



JANUARY 1970

LIBRARY POLICIES RELATING TO FACULTY USE OF THE COLLECTIONS

The problems stated by Dr. John Morris in the Faculty Forum Papers for December 1969 have concerned the Library staff for a number of years. We are in sympathy with Dr. Morris' objectives. There is, however, some misconception and some incorrect information included in his statement. We would like to set the record straight.

The purpose of the Library is to make the maximum number of books, journals and other library materials available to the maximum number of interested persons. We are not in the "book storage" business. If the Library collection is not used and used intensively, it is useless. The policies which were approved by the Faculty Senate Library Committee and which had the support of the Faculty Senate and the Council of Deans were designed to increase the collection usefulness for all.

These policies were conceived with the intent that the interests of all members of the campus would be better served. They were initiated in an attempt to recognize the needs of a fast growing student enrollment and regular increase in the number of faculty and staff. Our purpose was to have Library materials available in the Library as often as possible, or immediately recallable when needed. At the time the policies were initiated, it was recognized that changes would be inaugurated as necessary to meet different situations. Also, it was recognized by the Committee that we could not and would not please everyone.

The basic statement of Library Policy Relating to Faculty was published January 6, 1967 in the Staff Newsletter. This policy has been unchanged since that time except for a revision of the policy pertaining to the purchase of Library materials from non-library funds. This revision, dated October 1, 1969 has not been published in the Staff Newsletter. It was sent to all Department Heads and Deans since it involved primarily procedural matters concerning a new way of purchasing materials for working collections in departments and schools.

In response to specific items raised in the paper published in the Faculty Forum, Library policy is as follows:

Unbound periodicals do not circulate. They may be checked out for two hours. Bound journals circulate to faculty and graduate students for three days. Officially there are no renewals, but

there is no practicable way to enforce this. Requested material is not renewed. Failure to comply with the regulations will result in graduate students being assessed 25¢ an hour until the item is returned. Faculty who fail to return items on time or when requested are a different matter. There are no teeth in any regulations which we have and faculty members are generally not fined. In instances where there are difficulties, the Director of Libraries solicits the assistance of the Department Head, or if necessary, the Dean of the School. So far this has proven effective.

In some cases, exceptions are made for materials for which there is a special need, especially monographs in the field of taxonomy. Certain heavily used journals are restricted to library use.

Extended privileges for restricted materials are the result of an active rather than a passive process. Special arrangements must be made with a professional staff member in the Library Division concerned, for all extended loans of bound journals or other restricted materials to a faculty member or graduate student. Such materials may be recalled at any time. The Library would appreciate being told when it appears an exception has been made that is detrimental to the interests of others.

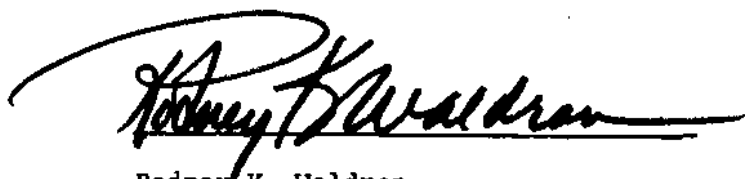
Monographs are charged to faculty on extended loan. The first two weeks of the loan is rightfully reserved for use of the faculty member who charges the book out for his personal use. If at the end of two weeks, there are requests for the item, the faculty member is contacted and asked to please return the book. With perhaps one or two exceptions per year, our request for return to the Library has been granted. To the faculty member who checks out books for graduate students or other students in a particular course, we point out that such materials are more susceptible to loss and that they are subject to recall upon request after the initial two-week charge period. The only sure way that materials can be made available to students in a specific course is to place them on reserve in the Library. In our statement of policy we have suggested that Library materials needed for extended periods of time in the department must be purchased from non-library funds by interdepartmental requisition. Many faculty members do it this way; others purchase required items from their personal or from grant funds.

In response to the suggestion that a messenger service should be instituted whereby library books could be returned to the Library, "much the way campus mail is collected," may I suggest that that service is now available for returning books (not bound journals) through the campus mail. Return is restricted to only one book at a time and it is done at

the sender's risk, but it is possible.

In response to the questionnaire which was to be returned to Dr. Morris, the first statement suggesting the prohibition of circulation of all library holdings is unrealistic. Second, we currently prohibit circulation of bound journals beyond the three day period. Third, it is fine in principle to make faculty privileges automatically short term unless extended privileges are specifically requested. Unfortunately, however, the Library has no lever to use for prying these short term items from the faculty member except recourse to the Head of the Department or the Dean of the School. Additionally, it would require a quarterly inventory - a process neither the Library Circulation staff nor the faculty would particularly like.

The appropriate place to request a review of existing circulation restrictions and policies is the Faculty Senate Library Committee and I am sure this body would be quite willing to review a request from any person who feels that the present policies are not satisfactory and who could provide the justification for review.

A handwritten signature in black ink, reading "Rodney K. Waldron". The signature is written in a cursive style with a large, sweeping initial "R" that extends over the first few letters of the name.

Rodney K. Waldron
Director of Libraries

December 15, 1969

A Greater Restriction of Library Book Circulation is Urgently NeededPart II

In the December issue of Faculty Forum Papers I stated my arguments for increasing the research value of Kerr Library by having greater circulation restrictions on its holdings. I want to thank those who took the time to mark and return the opinion questionnaire appended to that letter, and I especially want to thank the many who expanded on their views when they differed from the choices given. There were 321 faculty or other staff who responded. This figure includes three who did not identify themselves. Because several comments were repeated often, I have tabulated them below along with responses to the items in the questionnaire.

From these data and from the individual comments people added, it is obvious that the vast majority of the respondents agree that some changes in the circulation policy are desirable. Less than 9% (item #5) recommended no change at all and about 50% (items #1,2,6,7,9 and 10) saw a definite advantage in tighter restrictions of one kind or another. Item #3 was checked by 11 of the 28 checking #5. The other respondents offered other kinds of schemes for increasing circulation.

Key to Tabulation

(Items 1 through 5 are given as they appeared in the December, 1969 paper)

"I favor the policy (or policies) for Kerr Library circulation indicated:

1. Prohibiting circulation of all library holdings.
2. Prohibiting circulation of bound journals.
3. Initiating a messenger service for returning books.
4. Making faculty privileges automatically short-term unless extended privileges are specifically requested each time a book is checked out.
5. Keeping all existing circulation restrictions and policies."

Other

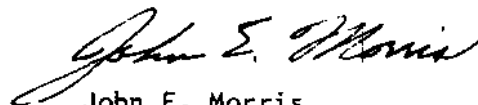
6. Modify #2 to prohibit circulation of bound journals except for a very brief period (i.e., 1-2 hr) to permit copying.
7. Modify #2 to prohibit circulation of bound journals beyond one to a few days.
8. Same as #4 but require renewal of book or journal kept beyond a specified time.
9. Allow the faculty no special privileges; student and faculty the same.
10. Faculty privileges all short-term without extension.
11. Make borrower's name available to anyone asking for it rather than keeping it secret.
12. Impose fines or some form of censure on faculty who abuse loan privileges.
13. Improve the library copy service; for example, provide a no-wait do-it-yourself copier, the use of which could be charged to an account number.

	Questionnaire Items													Total Respon- dents
	1	2	3	4	5	6	7	8	9	10	11	12	13	
School of H & SS:														
Anthropology			2	1										2
Architecture			2		2									2
Art					1									1
Economics		1		1	1		1							3
English		1	1	2	1					1				4
Geography		1	1	3										3
History		2	1	5			1							5
Modern Languages		3	3	2										4
Music		1	2	2				1						3
Philosophy		1	1	2										2
Psychology			1	1			1							1
Sociology		1	3	2	1					1				4
Speech			1	1	1									2
School of Science:														
Atmospheric Sciences		1	1	3										3
Biochem. & Biophysics	2	4	3	3	1	1							1	8
Botany & Plant Path.		4	13	13	4							2	1	15
Chemistry	1	6	7	6	2	2	2						1	14
Entomology		2	2	4										4
General Science	1	4	7	5					1	1		3	1	12
Geology		1		1	1									3
Mathematics		2	4	7		1		1		1			1	8
Microbiology		1	1	2						1				3
Oceanography		2	5	8	2			1						13
Physics		2	5	4		1	1				1	1		7
Statistics			1	3		1								3
Zoology		3	6	7		1							1	8
Professional Schools:														
Agriculture	3	12	17	34	5		1		1	2		3		51
Business & Technology		4	4	8									3	11
Education		5	3	8		1						1		9
Engineering	3	7	14	16	3	2	4	2	4	2	1		2	30
Forestry	1	6	8	18	2	1		1				1	1	22
Home Economics	1	5	7	16		3	1	1	1	1	1	2		17
Pharmacy		1	3	4										4
Div. of Physical Ed.	1	3	1	5										7
Other:														
Radiation Center			1	1										1
Water Res. Res. Inst.		1		1										1
Sea Grant Marine Advisory Program				1										1
Extension	1		2	5		1	1	1						7
Computer Center		1	3	2	1									3
Library Staff		5	4	6					2			2		8
O.S.U. Administration		1	1	1					1					3
Student Health Service	1		3	2				1						5
KOAC			1	1										1
unsigned		2	1	3										3
TOTALS	15	96	146	220	28	15	13	9	10	10	3	16	8	321

I emphasized the point that a library can only be useful when its holdings are available for study and that its usefulness declines when one must wait for books to be returned at his request. Some writers were opposed to greater restriction because they need to refer to volumes in their offices and laboratories. A compromise solution, as was pointed out by several respondents, might be to restrict only those journals requested the most (i.e., a sort of negative feedback control) or those journals published within the last 5 to 10 years. Apparently a considerable amount of the demand for extended privileges comes from those who do studies involving old books, journals, and manuscripts that no longer can be purchased for private libraries and only rarely circulate. Clearly, revised circulation policies should consider these points.

Mr. Waldron was kind enough to show me an advance copy of his letter appearing in this issue of Faculty Forum Papers. His comments add emphasis to some of mine and reflect some of the ideas expressed by questionnaire respondents. He emphasizes the fact that library rules for faculty have "no teeth" in them. As he implies, this is in need of immediate correction, and 16 of the respondents will agree with him on this (item #12). He also mentions the 3-day limit on bound journals. As was evident from the questionnaire responses (see item #7), this limit is not widely known or respected. It certainly needs emphasis and enforcing as Mr. Waldron indicates. Finally, he points out that Campus Mail is available for book return, a fact I did not know until I received comments from some respondents who now use it. Judging from the large number of people who favored the initiation of such a service (item #3), this should come as welcome information. Presumably my ignorance of this service is the misconception and incorrect statement Mr. Waldron attributes to my original letter. This service is outlined in the January 6, 1967 Staff Newsletter and is discussed by Mr. Waldron in his current Faculty Forum contribution.

Respectfully,



John E. Morris,
Assistant Professor
Department of Zoology