# Faculty Library Handbook

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Table of Contents</td>
<td>1</td>
</tr>
<tr>
<td>Reeves Library Staff</td>
<td>2</td>
</tr>
<tr>
<td>Archives</td>
<td>3</td>
</tr>
<tr>
<td>Circulation</td>
<td>3</td>
</tr>
<tr>
<td>Copyright</td>
<td>3</td>
</tr>
<tr>
<td>DVDs see Videocassettes and DVDs</td>
<td>3</td>
</tr>
<tr>
<td>Emergencies</td>
<td>4</td>
</tr>
<tr>
<td>Faculty Publications</td>
<td>4</td>
</tr>
<tr>
<td>Faculty Research Studies</td>
<td>4</td>
</tr>
<tr>
<td>Gifts to Reeves Library</td>
<td>4</td>
</tr>
<tr>
<td>Handicapped Access</td>
<td>5</td>
</tr>
<tr>
<td>Hours</td>
<td>5</td>
</tr>
<tr>
<td>Instruction</td>
<td>6</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>6</td>
</tr>
<tr>
<td>Intellectual Freedom/Access</td>
<td>6</td>
</tr>
<tr>
<td>Library Liaisons</td>
<td>7</td>
</tr>
<tr>
<td>LIBREF</td>
<td>7</td>
</tr>
<tr>
<td>Music Department Collection</td>
<td>7</td>
</tr>
<tr>
<td>Not to Circulate Books</td>
<td>7</td>
</tr>
<tr>
<td>Ordering Books, Periodicals, and Other Material for Reeves</td>
<td>8-9</td>
</tr>
<tr>
<td>Overdue, Lost, and Damaged Items</td>
<td>10</td>
</tr>
<tr>
<td>Periodicals/Microforms</td>
<td>10</td>
</tr>
<tr>
<td>Photocopiers</td>
<td>11</td>
</tr>
<tr>
<td>Rare Books Room</td>
<td>11</td>
</tr>
</tbody>
</table>
Ref. 11
Reserves ................................................................. 12
Telephone ............................................................... 13
User Behavior .......................................................... 13
Videocassettes and DVDs ........................................... 13-15

Reeves Library
Staff

Schappert, David  Library Director ....................................... 1540
Cortez, Angela  Cataloging Librarian ................................... 7876
Demyan, Kim  Research Instruction & Outreach Librarian .......... 1579
Falla, Bonnie  Access Services & Research Instruction Librarian/Seminary Liaison ........................................... 1676
Fuchs, Beth  Reference, Research Instruction Librarian & Information Literacy Coordinator ........................................... 7965
Gaspar, Debra  Circulation/Public Services Library Assistant .......... 1305
Gobble, Chase  Acquisitions Assistant ................................... 1542
Kalapay, Pamela  Technical Services Assistant .............................. 1679
LaPointe, Linda  Head of Technical Services,
    Serials & Systems Librarian ........................................... 1547
Moyer, Donna  Cataloging Library Assistant ................................ 7877
Strobel, Nancy  Circulation/Public Services Library Assistant ........... 1545

Reference Desk .............................................................. 1543
Circulation Desk ............................................................ 1544
ARCHIVES

The College Archives is a rich resource containing many of the records, papers, etc. of both the College and the Seminary. Usage is determined by the Archivist who follows standard archival procedures. This is a vacant position at present. Please contact Library Director before disposing of materials relating to the institution.

CIRCULATION

- Current periodicals, bound periodicals, and reference books do not circulate.
- Archival materials circulate at the discretion of the Library Director.
- Unless otherwise indicated, circulating books and other material are due at the end of the semester for adjunct faculty and on June 1 for full-time faculty. You must present your photo ID in order to check out materials. A “recall” can be made on materials charged out by someone else.
- To recall a book, fill out a recall card at the Circulation Desk. You will be notified as soon as the book is returned.
- At no time can we divulge the name of a person who has borrowed a book (PA Act 1984-90, Sec. 428).
- Books should be returned to the circulation desk or placed in the outside book deposit at the entrance to the library if the library is closed.
- Books and periodicals used in the building but not checked out should be left on tables or put on the black carts or black shelves. Please do not re-shelve them yourself because in-house use is recorded for our statistics.
- Reeves Library uses an electronic security system and also reserves the right to check all containers, parcels, packages, etc. being taken out of the building.

COPYRIGHT

For copyright compliance information see these three documents:
- Copyright Guidelines
- Copyright Guidelines (Media)
- Copyright Guidelines (Blackboard)
EMERGENCIES

In the event of a fire alarm always leave the building immediately. In the case of other emergencies, always notify a member of the library staff or a student assistant.

FACULTY PUBLICATIONS

Reeves Library has a display case on the south side of the stairwell, main level, which contains recent publications of faculty and staff. Directions for adding publications are found at faculty publications policy.

FACULTY RESEARCH STUDIES

Four studies, each seating two persons, are available to faculty on the upper level of Reeves Library. In addition, four studies in the Groenfeldt Moravian Collection on the lower level, each seating one person, are available to faculty and visiting researchers. Studies are assigned on September 1 for one academic year, renewable upon request. Research studies are assigned to individuals who have clearly stated library research-related projects.

Retirees may apply for a study but preference will be given to active faculty members. Studies are checked periodically to ensure that no current or bound periodicals or other library materials, which have not been checked out, have been left in them.

Space heaters and similar devices should not be used. Library staff and student assistants cannot deliver telephone messages or mail to occupants of research studies and should not be asked to do so. Reeves Library assumes no responsibility for any personal items or materials left in studies.

Application for use of a library research study should be made in writing to the Library Director starting in May for the following year. Please include a brief description of your library research related project. The Academic Dean of the College and the Dean of the Seminary will be the final judges in cases of disagreements over assignments. Keys are issued by and should be returned to a reference librarian.

GIFTS TO REEVES LIBRARY

Monetary gifts for the purchase of books or periodical titles may be made in honor of or in memory of someone. The Library Director or the Head of Technical Services will be happy to help in the selection of such materials. Books will be plated and a letter sent to the person honored or the family of the person memorialized and a searchable entry will be made in the library catalog. Checks
should be made out to Moravian College and designated Reeves Library.

Participation in The Friends of Reeves Library is one way for current or emeriti faculty to support the library in a more sustained manner, and to influence how Friends funds are used to support the College mission.

**Gifts of Materials**

Reeves Library will accept books, journals, videocassettes, DVDs, audiocassettes, and other items as gifts under the following conditions:

- The items must be an outright gift; that is, we will not accept items that the donor requests special handling for or the donor wants returned if we do not add to the collection.
- Donors must agree that if we do not add items to the collection, we can put the items on the library book sale table, offer them on duplicate exchange, or dispose of them.
- The following items are generally not accepted: old Bibles, textbooks, periodicals, any item that is contaminated by mildew or mold, has missing pages or plates, or is marked or underlined.
- Items added to the collection must meet all of our standard collection development policies.
- It is library policy that we will not assign a value to gifts. If a donor requests such an evaluation, the library asks that he/she contact a book dealer or an online out-of-print site.
- The library will send a letter of acknowledgement to the donor stating the number of items received.
- For large collections of items, the library prefers that the donor give us a list of titles so that we can check our catalog before making a decision.
- Contact David Schappert at 610.861.1540 or dschappert@moravian.edu for further information.

**HANDICAPPED ACCESS**

Reeves Library complies with the 1992 Americans with Disabilities Act with respect to entrances, elevators, drinking fountains, photocopiers, and restrooms.
During Fall and Spring semesters:

- Monday-Thursday: 8 AM – 12 midnight
- Friday: 8 AM - 9 PM
- Saturday: 10 AM – 9 PM
- Sunday: 12 noon – 12 midnight

Summer hours, breaks and holiday closings vary. Hours are posted on the Reeves home page

INSTRUCTION

The teaching librarians are very interested in partnering with faculty to prepare students to do academic research. Competence in this area entails mastery of multiple skills. These are spelled out on our Menu a la Carte – from the home page. We can tailor a class to meet the demands of a research assignment.

If you would like to discuss instruction for a class(es) or arrange for instruction, call Beth Fuchs at extension 7965, contact her through her campus email, or stop by the reference desk.

INTERLIBRARY LOAN (ILL)

Books and articles not accessible from Reeves Library can be requested from other libraries through the interlibrary loan service. Order using a Request an Article form or a Request a Book form.

Videocassette and DVD interlibrary loans go through the cataloging library assistant. See page 14.

You may initiate your own ILL book request through WorldCat or E-ZBorrow. Both are links on the library homepage under “Articles & Books.” Search for and find the item(s) you want and follow the prompts. Usually, it takes three to fourteen days to receive an article or book through ILL. Materials may be borrowed directly from the following LVAIC (Lehigh Valley Association of Independent Colleges) libraries upon showing your Moravian ID card: Cedar Crest College, DeSales University, Lafayette College, Lehigh University, and Muhlenberg College. Seminary students and faculty may borrow materials directly from any of the seventeen other members of the Southeastern Pennsylvania Theological Library Association (SEPTLA) by obtaining a letter of introduction from Reeves Library.

Interlibrary loan staff may be reached at (610) 861-1545 or (610) 861-1305.

INTELLECTUAL FREEDOM/ACCESS
Reeves Library accepts the American Library Association's Library Bill of Rights which stresses the following principles:

Materials (books and other library resources) “should not be excluded because of the origin, background, or views of those contributing to their creation.” Materials and information “presenting all points of view on current and historical issues” should be provided to our users.

Reeves Library joins other libraries in challenging censorship and "the abridgement of free expression and free access to ideas.” The complete text of the Library Bill of Rights may be requested by calling (610) 861-1540 or online from the ALA.org web site.

LIBRARY LIAISONS

Each department has a designated library liaison, who can be contacted with questions about library collections, instruction, policies, etc. This link provides the names and contact information of the librarians as well as the departments to which they are liaisons.

LIBREF

This service is designed to assist Hurd Campus faculty. Use the e-mail address LIBREF@moravian.edu and request a book or a photocopy of an article. These will be sent to Hurd Campus mailboxes via campus mail and books may be returned in the same way. When requesting materials, put "Request" on the Subject Line. Reference Librarians may be reached at (610) 861-1543. LIBREF can also be used to contact the Reference Librarians if you have a reference question or some other request.

MUSIC DEPARTMENT COLLECTION

This collection consists of technical books, scores, music CDs and music education materials. Students and faculty may check out scores for three days and CDs for twenty-four hours. For more information, contact Shannon Kilpatrick at the Music Library at (610) 861-1666. Reeves Library houses all other music materials.

NOT TO CIRCULATE BOOKS
Circulating books located in the book stacks may be placed in this category when heavy course usage makes it necessary. These books remain on the book stacks but they may not be checked out. To exercise this option, complete the "Not to Circulate" List Form available from the Cataloging Library Assistant, x7877 (Monday-Friday, 8:00 a.m. – 3:30 p.m.) and return it to her or to a Reference Librarian (610 861-1543).

ORDERING BOOKS, PERIODICALS, AND OTHER MATERIAL

REEVES LIBRARY COLLECTION DEVELOPMENT POLICY (Excerpts)

Goals:
- To build a collection which is high quality and relevant to the curriculum
- To support the class work and research needs of students
- To support faculty needs
- Selection criteria:
  - Pertinence to the curriculum
  - Peer reviewed
  - Accurate and authoritative
  - College reading level
  - Alternative viewpoints represented
  - Scarcity of material in a subject area
  - Cost
- Formats:
  - Monographs
  - Remote access to digital journals, books, and databases
  - DVDs and CDs
  - Print serials
  - Microforms, scores, etc.

ORDERS FOR BOOKS AND OTHER MATERIAL

The fiscal year is July 1 to June 30. Please have all orders submitted by early May at the latest. Once a department’s allotted budget has been spent, any additional purchases will be deferred to the next fiscal year. Exceptions must be approved by the Technical Services Librarian.

Please give us as much time as possible to order, receive and catalog items needed for classes. We can RUSH items when necessary but that can incur an extra charge.

Placing orders:
• The CHOICE database is available for selecting items by subject. Choice reviews is available on the Library’s “For Faculty” tab. This database makes subject searching for the latest academic materials quite easy. Build a cart of materials, have the department chair approve the cart and send or email it to Chase Gobble for ordering.
• Professional journals are good sources of additional reviews of new books and other items specific to your field.
• Some departments prefer to use the Baker and Taylor database. This database contains most scholarly titles and is easy to use. Please be sure to have the department chair approve all orders. Instructions for using this database as well as choice are found on faculty ordering guide.
• Book order cards are available from the technical services staff. Please include the ISBN on the order card. These cards may be used for videos, DVDs, and other formats in addition to books.
• For information about the electronic ordering service, please call the acquisitions assistant, Chase Gobble, at 1542. You may also refer to the Baker and Taylor ordering guide.
• Orders may be emailed to Chase Gobble.
• Links containing order information may be emailed as well.
• All orders should be approved by your department chair before being submitted.

Please do not purchase books or other material and give them to us for reimbursement since we can purchase them less expensively through our vendors and we can keep better control of our expenditures.

You can track the status of an order in the Reeves Library Catalog; search the title as you would for any item in the collection. Please direct any questions to the acquisitions assistant at 1542. Budget reports are available upon request.

We will notify requestors when items have been cataloged and are on the New Books Shelf. Please indicate on the order if you want special handling such as a rush order or you want the title placed on the Hold shelf.

ORDERS FOR PERIODICALS

Periodical titles require an expensive, long-term commitment, and suggestions for purchase should be given careful consideration by all members of the department in consultation with the Head of Technical Services/Serials
Librarian. Titles should be indexed and/or abstracted in standard research sources. Those which are not are of little use to students or faculty.

Due to budgetary constraints, a new title can be purchased only after a similarly priced one is cancelled. Typically, we do not purchase print journals when they are available in full-text databases licensed by the library.

The Library occasionally has to cancel little used titles due to subscription price increases. This is done in consultation with department chairs. Please keep in mind that there is a long lead-time for processing periodical subscriptions.

OVERDUE, LOST, AND DAMAGED ITEMS

Faculty members are not charged fines for overdue materials but should immediately return materials recalled by other users. Faculty members are not charged for lost or damaged items.

PERIODICALS/MICROFORMS

Reeves Library's collection of periodicals is available unbound, bound, in microformat, and online. The Head of Technical Services/Serials Librarian (610 861-1547) and her assistant (610 861-1679) are available from 8:30 a.m. until 4:30 p.m., Monday-Friday, to answer questions regarding access, availability, collection development, and copying. Trained students staff the Periodicals Desk during most library hours. Microform reader/printers are available near the Periodicals Desk.

PHOTOCOPIERS

There are two photocopiers in the library near the Circulation Desk. They are primarily for the copying of library materials and should not be used instead of the institution's duplicating services. A by-pass key is available between 8 a.m. and 4:00 p.m. Monday-Friday in the Interlibrary Loan office (behind the Circulation Desk) for the main level photocopiers. The keys are to be used for institution-related copying.
RARE BOOKS ROOM

The collection in this room is small but selective, focusing on Moravian history, Comenius (with editions and printings dating back to 1642), titles representing 250 years of education of women and men at Moravian College and Moravian Theological Seminary, and miscellaneous other items. Our goal is to develop a balanced collection of rare items to be used as teaching tools for all students. We will be happy to consider suggestions for purchase, but faculty should understand that no specific funds are budgeted for the purchase of items in this collection.

The library also houses the John S. Groenfeldt Moravian Collection, a valuable and unique research collection covering Moravian Church history, theology, and practice, including church histories, hymnals, church publications, biographies, and works on many other subjects, as well as ephemeral and unpublished materials such as pamphlets and theses. Support for this non-circulating collection is generously provided by the Groenfeldt family in honor of Rev. Dr. John S. Groenfeldt.

REFERENCE

Reference Librarians are ready to assist you and your students in the use of Reeves Library. This can be done one-on-one for whole classes. Reference services are available from 8:30 a.m. until noon and 1:00 until 5 p.m., Monday – Thursday; also, on Monday, Wednesday and Thursday, 6:00 until 9:00p.m; Fridays, 8:30 a.m. until 4:00 p.m.

Reference materials do not circulate unless an exception is made by a Reference Librarian (610 861-1543).

RESERVES

Purpose of Reserves: To provide material to supplement course lectures and assignments. Articles, books, slides, audio/videocassettes, DVDs and other items may be put on reserve. The library does not provide e-reserves, but you can mount e-reserves in Blackboard. Contact the CIT Help Desk, x7929 for assistance.

Process of Putting Items in Reeves on Reserve: Before approaching the Circulation Desk to put items on reserve, you must retrieve the item(s) from the stacks; staff cannot do this. If you are putting photocopies of article(s) or chapter(s) from books on reserve, in order to be in compliance with copyright, you or your work study student must, in addition to the article or chapter, also
photocopy the cover of the journal or both sides of the title page of the book.
At the Circulation Desk, fill out one reserve form for each course and list all items for that course on the same form. Circulation staff members will be happy to assist you. Reserve forms are available at the Circulation Desk or at Reserve form. Include the following:

- Date of request
- Name of professor
- Department and course number
- Author and title of book, videocassette/DVD, article or other item (use the exact author/title as they appear in your syllabus or assignment)
- Circulation category -- i.e., 2 hour - not to leave the library, 24 hours, or 3 days. (In rare instances, other circulation arrangements [such as "Due in 5 Days"] may be instituted to accommodate special needs.)

The material will be added to the course reserves list as soon as possible. They can be identified using the “On Reserve” function of the online catalog. Keep in mind that it may take a few days for the list of materials to be processed and entered into the computer, so plan ahead!

- No library periodicals may be placed on reserve; you must photocopy relevant articles.
- Under copyright guidelines only 1 copy of an article per 8 students in a class, up to a total of 5 copies, is permissible.
- See Copyright Guidelines above for further information.
- If you wish to place a personal copy of a book, journal, video, DVD or other item on reserve, we will place a security strip in it for the protection of the item.
- We will not, however, take responsibility for any missing items.
- See page 14 for information on video/DVD reserves.

RESERVING A CONFERENCE/VIEWING ROOM

Room 204, next to the Circulation/Interlibrary Loan office, serves as a small (3-12 student) conference room and also supports DVD viewing. There is a signup sheet available on the door. To reserve the Room more than one week in advance, contact a Circulation/Interlibrary Loan Assistant.
USER BEHAVIOR

Food is permitted in the Coffee Shop. Beverages in closed containers are permitted throughout the building. The use of tobacco is not permitted. The library staff works with users to keep noise at reasonable levels. The upper level is a “Designated Quiet Zone.”

VIDEO/DVD CIRCULATION

DVDs and videos are available in open stacks in the Main Level center. Take them to the Circulation Desk to be checked out. If you are sending a student representative to get DVDs for you, please write a permission slip so that the Circulation Desk student assistant can check them out in your name.

DVDs are due in one week and may be renewed.
DVDs should be returned to the Circulation desk.

Note: The local public libraries do not lend videos or DVDs on interlibrary loan. If one of the local libraries has something you need, you must go to the library and borrow it directly.

If there are older videotapes that you use frequently, you may want to talk to us about replacing them with DVDs.

Interlibrary loan of Videos and DVDs Not Owned by Reeves

Visit, call or email the Cataloging Library Assistant, x7877 with your request for videos/DVDs that Reeves Library does not own and need to be borrowed from one of the LVAIC schools. (Most other colleges will not loan media on interlibrary loan.) Include full title(s), other ordering information and show date.

The Cataloging Library Assistant will notify you when the item(s) are here. Pick them up at the Circulation Desk. They will be on the Holding Shelf with your name of them.

Ordering DVDs for Reeves

Send orders for new items to the library acquisitions assistant, Chase Gobble, x1542. Orders must have your department chair’s approval. The library will also order items for preview. Call the library acquisitions assistant for information.
Videos and DVDs on Library Reserve

See Copyright Guidelines/ Media, page 3, for information on compliance. Retrieve the item(s) from the Film Collection (near the Reference Desk); fill out a Reserve Form at the Circulation Desk. Films requested for permanent reserve status will be reviewed on an “as needed” basis.

Video and DVD Viewing

Five rooms are available for video and DVD viewing:
Room 204 (This is a twelve (12) person group study and can be reserved on a first come, first served basis). Also available for viewing are rooms 206, 222, 302, and 321. These four rooms seat up to three persons and are used primarily for viewing. Other users may be asked to move if the room is needed for viewing.

5/2012