

# LIBRARY HANDBOOK

NOBEL UNIVERSITY



# NOBEL UNIVERSITY

## LIBRARY HANDBOOK 2023-2024

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Compiled and edited by Nobel University

This handbook is updated annually. Annual updates may be made by the use of supplements or inserts accompanying the handbook. If changes in educational programs, educational services, procedures, or policies required to be included in the handbook by statute or regulation are implemented before the issuance of the annually updated handbook, those changes shall be reflected at the time they are made in supplements or inserts accompanying the handbook.

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# **PREFACE**

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## **INTRODUCTION TO THE LIBRARY HANDBOOK**

The purpose of the Library is to provide students, faculty, and staff with the bibliographic resources, research tools, and study environment necessary to develop students' professional acumen as experts in their specific field. The Library exists to facilitate and improve learning by supporting and expanding the instructional capabilities of Nobel University and providing students with the opportunity to develop information-seeking skills for self-directed studies and lifelong learning. This is done in a Christian environment.

# WELCOME

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## PRESIDENT'S MESSAGE

As the President of Nobel University, I welcome you to our school and congratulate you on your decision to seek higher education.

At Nobel University, we are committed to practical education, one that fosters creative problem solving and effective communication. We recognize now, more than ever, that many different academic disciplines are essentially interrelated. Our challenge is to prepare students in specialized disciplines while accommodating a multi-disciplinary approach.

During your studies at Nobel University, I encourage you to draw upon a wide range of fields, disciplines, and perspectives. Your ability to make reasoned choices by connecting information from a wide variety of sources will be of vital importance to you. Helping you learn how to make those connections – how to fit the pieces together – is a major thrust of our educational approach.

At Nobel University, you will find dedicated professors, administrators, staff members, and students; all of whom care about higher education and the opportunities it affords. Nobel University is proud of its strong academic tradition and cooperative campus environment, which complement one another in facilitating learning and growth. Today you embark upon a new educational path. I look forward to sharing with you the rewarding days ahead on our campus and wish you much success in your educational endeavors.

Sincerely,



Chong S. Kim  
CEO/President

# **INSTITUTIONAL INFORMATION**

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## **MISSION**

The mission of Nobel University is to advance responsible business practice through pragmatic education that is entrepreneurial in nature, Christian in focus, and global in orientation.

## **PURPOSE**

Nobel University seeks to create a learning environment, in which the educational needs of every student are met, especially those students who also work. Nobel recognizes that efficiency and practicality in course delivery must be paramount in today's competitive educational environment.

## **EDUCATIONAL OBJECTIVES**

In support of the mission statement, Nobel University is dedicated to:

1. Acquaint students with the most contemporary theories, principles, and concepts in its program offerings.
2. Seek to enhance the intellectual and social development of each student.
3. Develop an attitude of independent thinking and a quest for knowledge among the Nobel community.
4. Develop a sense of professionalism, including values, ethics, and the necessary judgment to function effectively in their chosen field.
5. Instill the ability to assume responsibilities and the leadership required in the work place.
6. Utilize interactive methods of instruction that promote student-student and student-faculty interaction, endorse the convening of study groups, and encourage the use of community resources.

The Bachelor's and Master's degree programs at Nobel University are designed to provide students with the knowledge, skills, ethics and professionalism necessary to become an active contributor to their community and beyond.

## LIBRARY OBJECTIVES

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The Nobel University Library gathers, organizes, preserves and provides access to the information resources necessary for Nobel to fulfill its educational, research, and service and religious goals. Rapid technological advances are making it possible to access a world of information beyond the Library's walls. The Nobel University Library is committed to its students' success by staying abreast in the latest technology in an effort to provide the tools necessary for academic excellence. The Nobel University Library is available to students and faculty during normal school hours.

### LIBRARY AND MEDIA OBJECTIVES

1. To provide organized collections of print, media, and digital/online resources that will reflect Nobel University's worldview and meet instructional requirements as well as the individual needs of students.
2. To create an environment in which resources are made readily accessible primarily to students, not only through the provision of convenient library hours but also through the efficient operation of circulation, reference use, and library loans, website, promotion, photocopy, etc.
3. To facilitate library services to students by providing a sufficient number of competent and well-trained staff support staff who will work under the leadership of the professional librarian, who is to be given the faculty status and should partake in major academic activities of faculty members, such as curriculum planning and faculty meetings, and who should also receive the opportunity for professional development.
4. To enhance the librarian's interaction with Nobel's students by training the librarian to provide students with information literacy instruction within the curriculum in cooperation with faculty members so that the students may obtain the necessary skills to be lifelong learners.
5. To create an environment in which the librarian interacts both internally and externally; internally the librarian works with faculty regarding collection, assessment/weeding, and information literacy instruction; externally the librarian cooperates with other libraries for resource sharing and interlibrary loans.
6. To secure a clean, safe and pleasant learning environment in which students' learning outcome can be maximized, such as good quality shelving for collections, efficient technology, comfortable staff space, efficient lighting, air conditioning, ventilation, ascetics, signage, study seating, etc.



## **LIBRARY INFORMATION**

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### **LOCATION**

In the Los Angeles Main Campus, the Library/Computer Learning Resource Center is located in Room #123.

**Description** (as of January 2015)

Library Size: 1,175 square feet

Student seating: 32

Computers: 8 desktop computers for Internet resource Volumes  
catalogued: 1,890

In the Buena Park Branch Campus, the Library/Computer Learning Resource Center is located in Room #109.

**Description** (as of January 2015)

Library size: 800 square feet

Student seating: 35

Computers: 12 desktop computers for Internet resource Volumes  
catalogued: 1,200

### **HOURS OF OPERATION**

The Library will be open during the following hours:

**Monday to Friday 9 a.m. – 6 p.m.**

**Closed Saturday and Sunday**

The Library will be closed all day Saturday and Sunday. The Library is also closed during school holidays and has reduced hours during “break” weeks.

The librarian's contact information is as follows:

**Name:** Alida Montanez-Salas

**Email:** amsalas@nobeluniversity.edu

**Phone:** 213-382-1136

# **LIBRARY POLICIES & PROCEDURES**

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## **LIBRARY PERSONNEL**

### **DUTIES OF LIBRARIAN**

The librarian, in collaboration with the Department Chair and Teaching Faculty is responsible for adequate provision of library resources and information services, appropriate to the academic level and scope of an institution's programs, is essential to teaching and learning. This individual is also responsible for overseeing the library facility, materials, service and operations on the Nobel University campus. The librarian shall be responsible for:

#### Duties and Responsibilities

1. Serves as the chairperson of the Library Committee;
2. Evaluates library resources and information services on a regular basis;
3. Processes library materials used by Nobel University students and faculty;
4. Provides training to students and faculty to better utilize library resources as an integral part of the learning process;
5. Develops library policies and procedures;
6. Inputs data needed for computer circulation and catalog system and keeps records of circulation and materials;
7. Compiles lists of books, periodicals, articles, and audiovisual materials on particular subjects;
8. Develops and indexes databases that provide information for library users;
9. Evaluates materials to determine outdated or unused items to be discarded;
10. Helps maintain the appearance and functionality of the library by organizing collections of books, publications, documents, audiovisual aids, and other reference materials for convenient access;
11. Maintains library supplies and equipment; 12. Oversees the computer systems in the library;
12. Oversees the computer systems in the library.

### **LIBRARY ASSISTANT DUTIES**

The library assistant, under the guidance of the librarian, is responsible for performing routine clerical duties within the library and assisting the library users with the technical, circulation, and reference functions of the library. The library assistant shall report to the librarian. The library assistant shall be responsible for:

#### Duties and Responsibilities

1. Processes library materials used by Nobel University students and faculty;
2. Assists library users in locating and using library materials, equipment and services;
3. Assists library users with basic reference work as time and training permits;
4. Sorts books, publications, and other items according to established procedure and returns them to shelves, files, or other designated storage areas;
5. Inputs data needed for computer circulation and catalog system and keeps records of circulation and materials;
6. Assists the Librarian in the preparation of book displays;

7. Provides assistance to the Librarian in the maintenance of library supplies and equipment;
8. Performs additional tasks as assigned by the Librarian.

## **LIBRARY COMMITTEE**

The purpose of the Library Committee is to act as a channel of communication and dialogue between the Nobel University and its patrons. The Committee's main objective is to aid in the establishment of a bridge between the Library and its stakeholders. The Library Committee meets once per semester and may be gathered for additional purposes. The members of the Committee are as following:

- Chairperson: Librarian
- Chief Academic Officer
- Chief Operating Officer
- Department Chairs
- Administrator of Student Services

## **ALLOCATION OF BUDGET**

The Nobel University Library has a yearly budget for purchasing books, serials, audiovisual and electronic resources. The Library Committee is responsible for determining how funds will be allocated within the materials budget. Funds are allocated for reference and general materials, acquisitions, cataloging and processing, as well as an equitable distribution of funds for subject materials in the all areas of the Nobel.

The allocation of funds and the comprehensiveness of the collection will reflect the patrons' demand for materials and the discipline areas. Consideration will be given to the materials available in other area libraries in the other area libraries. The Nobel University Library collection is not designed to support all research needs in any area, but provides at least basic information support in all the Nobel disciplines. Each subject area allocation includes funds for print materials, including serials, audiovisual and electronic materials.

## **COLLECTION DEVELOPMENT RESPONSIBILITY**

The Library Committee supervises the collection development process. Although the Library staff are responsible for the overall development of the library collections, faculty in all disciplines of the university are expected to take an active role in selecting library printed and electronic materials.

Students and administrative staff are also encouraged to make recommendations for library materials purchases. Requests for purchase of library materials will be considered in light of this document and in relation to the overall instructional and educational purposes of Nobel University.

After a request has been made by faculty, staff or students, an order will be placed for the materials if funds are available and the request is related to collection development criteria. The request can be placed in a future-orders file for such time when funds will allow it to be reconsidered for purchase.

## **SELECTION AND EVALUATION OF MATERIALS**

Materials for the Library will be selected in the following order of priority:

1. Curriculum support;
2. Outstanding items in other fields of knowledge; and
3. Materials for professional growth of faculty and staff

Materials considered for addition to the collection will be evaluated with attention given to:

1. Written reviews;
2. Size and adequacy of the current collection;
3. Potential use of materials by students and faculty;
4. Appropriateness Nobel use; and
5. Currency (current material is given high priority)

## **SELECTION RESPONSIBILITY**

The Library Committee supervises the collection development process. Although Library faculty are responsible for the overall development of the library collections, faculty in all disciplines of the Nobel are expected to take an active role in selecting library print and media materials. Library faculty act as contact persons for each of the academic areas and assist students with library resource selection and use.

Students, Nobel staff, and administrators are also encouraged to make recommendations for book and media purchases to the Library staff. Requests for purchase of library materials, from all sources, will be considered in light of this document and in relation to the overall instructional and educational purposes of the Nobel. After a request meeting these criteria has been made by faculty, staff or students, an order will be placed for the materials if funds are available, or the request will be placed in a future-orders file for such time when funds will allow it to be reconsidered for purchase.

## **COMPUTER DEVELOPMENT**

Computer workstations and software are required to access electronic resources and the Internet, so the Library maintains and supports computer facilities for patron use. The Library seeks to provide electronic resources that are compatible with the variety of computing platforms used by its patrons. The Library Committee recommends updating computer workstations and software at least every three (3) years.

## **LIBRARY DATABASE**

A new library database, LibraryWorld, was purchased in November 2016 and the conversion of all library records into the database took place in 2017. LibraryWorld is a cloud based system that allows the import of Library of Congress records for cataloging, gives improved keyword searching capabilities for library materials, and gives direct access to the online research databases. The new database is available at Nobel University's website.

## COLLECTION MAINTENANCE/WEEDING

The librarian will withdraw Library materials when, in their professional judgment, such a course of action is necessary to remove unneeded material. The weeding list will be then reviewed by the Library Committee and appropriate action will be taken. Continuous evaluation of holdings is an essential ongoing routine, in which unneeded materials are removed permanently from the Library collection. Examples of unneeded materials which might be targeted for withdrawal could include multiple copies, badly damaged or deteriorated materials, out-of-date or chronically unused materials, dated periodicals, and obsolete media materials. The librarian may also withdraw materials because of a shortage of shelf space or other serious constraints.

Whenever possible, faculty members and other subject specialists should be invited to participate in the weeding process to assure that materials of historical or research interest are not inadvertently removed. Weeded materials are officially withdrawn from the collection and disposed of by direct sale, by discard, or other appropriate means. Library materials reported missing are not replaced automatically. Instead, potential replacements are evaluated using the same criteria for selection as regularly purchased items. Heavily used materials, determined to be necessary for teaching or research, will be replaced as quickly as possible if they are still available. If after two years an individual bibliographic item is still missing and cannot or will not be replaced, it is to be considered permanently lost and all records of it will be eliminated from the catalog.

The collection development will be evaluated and changed as necessary by the Library Committee activated by the librarian, based on the growing and changing needs of Nobel University and the library.

## CONFIDENTIALITY AND PRIVACY

California Government Code sections 6250 through 6270 ensure “the right of individuals to privacy...” This section is considered the “California Public Records Act.” Sections 6254 (j) and 6267 (a), (b), and (c) refer specifically to registration and circulation records. Registration records are the patron library card records and circulation records are the items checked out on patron library cards.

1. The Nobel University Library will protect the essential confidential information which exists between the Library patron and the Library.
2. The Nobel University Library will protect the confidentiality on the following information:
  - a. Circulation records.
  - b. Registration records.
  - c. Materials request records.
  - d. Reference search records.
3. The Nobel University Library will not reveal to any outside source any information from these records which may lead to individual identification, except:
  - a. When compelled by legal authority such as a subpoena.
  - b. When authorized in writing by the individual concerned.
  - c. When performing a loan transaction with another library on behalf of the individual concerned.
  - d. Nothing in this policy shall restrict the rights of Nobel University to use these records in accordance with its own lawful policies and procedures.

## COPYRIGHT

Copyright Law stimulates the development of creative works by protecting rights to that work, including the right to receive financial remuneration from the reproduction and distribution of that work. In general, Copyright Law protects literary works, musical works, dramatic works, choreographic works, artistic works, audiovisual works, sound recordings, and software. Copyright Law gives the copyright owner the exclusive right to reproduce, distribute, modify, and publicly display the works.

Use of copyright materials by educators is governed by the statute itself, and by guidelines that have been developed to interpret the Fair Use exception that is set forth in the statute. The provisions for Library copying are found in Section 108 of the Copyright Law Title 17 of the United States Code.

1. There cannot be any material advantage resulting from making a copy and the copy must bear the notice that the materials copied have been copyrighted.
2. It is possible to reproduce a copy of a published work for the purpose of replacement of material that is damaged, deteriorating, lost or stolen if it has been owned by the Library and after a reasonable effort has been made to obtain a duplicate copy and if a replacement copy cannot be obtained at a fair price.
3. Copies can be made from items in a Library for a user at their request if not more than one article, or other parts of a copyrighted collection, periodical, or recording is involved provided that the copy becomes the property of the user and the copy will not be used for any purpose other than private study, scholarship or research.
4. The Library must prominently display, at the place where orders for copies are taken or copies are made, a warning of copyright infringement and that the use of the items copied must be only the use indicated above.
5. There shall be no liability for copyright infringement upon the institution or its employees for unsupervised use of various types of reproductive equipment located in its premises, provided that such equipment displays a notice that making such a copy shall be subject to copyright law.
6. The person making the copy for their use has the liability for determining whether or not use of the copy fits the criteria for Fair Use as described in Section 107 of the Copyright Law Title 17 of the United States Code.
7. The law specifically states that permission given in Section 108 of the Copyright Law Title 17 of the United States Code does not include any musical work, pictorial, graphic or sculptural work, motion pictures or other audiovisual works.

## **INSTRUCTIONAL USE OF COPYRIGHTED MATERIALS**

Nobel University recognizes that accomplishment of its mission may be facilitated by the use of works owned or created by others. It is the policy of the Nobel that students, employees, and other individuals who use Nobel facilities and/or equipment, and students, employees, and other individuals who use off-campus non-Nobel facilities and/or equipment in connection with Nobel activities or on behalf of the Nobel, shall recognize those accomplishments by respecting the intellectual property of others and using such works only to the extent such use would be permitted by law. For example, this policy applies when photocopying is undertaken at all central copying center, machines in the library, or on any other reproduction equipment owned or leased by the Nobel or used in connection with Nobel activities or on behalf of the Nobel.

Students, employees, and other individuals subject to this policy who use material originated by others shall not, as a matter of policy, when using such materials, infringe on those rights of the originator which are protected by copyright laws and shall secure permission to use or reproduce copyrighted works when such permission would be required under copyright law and/or pay royalties when such payment would be required. Students, employees, and other individuals subject to this policy are expected to obtain permission from the copyright owners unless the intended use is clearly permitted under the doctrine of "fair use." Students, employees, and other individuals subject to this policy are expected to be selective and sparing in copying. "Fair use" shall not be abused. The Nobel does not condone copying instead of purchasing copyrighted works where such copying would constitute copyright infringement. For purposes of this policy copyrighted material means any work or intellectual property which may be subject to copyright under the laws of the United States. This includes, but is not limited to, literary works, including computer programs and compilations; musical works, including any accompanying words; dramatic works, including any accompanying music; pantomimes and choreographic works; pictorial, graphic, and sculptural works; motion pictures and other audiovisual works; and sound recordings. For example, this policy applies to photocopying for classroom use, use of computer software, use of videocassettes, and off-air videotaping.

This policy is not intended to waive any rights, remedies, immunities, or defenses available to the Nobel in the event of an infringement or alleged reserved.

## **USE OF COMPUTERS AND THE INTERNET**

Appropriate and primary uses of Library computers include searching of library catalogs, online databases and the Internet. A wireless network is available for access to the Internet. Library computer use rules:

1. Software may not be downloaded on Library computers.
2. Library computers are intended for research and curriculum support. Gaming, gambling, illegal, illicit or commercial activities are not permitted.
3. Users should understand that all computer activity can be monitored.
4. During peak periods, a thirty-minute time limit will apply. If patrons are waiting, nonlibrary-related use of computers must stop immediately upon request of the Library staff. Patrons needing extended time should use the computers in the Computer Lab (NU 120).
5. Nobel University patrons have priority in computer use.



The Nobel University Library provides access to its electronic databases as part of the reference services. The following policy is intended to provide the fairest and broadest access to these services for its patrons, consistent with efficient use of the resources.

1. The Nobel University undertakes to make database searching freely and equally available to all Nobel University students, staff, and faculty.
2. Electronic database searching is free of charge to Nobel University students, staff and faculty.
3. Any search, for which the Nobel University Library incurs a database searching fee, shall be performed by designated staff only. Searches which are free or which incur a minimal charge may be performed by the patron.

The Nobel University may, at the discretion of the librarian, perform database searching for an outside organization, business, and individuals. These patrons must be residents or based in the Nobel University service area. The Nobel University Library reserves the right to regulate database searching to ensure efficient and economical use of the resource, consistent with the best possible service to students, staff, and Students are strongly encouraged to establish safeguards that will protect the Library computer while using the Internet. The downloading of software or other application programs from the Internet is prohibited when using library computers. Those who violate Library policies while using the Internet will be subject to disciplinary action in accordance with the Student Code of Conduct.

Peer-to-peer (P2P) file-sharing allows individual Internet users to exchange files directly. While the technology has many useful applications, unauthorized downloading and sharing of copyrighted works is problematic, and may result in harsh civil and criminal liabilities in addition to the Nobel sanctions. Fines of up to \$150,000 in civil statutory damages may apply for *each* separate willful infringement, regardless of the actual damages involved. Nobel University may also take administrative action against copyright infringement, including loss of networking privileges and Student ID, or disciplinary action (up to, and including, termination for faculty and staff and expulsion for students).

Copyright owners can, and do, lawfully scan Internet traffic to identify instances where their material is being shared over P2P networks. When they discover a problem, they can send a complaint to Nobel University under the Digital Millennium Copyright Act, or file a "John Doe" lawsuit against the IP address. In the latter case, Nobel University would be legally required to provide the identity of the Nobel University network user.

Copyright damages are usually statutory--that is, determined by statute. The minimum damages amount for unintentional infringement is \$200 per copyright violation (e.g., file sharing one song or one movie) and willful violations can result in penalties of up to \$150,000 per violation (17 U.S.C. § 504). File-sharing can also result in criminal prosecutions and sentences of up to 10 years in prison (17 U.S.C. § 506; 18 U.S.C. § 2319).

Copyright issues can be complex, and this document will certainly not answer every question. Nobel University Library patrons who need further copyright information should feel free to contact Alida Montanez-Salas in the Library at [amsalas@nobeluniversity.edu](mailto:amsalas@nobeluniversity.edu).

# **LIBRARY SERVICES**

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## **USE OF LIBRARY**

Use of the Library is a privilege given by Nobel University to its students, faculty and staff members. Patrons who are not affiliated with Nobel University must have valid permission from the Library for its use. Students are encouraged to use the Library for individual research and study purposes and are expected to maintain a quiet atmosphere conducive to study at all times. There is no public-use telephone available in the Library. Any person whose conduct in the Library or treatment of the Library collection or furnishings is not in accordance with Library policies will be asked to leave the facility and may be subject to disciplinary action. Library privileges may be revoked for repeated offenses.

## **LIBRARY CARDS**

A Student Identification Card is necessary to check-out materials at the Nobel University Library. Any person who wants to borrow Library resources needs to apply for a Student Identification Card.

## **REFERENCE SERVICES**

A librarian and/or library assistant is on duty to assist patrons during all hours of operation. Patrons can get help in locating needed information in the Library or in outside sources. Instruction in the use of the reference tools, audio-visual materials and equipment, the online library catalog, web periodical databases and Internet research is also available.

## **REQUEST MATERIALS**

Patrons can request the purchase of books that are not held by the Nobel University Library. Use Library Material Request Form to recommend items to add to the Library's collection.

## **INTERLIBRARY LOAN**

If the Nobel University Library does not have a book a patron needs, with a valid Student ID card and no history of fines or late fees, the patron may request an interlibrary loan between the Los Angeles Main Campus and the Buena Park Branch Campus Libraries by submitting the Interlibrary Loan Request Form.

The main thing to remember is to allow enough lead time before the assignment is due. It usually takes up to two (2) weeks to receive interlibrary loan materials. For more information, inquire at the circulation desk. Requested books are checked out to the patron from the circulation desk upon arrival, and must be returned by the due date.

## **LIBRARY COMPUTERS**

The Library computers consist of desktop computers with programs to support students' academic work, including Microsoft Office, Internet Explorer, and Excel. All currently registered Nobel University students may use the computers. If a patron wishes to print, he or she must pay a print fee of 10 cents per page to the librarian at the front desk.

*Note: It is a violation of Federal copyright laws (Title 17 of the United States Code) to copy some materials. Each individual is responsible for ensuring that their copies do not infringe on the copyright holders' rights.*

## PHOTOCOPIER

A photocopier is located at the front desk. Payment of 10 cents per copy must be made. Users are advised to have the exact payment with them. If the photocopier is not working properly, students should not attempt to make adjustments but should ask the librarian for assistance.

*Note: It is a violation of Federal copyright laws (Title 17 of the United States Code) to copy some materials. Each individual is responsible for ensuring that their copies do not infringe on the copyright holders' rights.*

## CHECK-OUT & CIRCULATION

Books and some restricted materials are to be checked out by the librarian at the circulation desk. The librarian will note each item's due date.

## CIRCULATION

### CHECK-OUT PROCEDURE

When a patron is ready to check-out Library materials, he/she must present a valid Student Identification Card to the librarian or library assistant. The librarian/ library assistant will check his/her enrollment status and then record his/her check-out material. Materials are not to be carried out of the Library unless they have been properly checked out.

### RETURNING AND RENEWING BOOKS

All Library materials should be returned by the due date assigned and can be renewed one time , in person at the circulation desk or by sending an email to [amsalas@nobeluniversity.edu](mailto:amsalas@nobeluniversity.edu). A person who retains Library materials past the due date or has outstanding fines will have their checkout privileges rescinded until the materials are returned and the fine is paid. Additionally, their circulation privileges will be restricted for the same number of days that their items were returned late. A patron who continues to have overdue materials may have restricted use of the Library. No student who has overdue materials or an unpaid fine may graduate.

The following items CANNOT be renewed:

1. Items that have been requested by another patron. These items should be returned immediately to the Library on their due date.
2. Reserve items.
3. Overdue items.

### FINES PER ITEM

Books and other printed materials: \$0 .25 per day

Audio/Visual materials: \$1.00 per day

A fine accrues to a maximum charge equal to the current cost of the item, except for the reserve books. The fine accrues until the reserve book is returned with no maximum charge. While overdue notices are typically sent to students as a courtesy, it is the student's responsibility to return materials on time and to pay the fine whether or not a notice is received.

### LOST OR DAMAGED MATERIALS

A patron who damages Library materials will be charged for the repair of these materials. If a patron sees that the material has been damaged in some way, he or she should inform the librarian prior to check-out. Patrons will be held responsible for replacing and processing costs for borrowed materials that are lost or not returned by the end of the semester.

## CLASSIFICATION SYSTEM

Nobel University uses the Dewey Decimal Classification (DDC), or Dewey Decimal System, which is a proprietary [library classification](#) system. A Dewey Decimal number is used to locate a particular volume in a position relative to other books in the Library. This makes it easy for patrons to find any particular book and return it to its proper place on the Library shelves.

The Library shall be considered a major educational department of Nobel University. The role of the Library shall be to enhance Nobel University's objectives and to promote learning as well as discovery of new knowledge. The Library organization and administration must permit and encourage the fullest and most effective use of available resources, including the Internet.

The Dewey System first organizes all books into ten (10) main subject classes. These are:

- 000 Generalities
- 100 Philosophy and Psychology
- 200 Religion
- 300 Social Science
- 400 Language
- 500 Natural Science and Mathematics
- 600 Technology (Applied Sciences)
- 700 Arts
- 800 Literature
- 900 Geography and History

### WHAT IS A CALL NUMBER?

A call number is a number placed on the spine of all books and media. This is the number the Library uses to file the material in the correct order on the shelf. This call number is found by searching the LibraryWorld database found at the Library's website. The call number consists of the Dewey Decimal number, a cutter number, and a work mark. The Dewey Decimal System uses a three digit number, that can be followed by a period (referred to by library staff as "point") and up to 5 more numbers. After the numbers, there is usually one or more letters.

### READING CALL NUMBERS

The Dewey number designates the subject, and the Cutter number designates the individual book.

1. The first three digits of a call number denote the general subject.
2. The numbers after the decimal point refer to a more specific subsection of the general subject.
3. The letter that begins the Cutter number is the first letter of the Author's last name.
4. The number that follows the letter is a numerical representation of the rest of the Author's name.
5. The final letter in the Cutter number is the first letter of the title of the book.

Example: Simple Chinese Cooking by Kylie Kwong – 641.5951 K98s

Subject	Cutter number	Dewey number	
551.5 L99w	641 . 5951	K98	
Author and title	s	Subject - Cooking . Chinese Cooking	Author – Kwong Title - Simple

Each book in the Library has its own unique call number. Multiple books by the same author with the same first letter of the title of the book are made unique by adjusting the title letter to include more than one letter. In the above example, the title letter for another book beginning with the word Simple would be designated si. Multiple copies of the same book are identified by a copy designation of c.1, c.2, etc. after the title letter in the Cutter number.

6. There are two exceptions to the call number designation. They are for fiction books and for biographies. Fiction books are designated with three digit 800 number, next the name of the Author, then the year of publication. Biographies are designated with three digit 900 number, next is the name of the Biographee, then the year of publication. This means that books by or about a person are grouped together on the shelf.

**Subject:  
800  
FUNKE  
2004**

#### SHELVING RULES OF DEWEY DECIMAL CALL NUMBERS

Remember in the Dewey Decimal System, books are filed digit by digit, not by whole number. Items get shelved in order of the numbers, as if they all had the same number of digits. Here is another example - the call numbers below are in proper Dewey order:

Remember in the Dewey Decimal System, books are filed digit by digit, not by whole number. Items get shelved in order of the numbers, as if they all had the same number of digits. Here is another example - the call numbers below are in proper Dewey order:

331  
331.01  
331.016  
331.02  
331.041  
331.0413

#### REMOVING AND REPLACING BOOKS

The Library welcomes patrons to review the book collection whenever the Library is open. However, if a book is removed from the shelf, it is important to replace it in the correct space according to the SHELVING RULES described above. If a book is placed in the wrong space, it cannot be located according to the assigned call number. It is better for the patron who removes a book to place it on the cart labeled "Book Return." In the Los Angeles Library only, red plastic markers are provided at the library counter to mark the space where a book has been removed. When a book is removed from the shelf, put the red marker in its place. The book is returned to the space indicated by the red marker. The red marker should be left at the library counter.

#### LIBRARY LOG SHEET

To help the Library keep track of patron usage, a Library Log sheet is kept at the library counter for patrons to sign whenever the Library is accessed.

# **LIBRARY COLLECTIONS**

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## **AUDIO / VIDEO RESOURCES**

The Library will purchase audiovisual materials needed to support the curriculum in all formats for which it has equipment or facilities. Current formats include disc recordings, CDs and DVDs. These formats may expand as technology changes. The Library normally acquires audiovisual materials at the request of faculty members. Requests for more expensive material will be scrutinized more closely than requests for inexpensive material. Factors such as potential use, published reviews, the quality of the product, and overlap with material already owned will be considered. The Library may choose to purchase an item for which demand is great even if the item is available from a freeloan source.

A patron who uses videos, cassette tapes and compact discs must request at the circulation desk by call number. Videos, cassette tapes, and compact discs are available only at the particular site in the Library. They cannot be allowed to be taken out of the Library. Audio-visual workstations are equipped with CD/DVD player with headphones. Everyone must sign in at the circulation desk before using CD/DVD player at one of the audio-visual workstations. For exception, audio/video resources may be taken out of the Library by instructor's request for teaching. Follow the procedure used for books.

## **BOOKS**

Patrons may use the Library Online Catalog to search for these materials. Most of the books in the general collection may be checked out for designed period according to types of patron and may be renewed one time only. No person who has overdue books or unpaid fines may check out or renew materials.

<b>Type of Patron</b>	<b>Item Borrowing Limit</b>	<b>Loan Period</b>
Undergraduate	5	1 Week
Graduate	10	2 Weeks
Faculties	20	4 Weeks
Administration	10	4 Weeks

## **ELECTRONIC RESOURCES**

Nobel University provides online library workstations which allow students to fulfill their academic expectations. Furthermore, Nobel University's workstations are readily available with full Internet access, software including Microsoft Office, and audio-visual equipment. In doing so, Nobel University supports its students with the proper educational tools to achieve their academic goals, complete course assignments, and enhance communication with faculty and peers. The online library workstations are available to students and faculty during normal library hours.

The following electronic resources are available at the Library's website:

### **Online Resources**

This resource provides a link to an encyclopedia and newspapers, and to business journals and research websites for business and economics, labor and employment and entrepreneurship.

### **eBooks**

This is a resource that provides electronic access to business books and various other subjects.

## Online Reference Resources

1. globalEDGE is a comprehensive research tool for academics, students and businesspeople. It connects with over 47,000 people using the gE Network while tapping into a directory of over 5000 resources. globalEDGE provides tools and resources to efficiently research nearly any international business question you may have. Created by the International Business Center and the Eli Broad College of Business at Michigan State Nobel (IBC), globalEDGE™ is a knowledge web-portal that connects international business professionals worldwide to a wealth of information, insights, and learning resources on global business activities. It is funded in part by the U.S. Department of Education Title VI B grant.
2. U.S. State Dept. Investment Climate statements provide country-specific information on the business climates of more than 170 countries and are prepared by economic officers economic officers stationed in embassies and posts around the world
3. CED - The Committee for Economic Development of The Conference Board is a nonprofit, nonpartisan, business-led public policy organization that delivers well-researched analysis and reasoned solutions to our nation's most critical issues in the form of reports.
4. ERIC is a government sponsored online index of journal articles, reports, and conference papers. There are three major types of ERIC content contributors: journal publishers, grey literature and book sources, and individuals submitting materials through ERIC's online submission system.
5. IMF – International Monetary Fund provides in-depth, independent analysis on the financial crisis, development, macroeconomics, poverty reduction, trade, globalization, etc.
6. The Conference Board - Provides authoritative economic data using the widely quoted Consumer Confidence Index® and the Leading Economic Indicators, which The Conference Board took over from the US government in 1995. It also provides actionable data on the business cycle and labor trends as well as structural underpinnings of sustainable growth.
7. American Doctoral Dissertations is a collaboration between EBSCO and BiblioLabs. It is a database that includes records for dissertations and theses from 1955 to the present.
8. Microsoft Academic (MA) searches for papers and provides related information about the most relevant authors, institutions, publication outlets, and research areas. MA's semantic search capabilities ensure the related information is highly relevant to

## **FICTION**

The Library will purchase fiction when it is of sufficient literary merit and contributes to the overall enrichment of the Library collection. Routine expenditure of limited Library funds for popular fiction will not be made because of the proximity of the Los Angeles public libraries. However, efforts will be made to provide a balanced and representative selection reflecting the cultures of the world and the world's major literary figures, along with the supporting biographical and critical studies.

## **LIBRARY COLLECTIONS – CON'T**

### **FOREIGN LANGUAGE MATERIALS**

Foreign language material will not be acquired, except those materials, whether in monograph, serial or audiovisual format, which supports the foreign language teaching programs of the Nobel.

### **GIFTS**

The selection of materials received as gifts will be governed by the same criteria that govern the selection of purchased items. The Library reserves the right to dispose of duplicate and unwanted material. Disposal may be by direct sale, by discard, or other appropriate means. The Library is not responsible for a monetary statement to the donor for tax purposes, but will acknowledge receipt of the gifts. The Library assumes no responsibility for the use donors make of such acknowledgments.

### **NEWSPAPERS**

The Library maintains subscriptions to some kind of newspapers for general reading. The Library keeps current issues of each newspaper for a week and then puts them away after this period.

### **PERIODICALS**

The Library subscribes to magazines and journals which are listed in the Nobel University Library. Magazines & newspaper holdings lists are updated yearly. The list is available in print form in the Library.

Magazines and journals may not be taken from the Library. Current issues are on display shelves and should be returned to the same location from which they were taken.

Serials include journals, magazines, newspapers, newsletters, print and electronic abstracts and indexes. Since every journal title represents a continuing expense, titles will be added very selectively. Some local, regional and national newspapers will be acquired but not preserved in paper issues. Gift subscriptions will be accepted if they meet the criteria of this collection development policy. However, in no case will serials older than four years be accepted on a routine basis.

### **REFERENCE**

The reference collection is composed of information sources that are most successfully utilized in the Library in order to assist in responding to information requests. With few exceptions, reference materials are not meant to be read continuously from beginning to end, but contain relatively short and discrete articles or bits of information which users will consult one or a few at a time. Reference materials include, but are not limited to, indexes, encyclopedia, handbooks, directories, dictionaries and compilations of statistics.



**REFERENCE con't**

Reference material is chosen because of its authority, scope, treatment, arrangement, cost and need. It must be as up-to-date as is necessary for the provision of current and reliable information. Superseded editions that are removed from the reference collection may be added to the circulating collection if the information in them is not obsolete or likely to be misleading to users. At least one general encyclopedia shall be replaced each year on a rotating basis. Specialized atlases will be acquired and maintained in the reference collection.

**TEXTBOOKS**

The Library will purchase every textbook that is being used for courses taught at Nobel. The Library may accept as gifts relevant texts that are not superseded by a subsequent edition.

# APPENDIX A: LIBRARY INFORMATION LITERACY STATEMENT

## INFORMATION LITERACY AND HIGHER EDUCATION

Developing lifelong learners is central to the mission of higher education institutions. By ensuring that individuals have the intellectual abilities of reasoning and critical thinking, and by helping them construct a framework for learning how to learn, colleges and universities provide the foundation for continued growth throughout their careers, as well as in their roles as informed citizens and members of communities.

Information literacy is a key component of, and contributor to, lifelong learning. Information literacy competency extends learning beyond formal classroom settings and provides practice with self-directed investigations as individuals move into internships, first professional positions, and increasing responsibilities in all areas of life. Because information literacy augments students' competency with evaluating, managing, and using information, it is now considered by several regional and discipline-based accreditation associations as a key outcome for college students.

For students not on traditional campuses, information resources are often available through networks and other channels, and distributed learning technologies permit teaching and learning to occur when the teacher and the student are not in the same place at the same time. The challenge for those promoting information literacy in distance education courses is to develop a comparable range of experiences in learning about information resources as are offered on traditional campuses. Information literacy competencies for distance learning students should be comparable to those for "on campus" students.

Incorporating information literacy across curricula, in all programs and services, and throughout the administrative life of the school, requires the collaborative efforts of faculty, librarians, and administrators. Through lectures and by leading discussions, faculty establishes the context for learning.

Faculty also inspire students to explore the unknown, offer guidance on how best to fulfill information needs, and monitor students' progress. Academic librarians coordinate the evaluation and selection of intellectual resources for programs and services; organize, and maintain collections and many points of access to information; and provide instruction to students and faculty who seek information.

Administrators create opportunities for collaboration and staff development among faculty, librarians, and other professionals who initiate information literacy programs, lead in planning and budgeting for those programs, and provide ongoing resources to sustain them.

An information literate person:

1. Identifies a need for information and is able to develop an appropriate research strategy and plan of action assumes responsibility for being an engaged, active, and critical participant is familiar with his/her own learning style and adjusts the research process accordingly
2. Recognizes that various disciplines and types of information have unique organizational structures, each with different means of access identifies appropriate and authoritative tools (e.g., library catalog, indices and abstracts, bibliographies, reference works, etc.) for a
2. Selects and uses a variety of general and in-depth research tools, in print and electronic formats understands that each source is best suited for specific purposes and audiences and provides differing amounts of information (e.g., brief or thorough, citations or full-text, introductory or advanced) locates basic resources that identify the vocabulary of the discipline formulates efficient search queries, specific to each tool, using controlled vocabulary, keyword searching, natural language, Boolean operators, truncation and other techniques documents, for future reference, each step of the research process as well as source materials consulted
3. Analyzes search results and selects relevant sources considers authority, bias, accuracy and other criteria to determine the value of sources, e.g., author's credentials, publisher's reputation, evaluates appropriateness of sources for a particular information need (e.g., peer-reviewed and popular publications, primary and secondary sources) captures, records, and manages pertinent citation information using bibliographic management software or other means understands the procedures for obtaining material available locally or through interlibrary loan, document delivery services, and other means considers refining the search strategy if the number or relevancy of sources does not meet expectations
4. Synthesizes the ideas and concepts from the information sources collected combines research with original thought, experimentation, and analysis selects a communication medium (e.g., narrative text, video, Website, etc.) appropriate to the purpose of the research and intended audience chooses an appropriate documentation style and uses it consistently to cite sources
5. Understands the legal, ethical, economic, and public policy issues related to the production and use of information and information technology is aware of the social, political, and economic factors that influence which research is undertaken and what gets published understands what constitutes plagiarism and recognizes when ideas and concepts need to be attributed understands intellectual property, copyright, and fair use of copyrighted material legally acquires, stores, and distributes text, data, images, sounds or videos understands issues relating to freedom of access to information and censorship understands privacy and security issues related to both the print and electronic environments
6. Regularly transfers information seeking skills to each new information need is able to apply skills and techniques of the information seeking process across a variety of academic disciplines builds on existing knowledge of the research process to address future academic, work-related and personal information needs

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*Adapted from Information Literacy Competency Standards for Higher Education, American Library Association (Association of College and Research Libraries).*

## APPENDIX B: LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library services. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
  2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
  3. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
  4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
  5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
  6. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
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*Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.*

## APPENDIX C: CODE OF ETHICS OF THE AMERICAN LIBRARY ASSOCIATION

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.
- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of coworkers, and by fostering the aspirations of potential members of the profession.

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*Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.*

*The previous version of this file has long held the incorrect amendment date of June 28, 1997; the Office for Intellectual Freedom regrets and apologizes for the error.*

## APPENDIX D: CODE OF ETHICS FOR LIBRARIANS

Flora Belle Ludington, chairman of the Code of Ethics Committee, moved the adoption of a Code of Ethics, copies of which had been distributed during November. The code printed in full below, was unanimously approved and it was:

"Voted, That the committee be continued with the request that it prepare a Code of Practice."

### PREAMBLE

1. The library as an institution exists for the benefit of a given constituency, whether it be the citizens of a community, members of an educational institution, or some larger or more specialized group. Those who enter the library profession assume an obligation to maintain ethical standards of behavior in relation to the governing authority under which they work, to the library constituency, to the library as an institution and to fellow workers on the staff, to other members of the library profession, and to society in general.
2. The term librarian in this code applies to any person who is employed by a library to do work that is recognized to be professional in character according to standards established by the American Library Association.
3. This code sets forth principles of ethical behavior for the professional librarian. It is not a declaration of prerogatives nor a statement of recommended practices in specific situations.

### I. RELATION OF THE LIBRARIAN TO THE GOVERNING AUTHORITY

4. The librarian should perform his duties with realization of the fact that final jurisdiction over the administration of the library rests in the officially constituted governing authority. This authority may be vested in a designated individual, or in a group such as a committee or board.
5. The chief librarian should keep the governing authority informed on professional standards and progressive action. Each librarian should be responsible for carrying out the policies of the governing authority and its appointed executives with a spirit of loyalty to the library.
6. The chief librarian should interpret decisions of the governing authority to the staff, and should act as liaison officer in maintaining friendly relations between staff members and those in authority.
7. Recommendations to the governing authority for the appointment of a staff member should be made by the chief librarian solely upon the basis of the candidate's professional and personal qualifications for the position. Continuance in service and promotion should depend upon the quality of performance, following a definite and known policy. Whenever the good of the service requires a change in personnel, timely warning should be given. If desirable adjustment cannot be made, unsatisfactory service should be terminated in accordance with the policy of the library and the rules of tenure.
8. Resolutions, petitions, and requests of a staff organization or group should be submitted through a duly appointed representative to the chief librarian. If a mutually satisfactory solution cannot be reached, the chief librarian, on request of the staff, should transmit the matter to the governing authority. The staff may further request that they be allowed to send a representative to the governing authority, in order to present their opinions in person.

## II. RELATION OF THE LIBRARIAN TO HIS CONSTITUENCY

9. The chief librarian, aided by staff members in touch with the constituency, should study the present and future needs of the library, and should acquire materials on the basis of those needs. Provision should be made for as wide a range of publications and as varied a representation of viewpoints as is consistent with the policies of the library and with the funds available.
10. It is the librarian's responsibility to make the resources and services of the library known to its potential users. Impartial service should be rendered to all who are entitled to use the library.
11. It is the librarian's obligation to treat as confidential any private information obtained through contact with library patrons.
12. The librarian should try to protect library property and to inculcate in users a sense of their responsibility for its preservation.

## III. RELATIONS OF THE LIBRARIAN WITHIN HIS LIBRARY

13. The chief librarian should delegate authority, encourage a sense of responsibility and initiative on the part of staff members, provide for their professional development, and appreciate good work. Staff members should be informed of the duties of their positions and the policies and problems of the library.
14. Loyalty to fellow workers and a spirit of courteous cooperation, whether between individuals or between departments, are essential to effective library service.
15. Criticism of library policies, service, and personnel should be offered only to the proper authority for the sole purpose of improvement of the library.
16. Acceptance of a position in a library incurs an obligation to remain long enough to repay the library for the expense incident to adjustment. A contract signed or agreement made should be adhered to faithfully until it expires or is dissolved by mutual consent.
17. Resignations should be made long enough before they are to take effect to allow adequate time for the work to be put in shape and a successor appointed.
18. A librarian should never enter into a business dealing on behalf of the library which will result in personal profit.
19. A librarian should never turn the library's resources to personal use, to the detriment of services which the library renders to its patrons.

## IV. RELATION OF THE LIBRARIAN TO HIS PROFESSION

20. Librarians should recognize librarianship as an educational profession and realize that the growing effectiveness of their service is dependent upon their own development.
21. In view of the importance of ability and personality traits in library work, a librarian should encourage only those persons with suitable aptitudes to enter the library profession and should discourage the continuance in service of the unfit.
22. Recommendations should be confidential and should be fair to the candidate and the prospective employer by presenting an unbiased statement of strong and weak points.
23. Librarians should have a sincere belief and a critical interest in the library profession. They should endeavor to achieve and maintain adequate salaries and proper working conditions.
24. Formal appraisal of the policies or practices of another library should be given only upon the invitation of that library's governing authority or chief librarian.

25. Librarians, in recognizing the essential unity of their profession, should have membership in library organizations and should be ready to attend and participate in library meetings and conferences.

#### V. RELATION OF THE LIBRARIAN TO SOCIETY

26. Librarians should encourage a general realization of the value of library service and be informed concerning movements, organizations, and institutions whose aims are compatible with those of the library.
27. Librarians should participate in public and community affairs and so represent the library that it will take its place among educational, social, and cultural agencies.
28. A librarian's conduct should be such as to maintain public esteem for the library and for library work.

Members of the Code of Ethics Committee submitting the foregoing report are John S. Cleavinger, Coit Coolidge, Edwin Sue Goree Helen L. Purdum, Alfred Rawlinson, Rena Reese, Frank K. Walter, Ruth Worden, and Flora B. Ludington, chairman.

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*"Midwinter Council Minutes," American Library Association Bulletin 33 no. 2 (1939): 128-129.*



## APPENDIX E: POLICY CONCERNING CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION ABOUT LIBRARY USERS

“In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one’s interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf” (Privacy: An Interpretation of the Library Bill of Rights).

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to “information sought or received and resources consulted, borrowed, acquired or transmitted” (ALA Code of Ethics), and includes, but is not limited to, database search records, reference interviews, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities, or services.

The First Amendment’s guarantee of freedom of speech and of the press requires that the corresponding rights to hear what is spoken and read what is written be preserved, free from fear of government intrusion, intimidation, or reprisal. The American Library Association reaffirms its opposition to “any use of governmental prerogatives that lead to the intimidation of individuals or groups and discourages them from exercising the right of free expression as guaranteed by the First Amendment to the U.S. Constitution” and “encourages resistance to such abuse of governmental power . . .” (ALA Policy 53.4). In seeking access or in the pursuit of information, confidentiality is the primary means of providing the privacy that will free the individual from fear of intimidation or retaliation.

The American Library Association regularly receives reports of visits by agents of federal, state, and local law enforcement agencies to libraries, asking for personally identifiable information about library users. These visits, whether under the rubric of simply informing libraries of agency concerns or for some other reason, reflect insensitivity to the legal and ethical bases for confidentiality, and the role it plays in the preservation of First Amendment rights, rights also extended to foreign nationals while in the United States. The government’s interest in library use reflects a dangerous and fallacious equation of what a person reads with what that person believes or how that person is likely to behave. Such a presumption can and does threaten the freedom of access to information. It also is a threat to a crucial aspect of First Amendment rights: that freedom of speech and of the press include the freedom to hold, disseminate and receive unpopular, minority, extreme, or even dangerous ideas.

The American Library Association recognizes that law enforcement agencies and officers may occasionally believe that library records contain information that would be helpful to the investigation of criminal activity. The American judicial system provides the mechanism for seeking release of such confidential records: a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.<sup>1</sup>

The American Library Association also recognizes that, under limited circumstances, access to certain information might be restricted due to a legitimate national security concern. However, there has been no showing of a plausible probability that national security will be compromised by any use made of unclassified information available in libraries. Access to this unclassified information should be handled no differently than access to any other information. Therefore, libraries and librarians have a legal and ethical responsibility to protect the confidentiality of all library users, including foreign nationals.

Libraries are one of the great bulwarks of democracy. They are living embodiments of the First Amendment because their collections include voices of dissent as well as assent. Libraries are impartial resources providing information on all points of view, available to all persons regardless of origin, age,

background, or views. The role of libraries as such a resource must not be compromised by an erosion of the privacy rights of library users.

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*See Library Privacy Guidelines for Library Management Systems by the ALA Intellectual Freedom Committee available on Web at <http://www.ala.org/lita/advocacy/privacy/library-privacychecklists/overview>*

Adopted July 2, 1991; amended June 30, 2004, by the ALA Council

# APPENDIX F: LIBRARY PRIVACY GUIDELINES FOR LIBRARY MANAGEMENT SYSTEMS

## ***Introduction***

Library management systems (LMS), also known as integrated library systems, are used by libraries to inventory collections and manage user records. The LMS stores personal information collected from patrons for a variety of reasons and maintains records of what items patrons borrow, the holds they place, and fines or fees they may incur. In addition, the LMS may share data with or provides services to other systems employed by the library, for example to provide authentication for online resources.

Libraries must work to ensure that their procedures and practices for managing the LMS reflect library ethics, policies, and legal obligations concerning user privacy and confidentiality. Agreements between libraries and vendors should specify that libraries retain ownership of all data; that the vendor agrees to observe the library's privacy, data retention, and security policies; and that the vendor agrees to bind any third parties it uses in delivering services to these policies as well.

These guidelines are issued by ALA to provide libraries using LMS with information about appropriate data management and security practices in respect to library patrons' personally identifiable information and data about their reading habits and use of library resources.

## ***Why Privacy Is Important***

Protecting user privacy and confidentiality has long been an integral part of the intellectual freedom mission of libraries. The right to free inquiry as assured by the First Amendment depends upon the ability to read and access information free from scrutiny by the government or other third parties. In their provision of services to library users, librarians have an ethical obligation, expressed in the ALA Code of Ethics, to preserve users' right to privacy. Librarians and libraries may also have a legal obligation to protect library users' personally identifiable information and data from unauthorized disclosure and use.

## **Clear Privacy Policies**

Users should be notified about library privacy policies when registering for a library card or borrowing materials for the first time. Library privacy policies should be made easily available and understandable to users in an accessible format. Safeguarding user privacy requires that individuals know what personally identifiable information is gathered about them, how long it is stored, who has access to it and under what conditions, and how it is used. A proactive process should be created to notify ongoing users of any changes to the library's privacy policies.

## **User Consent**

The library should give users of the LMS options as to how much personally identifiable information is collected from them and how it may be used. Users should have a choice about whether or not to opt-in to features and services that require the collection of personal information. Users should also have the ability to opt-out if they later change their minds and have the data collected during the opt-in phase be destroyed when possible. For example, if the LMS offers the ability to save the checkout history, this should be an opt-in feature not turned on as a default.

### ***Access to Personal Data***

Users should have the right to access their own personal information and evaluate its accuracy. Verifying accuracy helps ensure that library services that rely on personally identifiable information can function properly. Guidance on how the user can access their personal data held in the LMS should be clear and easy to find.

Access to personal information should be restricted to the user or appropriate library staff and conform to the applicable state laws addressing the confidentiality of library records as well as other applicable local, state, and federal law. In addition, state and federal laws may give parents, guardians, and educators access to the library records of minors (see *Library Privacy Guidelines for Students in K-12 Schools* in the Additional Resources section below).

### ***Collection & Retention of User Data***

Libraries should limit the amount of personal information collected by the LMS about patrons. In general, the library should collect the minimum amount of personal information required to provide a service or meet a specific operational need. Library policies developed around the collection of personal information should also cover the use of any free-text note fields associated with the patron's record.

Personally identifiable information should not be retained in perpetuity. The library should establish policies for how long to retain different types of data and methods for securely destroying data that is no longer needed. For example, accounts that are expired or inactive for a certain amount of time should be purged. Retention policies should also cover archival copies and backups.

### ***Encryption***

All online transactions between client applications (staff desktop clients, web browsers, mobile apps, etc.) and server applications should be encrypted using modern, up-to-date security protocols for SSL/HTTPS. Client applications that do not support encryption (such as staff desktop clients) should employ virtual private network (VPN) technologies.

In addition, any personally identifiable information and user data housed by the library off-site (cloud-based infrastructure, tape backups, etc.) should use encrypted storage.

### ***PINs & Passwords***

User personal identification numbers (PINs) and passwords stored in the LMS should be encrypted so that only the user has access to them, i.e. library staff cannot view them. This encryption should use up-to-date best practices. Currently, this means that passwords should be salted and hashed with a SHA-2 hash function, but library personnel responsible for password security should stay current on best practices. In addition, the LMS should provide users with the ability to set their PIN or password themselves without having to reveal it to library staff.

### ***Notifications & Reports***

User notifications for holds, overdue items, and fines should contain minimal personal information especially if sent through insecure communication (e.g. email, text message, postcards). Users could be encouraged to login to a secure account for more details. If the LMS provides the ability to include notification history as part of the patron record, this should be offered as an opt-in feature for patrons and not turned on by default.

Access to LMS reports that contain personally identifiable information should be restricted to appropriate library staff. Reports intended for wider distribution should be anonymized by removing or encrypting personally identifiable information.

Libraries that combine patron information from the LMS with external demographic information for analytics should take measures to protect reader privacy. Aggregation and anonymization should be employed to help prevent the identification of reading habits and library usage with specific individuals. Because of the growing threat of reidentification techniques, access to anonymized data sets should still be restricted to appropriate users.

### ***Data Sharing***

It has become common practice for organizations to share data including personally identifiable information with third-parties. However, most state statutes on the confidentiality of library records do not permit release of library patrons' personally identifiable information or data about their use of library resources and services without user consent or a court order, although some state library confidentiality statutes permit sharing this data with parents or guardians of minors. In addition, ALA policy forbids sharing of library patron information with third parties without user consent or a court order.

### ***Government Requests***

The library should develop and implement procedures for dealing with government and law enforcement requests for library patrons' personally identifiable information and use data held within the LMS. The library should consider a government or law enforcement request only if it is issued by a court of competent jurisdiction that shows good cause and is in proper form. The library should also inform users through its privacy policies about the legal conditions under which it might be required to release personally identifiable information.

The library could consider publishing a warrant canary notice to inform users that they have not been served with a secret government subpoena or national security letter. If a canary notice is not updated or it is removed, users can assume that a subpoena or national security letter has been served (see [Canary Warrants Frequently Asked Questions](#) in the Additional Resources section below).

### ***Privacy Awareness***

Library staff who have access to patron data in the LMS should receive training on the library's privacy policies and best practices for safeguarding patron privacy.

Libraries should establish and maintain effective mechanisms to enforce their privacy policies. They should conduct regular privacy audits to ensure that all operations and services comply with these policies. A library that suffers a violation in its privacy policies through inadvertent dissemination or data theft must notify the affected users about this urgent matter as soon as the library is aware of the data breach and describe what steps are being taken to remedy the situation or mitigate the possible damage.

***[The [Library Privacy Checklist for Library Management Systems/Integrated Library Systems](#) is intended to help libraries of all capacities take practical steps to implement the principles that are laid out in this guideline.]***

### ***Additional Resources***

[Canary Warrants Frequently Asked Questions](#), Electronic Frontier Foundation

*Library Privacy Guidelines for Students in K-12 Schools*, Intellectual Freedom Committee of the American Library Association

*NISO Consensus Principles on User's Digital Privacy in Library, Publisher, and Software-Provider Systems*, National Information Standards Organization

*Privacy Toolkit*, Intellectual Freedom Committee of the American Library Association

*Approved June 24, 2016 by the Intellectual Freedom Committee of the American Library Association*

## APPENDIX G: THE COPYRIGHT ACT OF 1976

### Title I – General Revision of Copyright Law Transitional and Supplementary Provisions

Sec. 102. This Act becomes effective on January 1, 1978, except as otherwise expressly provided by this Act, including provisions of the first section of this Act. The provisions of sections 118, 304(b), and chapter 8 of title 17, as amended by the first section of this Act, take effect upon enactment of this Act.

Sec. 103. This Act does not provide copyright protection for any work that goes into the public domain before January 1, 1978. The exclusive rights, as provided by section 106 of title 17 as amended by the first section of this Act, to reproduce a work in phonorecords and to distribute phonorecords of the work, do not extend to any nondramatic musical work copyrighted before July 1, 1909.

Sec. 104. All proclamations issued by the President under section 1(e) or 9(b) of title 17 as it existed on December 31, 1977, or under previous copyright statutes of the United States, shall continue in force until terminated, suspended, or revised by the President.

Sec. 105. (a)(1) Section 505 of title 44 is amended to read as follows:

#### **“§ 505. Sale of duplicate plates**

“The Public Printer shall sell, under regulations of the Joint Committee on Printing to persons who may apply, additional or duplicate stereotype or electrotype plates from which a Government publication is printed, at a price not to exceed the cost of composition, the metal, and making to the Government, plus 10 per centum, and the full amount of the price shall be paid when the order is filed.”

(2) The item relating to section 505 in the sectional analysis at the beginning of chapter 5 of title 44, is amended to read as follows:

“505. Sale of duplicate plates.”

(b) Section 2113 of title 44 is amended to read as follows:

(c) In section 1498(b) of title 28, the phrase “section 101(b) of title 17” is amended to read “section 504(c) of title 17”.

(d) Section 543(a)(4) of the Internal Revenue Code of 1954, as amended, is amended by striking out“(other than by reason of section 2 or 6 thereof)”.

(e) Section 3202(a) of title 39 is amended by striking out clause (5). Section 3206 of title 39 is amended by deleting the words “subsections (b) and (c)” and inserting “subsection (b)” in subsection (a), and by deleting subsection (c). Section 3206(d) is renumbered (c).

(f) Subsection (a) of section 6 of the Standard Reference Data Act (15 U.S.C. 290e) is amended by deleting the phrase “section 8” and inserting in lieu thereof the phrase “section 105”.

(g) Section 131 of title 2 is amended by deleting the phrase “deposit to secure copyright,” and inserting in lieu thereof the phrase “acquisition of material under the copyright law”.

Sec. 106. In any case where, before January 1, 1978, a person has lawfully made parts of instruments serving to reproduce mechanically a copyrighted work under the compulsory license provisions of section 1(e) of title 17 as it existed on December 31, 1977, such person may continue to make and distribute such parts embodying the same mechanical reproduction without obtaining a new compulsory license under the terms of section 115 of title 17 as amended by the first section of this Act. However, such parts made on or after January 1, 1978, constitute phonorecords and are otherwise subject to the provisions of said section 115.

Sec. 107. In the case of any work in which an ad interim copyright is subsisting or is capable of being secured on December 31, 1977, under section 22 of title 17 as it existed on that date, copyright protection is hereby extended to endure for the term or terms provided by section 304 of title 17 as amended by the first section of this Act.

Sec. 108. The notice provisions of sections 401 through 403 of title 17 as amended by the first section of this Act apply to all copies or phonorecords publicly distributed on or after January 1, 1978. However, in the case of a work published before January 1, 1978, compliance with the notice provisions of title 17 either as it existed on December 31, 1977, or as amended by the first section of this Act, is adequate with respect to copies publicly distributed after December 31, 1977.

Sec. 109. The registration of claims to copyright for which the required deposit, application, and fee were received in the Copyright Office before January 1, 1978, and the recordation of assignments of copyright or other instruments received in the Copyright Office before January 1, 1978, shall be made in accordance with title 17 as it existed on December 31, 1977.

Sec. 110. The demand and penalty provisions of section 14 of title 17 as it existed on December 31, 1977, apply to any work in which copyright has been secured by publication with notice of copyright on or before that date, but any deposit and registration made after that date in response to a demand under that section shall be made in accordance with the provisions of title 17 as amended by the first section of this Act.

Sec. 111. Section 2318 of title 18 of the United States Code is amended to read as follows:

Sec. 112. All causes of action that arose under title 17 before January 1, 1978, shall be governed by title 17 as it existed when the cause of action arose.

Sec. 113. (a) The Librarian of Congress (hereinafter referred to as the "Librarian") shall establish and maintain in the Library of Congress a library to be known as the American Television and Radio Archives (hereinafter referred to as the "Archives"). The purpose of the Archives shall be to preserve a permanent record of the television and radio programs which are the heritage of the people of the United States and to provide access to such programs to historians and scholars without encouraging or causing copyright infringement.

(1) The Librarian, after consultation with interested organizations and individuals, shall determine and place in the Archives such copies and phonorecords of television and radio programs transmitted to the public in the United States and in other countries which are of present or potential public or cultural interest, historical significance, cognitive value, or otherwise worthy of preservation, including copies and phonorecords of published and unpublished transmission programs —

(A) acquired in accordance with sections 407 and 408 of title 17 as amended by the first section of this Act; and

(B) transferred from the existing collections of the Library of Congress; and

(C) given to or exchanged with the Archives by other libraries, archives, organizations, and individuals; and

(D) purchased from the owner thereof.

(2) The Librarian shall maintain and publish appropriate catalogs and indexes of the collections of the Archives, and shall make such collections available for study and research under the conditions prescribed under this section.



(b) Notwithstanding the provisions of section 106 of title 17 as amended by the first section of this Act, the Librarian is authorized with respect to a transmission program which consists of a regularly scheduled newscast or on-the-spot coverage of news events and, under standards and conditions that the Librarian shall prescribe by regulation —

(1) to reproduce a fixation of such a program, in the same or another tangible form, for the purposes of preservation or security or for distribution under the conditions of clause (3) of this subsection; and

(2) to compile, without abridgment or any other editing, portions of such fixations according to subject matter, and to reproduce such compilations for the purpose of clause (1) of this subsection; and

(3) to distribute a reproduction made under clause (1) or (2) of this subsection —

(A) by loan to a person engaged in research; and

(B) for deposit in a library or archives which meets the requirements of section 108(a) of title 17 as

(C) amended by the first section of this Act, in either case for use only in research and not for further reproduction or performance.

(c) The Librarian or any employee of the Library who is acting under the authority of this section shall not be liable in any action for copyright infringement committed by any other person unless the Librarian or such employee knowingly participated in the act of infringement committed by such person. Nothing in this section shall be construed to excuse or limit liability under title 17 as amended by the first section of this Act for any act not authorized by that title or this section, or for any act performed by a person not authorized to act under that title or this section. (d) This section may be cited as the “American Television and Radio Archives Act”.

Sec. 114. There are hereby authorized to be appropriated such funds as may be necessary to carry out the purposes of this Act.

Sec. 115. If any provision of title 17, as amended by the first section of this Act, is declared unconstitutional, the validity of the remainder of this title is not affected.

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*Transitional and Supplementary Provisions of the Copyright Act of 1976, Pub. L. No. 94-553, 90 Stat. 2541, that do not amend title 17 of the United States Code.*

*The Copyright Act of 1976 was enacted on October 19, 1976.*

*The Intellectual Property and High Technology Technical Amendments Act of 2002 amended section 105(f) by substituting “section 6 of the Standard Reference Data Act (15 U.S.C. 290e)” for “section 290(e) of title 15.” Pub. L. No. 107-273, 116 Stat. 1758, 1910.*