

Volume 6

Annex 6.89b: MUSOM Library Operating Rules

# MUSOM Library Policies and Procedures



## **Mission**

The MUSOM Library's the mission is to serve the student and faculty community of learning. We provide access to information, resources, and services that meet the curricular, research, professional, intellectual, creative, and personal needs of the MUSOM Community.

## **DIRECTIVES**

### **Collection**

We select, acquire and organize materials to supplement the MUSOM library collection and provide for scholarly research. We foster relationships with potential donors by being responsible stewards with the gifts entrusted to us.

### **Curriculum**

We support the information literacy needs of the University curriculum through collaborative collection development.

### **Information**

We provide our users access to the broadest range of information and offer the assistance necessary to find, evaluate, and use information effectively.

### **Professional**

We encourage our faculty and staff in maintaining and expanding their professional competence and involvement.

### **Research**

We collaborate with academic departments to provide appropriate facilities, equipment, resources, and assistance to meet the research needs of students, faculty, staff and the general public.

### **Services**

We employ faculty and staff to provide appropriate access to library collections, and services to help users pursue and achieve immediate and lifelong learning goals.

## **Library reporting channels**

The library is a primary MIS unit within the Academic Affairs. The library assistant sits on the Academic Committee led MUSOM director.

## **Library policies**

Regular policies govern the organization of library collections and its administration of services. Departmental procedures are based on accepted policies. In case of conflict, library policies take precedence.

*MIS Committee* Coordinator is to be nominated by director with charge for handling library activities.

## **Meeting schedules**

*Professional-staff meetings:* The librarians and professional staff meet monthly. All librarians are expected to participate, as well as the support-staff representative. The library assistant prepares and issues meeting agendas, including a list of upcoming event dates. Both monthly and ad hoc meetings are normally called by the director

*Support-staff meetings* The support staff holds monthly meetings chaired by the staff representative prior to the regular meeting of the library faculty.

## **Code of ethics**

The library provides a high level of service to library users by maintaining well-organized and up-to-date collections with equitable access and courteous responses to all requests. The intellectual property rights of holders and the interests of information users are





respected as is each library user's right to privacy with respect to information sought or received and resources used.

**The library evaluates the effectiveness of its goals and procedures with:**

- The enrolled-student survey conducted annually by the institution
- Suggestion box comments and e-mail requests
- Service surveys conducted annually by the library staff
- Informal feedback from academic units
- Feedback from other units on campus
- Library Committee and advisory group feedback

#### **Criteria for selecting library materials**

This collection policy intentionally includes the libraries/learning centers maintained at MUSOM. The library cooperates with the administrators at off-site centers to provide stable, useful reference collections relevant to the courses taught at the center.

**Criteria for selecting library materials include:**

- Appropriateness for undergraduate and/or graduate programs.
- High quality content, format, and/or literary merit
- Authoritativeness of the author or reputation of publisher/producer
- Stability/permanence of the physical form
- Immediacy and relevance of the material
- Appropriateness of chosen format (printed, digital, audio, visual) for the subject matter and/or area of use
- Cost of the item

#### **Electronic resources**

For the purpose of this collection policy, electronic resources are defined as reference or indexing sources, either as full-text and/or as citations, which require computer access. MIS and Library Committee make recommendations to the library faculty, which collectively vote on new acquisitions.

**Guidelines for selecting electronic resources**

- Speed and efficient access for users as compared to print version of material
- Cost effectiveness (start-up and maintenance costs in relation to number of academic programs served)
- For bibliographic databases, a high percentage of the titles found in the indexing/abstracting database should be owned by or be accessible to the Library

#### **Newspapers**

The Library maintains subscriptions to representative newspapers of key international newspapers.

- Relevance of the newspaper to specific courses
- Current coverage of major geographic areas
- Representation of diverse political and social viewpoints
- Indexes owned by the library.

#### **Accessibility**

The library makes an effort to ensure that any user has access to formal and informal opportunities for orientation and instruction in using the library's resources, collections and services.

#### **Assessment**

The library assesses its efforts annually to improve programs, thus keeping them current advancing technologies, evolving curriculum, and learning needs of the students. As part of the overall program, the library assesses students' information literacy needs, its instructional programs, and outreach effectiveness.