Kinneret College Library Policy

1. Introduction

The library of Kinneret College is a study and research library that serves the needs of the college's students and academic staff in these areas. In addition, the library also provides services to other populations. This document consolidates all procedures relating to the operation of the library, as well as the goals and aims of the library and the vision guiding its staff.

2. Vision

The library is a leading center of knowledge, study, culture, and society that promotes academic research and cultural enrichment within the college community and among the residents of the region. The library constitutes an academic spearhead that facilitates access to knowledge by professional up-to-date librarians who offer guidance, provide quality services, and promote excellence and innovation.

The library continues its commitment to the "Five Laws of Library Science" (see below) formulated by the Indian librarian Ranganathan, according to which the "book" represents all information resources and the "reader" represents all library users:

- Books are for use (resources are not meant to sit on the shelf but rather to be used).
- To each person his or her book (every user has unique needs).
- To each book its reader (every resource is unique and has a purpose).
- Save the time of the reader (libraries must be easy to use).
- The library is a growing organism (libraries are constantly changing to meet the needs of its users).

3. The Goals of the Library

Goal – A desired state that can be act ualized through the investment of resources.

1. The library shall provide a supportive learning environment that promotes learning and teaching and improves the quality of the learning experience, both on campus and through remote learning, through cooperation with other departments of the college.
2. The library shall initiate and encourage the growth and development of its resources, programs, services, and staff. The library shall strive to maintain appropriate professional standards in order to ensure the preservation and development of all of its collections.

3. Library users shall be provided with support and personalized reference services at all library service points during all library hours of operation. In addition, all library users may make use of the open internet services anywhere and at any time.

4. The library shall work in cooperation with the college's teaching staffs in order to provide and facilitate access to the information resources that are required for its different realms of study and research.

5. The library shall keep itself updated with developing technologies and see to the regular professional training of its staff in order to remain up to date with regard to new tools for teaching, learning, and research. The library also maintains its membership in professional organizations and local, regional, and national frameworks for the purpose of sharing resources, facilitating staff development and advancement, and enjoying other networking opportunities.

6. The instructional programs conducted by the library staff improve the informational literacy of the community of college students and the library's community of users.

7. The library nurtures its connection with residents of the region through creative activity and social, cultural, and academic development.

8. The library maintains a congenial structure that is inviting to its community of users and that facilitates a variety of quiet and individual learning activities, formal group instruction, and informal cooperation and leisure.

4. Objectives

Objective: An operative and typically quantitative expression of goals.

1. To support the teaching and the research conducted at the college.

2. To provide the target audience with diverse information resources and bibliographical resources that are up to date, accessible in all the formats in which information is currently stored, and meet the study and research needs of the college.

3. To staff the library with devoted expert well-read librarians who are dedicated to providing effective service and who are constantly engaged in continuing professional training.

4. To create organizational tools for developing and increasing the efficiency of the library's communication with its community of users.

5. To help orient users to make use of the libraries' services and resources.

6. To continuously update the library's services in accordance with changes and technological developments.

7. To maintain administrative and organizational cooperation with other college departments.

8. To increase and encourage reading awareness.

9. To develop the library's existing and new collections.

10. To create a pleasant and comfortable working environment for library users.

5. Hours of Operation

Sunday-Wednesday   08:00-19:00

Thursday   08:00-18:00

Friday and Holiday Eve   08:00-12:00

Loan services are provided until 15 minutes prior to closing.

Reference services are provided from 08:00 to 12:00.

Those interested in longer reference consultations should contact the Reference Department to schedule an appointment.

Group instructional sessions at the library must be scheduled with the library director ahead of time, even if the group has its own instructor.

6. Rules of Conduct

6.1 Quiet is to be maintained in all areas of the library, with the exception of areas in which group work is permitted.

6.2 The use of cellular phones in the library is prohibited.

6.3 Smoking in the library is prohibited.

6.4 Eating and drinking in the library are prohibited.

6.5 Entering the library with a bag is prohibited. Lecturers may enter the library with a bag after being authorized to do so.

6.6 Cleanliness and order shall be maintained in the library.

6.7 The physical integrity of books and all other library materials shall be carefully maintained. All library materials shall be returned intact and clean. All cases of destruction and vandalism shall be brought before the college's disciplinary committee.

6.8 Loaned items are to be returned by their specified due date.

7. Use of the Library Collection

Most of the library's collection is organized according to the open shelf system, which allows library users to directly access the shelves, to search for and remove books and any other desired library materials, and to use them appropriately. Most of the library's collection is designated for loan subject to the library's loan procedure. Books that cannot be borrowed are marked with a yellow strip. When they are done being used, books and journals shall be placed on collection carts that are specially designated for this purpose.

8. Borrowing Books

8.1 Reader's Card

8.1.1   Those eligible to use the library's services include students of the college and members of the college's academic and administrative staff.

8.1.2   Library loans are individual and are carried out by presenting a Student Card that serves as a Reader's Card.

8.1.3   External Readers are readers with a private library membership who pay a monetary deposit and have a Reader's Card opened in their name.

8.1.4   Readers shall update their personal information on their virtual Reader's Card in the Aleph Catalogue, including their address, telephone number, etc.

8.1.5   A Reader's Card is closed when a student ceases to be enrolled in the college or when a member of the academic or administrative staff ceases to be employed by the college.

8.2 Loan Period

8.2.1   Reserve books [overnight loan] are marked by a yellow strip and may be borrowed overnight from Sunday to Thursday, from 17:00 to 08:30 the following day.
On Fridays, Reserve Books are loaned out at 11:30 and are due back at 08:30 on Sunday morning.

8.2.2   Regular textbooks are loaned for between one week and two weeks. Loan periods are determined by the library director as necessary, according to demand for the book and the number of copies in the library, and are updated in the library catalogue.

8.2.3   Journals may not be loaned out.

8.2.4   Reference books such as dictionaries, encyclopedias, and other such sources shall not be loaned out.

8.2.5   Non-book materials such as maps, digital material, etc. may be borrowed for teaching purposes with special permission. There are no limitations on their usage within the library.

8.2.6   Pieces of literature (*belles-lettres*) may be loaned for between two weeks and one month. Loan periods are determined by the library as necessary, based on demand and the number of copies in the library, and are updated in the library catalogue.

8.3. Borrowing Privileges

8.3.1   Loans to members of the academic staff are made until the end of the academic year, when they must either return all books or renew their loans. Staff members who are no longer employed at the college shall return all books immediately.

8.3.2   The number of items that may be borrowed depends on the status of the reader. Members of the academic and administrative staff and regular students may borrow 20

items at one time. External Readers (with private membership) may borrow 5 items at one time.

8.3.3   Students may borrow items after they have attended an introductory library orientation.

8.3.4   Students shall identify themselves at the loan desk using a Reader's Card or Student Card.

8.3.5   Librarians of the local libraries of the localities that are connected to the regional library may borrow items in coordination with the regional library.

8.4 Loan Extensions

8.4.1   The loan period for books that have not been ordered by other readers are dated automatically, except for when there is a loan limitation on the item or the reader. Readers are required to check their loan status on their virtual Reader's Card. If a loan cannot be extended, the reader shall return the item in question to the library by its due date.

8.4.2   Limitations on the number of extensions that can be authorized are stipulated in the library-issued tables.

8.5 Ordering Books

8.5.1   A library item that is on loan to another reader may be ordered by means of "Hasamba," the library catalogue.

8.5.2   An item may be ordered only when it is on loan to another reader. This order precludes the reader in possession of the item from extending the loan period.

8.5.3   Reserve books may not be ordered.

8.5.4   More than one copy of the same book may not be ordered or borrowed simultaneously.

8.5.5   When an ordered book arrives, notification of its arrival appears on the readers Virtual Reader's Card along with the date on which the order will be cancelled in the event that the reader fails to pick up the book (an email message is also sent to the Reader's Card, subject to technological limitations).

8.5.6   Books may not be ordered for a specific date.

8.5.7   A book may not be ordered if there are copies of the same item on the shelf or if the reader attempting to order it is already in possession of another copy.

8.6 Reserve Books

8.6.1   Reserve books [overnight loan] are marked with a yellow strip.

8.6.2   From Sunday to Thursday, reserve books may be loaned out overnight, from 17:00 until 08:30 the following morning.

8.6.3   On Fridays, reserve books are loaned out from 11:30 until 08:30 on Sunday morning.

8.6.4   Only one reserve book can be borrowed at a time.

8.6.5   The loan of a reserve book cannot be extended.

8.6.6   A reserve item cannot be ordered via the catalogue.

8.7 Returning Books

8.7.1   All readers shall return books they have borrowed by their exact due date.

8.7.2   Books may be returned to the library staff at the loan desk.

8.7.3   Books may be returned to the returns box located outside the library.

8.7.4   Reserve books shall be returned by 08:30 on the date they are due.

8.7.5   Travel abroad, military reserve duty, illness, and all other reasons for absence do not exempt

    readers from their obligation to return books on time (although in certain situations, at the discretion of the director of the Loans Department, loans may be extended and books may be loaned out for longer periods than usual).

8.7.6   The library's computerized records are binding.

8.7.7   Late returns – A reader who returns an item on loan to him or her after the designated due date shall be fined. Until the fine is paid, the reader shall be precluded from borrowing and/or extending the loan of other items.

8.7.8   A reader who loses a loaned item may replace it with an identical item in good condition that is at least from the same edition.

8.7.9   A reader who informs the library that an item has been lost shall be charged the cost of the item and required to pay this amount within two weeks of the date on which the library was informed of the loss.

8.7.10 In the event that a reader is requested to return an item that he or she claims to have already returned, that cannot be found, and that is not on loan to another reader, the library shall search for the book for a period of seven working days. If the book is not found during this period, the library shall charge the reader the value of the book plus a handling fee, as is customary in the case of lost books. If the book was late, the reader shall also be charged a fine accordingly.

8.8 Interlibrary Loan

8.8.1   This service is intended for the purpose of supplying books and photographed material that are not possessed by the library. The books that are ordered are loaned to the reader in accordance with the terns of the supplying library.

8.8.2   On average, interlibrary loans are delivered within one week. However, the library cannot commit to a date of provision.

8.8.3   Notification regarding the status of an order shall be sent to the reader by email.

8.8.5   The library shall order the requested items from a library in Israel, at the professional discretion of the interlibrary loan librarian.

8.8.6   Students can request an interlibrary loan by filling out the appropriate form at the reference desk or by filling out the online form on the library website. Staff members

may either fill out the form at the reference desk or fill out the online form and submit it by email or fax.

8.8.6   The ordering of books and articles shall be subject to payment at the following rates:

8.8.3   Book order – NIS 15

8.8.4   Article order – NIS 15

8.8.5   The reader ordering the item shall be charged for the service in advance.

8.8.6   The late return of books borrowed through interlibrary loan shall be fined according to the rates specified for the late return of reserve books.

8.9   *The Responsibilities of the Reader*

8.9.1   Books on loan and books used in the library are the full responsibility of the reader, including responsibility for its physical integrity and cleanliness and for preventing its damage. The reader shall check the condition of a book before borrowing it.

8.9.2   It is the reader's responsibility to manage his or her Reader's Card, to keep himself or herself informed of the due dates of loaned items, and to update his or her communication details as required (phone numbers, email address, etc.).

8.9.3   Readers who lose or cause damage to a book shall report it to the library and shall either provide the library with an identical item in good condition or pay the cost of the book.

8.9.4   A book that is not on the shelf and is on loan to a reader is considered to be on loan.

8.9.5   Books are not to be conveyed to another reader without being entered into the Alef system at the loan desk.

8.10   *Fines and Restrictions*

8.10.1 Students who return an item late will be fined according to the rates that are specified in the accompanying table and that are set by the Library Committee and updated from time to time.

8.10.2 The library director is authorized to refrain from imposing a fine in the event of a student who returns an item late for one of the following reasons: medical condition, childbirth, getting married, death of a loved one, an irregular call-up for military reserve duty, active military reserve duty (upon presentation of the appropriate documentation).

8.10.3 Fines shall be collected by the Loans Department Administration according to the calculation specified in the table.

8.10.4 Until the fine is paid, the reader shall be precluded from borrowing and/or extending the due date for other items. Fines are to be paid at the Loans Desk or at the Tuition Department.

8.10.2 Repeated infractions, late returns that have a detrimental impact on the overall student body, or the failure to pay fines shall be reported to the head of the Academic Administration, who is authorized, at his or her discretion, to deny the reader services provided by the college's main administrative office.

8.10.3 A reader who owes books and/or fines to the library shall be precluded from receiving college services, including being issued authorization of degree entitlement.

late fee rates are as follows:

- Regular book – NIS 5 per day

- Reserve book – NIS 5 per hour (or part thereof)

- Regular book during exams, in the event that the book has been ordered by another reader – NIS 50 per day

- Regular book during exams, in the event that the book has been ordered by another reader for an open-book exam – NIS 200 per day

9. Reference and Instruction

9.1 Reference

9.1.1   Reference librarians help readers find the sources of information they need to engage in study inside and outside the library. Instruction is intended to help readers orient themselves in the library and use the print and digital resources, assess the information sources available, and select and locate the most suitable information sources.

9.1.2   Assistance is provided by reference personnel, primarily at the Reference Desk in the library and, if necessary, by phone or by email.

9.1.3   This service is provided to students of the college (on the condition that they first attend an introductory library orientation and open a Reader's Card in their name) and college staff members. External Readers are provided with a short explanation of how to use the library catalogue.

9.1.2   Hours of Reference Operation: Sunday-Thursday, 09:00-16:00; Friday, 09:00-11:00.

9.1.3   There is free access to the library catalogue.

9.1.4   Digital library services are completely open only to college students and staff.

9.2 Instruction

9.2.1   The reference staff instructs readers regarding how to use and find their way around the library. Instruction is provided in the following forms:

9.2.2   Individual instruction based on the needs of the reader receiving assistance at the Reference Desk.

9.2.3   Group instruction combined with an instructional bibliographical/scientific reading course regarding the library's databases and website.

9.2.4   Group instruction, provided at the request of academic staff members dealing with complex issues, regarding how to search for information in special databases and on specific subjects, to locate information on the internet, etc.

9.2.5   Instruction regarding the use of the library's Aleph catalogue.

9.2.6   The formulation of instructional sheets to assist readers.

9.2.7   The development of the library website as a major reference tool and a source of information regarding the library and its services.

9.2.8   Locating, assessing, and selecting online databases and integrating them into the library's website.

9.2.9   The announcement of new databases and services.

10. The Use of Computer Stations in the Library

10.1   The computer equipment in the library is meant solely for academic purposes.

10.2   Files and information shall not be saved on library computers.

10.3   Files and information may be saved on external storage devices such as a thumb drive or a floppy disc.

10.4   Files may be sent from library computers via email. It is recommended that such files not exceed MB 5.

10.5   Portable computers may be used in the library.

10.6   No software whatsoever may be installed on library computers.

10.7   Problems with computer equipment in the library should be reported to a librarian. Library visitors are prohibited from attempting to fix computer problems.

11. The Library's Collection

The library contains a collection of print and digital information systems, and in this capacity it provides academic service to the college. The college library's acquisition policy aims at creating a collection that suits the college's array of needs, in accordance with the academic development aims of the college. It should be noted that the development of a new area, or the further development of an existing area or track of study, requires the creation of a suitable library infrastructure, often within a very short period of time, as well as an appropriate budgetary increase.

Building a suitable library information management infrastructure is an ongoing process of cooperation between the college's academic staff and the library staff. The different study tracks shall inform the library of changes and points of emphasis in teaching that go into effect as each new academic year approaches. This sharing requires the different study tracks to inform the library of all new study programs that the track develops, the future hiring of staff members, and the significance to the library of the projected changes.

11.1 General Goals

The library is an active partner in the academic development of the college. To serve the college community, the library strives to acquire (within the limitations of its budgetary framework) important information sources with the aim of achieving the following goals:

- Development of the library's collection and its adaptation to meet the teaching needs of the college.
- Creation of an up-to-date infrastructure of general information in new and existing fields.
- Creation of a collection to serve as a foundation for the furthering of the academic research conducted by members of the college's academic staff.
- Development of an up-to-date collection that is suited to new topics of study and research.

These goals must be advanced by the library's collection, including books, journals, and non-book materials – in print or electronic format, or in any other format.

11.2 The Library's Collections

General Collection of Books / Reference Collection / Print Journals / Media Collection / Maps Collection / Jordan Valley Collection / Projects, Final Projects, and Outstanding Seminar Papers Collection

In general, the library's collection is divided into books and non-book materials. Most allocations are of books. Books and journals constitute 45% of the collection, and the rest consists of databases and audio-visual materials. Most of the books and print journals acquired by the library are in Hebrew, whereas the databases are primarily in English.

The library makes an effort to acquire in Hebrew all material that is relevant and appropriate, in subject and level, to the college's fields of study. The collection's English language materials are acquired in accordance with the orders of lecturers.

11.3 Resource Allocation – Priorities and Limitations

Each year, the library is allocated funds to meet the college's need to develop its collection with new books, journals, and materials in other formats.

<u>Number of Copies</u>

The library shall acquire one copy of every book.

The library shall acquire additional copies of books that are needed for a large number of readers according to the following criteria:

Textbooks

One copy for every 15 students enrolled in the Humanities and Social Sciences.

One copy for every 10 students enrolled in the School of Engineering.

In the case of **required books** that are not textbooks, the library shall acquire up to 2 copies. For courses with more than 100 students, the library shall acquire up to 5 copies of a maximum of 2 titles.

11.4 Print and Electronic Journals

The library shall acquire subscriptions to journals in the college's fields of study. The journals shall be ordered according to the recommendations of the department coordinators. When ordering new journals, there shall be a preference for digital versions. The library's overall aim in this context is to acquire electronic journals in a consolidated manner by means of the Inter-University Center for Digital Information Services (MALMAD).

11.5 Databases

The library shall acquire subscriptions for databases in the college's fields of study according to relevance, topic coverage, level of updating, and linkage to full texts in electronic journals.

11.6 Thinning Out the Collection

The thinning out of the library's collection is an inseparable part of developing the collection as a whole.

Thinning out is implemented when:

- There is a change in format.
- Items are lost or damaged.
- Items lose their relevance.
- Items are found to be unreliable.

11.7 Gifts

Gifts represent an important source for enriching the library's catalogue in different areas. Monetary donations that are added to the library's budget are intended for special acquisitions, in accordance with the conditions of the donation and the approval of the library director.

The donation of books and other materials is conducted according to the following process: A library representative shall check the collection offered, consult as needed with experts from the college's librarians and academic staff, and submit his or her recommendations to the library director. After considering the offer, the library director shall decide whether or not to accept the collection. The library is authorized to accept only some of the books offered as a gift and to deal with the remaining books as it sees fit and at its discretion.

The library shall receive a copy of every publication issued by the college.

11.8 Acquisitions

11.8.1 Acquisition Activity

The library's acquisition activity shall include the acquisition of items required to meet the college's study, teaching, and research needs, including textbooks, databases, journals, and multimedia material.

Acquisition activity is conducted in close cooperation with the college's academic staff.

11.8.2 Acquisition Procedures

All members of the academic staff may request that the library purchase specific items. Acquisitions are carried out in accordance with the library's acquisition policy and subject to the availability of resources allocated for acquisitions for the year in question. Staff members interested in having the library acquire a new book should fill out an online order form and send it to the library director.

Textbooks and research books are purchased throughout the year on a regular basis.

Textbooks for courses are purchased once a year based on the staff member requests that are submitted to the library by mid-June. Additional acquisitions are conducted throughout the year under exceptional circumstances.

Journal and database subscriptions are ordered once a year toward the beginning of the new subscription year, and subscriptions are renewed as necessary.

* The library staff initiates the acquisition of additional items to complement the recommendations of the academic staff.

* The library staff checks and adapts the orders based on the availability of the resources allocated for the acquisition of library materials for the year in question.

* When an item acquired in accordance with the order of a staff member arrives to the library, the library staff sends a notification to the relevant staff member informing him or her of its arrival.

* The library staff shall monitor the timely arrival of journal issues, update the catalogue accordingly, and address problems that arise.

* The library staff shall maintain contact with the suppliers of databases in order to address problems pertaining to the availability of electronic resources for which the library holds subscriptions.

11.8.3 Criteria for Item Selection

Printouts – The library produces printouts solely at the request of lecturers, who must submit their requests using the required form approximately 6 weeks before the onset of the semester. The form shall include the identifying information of the lecturer, the complete bibliographic information of the item, and the details of the course. The printout shall only be introduced into the library catalogue in accordance with standard copyright rules.

Printout production procedure:

The printout shall be scanned by the library and introduced into the library catalogue along with its full bibliographic details.

Printouts are accessed via the library catalogue. Accessing the printout requires the reader's identification as a student or staff member.

Maps – Maps shall be purchased according to need.

Audiovisual Materials – The library shall purchase audiovisual materials (DVDs and other new technologies) regarding the subjects of study of the college's various departments, in accordance with the budget situation and in consultation with the department coordinators.

12. The Library Committee

The Library Committee is a college committee that operates under the authority of the college's Academic Council.

12.1   Committee Members

The Library Committee shall consist of nine members.

- The committee chairperson shall be a senior member of the academic staff.
- The library director shall be a permanent committee member by virtue of his or her position.
- The committee shall include representatives of every track of study (the committee chairperson or the college president shall contact staff members in writing and select the candidates from those available).
- Head of the Academic Administration

12.2   Selecting the Committee   The committee shall be appointed by the president.

12.3   Duration of Committee Membership

The committee's members (with the exception of its position-specific permanent members) shall serve on the committee for a period of three years. At the end of a member's tenure, the committee chairperson shall petition the appropriate bodies to select a new representative.

12.4   The Powers of the Committee

* To authorize the library's regulations, as well as their modification, update, amendment, and all other necessary actions.

* The Library Committee reserves the right to change library procedures in accordance with changing needs.

 * To decide on the acquisition of new items in accordance with the library's budget, including formulation of the acquisition policy.

* To set the loan policy for lecturers, members of the administrative staff, and the student population.

12.5   The Committee's Areas of Activity

* The committee chairperson shall raise before the committee, for its discussion and approval, the main elements of the policies formulated, the division of the budget, and the allocation of resources regarding which he or she has decided in conjunction with the library director.

* The development of relations between the library and other parties within the college (academic staff, students).

* The formulation of policy regarding the acceptance of books donated to the library.

* The formulation of recommendations for the organization of manpower within the library.

* Any problem relating to library activity.

12.6   Committee Meetings

The Library Committee chairperson shall convene the committee at least four times a year, as well as for special meetings as necessary.

13. The Library Director

- The library director works under the president of the college with regard to the academic management of the library, and under the director-general of the college with regard to the library's administrative management.

- The library director shall possess a university degree in library studies, hold at least a master's degree, and havge management experience.

- The library director shall be responsible for the management of the library and for the use of its resources and funds, and shall determine their internal distribution in accordance with library policy.

- The library director shall be responsible for selecting and appointing library employees in coordination with the director-general.

- The library director shall participate regularly in the Academic Council.

Responsibility:

The library director is responsible for the implementation of this policy.