; spillage can ruin a book and do serious damage to a computer terminal. For these reasons, the following policy is in affect.

I. Policies affecting the Public

1. Food, drink or tobacco are not permitted in the University Library except in prescribed areas. In the branch libraries, there are no areas in which the public may eat, drink, or use tobacco. In the Knight Library, patrons may eat and drink in the Public Lounge (Room 2). Smoking is permitted only in faculty studies.
2. It is the responsibility of every Library employee (including student assistants) to follow the steps outlined in numbers 3 and 4 below.
3. When users are observed to be eating, drinking, or using tobacco, a Library employee should inform the person of this policy and request that s/he cease the activity and remove the food, drink, and/or tobacco.
4. If the user refuses:
 - the employee should inform the staff of the service desk responsible for the floor/section where the user is located. Student employees should also inform their own supervisors, and after doing so, their involvement ends.
 - A staff member of the service desk should approach the user and again inform him/her of the policy, explaining the reasons for it. If the patron becomes abusive or threatening, staff may call the Office of Public Safety if they deem the situation to warrant it. Depending upon the situation, two staff members should approach the patron.
 - If the patron is not abusive or threatening, but simply refuses to comply with the policy, staff should ask for the patron's name and university ID number, and send an Unusual Incident Report (UL 998) containing that information through their Department

Head to their Assistant University Librarian (AUL) or equivalent. If the patron refuses to provide his/her name or ID, staff should complete an Unusual Incident Report giving a physical description of the patron.

- The Library Administration will send a letter to the patron and/or pursue other avenues of discipline, e.g. contact the Office of Student Affairs.

5. Food and beverage containers should not be visible in the Library, nor may they be stored in lockable carrels or studies.

II. Policies affecting Staff

1. Staff in all libraries should limit their eating and drinking to the following:
 - a. Food or drink is not to be consumed at public service desks or in the publicly visible work areas.
 - b. Food or drink is not to be consumed in Library work areas or at work stations while library materials are being processed.
2. Light refreshments, such as coffee or tea, may be consumed in non-public areas not excluded in a and b above. In the event of damage to library materials or equipment, costs may be assessed to the responsible employee.
3. Staff carrying food or drink through public areas should conceal it.
4. Occasional receptions may be held in non-public areas as long as they remain occasional and appropriate safeguards to library materials, records, and equipment are taken. The normal place for such activities is the Staff Lounge.

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E.31

Date issued: May 17,'65. Rev.: May 23,'85 Eating & Drinking in the Library

1. Food and drink are not permitted in the University Library except in prescribed areas. In the branch libraries, eating and drinking are not permitted in public areas. In the Main Library, eating and drinking are permitted in the Student Lounge. (Room 2).
2. When users are observed to be eating or drinking, an employee should inform the person of this policy and request him/her to remove the food or drink.
3. If the user refuses, the employee should tell him/her that the Office of Public Safety will be called. If the person refuses to comply, then the employee should call Public Safety, explain that we have asked the person to abide by Library food and drink policy, and that the person refused to comply.
4. After calling Public Safety, the employee should write a report about the event and forward it through the Department Head to the Assistant University Librarian for Public Safety.
5. Coffee makers are not permitted in faculty studies and graduate student carrels.
6. Staff in all libraries should limit their eating and drinking to the following:
 - a. No food or drink to be consumed at public services desks or in the publicly visible work areas.
 - b. No food or drink to be consumed in Library work areas or at work stations while library materials are being processed.
 - c. Light refreshments, such as coffee or tea, may be consumed in non-public areas not excluded in Aa" and "b" above. In the event of damage to the library materials, records, or equipment, costs may be assessed to the responsible employee.
 - d. Occasional receptions may be held in non-public areas as long as they remain occasional and appropriate safeguards to library materials, records, and equipment are taken. The normal place for such activities is the Staff Room.

FOR DISCUSSION AT NEXT DEPARTMENT HEADS MEETING....

ok
by dept heads
6/22
940709

Subject: Report of the food & drink policy review committee: proposed amendment

The task force established to review enforcement and the Library's food and drink policy has discussed the existing policy, and presents its proposed revision to Library Administration, to bring to Department Heads. Three amendments are proposed, and the new language is rendered in capitals for clarity of recognition in e-mail.

Amendment 1: Acknowledges the potential hazards to people caused by vermin, and was prompted by the recent identification of the rodent-borne Hantavirus, which has caused a number of deaths.

"The presence of food, drink and tobacco products in the library can be harmful to the collections and equipment. Residue from food and drink attracts vermin which destroy library materials AND POSE A HEALTH HAZARD TO HUMANS; spillage can ruin a book and do serious damage to a computer terminal. For these reasons, the following policy is in effect."

Amendment 2: Includes the policy in effect at the Law Library. It should be noted that there are a number of circumstances specific to law libraries that make the permissibility of drinks less problematic, including the relative ease of replacement of materials and the average age of 28 for patrons. — AGEISM! etc

"Food, drink or tobacco are not permitted in the University Library except in prescribed areas. In the branch libraries, there are no areas in which the public may eat, drink, or use tobacco. IN THE LAW LIBRARY, PATRONS MAY DRINK FROM COVERED REUSABLE CONTAINERS. In the Knight Library, patrons may eat and drink in the Public Lounge (Room 2)."

ONLY

Amendment 3: New paragraph to follow that revised above, acknowledging the current situation in the Knight Library where undesirably low staffing levels preclude absolute enforcement, and providing guidance to staff faced with the need to concentrate enforcement on situations of greater hazard.

"IT IS ACKNOWLEDGED THAT CURRENT STAFFING LEVELS IN THE KNIGHT LIBRARY PRECLUDE RIGOROUS ENFORCEMENT OF THIS POLICY. WHILE STAFF ARE NOT RELEASED FROM THE RESPONSIBILITY TO INTERCEDE FOR THE PROTECTION OF LIBRARY MATERIALS, IT IS ACCEPTABLE FOR STAFF TO EXERCISE JUDGMENT AND CONCENTRATE ON BLATANT HAZARDS SUCH AS FOOD, OR BEVERAGES IN OPEN CONTAINERS. WATER CARRIED IN COVERED, REUSABLE CONTAINERS IS A LESSER HAZARD AND STAFF MAY ELECT NOT TO CHALLENGE PATRONS WHO APPEAR TO BE USING SUCH CONTAINERS IN A CAREFUL MANNER. IN NO CASE SHALL THIS STATEMENT BE CONSTRUED AS PERMISSION FOR PATRONS TO MAKE USE OF SUCH CONTAINERS, NOR BE GROUNDS FOR PATRONS TO CONTEST ENFORCEMENT OF THIS POLICY."

KG ✓
KSP ✓
BFB ✓
MW ✓
SR ✓
NT ✓
SS ✓

A signage program for patrons and a continuous education program for staff are still necessary, and will help cut down on the current amount of transgression. The committee will begin discussion of those topics after ALA.

Respectfully submitted,

Normandy Helmer, chair
Shirien Stevens
Dennis Hyatt
Barbara Jenkins

Circ ✓
EPS ✓
LCS ✓
Please
Rush through
& return to S
asap.
AAT ✓
RW ✓
RF ✓
CW ✓
LN ✓
NL ✓
EK ✓
Humph!

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F.21

Date Issued: September 1, 1993

Filming in the Library

Pictures and videos are permissible if they do not disrupt patrons who are studying or otherwise using the collections/services.

Pictures/videos should not be taken of patrons unless they have granted permission to do so. Filming should be brief; study or stack areas should not be cordoned off for extended filming especially during the academic/summer terms.

Filming for commercial purposes requires permission of the University Librarian.

Ask the individual's name, affiliation, and purpose. Explain the policy. Notify the Librarian's Office/a member of Library Administration if the individual represents an off-campus news bureau (newspaper, TV, radio, etc.).

This policy applies to all Library locations.

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F.51

Date issued: October 16, 1986

First aid supplies

1. A first aid kit, stocked with bandages (typically "band-aids", gauze, and tape) and antiseptic, will be supplied to all Library locations; specifically, to the A&AA Library, Archives, Law Library, Main Library (kept at the Circulation Department), Map Library, Mathematics Library, Public Affairs Library, and the Science Library.
2. Administrative Services will replenish the supplies for all authorized first aid kits. Supplies will be requested through the normal weekly supply request form.
3. No medicines will be dispensed ~~or~~ kept in the first aid kits, including such common items as aspirin and Tylenol!

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G.51

Date Issued: January 1, 1984

Gift Policy (Internal)

1. Gifts in kind should meet the same collection criteria as purchases. (They may be free, but processing can be, and often is, more expensive for gifts than for purchases.) Gifts of money for library materials normally will be used to buy materials within the scope of the Library's Collection Development Policy. Restricted gifts, either in kind or in money, must be approved by the University Librarian. Branch librarians should refer all gifts in kind to the Collection Development Librarian, manuscripts to the Curator of Special Collections, and gifts of money to the University Librarian.
2. Once accepted, gifts become the property of the University Library. The Library reserves the right to dispose of each gift as it sees fit. Disposition includes retention, cataloging, location, sale, exchange, give away, or discard.
3. Gifts will be accepted with no special provisions. Exceptional requests may be entertained by the University Librarian.
4. Prospective donors should contact the Special Collections Department concerning manuscripts, valuelabel papers, and rare books. For routine gifts of library materials, the Collection Development Librarian should be contacted. Gifts of money should be handled by the Office of the Librarian. The decision to accept or not accept a gift will be based on quality, quantity, and source.
5. Gifts from individuals will be acknowledged. Corporate gifts of single items generally will not be acknowledged. Gifts from campus departments will not be acknowledged. All gifts of money will be acknowledged by the University Librarian.
6. Evaluations will be the responsibility of the donor. Section 06.52B of the Oregon State Board of Higher Education Financial Administration Standard Operating Manual (FASOM) states the "valuation for income tax purposes requires that the donor obtain a third party." Donors must arrange for thjer own appraisals. The Library will assist by supplying names, addresses, and telephone numbers of qualified appraisers.
7. The Library will not list gifts, item by item, but will verify receipt of gifts listed in detail by the donor. Should condition of material be included on such lists, and should the receiving librarian not agree with the condition, a note should be made on the list and appropriate wording added to the acknowledgment, if needed.
8. Gifts added to the collection will not be specially processed. Exceptionally fine gifts of books or large amounts of money may receive specially designed bookplates printed at the donor's expense and approved in design by the University Librarian; otherwise, these exceptional gifts or gift purchases will receive gift bookplates printed by the University Printing Department. Such bookplates will be charged to a Library gift account.

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Date Issued: January 1, 1984

Gift Policy (Internal)

9. When a gift is accepted, the donor will deliver it if possible. Local gifts will be picked up by the Library van when the donor cannot deliver. Gifts outside the local area may be shipped at the donor's expense. Exceptions must be cleared through the Office of the University Librarian.
10. Deposits and loans: Usually, material accepted on deposit or loan will manuscripts and papers. Occasionally, collections of books may be valuable enough to the programs of the University to warrant the expense of storing and insuring such material. No matter what the material, the Library should not accept anything on loan or deposit without the knowledge and consent of the University Librarian and without a formal, legal agreement that the material will become a gift to the Library at a specified time; such as, the lender's death. A standard form, approved by the University Counsel, setting forth these conditions will be a part of all such loan and deposit agreements.
11. Donor records will be stored in two places: the Special Collections Department, and the Office of the University Librarian. The types of records stored in each place are listed below.
 - a. Office of the Librarian: Correspondence and acknowledgments for gifts of money. Machine-readable index and summary of donors of money and materials.
 - b. Special Collections Department: Correspondence and acknowledgments for all gifts in kind.
12. The machine-readable gift record stored in the Office of the University Librarian should contain at least the following information:
 - Donor's name
 - Donor's current address, including ZIP+four code.
 - Donor's telephone number
 - Donor's marital status
 - Other: (e.g. Alumnus/Alumna, Friend, Faculty, Staff, unsolicited donor with no ties, solicited donor with ties)
 - General description of each gift in kind and the date given (estimated value, if known, indicated by "est.")
 - Amount of monetary gift
 - Notes: (e.g. regularity of gift, inclusion of Library in will, etc.)
 - Preferred form of address

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G.71

Date issued: January 1, 1984

Grant Applications

1. The University has a highly structured set of policies and procedures for grant applications which faculty applying as individuals, and University units applying as units, must follow.
2. In order to coordinate grant applications, proposals for grant applications on behalf of the Library must be made to the University Librarian.
3. Similarly, Library faculty wishing to apply individually for research grants must consult with the Department Head, the Assistant University Librarian, and the University Librarian before making any grant application.
4. Funds for any grant received, for individuals or University units, are received by the University or the University of Oregon Foundation.

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H.31

Date issued: 1/7/93. Hanging Signs, Bulletin Boards, Pictures, etc.

Introduction

The University Library has an obligation to provide patrons and staff with well-equipped and decorated areas. Similarly, staff should have the opportunity to personalize their immediate work areas. The University Librarian retains final responsibility for approval of requests for signs, decorations, or art installations in both public and staff areas.

Building Facades & Windows

In order to maintain a consistent appearance from the outside, visible windows and window sills in University Library facilities shall not be decorated or used to display or store personal items.

Public Areas

All requests shall consider present and future architectural details, Percent for Art, and other permanent art installations.

SIGNS: Content and format of signs require prior approval of Assistant University Librarian for Public Services.

BULLETIN BOARDS: Shall be mounted by Physical Plant in locations approved by department head and AUL for Public Services. Bulletin boards in public areas shall be clearly marked to indicate what may be displayed and shall be regularly maintained by the responsible department.

POSTERS/PICTURES: Shall be mounted by Physical Plant in locations approved by department head and AUL for Public Services. No unframed posters or pictures shall be attached to walls.

In general, no items shall be mounted in public areas without prior approval of department head and AUL for Public Services.

Permanent Offices and Staff Work Areas

All requests shall consider present and future architectural details, Percent for Art, and other permanent art installations.

BULLETIN BOARDS: Shall be mounted by Physical Plant in locations approved by department head and AUL. Calendars and small pictures shall be affixed to bulletin boards rather than mounted directly on permanent walls.

Section 3

H.32

Date issued: 1/7/93. Hanging Signs, Bulletin Boards, Pictures, etc.

POSTERS/PICTURES: Shall be mounted by Physical Plant in locations approved by department head and AUL. No unframed posters or pictures shall be attached to walls. Staff may attach posters and pictures to tackable interior surfaces of panel work systems.

In general, no items shall be attached to permanent surfaces without prior approval of department head and AUL.

Temporary Offices and Staff Work Areas (Knight Library or library facilities while under construction)

Temporary Walls

BULLETIN BOARDS: Subject to approval of department head and AUL, staff may attach bulletin boards directly to interior (non-public) surfaces of temporary walls.

POSTERS/PICTURES: Subject to approval of department head and AUL, staff may attach posters and pictures directly to interior (non-public) surfaces of temporary walls.

Permanent walls in faculty studies, group studies, or public areas temporarily used as offices and work areas

No bulletin boards, posters, pictures, or other items shall be mounted on these walls.

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H.61

Date issued: 3/15/71; Rev. 9/1/1985 Honors College Seniors, Privileges for

Honors College seniors who are working on approved theses have two privileges at the University of Oregon Library which are not given to other undergraduates. They may apply for assignment to graduate study carrels, and they may request Library cards which allow them to charge material from the Library for one term.

1. Study carrel: Applicants for study carrels may apply for graduate study carrels at the Circulation Desk in the Main Library. Information regarding the carrel program is available at that desk.
2. Term loan period: To obtain and use a Term Loan Library Card:
 - a. Applicant presents validated UO photo ID card to staff at the Circulation Desk in the Main Library.
 - b. Staff checks applicant's name against a list of authorized Honors College Seniors provided by the Honors College.
 - c. Applicant is issued a Term Loan Library Card, which must be presented when charging library materials. (If only the validated UO photo ID card is presented, material will be charged for the two week loan period.)
 - d. Staff will provide instructions for completing the charge card when the term loan card is issued.
 - e. Borrowers should check that the appropriate due date is stamped on the pink charge slip before they leave the Library.
 - f. Borrowers are responsible for returning items before they become overdue.

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J.61

Date issued: 4/20/90

Janus Password Policy

1. Password Assignment:

Employees will be authorized to access passworded functions in Janus and Innovacq as needed to perform the duties of their jobs.

2. Responsibility:

The Systems Librarian and the Assistant University Librarian for Technical Services will coordinate password file maintenance.

3. Adding passwords:

Passwords must be requested by department heads. They will contact the Systems Librarian, or the Assistant University Librarian for Technical Services. Necessary functions to be enabled should be specified at that time.

4. Updating password functions:

Functions available on a given password can be updated when any department head contacts the Systems Librarian or the Head of Technical Services. This applies both to functions added and functions deleted.

5. Deleting passwords:

Passwords will be deleted according to information on transfers and resignations from Library Personnel. Passwords will be deleted on the afternoon of the date of effective resignation.

6. Review:

The entire password file must be reviewed by the Systems Librarian quarterly. The Systems Librarian will also send quarterly lists of employee password authorizations to department heads.

7. Security:

Staff are responsible to keep their passwords completely confidential.

Terminals which are in passworded functions must not be left unattended, except while processing a transaction that requires a long time to complete (e.g. overnight).

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L.71

Date issued: Sept. 15, 1968. Revised: Sept. 8, 1975.

Lost and Found

1. Items found:

- a. All items which are found in the Main Library building should be brought to the Office of the Librarian daily. In other buildings, items found should be brought to the "lost and found" room of that building according to local procedures. The Science Library sends items found to the central Lost and Found service in the Erb Memorial Union via the Library Messenger.
- b. Exceptions to the above are personal items of value; such as, billfolds, keys, purses, briefcases, watches, glasses, and student identification cards. These should be brought to the Office of the Librarian as soon as possible after being found in the Main Library.

2. Office of Librarian procedures for items which are found:

- a. Student identification cards are sent to the ID cards office in the Erb Memorial Union.
- b. If identification is in billfolds, purses, briefcases, etc., an effort is made to reach the party by telephone. If this is not successful, a postal card is mailed to the person asking that the owner pick up the found item at the Office of the Librarian.
- c. All other items are then sent to the Erb Memorial Union weekly on Fridays by the Office of the Librarian via the Library Messenger. A log is maintained of items sent to the Erb Memorial Union.

3. Items lost:

- a. Library users who have lost items may claim them from the service desk in the department in which the item was lost, if the department still has the item.
- b. Library users may be referred to the Office of the Librarian if it is likely the item is still there.
- c. Library users should be informed of the general procedures described in "2" above, as appropriate.

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L.75

Date issued: Oct.18,1984 Lost Books, Acceptance of Personal Copies for

1. The Library, in certain cases, will accept from a borrower a personal copy of a book to replace a Library book that person lost.
2. The Collection Development Librarian is responsible for determining if the Library will accept a book to replace the lost title. The Collection Development Librarian will be guided by the following criteria:
 - a. Is the book offered the same edition as the one which was lost?
 - b. How difficult will it be for the Library to obtain the exact edition which was lost?
 - c. What is the condition of the replacement copy?
 - d. Did the lost book contain any special features (such as, prints) not available in the replacement?
3. Borrowers who wish to donate a copy of a book in lieu of paying for the lost copy should leave the book with the Department Head who will coordinate with the Collection Development Department. Under normal circumstances a decision will be made within two working days.
4. Acceptance of a replacement copy eliminates only the replacement charge. The borrower still must pay all fines which may have accrued.

Book stays w/ Coll Dev, who processes as gift,
by sending to Acq.

UNIVERSITY OF OREGON LIBRARY
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0.61

Date issued: 10/1965; Rev. 9/1/1985 On-leave Grad Students, Privileges for

Upon occasion, University of Oregon graduate students who are on official on-leave status may require borrowing privileges from the UO Library. (The School of Law does not grant on-leave status.) In order to facilitate this need, the Library will provide a courtesy borrower's card for one term to these students.

Graduate students may file for official on-leave status with the Graduate School within the first two weeks of the term following the term they were last enrolled.

1. The Library will issue a courtesy Public Borrower card for one term while a graduate student is on approved leave. If approved leave is for more than one term, graduate students may select which term they wish to receive free borrowing privileges from the Library.
2. Courtesy borrowers cards entitle graduate students to borrowing privileges commensurate with other Public Borrowers; e.g. two week loans, and Interlibrary Loan services for a fee.
3. Graduate students on-leave who require borrowing privileges longer than one term may purchase Public Borrower cards at the Circulation Desk, Main Library, or may use library materials on site. Public Borrower privileges may be purchased for twelve months.

The Library will honor UO photo ID cards and Certificates of Paid Tuition with Spring Term validation through Summer Session and Fall intersession.

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P.41

Date issued: January 1, 1986

Physically Limited Patrons, Services for

Purpose: The purpose of the following procedure is to ensure that physically limited patrons have access to library buildings, materials, and services. The amount of staff time and effort devoted to physically limited patrons should be sufficient to bring them to the point where they can proceed to do for themselves what other patrons can do independently. In general, no distinctions will be made between types of patrons or the nature of their purpose in using the Library, however, services involving a cost that is reimbursed by the Office of Student Services must be restricted to University students registered with that office.

A. Use of buildings:

1. Main Library

- a. Instructional Media Center, when open, serves as the point of access for patrons who cannot use stairs. IMC staff are responsible for assisting patrons to call the elevator, if necessary (e.g. if patron does not have an assigned elevator key or cannot reach the keyhole) and for providing access to the Student Lounge (room 2). Detailed instructions are in the IMC procedures manual.
- b. Circulation Department is responsible for assisting physically limited patrons to enter the building when IMC is closed. Patrons are instructed to ring the doorbell at the staff entrance. When the doorbell is heard at the Circulation Desk, a staff member will go immediately to admit the patron and provide elevator access to the desired floor. Circulation also is responsible, at all times, for elevator access to the Special Collections Department. Detailed instructions are in the Circulation Desk procedures manual.

2. Branch Libraries

It is the responsibility of each branch library staff member to know the wheelchair access route for that branch and to help patrons gain access.

3. IN EMERGENCIES

Staff in each area are responsible for assisting and/or assuring the safe exiting of physically limited patrons.

B. Access to materials:

1. General responsibility of the staff

- a. In general, all Library staff members have a responsibility for being observant of special needs on the part of physically limited patrons and for offering assistance wherever it is needed.

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P.42

Date issued: January 1, 1986

Physically Limited Patrons, Services for

2. Specific responsibilities of staff in the Main Library

- a. First floor
 1. Reference Desk: for reference materials.
 2. Reserve/Current Periodicals Desk: for all materials in that area, including Juvenile and Curriculum collections.
 3. Circulation Desk: for materials in storage.
- b. Second floor: Documents Desk.
- c. Third floor: Microforms Desk.
- d. Second floor, North: Oregon Collection attendant on duty.

3. Specific responsibilities of staff in the branch libraries

- a. Appropriate public service desk.

C. Access to services in the Main Library

1. Reference services

- a. Reference Department staff should help physically limited patrons gain access to the same services that are enjoyed by other Library patrons. This includes giving clear and precise directions; assisting visually limited patrons to use the Library catalogs and reference materials; and making referrals, when necessary, to other units or to the Coordinator of Services to Physically Limited Patrons. Detailed instructions are in the Reference Desk procedures manual.

2. Services available from the Coordinator of Services to Physically Limited Patrons. *

- a. Orientation to Library buildings and services.
- b. Access to materials not otherwise readily obtainable.
- c. Assignment of a personal key for elevators and/or rooms 149 and 349. (Available to students and staff only.)
- d. Research aids for University students only; paid for by the Office of Student Services:
 1. Consulting Library catalogs and indexes.
 2. Consulting reference books.
 3. Gathering materials on a continuing basis for Library or home use.
 4. Photocopying a reasonable number of pages for study. The number is determined by the Office of Student Services.
- e. Ordering books on tape. The student supplies a copy of the book and blank tape. Volunteers tape the book free of charge. Service is available to UO students only.

* Current Coordinator of Services to Physically Limited Patrons is Lawrence Crumb, Reference Department, ext. 3047 or 3053.

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P.75

Date issued: January 1, 1987

Print Materials, Reproduction of

Purpose: The University Library policy on the reproduction of print materials is designed to meet the spirit and intent of the current U.S. copyright law, with particular reference to the concept of educational applications of the doctrine of "fair use". Rights of reproduction and distribution referred to in these policies do not apply to musical works, pictorial, graphic or sculptural work, or to audiovisual works. These excluded works may be reproduced only with permission of the copyright holder.

I. Guidelines with respect to interlibrary loan

- A. The Library reserves the right to refuse to accept interlibrary loan requests for the copying of material if, in its judgment, the fulfillment of the request would involve a violation of the U.S. copyright law.
1. The purpose of interlibrary loan is to obtain from other institutions materials that are unavailable at the University of Oregon Library, and to supply materials that are owned by the Library when these materials are requested by other institutions.
 - a. It is the responsibility of the borrowing institution to comply with copyright when requesting materials.
 - b. The University of Oregon Library, per OSSHE Interinstitutional Library Council policy guidelines (1978), will retain copies of all requests for photocopies made to it for three calendar years after the end of the calendar year in which the requests were made.
 2. No more than five copies of an article or articles published in a periodical (as opposed to any given issue) may be requested within one calendar year by any borrowing library. These same guidelines apply to copyrighted collections or copyrighted works (monographs).
 - a. Exception: Any article or articles made from any issue of a publication issued more than five years prior to the date when the request for copies is made.
 - b. Exception: If the library requesting a copy has a subscription or copy of the copyrighted work, but it is not immediately (or reasonably) available for copying at the time of the request.
 - c. Exception: If prior to making the request, the requesting library has entered an order for the purchase of a subscription to the periodical (or copyrighted collections or work) which published the requested article.

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P.76

Date issued: January 1, 1987

Print Materials, Reproduction of

3. Copies may be made of an entire work from items in the collection, or from those of another library, if a copy cannot otherwise be obtained at a fair price, after a reasonable search has been made for the item, and if the requirements of "Reserve Service" (q.v. II, below) are met.

II. Guidelines with respect to reserve service

- A. With respect to the copying of materials held on reserve, Library staff will not copy more than one article from the same periodical issue or more than one chapter from the same book for the purposes of research or instruction supporting University programs.
 1. One copy of a work may be reproduced and distributed as long as three conditions are met:
 - a. The copy for distribution must be made without any purpose of direct or indirect commercial advantage.
 - b. The collections of the Library must be open to the public or available to persons doing research in a specialized field as well as to persons affiliated with the Library.
 - c. The reproduction or copy of the work must include notice of copyright.
 2. Photocopying materials for use in Library reserve collections will be limited to the making of one copy for each ten students of an article from a periodical or copyrighted collections or copyrighted works.
 3. One copy of no more than one article or contribution to a collection or periodical issue or of a small part of another work may be made if:
 - a. The copy becomes property of the user.
 - b. The Library has no notice that the copy will be used for any purpose other than private study, scholarship, or research.
 - c. The Library displays prominent warning of copyright at a place where orders for copies are given and on any order form.
 4. Guidelines with respect to quantities allowable to copy from periodicals, copyrighted collection, or copyrighted works:

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Section 3

P.77

Date issued: January 1, 1987

Print Materials, Reproduction of

- a. Poetry: A complete poem if less than 250 words and if printed on note more than two pages; from a longer poem, an excerpt of not more than 250 words.
 - b. Prose: A complete article, story, or essay of less than 2,500 words; an excerpt from any prose work of not more than 1,000 words, of 10% of the work, whichever is less, but in any event, a minimum of 500 words.
 - c. Each of the numerical limitations expressed above may be expanded to permit completion of an unfinished line of a poem, or of an unfinished prose paragraph.
5. The copying of a copyrighted article may be used only for one course offered by the University. When the copy of a copyrighted article is required for more than one course, the Library will make every attempt to purchase additional copies of the article in its original form.
 6. The Library staff member may not make more than one copy of a poem, article, story, essay, or two excerpts from the same periodical volume during one class term. When the copy of a copyrighted poem, article, story, essay, excerpt, or more than three articles from the same collective work or periodical volume is required for more than one class, the Library will make every attempt to purchase additional copies of the work in its original form.
 7. The Library staff member may not accept requests for more than nine instances of multiple copying of copyrighted works (cf. above paragraph II, A, 5) for one course during the class term.
 8. Library staff shall not copy materials for the purpose of creating anthologies or compilations of copyrighted works.
 9. Library staff shall not copy works intended to be consumable, i.e. workbooks, exercises, answer sheets, etc., unless the copy is made for illustrative purposes.
 10. Library staff shall not copy works as an alternative to purchasing those works.

III. Guidelines with respect to self-service Library copiers

- A. All self-service photocopiers in the Library shall carry a notice that the making of a copy is subject to the current U.S. copyright law.

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Print Materials, Reproduction of

- B. Guidelines with respect to quantities allowable to copy from periodicals, copyrighted collections, or copyrighted works:
1. Poetry: A complete poem if less than 250 words and if printed on not more than two pages; from a longer poem, an excerpt of not more than 250 words.
 2. Prose: A complete article, story, or essay of less than 2,500 words; an excerpt from any prose work of not more than 1,000 words, or 10% of the work, whichever is less, but in any event, a minimum of 500 words.
 3. Each of the numerical limitations expressed above may be expanded to permit completion of an unfinished line of a poem or of an unfinished prose paragraph.
- C. The copying of a copyrighted article may be used only for one course offered at the University.
- D. One copy of no more than one article (or contribution to a collection, or periodical issue, or of a small part of any other work) may be made if:
1. The copy becomes property of the user.
 2. The Library has no notice that the copy will be used for any purpose other than private study, scholarship, or research.
 3. The Library displays prominent warning of copyright at a place where orders for copies are given and on any order form.

IV. Guidelines with respect to preservation of the collection

- A. Reproduction and distribution of one copy of an unpublished work is authorized, in facsimile form, solely for the purposes of preservation and security, or for deposit for research use in another Library, if the copy is currently in the collection of the duplicating library.
- B. A facsimile copy is allowable solely to replace a copy that is damaged, deteriorating, lost or stolen, if the Library has found that an unused replacement cannot be obtained at a fair price.
- C. Copies may be made of an entire work from items in the collection or from those of another library, if a copy cannot otherwise be obtained at a fair price, after a reasonable search has been made for the item, and if the requirements of Reserve Service (cf. II.A.3 above) are met.

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P.79

Date issued: January 1, 1987

Print Materials, Reproduction of

V. Guidelines with respect to copying charges

- A. Except for charges authorized by the Oregon State Board of Higher Education (e.g. interlibrary loan charges), the Library shall not assess a charge for copies beyond the actual costs of photocopying.

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Section 3

Q.61

Date issued: June 15, 1969; Revised January 1, 1984.

Questionnaires

1. All questionnaires received are to be forwarded to the University Librarian prior to completion. The University Librarian is responsible for the answers made on all questionnaires. The University Librarian will:
 - a. Determine which questionnaires are to be answered,
 - b. Complete the questionnaires to be answered, or
 - c. Request some member of the staff to draft a reply to the questionnaire.
 - d. In all cases, if only one copy is received, a work copy should be made by the Office of the Librarian leaving the original clean for typing and return.
2. Questionnaires asking for references about former student assistants, classified, management, or faculty Library staff are to be answered by the Office of the Librarian. They are included in the definition of "All" in 1. above.
3. None of the above refers to personal questionnaires received by Library faculty, management, or classified staff. When in doubt as to whether a questionnaire is personal, ask the University Librarian.
4. A copy of all questionnaires answered is permanently maintained in the Office of the Librarian.
5. Coordination of questionnaires received is important, since on some occasions more than one department of the University receives the same questionnaire. Therefore, the activity of answering questionnaires is centralized for the Library in the Office of the Librarian.
6. Calls from faculty or other departments on campus asking for statistical or policy information for questionnaires they are completing should be referred to the University Librarian.

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POLICY AND PROCEDURES MANUAL

Section 3

R.41

Date issued: Jan. 1, 1984; Revised May 7, 1987

Records, Retention of

- A. Nothing in this Library policy R.41-R.43 refers to library materials as they are exempted by law from the definition of public records.
- B. The Library follows the retention policy of the State Archivist, as prescribed by State law (ORS 375.895), and as applied by OAR 166-40-1075.
- C. The University Archives is both a collection, and a department of the University Library. Under OAS 166-30-016 the University Archives is responsible for the public records of the University when they are retired as well as for the records management program of the University. The collection policy of the Archives is governed by various laws and rules of the State of Oregon and the Federal Government. It is not subject to Library collection policies. The University Archives collects only those things that have a direct relationship to the University of Oregon, its faculty, staff and students. Under these laws and rules the Archives is not a collection of the University Library, but rather is a collection of all of the University. The University Archives has a unique position in that its policies are determined by law and administrative rules, and are not subject to Library administrative and collection policies, in so far as its collection is concerned. D. Record categories and their retention schedules:
 1. Acquisition Department invoice files: Retain 7 years, and discard each eighth year.
 2. Administrative Services requisitions: Retain 7 years, and discard each eighth year.
 3. Budget, Personnel, and Planning files of cash deposits, encumbrances, and journal vouchers: Retain 7 years, and discard each eighth year.
 4. Departmental files (correspondence, etc.), all departments: Retain as long as the file is active, the department exists, and there is room in the department for them. When there no longer is room for them, or the department ceases to exist, or the file is no longer active, transfer the files to the Archives via the Head of the department of Budget, Personnel, and Planning in the Office of the Librarian. The Head; Budget, Personnel, and Planning, is the liaison between the Library and the Archives in all matters relating to the transfer of materials from the Library to the Archives, and in interpreting for the Library policy on retention in consultation with the University Archivist, as necessary.

Note in particular that these categories are to be retained permanently, either in the department or the Archives:

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POLICY AND PROCEDURES MANUAL

Section 3

R.42

Date issued: Jan. 1, 1984; Revised May 7, 1987

Records, Retention of

- a. "Correspondence dealing with policy or are historical. Such would include copies of letters sent and received, notes, memoranda, and formal documents which state or form the basis for policy, set precedent, or record important events in the operation and organizational history of the department and its subordinate offices. This series, organized by subject, must usually be deliberately created. Departments should establish procedures to insure filing of copies of pertinent records in the series, and to provide for transfer of records from subordinate offices and other record series to the departmental Policy and Historical File during regularly scheduled file purging and retirement."

(Within the Library there is no central Policy and Historical File created from files in Library departments. Instead, it is the responsibility of each Library department to maintain its own Policy and Historical File, which will be integrated into the "central" file only under the conditions described in the first paragraph of D.4 above.)

- b. Directives issued: "Includes procedural manuals, work rules for employees, and other guidelines issued which have an established influence on the method or manner of doing effected tasks or work."
 - c. Minutes of committees and departments. "The record should contain a list of those present, a record of subjects discussed, statements of intent, a record of action taken, and any evidence on which the action was based."
5. Fine records in Public Services Division departments: Retain 7 years, and discard each eighth year. Retain in the department at least 4 years, and if necessary, store earlier records elsewhere.
 6. Personnel records: Files are to be maintained for each academic, management, classified, and student employees during their employment. Personnel files are to be kept in the Library Personnel unit of the Office of the Librarian, and in compliance with OAR 571-20-065 for student employees, 571-30-045 for faculty employees, State and University regulations and the current collective bargaining agreement for management and classified employees. All personnel records are to be transferred to the Archives on the following schedule:

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Section 3

R.43

Date issued: Jan. 1, 1984; Revised May 7, 1987

Records, Retention of

a. Applications:

1. Academic: Applications of unsuccessful candidates for academic positions are transferred to the Archives after the end of the search and the position has been filled. Unsolicited applications are retained for one year, transferred (noted as unsolicited applications) to the Archives, and destroyed by the Archivist.
2. Management and classified: Applications of unsuccessful candidates are returned to the Office of Human Resources.
3. Student: Applications of unsuccessful candidates will be transferred (noted as unsuccessful candidates) to the Archives at the end of the current academic year. They will be destroyed after five years by the Archivist.

b. Employment records: Applications and all other records related to the employment of an individual in any category shall be placed in the personnel file of the employee and retained by the Library until that person ceases to be employed by the Library. After the termination of the individual, the record will be transferred to the Archives.

1. Academic: Upon termination, a person's file is transferred to an inactive file in the Library Personnel unit for 5 years, after which it is transferred to the Archives.
2. Management and classified: Upon termination, a person's file is transferred immediately in accordance with law from the Library Personnel unit to the Archives for proper destruction.
3. Student: Timesheets are retained for 5 years, then destroyed by the Library Personnel unit. Previous student employees files are retained for 5 years, and the 6th year is transferred to the Archives for destruction.

UNIVERSITY OF OREGON LIBRARY
POLICY AND PROCEDURES MANUAL

Section 1

R.51

Date issued: January 1, 1984

Replacement of Lost Personal Copies

1. Faculty may place personal copies of books on reserve for their classes in one of the reserve services of the Library.
2. If a personal copy of a book is lost, it is the Library's policy to replace it.
3. The procedures to follow in the event of the loss of a personal copy are as follows:
 - a. The supervisor of the Public Service unit telephones the faculty member directly with apologies, explains what has happened to the personal copy, and inquires if the faculty member would like to have the book replaced. If the faculty member says "no", the matter is dropped. If the faculty member says "yes", the following is done:
 - b. Staff of the reserve operation fill out an acquisition request slip (form UL-99) with the appropriate bibliographic information. On the space after the word "Series", type in capitals: PERSONAL REPLACEMENT, SEND TO JOHN DOE UNCATALOGED, DEPT. OF ENGLISH. In the "Dept. Allocation" box, type in "Repl."
 - c. Send the slip directly to the Acquisition Department.
 - d. The Acquisition Department will order the book, charge the cost to the replacement allocation, and upon receipt send the book to the instructor via the Library Messenger in a fully-addressed envelope.
 - e. If the book is out-of-print, the Acquisition Department will attempt to purchase it on the o-p market.
 - f. If the book cannot be obtained after a reasonable period of time, the Library will pay the faculty member for the book. Appropriate price guides will be consulted by the Acquisition Department to arrive at a price mutually agreeable to the instructor and the Library.
 - g. The amount will be communicated, along with the instructor's name, to the Assistant University Librarian for Budgeting and Planning, who will obtain a check from an unrestricted Library fund at the University of Oregon Foundation.

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Section 3

S.51

Date issued: January 1, 1984

Slip Cases

1. Some books are published and released in protective slip cases or boxes. Generally, the policy is to separate the book from its slip box in the cataloging process and to discard the box. This policy pertains in particular to books in the circulating collections where the volume would be worn unnecessarily by repeated extractions from its box. The boxes also occupy needed shelf space.
2. Books cataloged for Special Collections and certain art books will be exceptions to this policy; the latter will be at the discretion of the A&AA Librarian who will review books and make decisions before books are cataloged. Other exceptions will be entertained by the Assistant University Librarian for Technical Services.

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POLICY AND PROCEDURES MANUAL

Section 3

S.71

Date Issued: Mar. 1, 1969; Revised Jan. 1, 1984.

Staff Copier

1. The staff copier shall be located in room 71, Main Library. This room is a staff area only, not open to the public.
2. Uses:
 - a. All Library departments are required to use this copier for all their copying.
 - b. Exceptions are the A&AA Library, Law Library, Map Library, Mathematics Library, and Science Library which shall use the copiers located in their areas for administrative copying. Other exceptions may be approved from time to time.
 - c. No personal copying may be done on the staff copier.
3. Key Operators:
 - a. Two persons from the Office of Administrative Services, Room 24, shall be designated as Key Operators.
 - b. The Library Copying Service Coordinator is responsible for keeping the copier supplied. If the copier runs out of paper while being used, the Key Operators may be called, or the user may load the paper (if s/he knows how).
4. Operating Procedures:
 - a. Use of the staff copier will be recorded on a form provided by the Office of Administrative Services. The number of copiers made will be recorded by the users.
 - b. If a copier malfunctions, these steps are to be followed:
 - (1) No attempt to clear the machine shall be made, no buttons pushed, no plugs pulled!
 - (2) The Key Operators shall be notified immediately (ext. 3089).
5. Scheduling:
 - a. A schedule of departmental use of the staff copier will be prepared each quarter by the Library Copying Service Coordinator. The Schedule will be posted in room 71 and published in the Staff Bulletin at the beginning of each term.
 - b. The Library Copying Service Coordinator is authorized to call the appropriate service representative when the copier's malfunctions cannot be repaired by the Key Operators.
 - c. Questions regarding the staff copier may be referred to the Office of Administrative Services (ext. 3089).

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Section 3

T.51

Date issued: Sept. 15, 1968. Revised: May 23, 1985

Tobacco, Use of

1. The Library policy on the use of tobacco is in compliance with the University policy restricting smoking in University facilities (OAR 571-50-005).
2. Chewing of tobacco and dipping of snuff is not permitted in the branch libraries (except in private offices) and is limited to certain designated areas in the Main Library.
3. Smoking of tobacco by Library users and staff is not permitted in the branch libraries (except in private offices) and is limited to certain designated areas in the Main Library.
 - a. Smoking in public areas of the Main Library:
 1. The designated area for smoking is a portion of the Student Lounge (Room 2). Smoking also is permitted in faculty studies.
 2. Persons found smoking in other areas are to be asked to move to the Student Lounge.
 - b. Smoking by staff is permitted only in private offices, the smoking area of the Staff Room, and the Student Lounge.

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Section 3

T.81

Date issued: Oct.18,1984 Library Typewriters and Microcomputers, Use of

1. Library patrons may not use Library typewriters, microcomputers, and other equipment purchased for Library staff use. Such equipment is for Library use only.
2. Library patrons are expected to use the self-service coin-op typewriters provided by the Library.
3. There are a few microcomputers provided by the Department of Computer and Information Science located in the Mathematics Library for student and faculty use.

UNIVERSITY OF OREGON LIBRARY
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Section 3

U.51

Date issued: January 1, 1984

Uncataloged Materials

1. While it is the policy of the Library to provide accurate and comprehensive bibliographic access to material in its collections, certain categories of materials do not need to be cataloged and become part of the collections. Materials which are used exclusively by Library staff in their work, which either duplicate copies available to Library users, or which are of little or no value by themselves to users, will not be cataloged. (For example: Library of Congress classification schedules at catalogers' desks; English dictionary at a secretary's desk.)
2. Requests for such materials should be sent through the appropriate Department Head, who will forward the request to the Collection Development Librarian for approval and fund assignment. (While most purchases will be made from the acquisition budget, English language dictionary requests will be forwarded to the Director of Administrative Services for purchase from State Central Stores for purchase from the supplies budget. All purchases from the supplies budget will be made by the Director of Administrative Services.)
3. The acquisition request form (UL-99) is to be used to request materials not to be cataloged. The request should be marked "DO NOT CATALOG", plus the name of the person to whom it is to be sent (e.g. DO NOT CATALOG, SEND TO JOHN DOE, DOCUMENTS).
4. The Collection Development Librarian, after approving the purchase, will forward the acquisition request slip to the Acquisition Department (or to the Director of Administrative Services, if appropriate). On arrival, the item will receive the Library's ownership stamp and be sent to the person indicated on the request slip.

Processing bills

Before billing a borrower for a lost book, the library staff will search the shelves and check the call number in the shelflist. If the call number is correct and the book is not found, the borrower will be sent an "Intent to Bill" or pre-billing statement (attached) outlining the charges to be assessed (fine, replacement cost, and service charge). UO employees and OSSHE Faculty members will be sent a "Statement of Costs" (attached) indicating that the charges will be deducted from the borrower's payroll. If the borrower returns the material after receiving one of these forms and before the bill or payroll deduction is processed, only the applicable fine will be charged.

When an item for which a borrower has been billed is returned before a replacement has been reordered or before one year from date of billing, the replacement cost will be credited to the borrower's account. Fines for lost materials stop accruing on the date the borrower reports the loss of material. If the material is subsequently returned after the replacement has been ordered or after one year from date of billing, the replacement cost will not be credited to the account of the borrower. The service charge is not refunded when material is returned after it has been billed or payroll deducted unless there has been a Library error or an appeal was settled in favor of a patron.

These library units will be responsible for processing fines and lost book charges for materials under their control: A & AA Library, Main Library Circulation, Science Library, Math Library and R/CP. The Main Library Circulation staff will process the fines, lost book charges, and payroll deductions for materials overdue or not returned to the following: BGRS, Documents, Map Library, Microforms & Recordings, Oregon Collection, Reference, and fines sent from other OSSHE schools. In addition the Main Desk staff will process the payroll deductions for R/CP. The A & AA Library will process payroll deductions for materials under their control and the Science Library will process those for the Science and Math Libraries.

Fines or charges accrued by students from any OSSHE school will be sent to the home library circulation department for processing in accordance with the home institution's billing procedures. Fines or charges accrued by faculty and students from schools with which the UO Library has reciprocal lending agreements will be sent to the UO Business Office in the same manner as are Public Borrowers.

Fines accrued by UO President Associates should be forwarded to the Office of the Librarian.

CHAPTER EIGHT

Searches for Missing Titles

There are two kinds of searches performed by library staff for missing titles: Patron Searches and Billing Searches.

I. Patron Searches

These searches are initiated by the library patron who cannot locate material on the shelf.

After borrowers check the shelves for library material and cannot locate it they should seek assistance from the nearest service desk. If the material is still not located, they are encouraged to ask at the circulation desk. Staff will check the circulation records to see if the material has been charged out, check the sorting areas, and will instruct borrowers in the use of the reserve and bindery lists.

Borrowers are asked to check the shelves on two separate occasions before a library search will be performed. This is to enable library staff to reshelve books or file charge cards for materials that have been recently used.

If the material cannot be found after these areas have been check on two separate days, library staff will conduct a search according to the procedures outlined in III, below.

II. Billing Searches

Billing searches are initiated by library staff after pulling charge cards (overdues) for material due the previous month.

After the first search is performed, borrowers are notified by mail that the replacement cost, service charge, and any accrued fine will be billed to their accounts at the Business office, or will be pay-roll deducted if the library does not hear from them.

III. Search Procedure

Four searches are performed before the records are withdrawn from the catalog.

- First Search: Patron Search: performed within two business days
Billing Search: performed as soon as possible after the overdue pull. Patron is informed of interlibrary loan service.
- Second Search: Both: performed two weeks from date of first search
Patron Search: after this search the patron is notified that the material has not been located, and is invited to try ILL.
- Third Search: Both: performed two months from date of first search
After this search Collection Development staff reviews all search cards and indicates which books are to be reordered at that point.

Fourth Search: Both: performed 14 months from date of first search
After this search Collection Development staff reviews search cards and indicates which books are to be reordered. After Collection Development staff reviews search cards, they are sent to Technical Services so the records for these materials can be withdrawn from the catalog. When the records have been withdrawn, Technical Services staff notifies Circulation staff to clear Circulation records.

Material found on Searches:

Billing Searches: When material is found on the shelf by the borrower or by library staff before the borrower's account has been billed, the replacement cost, service charge, and overdue fine will not be charged to the borrower's account (unless the library records indicate the return date of the material).

When the material is found on the shelf after the borrower's account has been billed, only the replacement charge will be credited.

Patron Searches: If the borrower has indicated that the material is useful after a specified date, library staff will notify the borrower that the material has been found and will hold the material at the Circulation Desk for five days.

CHAPTER ELEVEN

Carrel Program and Faculty Studies

Faculty study space is assigned through the University Librarian's office.

Carrels are available for use primarily by graduate students in the Main Library and Science Library. The Main Library has 200 carrels and the Science Library has 22. All carrels are assigned double occupancy.

Carrels are assigned by staff at the Circulation Desk at each library. They are assigned for the academic year at the beginning of Fall term, and may be renewed for the Summer Session.

Following is a list of rules concerning carrels in both libraries.

1. Two people are assigned (one to the left side and one to the right side) to each carrel. Changes in assignment of either the number or the side of the carrel must be approved by the Circulation Desk. It is each student's responsibility to arrange a schedule of use with the carrel partner.
2. Carrels are assigned twice each year; once at the beginning of Fall term for the academic year, and once at the beginning of Summer term.
3. a. Main Library: If students have forgotten their keys, a master key is kept at the service desk of the appropriate floor (2nd -- Government Documents; 3rd -- Microforms Department). If the student's key is lost, it must be reported immediately to the Circulation Desk. Students will be charged \$5.00 and issued a replacement.
b. Science Library: The combinations of carrels are available at the Circulation Desk.
4. When students no longer need a carrel, they are to notify the Circulation Desk immediately.
5. The Library is not responsible for loss of personal items from carrels.
6. Carrels are inspected on a regular basis for non-use. Infrequent use will result in assignment to another person.
7. Books charged out, as well as personal materials, may be stored in carrels. The carrel inspector will remove, without notice, any library books that lack the proper charge slips. Overdue books will also be removed. The inspector has NO authority to make exceptions, even when a request is made that the books be left.
8. Food, drink, and smoking are prohibited in the carrel area. Eating, drinking, and smoking are permitted in designated areas in the Main Library only.
9. No typing is allowed in carrels.
10. Students who fail to return or renew their carrel keys in the Main Library by the designated expiration date will be charged \$5.00, and the carrel will be cleared and assigned to another person. Belongings will be held for thirty days at the Circulation Desk.

Certain carrel policies differ between the Main Library and the Science Library:

Main Library

Currently enrolled students in the following groups are assigned carrels on a priority basis. All other graduate student may enter a lottery at the beginning of Fall term. Those students who were unsuccessful in the lottery are placed on a waiting list to be assigned carrels when a vacancy occurs.

- Ph.D. candidate working on an approved dissertation
- Master's candidate working on an approved thesis
- Honor's College senior working on undergraduate thesis
- Advanced degree candidate searching for a dissertation or thesis topic
- Advanced degree candidate preparing for comprehensive exams
- Advanced degree candidate engaged in extensive independent study

Students are assigned keys to their carrels.

When a key is lost or not returned on time, the student is billed \$5.00.

Science Library

Currently enrolled Science graduate students are assigned carrels on a first come, first served basis. When all carrels have been assigned, student's names are put on a waiting list. Undergraduate students, law students, and graduate students with a campus office or other carrel may not be assigned to a carrel in the Science Library.

Carrels have combination locks, assigned by staff at the Circulation Desk.

Following are forms and information sheets used by each library.

UNIVERSITY OF OREGON LIBRARY

LOCKABLE CARRELS

Lockable carrels are the desks located on second and third floors which are assigned to graduate students and Honors College seniors. People who belong to one of the following categories are considered to have "priority status" with regard to carrel assignments and renewals:

1. Ph.D. candidate working on an approved dissertation;
2. Master's candidate working on an approved thesis;
3. Honors College senior working on an undergraduate thesis;
4. Advanced degree candidate searching for a dissertation or thesis topic;
5. Advanced degree candidate preparing for comprehensive exams;
6. Advanced degree candidate engaged in extensive independent study.

1. Two people are assigned (one to the left side and one to the right side) of each carrel. Changes in assignment of either the number or the side of the carrel must be approved by the Circulation Desk. It is each student's responsibility to arrange a schedule of use with their carrel partner.
2. Carrels are assigned twice each year; once at the beginning of Fall term for the academic year, and once at the beginning of Summer for Summer term.
3. If you have forgotten your key, a master key is kept at the service desk of the appropriate floor (2nd - Govt. Documents; 3rd - Microforms Dept.)
4. If your key is lost, it must be reported immediately to the Circulation Desk. You will be charged \$5.00 and issued a replacement.
5. If you no longer need a carrel, please return the key immediately to the Circulation Desk.
6. The Library is not responsible for loss of personal items from carrels.
7. Both priority and non-priority waiting lists are destroyed at the end of the academic year. Names are not accepted after the last day of "dead week" of Spring term.

1. Report to the Circulation Desk any lock or key malfunction.
2. Carrels are inspected on a regular basis for non-use. Infrequent use will result in assignment to another person.
3. Books charged out, as well as personal materials may be stored in carrels. The carrel inspector will remove, without notice, any library books that lack the proper charge slips. Overdue books will also be removed. The inspector has NO authority to make exceptions, even when a request is made that books be left.
4. Food, drink, and smoking are prohibited in the carrel area. Eating, drinking, and smoking are allowed in designated areas in the library only.
5. No typing is allowed in carrels.
6. Abuse of any of the above rules will result in assignment to another person.
7. A student who fails to return or renew their carrel key by the designated expiration date will be charged \$5.00, and the carrel will be cleared and assigned to another person. Belongings will be held for thirty days at the Circulation Desk.

FALL TERM

Obtaining a carrel

Priority status:

1. A student with priority status must place a Priority Letter on file at the Circulation Desk.
2. After registration and fee payment, present your proof of fees paid to the Circulation Desk before the end of the first week of classes.
3. Fill out registration card for carrel assignment.
4. You will receive the assignment of a carrel number, side, key and expiration date.

Renewing a carrel

1. After you have registered and paid fees, you will need to present proof of fees paid to the Circulation Desk before the end of the second week of classes.
2. You must fill out a new registration card for carrel assignment.

FALL TERM

Non-priority
status:

Obtaining a carrel

1. A student without priority status must enter the lottery.
2. After registration and fee payment, present proof of the fee payment to the Circulation Desk before the end of the first full week of classes.
3. At that time you will need to complete a lottery slip and place it in the lottery box. Any duplicate slips found at the time of the drawing will result in automatic disqualification.
4. Names will be drawn one at a time, Monday of the second full week of classes.
5. The list will be established according to the order in which the names are drawn. Posted at the Circulation Desk will be the names of those people successful in the lottery, determined by the number of carrels available after priority assignments are made.
6. All other names (maintained in the order in which they were drawn) will be placed on a waiting list. As carrels become available, students on the waiting list will be notified by mail and given five days in which to claim a carrel.
7. Students successful in the lottery are not notified, but must claim their carrels by the end of the second full week of classes.
8. To claim a carrel, you need to present proper identification to the Circulation Desk and complete a registration card for carrel assignment.
9. You will then receive the assignment of a carrel number, side, key and expiration date.

Renewing a carrel

1. If you have a carrel without priority status and are not successful in the lottery, you must return the key by the end of the second full week of classes.
2. To determine whether you as a non-priority student are successful in the lottery, you must check with the Circulation Desk before the second week of classes ends. You will not be notified of the lottery results.
3. If you are successful in the lottery, you will need to complete a new registration card for carrel assignment at the Circulation Desk. This can only be completed with current identification.

SUMMER TERM

Priority status:

Obtaining a carrel

1. A student with priority status must place a Priority Letter on file at the Circulation Desk.
2. Proof of fees paid for either Spring or Summer term will be needed.
3. Fill out registration card for assignment.
4. You will receive the assignment of a carrel number, side, key, and expiration date.

Renewing a carrel

1. Present proof of fees paid for either Spring or Summer term to the Circulation Desk before the end of the first full week of classes.
2. Complete a new carrel assignment card.

Obtaining a carrel

Non-priority
status:

1. After registration and fee payment, present proof of fees paid to the Circulation Desk.
2. Complete a registration card for carrel assignment.
3. You will receive the assignment of a carrel number, side, key and expiration date.

Renewing a carrel

1. After registration and fee payment, present proof of fees paid to the Circulation Desk before the end of the first full week of classes.
2. Complete a new registration card for carrel assignment.

UNIVERSITY OF OREGON LIBRARY
SCIENCE LIBRARY
EUGENE, OREGON 97403
503/686-3075

TO: _____

_____ Date

FROM: Beckie Bragg, Head
Science Circulation Services

Your carrel space needs to be renewed for FALL/SUMMER Term. Carrels must be renewed by the END of the FIRST WEEK of CLASSES of FALL/SUMMER Term. Failure to do so will result in this space being cleared out and reassigned during the week FOLLOWING the first week of classes. Personal material will be held at the Circulation Desk until _____. After this date it will be taken to the Lost and Found at the Erb Memorial Union.

Library material has been removed from your carrel space as the material is needed for another patron or for Reserve.

Uncharged library material has been removed from your carrel space. If this occurs again your carrel privileges will be revoked.

Food, drink and use of tobacco are prohibited in the carrel area and in the library. You may pick up your food or drink at the Circulation Desk.

Because of your failure to renew your carrel or due to repeated violations, the carrel has been cleared out and reassigned. Personal material will held at the Circulation Desk until _____. After this date it will be taken to the central Lost and Found at the Erb Memorial Union.



UNIVERSITY OF OREGON

Date

MEMORANDUM

TO: Holders of Lockable Carrels

FROM: Shirien Stevens, Head
Circulation Department

Library material has been removed from your carrel because it is:

_____ not properly charged out. If five or less books were removed, the call numbers are listed on the back of this form. If the inspector has removed materials that were charged to your name but lacked proper charge slips, it is your responsibility to inform the appropriate service desk.

_____ needed by another patron and is overdue.

_____ needed for Reserve.

Rules regarding use of lockable carrels:

1. Carrels are inspected on a regular basis. Infrequent use will result in assignment to another person.
2. Books charged out, as well as personal materials, may be stored in carrels. The carrel inspector will remove--without notice--any Library books that lack the proper charge slips. Overdue books will also be removed. The inspector has NO authority to make exceptions.
3. Food, drink, and use of tobacco are prohibited in the carrel area. Eating, drinking, and smoking are allowed in designated areas of the Library only.
4. Typing is not allowed in carrels.
5. Abuse of any of the above rules will result in assignment to another person.

_____ Circulation has found evidence that rule number _____ has been violated.
This is your first warning.

_____ Circulation has found evidence that rule number _____ has been violated.
This is your second warning.

_____ Circulation has found evidence that rule number _____ has been violated.
Your carrel will be cleared one week from today. If your carrel key has not been returned to the Circulation Desk by that date (_____) your account at the Business Office will be billed \$5.00.

University of Oregon Library

Withdrawing Unneeded Duplicate Copies
Procedures

In order to dispose of excess copies of library material that are no longer needed, the following procedure is in effect:

1. Stacks staff bring to Circulation any identical copies in excess of two of materials in the collection. The two copies which are left on the shelf will be the two in the best physical condition.
2. These excess copies are stored in call number order in Room 132 (the tunnel) and locator cards for each copy are filed in the Circulation records.
3. Collection Development staff will review excess copies and determine which should be retained in the collection.
4. Those that are to be retained are reshelved in the stacks. The locator cards for these will be pulled from the Circulation records and refiled in an "excess copy" file.
5. The "excess copy retained" file will be checked against any excess copies brought from the stacks at a later time. Excess copies that have been determined to stay in the collection will be reshelved.
6. Those that are to be discarded are sent to Head, Catalog Department.
 - a. Circulation records are updated to reflect the catalog withdrawal process.
 - b. Circulation staff is notified when the Catalog Department has withdrawn the cards so the Circulation records may be cleared.

CHAPTER SIX

Reserves

Introduction

Reserve collections consist of required course readings. Occasionally materials of interest to the University community, but not on a reading list for a course, may be placed on reserve. Reserve materials may be part of the library's collection or personal materials. There are Reserve collections in the Main Library and each Branch Library.

Loan periods

Reserve materials are charged for 2 hours or ^{24 hrs} 2-days. The A & AA and Science Libraries also have a 2-hour/non-circulating category. If more than one instructor requests the same title, it will be placed on the shorter of the requested loan periods. An instructor's request for a change in loan period will be considered relative to its impact on other classes.

Occasionally a student may borrow a reserve item for longer than a specified loan period, and up to 7 days, but ONLY with written authorization from the instructor. If the item is on reserve for more than one class, authorization must be obtained from all instructors.

Reserve materials may be renewed unless "IN DEMAND" is noted on the charge card backing or the material is on hold.

Access

Up to three items per person may be charged out from most Reserve collections.

Reserve holdings are listed on a COM catalog and are updated weekly. Holdings are listed in three categories; course, author and call number. Each library has a temporary file or notebook to provide access to materials added since the latest microfiche update.

Bound or unbound journals and material borrowed through Interlibrary Loan are not available for Reserve collections.

The Library is limited in what it may photocopy for Reserve purposes. (See the copyright statement.)

Holdings

Main Library places holds on 2 day books only.

Science Library places holds on 2 day books only.

A & AA Library places holds on 2 day books and on 2 hour books for overnight use.

Instructors may add or delete material from their reserve list at any time during the term. At least one work day should be allowed for processing.

Ordering material for Reserve

Books requested for Reserve but not owned by the Library will be ordered and purchased through the Library Reserve funds. Orders are processed RUSH and books are RUSH-cataloged for Reserve. Orders should be placed through the appropriate Reserve Desk and not through departmental library representatives or library subject specialists. Book orders should include: term needed, course number, instructor's name and loan period. If the instructor anticipates heavy use multiple copies may be ordered using the following guidelines.

- 2 copies for 30+ people in class
- 3 copies for 60+ people in class.

Occasionally the Library will order more than four copies, but only when the material is required reading for a very large class.

Personal materials

Some personal materials may be placed on Reserve. Library copies of most personal materials will be ordered for items which the Library does not own. The decision for placing valuable personal items on Reserve is at the discretion of the Department Head.

Replacement copies of missing books are RUSH ordered. The Library will attempt to replace lost personal materials. If replacement is not possible, the instructor may be reimbursed for the original cost of the item. If the book is in print but cannot be purchased by the Library, the supervisor of the Public Service unit asks the faculty member to reorder the material, and, when it is received, to bring it and the receipt for its payment to the appropriate reserve unit. The Reserve supervisor sends the receipt and the faculty member's name and address to the Acquisition Department. Acquisition staff will generate a check from a non-state fund and mail it to the faculty member.

If personal material becomes too tattered or is damaged, the Reserve Supervisor will phone the instructor and offer to replace or repair depending on the circumstances.

Non-course material

When placing on Reserve material that is not needed for a course, library units will fill out a Reserve Request form supplying the appropriate information including those items listed below:

1. Up to four letters for department
2. Three digit number (000)
3. Instructor (Contact person)
4. Course title

Off-campus libraries

Oregon Institute of Marine Biology and Pine Mountain Observatory will process their reserve requests through R/CP in the following manner:

They will fill out a RESERVE REQUEST FORM (UL41 rev.83) for each course list and submit it to R/CP.

R/CP will request materials from branch libraries as necessary for OIMB or PMO reserves.

Upon gathering materials, R/CP will send the materials UPS to OIMB or PMO.

R/CP will do the necessary keypunching which would generate an OIMB shelf list for reserves.

Communication with instructors

University instructors routinely receive the following communications from the Library concerning Reserves:

-Notifications letter: states deadline for submitting lists and material for the following term. This letter originates from the office of Asst. University Librarian for Public Service. It is sent eight weeks prior to the beginning of the term.

-Course list: (3rd week of term) print-out of materials on Reserve, to date, for each class.

-Search report: informs instructor about items requested but not located.

-On/off notice: (end of term) print-out of materials on Reserve for each course, with form requesting a response from instructors on retention of materials for the following term. If form is not returned, all items for that course are deleted at the end of the term.

PLACING MATERIALS ON RESERVE

GENERAL INSTRUCTIONS INFORMATION

Please type or print legibly all the requested information on the Reserve Request List.

Submit a separate list for each class. Submit separate lists for materials you bring to the library (whether personal or library), and materials you want the library to search.

Please search the library catalog for all books before submitting your lists. Fill in the call numbers for all library books. Lists which have not been searched will be returned.

If a book you desire is not currently in the Library's collections, staff will order it for reserve. Fill in author and title on list form. Leave call number blank, and check "not in catalog". All reserve books are ordered and processed RUSH. Please allow 60 to 90 days for arrival.

Personal copies of books will be accepted for reserve if the book is not currently available in the library. Please search the catalog before submitting personal copies. Leave call number blank for personal materials; staff will assign call numbers.

Be sure to indicate the loan period for each item: 2 hours or 2 days. If more than one instructor requests the same title, it will be placed on the shorter of the requested loan periods.

Periodicals, bound or unbound, will not be placed on reserve. Since they do not circulate, they should be readily available to students.

Please submit your requests to just one library. When requested, books from one library can be placed on reserve in another library.

The reserve book service is intended for required readings only. Suggested readings should not be put on reserve.

All requests are processed strictly in the order in which they are received.

PERSONAL MATERIALS

All materials brought to the library for reserve must be accompanied by a reserve request form.

Although the library takes all reasonable precautions, personal materials left on reserve are at some risk. Be sure your name is in your books. Please do not place valuable or irreplaceable items on reserve.

If a library book you want for reserve in the Main Library is charged out, you may recall it at the Main Circulation Desk. Give the clerk the following information: exact call number, term, instructor's name, department, and course number, and loan period.

Materials brought to the reserve staff are processed strictly in the order they are received. Time required to process materials for reserve varies. When the library accepts your materials, staff may be able to give you an estimate of how long it will take. All materials brought in by the deadline will be ready for the first week of classes.

LIBRARY MATERIALS

If you wish the library staff to search your library materials for you, be sure to submit your lists early. All lists received by the deadline will be processed by the first week of classes.

If you want the library to photocopy articles, provide complete title and source information: name of journal, call number, volume, date, and exact pages. Include any other pertinent information to help us identify the article. The Library is restricted by copyright laws in how much can be copied from one volume, and in the number of copies per class.

The Main Library will put only one copy of a library book on reserve unless you request otherwise. The R/CP Section will automatically order replacement copies of missing library books.

UNIVERSITY OF OREGON LIBRARY
POLICY AND PROCEDURES MANUAL

Section 1

R.51

Date issued: January 1, 1984

Replacement of Lost Personal Copies

1. Faculty may place personal copies of books on reserve for their classes in one of the reserve services of the Library.
2. If a personal copy of a book is lost, it is the Library's policy to replace it.
3. The procedures to follow in the event of the loss of a personal copy are as follows:
 - a. The supervisor of the Public Service unit telephones the faculty member directly with apologies, explains what has happened to the personal copy, and inquires if the faculty member would like to have the book replaced. If the faculty member says "no", the matter is dropped. If the faculty member says "yes", the following is done:
 - b. Staff of the reserve operation fill out an acquisition request slip (form UL-99) with the appropriate bibliographic information. On the space after the word "Series", type in capitals: PERSONAL REPLACEMENT, SEND TO JOHN DOE UNCATALOGED, DEPT. OF ENGLISH. In the "Dept. Allocation" box, type in "Repl."
 - c. Send the slip directly to the Acquisition Department.
 - d. The Acquisition Department will order the book, charge the cost to the replacement allocation, and upon receipt send the book to the instructor via the Library Messenger in a fully-addressed envelope.
 - e. If the book is out-of-print, the Acquisition Department will attempt to purchase it on the o-p market.
 - f. If the book cannot be obtained after a reasonable period of time, the Library will pay the faculty member for the book. Appropriate price guides will be consulted by the Acquisition Department to arrive at a price mutually agreeable to the instructor and the Library.
 - g. The amount will be communicated, along with the instructor's name, to the Assistant University Librarian for Budgeting and Planning, who will obtain a check from an unrestricted Library fund at the University of Oregon Foundation.

Schedule for Sending Notices to Faculty about Reserve Deadlines

7/8/6

Term/Year	Revise Letter	Letter to Distribution Center	Letter to Reach faculty	Reserve Request Lists due in Reserve	Personal Materials due in Reserve	Classes Begin
Summer 1984	April 20, 84	April 27, 84	May 4, 84	May 18, 84	June 1, 84	June 19, 84
Fall 1984	July 27, 84	August 3, 84	August 10, 84	August 24, 84	September 7, 84	September 24, 84
Winter 1985	November 9, 84	November 16, 84	November 23, 84	December 7, 84	December 21, 84	January 9, 85
Spring 1985	February 1, 85	February 8, 85	February 15, 85	March 1, 85	March 15, 85	April 3, 85
Summer 1985	April 26, 85	May 3, 85	May 10, 85	May 24, 85	June 7, 85	June 25, 85
Fall 1985	August 2, 85	August 9, 85	August 16, 85	August 30, 85	September 13, 85	September 30, 85
Winter 1986	November 8, 85	November 15, 85	November 22, 85	December 6, 85	December 20, 85	January 8, 86
Spring 1986	January 31, 86	February 7, 86	February 14, 86	February 28, 86	March 14, 86	April 2, 86
Summer 1986	April 25, 86	May 2, 86	May 9, 86	May 23, 86	June 6, 86	June 24, 86
Fall 1986	August 1, 86	August 8, 86	August 15, 86	August 29, 86	September 12, 86	September 29, 86

All deadlines are on Fridays. The Librarian's Office has one week to revise letter. The Distribution Center has one week to address and mail letter. Faculty should receive letter at least two weeks before first deadline. Reserve Request Lists should be in Reserve four weeks prior to classes. Personal materials should be in Reserve two weeks before classes.