

The Seattle School

OF THEOLOGY & PSYCHOLOGY

Library Policy & Procedures

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Library Mission

The mission of the Library is to support the information needs of the students, faculty, and staff of The Seattle School. To further this mission, library staff strives to:

- Identify, acquire, organize, and disseminate a variety of information resources that support the academic programs offered.
- Make library resources accessible through cataloging, classification and indexing, and the provision of bibliographic instruction, reference services, document delivery, and other user services.
- Guide faculty and students to the resources of other research libraries and information suppliers.
- Create an environment appropriate for the use of library resources.
- Continually evaluate the resources and services available to ensure that the informational needs of students, faculty, and staff are met in as expedient a manner as possible.
- Provide online access to library materials whenever possible. The library is committed to the purchase of web based resources and to training students, faculty, and staff in their use.

Students, faculty, and staff should have their information needs met as close as possible to the time and place of need. To ensure this, the Library continually evaluates the resources and services available. Students, faculty, and staff are encouraged to notify the Library of any need for a book, audiovisual, or journal article that is not currently part of our collection. All requests will be evaluated by library staff, who will determine whether to purchase or borrow the item from another library. Requested items will be obtained and the requestor will be notified when they arrive.

Guiding Principles

The Seattle School Library endorses the American Library Association's statement on [Libraries: An American Value](#), adopted by ALA February 3, 1999.

The Seattle School Library also endorses the ALA [Library Bill of Rights](#), adopted June 18, 1948, amended February 2, 1961, and January 23, 1980.

- To recognize that patron service is the ultimate goal of all library activities.
- To recognize that the Library is not an autonomous body but operates within a larger organizational framework.
- To participate in interlibrary cooperation in both the spirit of sharing and in making the most efficient use of finances and other resources for cooperative collection development.
- To view the library as a dynamic system, in need of constant evaluation and adjustment, in order to maintain the necessary flexibility to accommodate changing environmental and patron demand.
- To strive toward maximal organizational efficiency and effectiveness, in order to best utilize material and human resources.
- To aim for an internal working environment that will produce personal satisfaction in the attainment of library goals.
- To resist attempts to censor information.
- To respect individual patrons and to guard their rights to privacy.

- To acquire and preserve recorded knowledge for future generations as well as provide tools for ongoing teaching and research.
- To maintain flexibility in meeting patron needs, whether planning services, applying regulations, providing resources, or some other activity.
- To maximize access to information and use of collections so that the greatest number of patrons can be satisfied, yet recognizing unique demands of individuals.
- To support the graduate school commitment to concerns beyond the institution proper.

Library Committee

The Library Committee operates within the larger Academic Services Committee of The Seattle School. The Committee approves library policy to ensure that library decisions correlate with academic needs and plans, and provides a forum for discussion and input in other areas of library concern. Duties of Library Committee include:

1. Oversee and evaluate the functionality of library services.
2. Participate in the development of the Library's philosophy.
3. Provide support and guidance for the Director of Library Services
4. Represent the concerns of library services to students, faculty, staff, and the board of directors.

Intellectual Freedom

The Library supports the mission of The Seattle School by providing access to materials that present a broad range of ideas and points of view in all areas of the curriculum. The Library recognizes that free access to ideas and full freedom of expression are fundamental to the educational process. The library subscribes to and complies with the American Library Association Library Bill of Rights¹ and its accompanying statements of interpretation, including, but not limited to, statements on Intellectual Freedom²; the Freedom to Read³; Freedom to View⁴; Access to Electronic Information, Services, and Networks⁵; Challenged Materials⁶; and Statement on Labeling⁷.

The Library does not, without due process, withdraw at the request of any individual or group material which has been chosen on the basis of stated selection criteria. An individual or group questioning the appropriateness of material within the collection can submit a request to the Library Director for review by the Academic Services Committee (which serves as the Library Committee).

Copyright

¹ American Library Association *Library Bill of Rights* <http://www.ala.org/work/freedom/lbr.html>

² American Library Association *Intellectual Freedom Statement* <http://www.ala.org/alaorg/oif/issues.html>

³ American Library Association *The Freedom to Read* <http://www.ala.org/alaorg/oif/freeread.html>

⁴ American Library Association *The Freedom to View*
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/ftvstatement/freedomviewstatement.cfm>

⁵ American Library Association *Access to Electronic Information* <http://www.ala.org/alaorg/oif/electacc.html>

⁶ American Library Association *Challenged Materials*
<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/interpretations/challengedmaterials.cfm>

⁷ American Library Association *Statement on Labeling* <http://www.ala.org/alaorg/oif/labeling.html>

Copyright is a form of legal protection provided by U.S. law, Title 17 U.S.C. §512(c) (2), that protects an owner's right to control the reproduction, distribution, performance, display and transmission of a copyrighted work. The public, in turn, is provided with specific rights for fair use of copyrighted works.

Copyrighted works protect original works of authorship and include:

- Books, articles and other writings
- Songs and other musical works
- Movies and television productions
- Pictures, graphics and drawings
- Computer software
- Pantomimes and choreographic works
- Sculptural and architectural works

Specific information on copyright law and fair use may be found at the following sites:

- The U.S. Copyright Office: copyright.gov
- The Electronic Frontier Foundation fair use frequently asked questions: eff.org/IP/eff_fair_use_faq.php

Copyright Infringement

The copyright law provides the owner of copyright in a work the exclusive right to the following:

- Reproduce the work in copies
- Prepare derivative works based upon the work
- Distribute copies of the work to the public by sale or other transfer of ownership, or by rental, lease, or lending
- Perform the work publicly
- Display the copyrighted work publicly
- Perform the work publicly by means of a digital audio transmission in the case of sound recordings

The copyright law states, "anyone who violates any of the exclusive rights of the copyright owner is an infringer of the copyright or right of the author." Generally, under the law, one who engages in any of these activities without obtaining the copyright owner's permission may be liable for infringement.

The Library uses due diligence in complying with all of the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments, as well as the Digital Rights Management Act, as well as the Digital Millennium Copyright Act of 1998⁸. The library supports the Fair Use section of the Copyright Law (17 U.S.C. 107) which permits and protects citizens' rights to reproduce and make use of copyrighted works for the purposes of teaching, scholarship, and research.

Library Resources & Services

⁸ See the full Act at <http://www.copyright.gov/legislation/dmca.pdf>.

The Seattle School Library offers a range of services and resources to meet the academic, research, and administrative information needs of our students, faculty, and staff.

Hours of Operation

Library hours correspond with the class schedule each term and are normally reduced when classes are not in session. Library hours are posted in the Library, on the Library website, and in the newsletter.

Library Catalog

Items in The Seattle School Library are cataloged using the Library of Congress classification system. Our on-line public catalog (OPAC) is available via the library web page from any computer connected to the Internet. If you have questions on using the catalog, please ask any library staff member for help.

Library patrons may access the online catalog at the following URL:

http://maple.cybertoolsforlibraries.com/cgi-bin/CyberHTML?MARS_HTML_OPAC .

Research Databases

The Library subscribes to several online research databases, summarized briefly below. Access to these databases is available from any computer with an Internet connection, but off-site access is restricted to The Seattle School students, faculty, and staff. Contact the library staff for a login name and password for offsite access. Alumni and other persons with serious research needs may contact the library staff to arrange to use these databases in the library. More information about each of these can be found on the library's website.

- **ATLA Religion Database with ATLA Serials**, from the American Theological Library Association, covers Biblical studies, world religions, church history, and religious perspectives on social issues. The database is combined with ATLA's online collection of major religion and theology journals.
- **PsycINFO**, from the American Psychological Association, contains nearly 2.3 million citations and summaries of scholarly journal articles, book chapters, books, and dissertations. **PsycArticles**, which is part of *PsycINFO*, provides full-text articles to 60 of these publications.
- **PEP Archive** offers the full text of 20 principal psychoanalytic journals and more than 40 classic psychoanalytic books dating as far back as 1920.
- **Academic Source Complete** provides full text for over 8,500 publications, including full text for more than 7,300 peer-reviewed journals.
- **ProQuest** databases offer a broad range of subject areas including: arts, business, children, education, general interest, health, humanities, international, law, military, multicultural, psychology, sciences, social sciences, and women's interests.

Course Reserves

All required course texts for the current term will be placed on Reserve at the Circulation Desk (on-site or overnight use only). If the Library owns two or more copies of the required course text, two will be placed on Reserve, with the second copy designated as a 3-day reserve. Any other copies will remain in the General Collection. The status of the books will be changed in the catalog to indicate that they are on Reserve.

1-day reserve material may be used in the library or checked out for in-building use for up to 2 hours. Materials may be checked out overnight at 5:00 p.m. or two hours before the library closes (whichever is earlier) and returned before 10:00 am the next business day.

3-day reserve materials may be checked out for up to three days.

A hold may be placed on a Reserve book the day that it is needed; however books not picked up an hour before closing will be made available to others. Reserve materials may not be automatically renewed.

The Library does not provide interlibrary loan service for required texts.

E-Reserves (course reading lists)

The Seattle School has adopted a policy for electronic reserves that has been endorsed by the Association of College and Research Libraries (ACRL), the American Library Association (ALA), the Association of Research Libraries (ARL), the Association of American Law Libraries (AALL), the Medical Library Association (MLA), and the Special Libraries Association (SLA). In practice, this is defined as: the Library will scan and upload up to 99 pages or up to 1/3 of a book, *whichever is less*.

The Library does not post chapters or sections from required texts.

Library Website

The Library maintains a current website that includes the following information:

- Contact information
- Hours of service
- Links to licensed databases (EBSCO & ProQuest)
- A link to the online catalog
- Interlibrary loan request form
- Renewal and/or hold request form
- Links to selected relevant web resources
- Writing and citation assistance

Access to the licensed research databases is restricted to students, faculty, and staff of The Seattle School. A login name/password can be obtained by contacting the library staff.

Circulation

Each person with borrowing privileges must check out materials on their own identification, with the exception of a faculty/administrative staff/staff member sending a designated person with written instructions and with his/her identification card to check out a specific item for the employee. In addition, while it is recognized that it is the right of persons with valid library borrowing cards to enjoy borrowing and usage privileges, abuse of those privileges, particularly those that hinder access or usage of library materials to other library patrons or classes, cannot be tolerated. The Library, therefore, reserves the right to recall all materials checked out, despite borrowing period or renewal privileges of the patron, if it is judged to be limiting to the informational needs of the library community. The decision to recall materials or refuse renewal of materials will follow the Library recall guidelines (see "Recall Requests" below).

Loan Periods

The following chart indicates the circulation period for the various formats of library materials. There is a 15-item limit per person.

Patron Classification	Format and Circulation Period					
	Books	AVs	Reference	1-day Reserve	3-day reserve	Periodicals
Students, Staff	2 weeks	1 week	In library only	In library or overnight	3 days	In library only
Faculty, TAs	4 weeks	2 weeks	In library only	In library or overnight	3 days	In library only
Alumni	2 weeks	1 week	In library only	In library only	In library only	In library only
Visitors	In library only	In library only	In library only	In library only	In library only	In library only

Books and audiovisuals may be renewed twice. An automated e-mail reminder notice is sent three days prior to the due date of items checked out. Renewals for books that are not overdue may be done in person, over the phone, by e-mail or via the library website. To renew, send an e-mail to the library or click on "renew" on the library home page. If an item is overdue or it is needed beyond the second renewal, it may be returned to the library and re-checked out if there are no holds placed on it and any unpaid fines are resolved.

Circulation records are private; the Library will not provide circulation records to anyone but the borrower.

Placing Books on Hold / Recall Requests

If a title is checked out, another student, faculty, or staff member may place a hold on the item. The patron who has the item checked out will not be able to renew it, and the hold requestor will be notified by e-mail when the item has been returned and is available. The Library will not hold reference books or periodicals. Patrons may request a hold for a Reserve item on the desired day of check out.

Patrons may make a recall request for an item that is checked out and has already been renewed by the original borrower. Recalled titles must be returned within seven days from receipt of the recall notice, or a fine will be charged. The recall requestor will be notified when the title is available and has seven days to pick it up.

Overdue / Lost Fines

Overdue fines for all materials, except Reserves, accumulate at the rate of 25¢ per day per item. Overdue fines for Reserve materials accumulate at the rate of 50¢ per hour per item. If an item is not returned by the time of the fourth notice, it will be considered lost and the borrower will be charged for replacement and shipping plus a \$20 processing fee. Unpaid fines and fees will be sent to the Business Office and added to a student's account at the end of each term. A borrower's library privileges will be suspended when \$20 in fines have accrued. Privileges will normally be restored when the fines have been resolved.

Whether or not a patron receives an overdue notice, that patron is still responsible for returning checked out materials on time.

Printing & Photocopying

A printer is available in the library for those wishing to print papers, articles or other materials. There is a charge of \$.08 for each black & white page and \$.25 for each color page printed. There is a slight discount per page for double-sided copies.

Wireless printing from laptop computers is available by going to <http://scribe:9191> and entering using your The Seattle School network login.

Interlibrary Loan

If The Seattle School Library does not own the material needed, students, faculty, or staff may request books, audiovisuals or articles through Interlibrary Loan (ILL). Requests may be submitted via email, in person, using the ILL request form on the library website, or through the "Request this Article" option in the EBSCO databases.

Interlibrary loan requests are evaluated to choose the most efficient way to obtain the item. This may include: purchase, copying at the UW, borrowing from the UW, or borrowing via OCLC or DOCLINE. UW, OCLC, and DOCLINE specific procedures are followed.

Most materials arrive within a week, but actual time depends on the location of the lending library. Be sure to plan ahead when submitting your requests to allow plenty of time for the materials to arrive before your deadline.

ILL request costs are paid out of the Library budget. The Library tries to find libraries that will send the material to us without charge. The Library may limit the number of ILL requests per month for any one requestor, unless the requestor is willing to pay.

Users are expected to return all material by the due date and are responsible for any overdue fines or replacement costs for lost or damaged items. Books and other borrowed interlibrary loan materials have an overdue fine of 50¢ per day.

Materials obtained through ILL are for the exclusive use of the borrower. They cannot be placed on reserve or shared with other individuals.

The following items cannot be ordered through ILL:

- Items owned by The Seattle School.
- Materials for group use.
- An entire issue of a periodical, magazine or newspaper.

Reference Services

Experienced library staff are available to provide reference assistance to students, faculty, and staff. Drop by assistance is available as schedules allow whenever the library is open. Drop in assistance is available as time permits; it's best to make an appointment for training on the use of the research databases or in-depth assistance. Appointments can be made with the librarians by emailing them or calling the library.

Library Instruction

The Library is committed to the goal that each student should have excellent library and research skills before graduating from The Seattle School. Therefore, the library staff has a primary responsibility for providing instruction—in the classroom with the faculty, in the library computer classroom, and on a one-to-one basis.

Computer Lab

The Library has a computer lab for use by students, faculty, and staff. General applications available on all the computers include: Adobe Acrobat Reader, Internet Explorer, Windows Media Player, Microsoft Office 2007 (Word, Excel, PowerPoint, Access, and Publisher). Access to the Library's web-based research databases, EBSCO and ProQuest, is also available.

Personal laptops may connect to the wireless network. Instructions for setting up this access are available in the library.

An audiovisual viewing station is available for watching DVD or VHS materials in the library. Headphones are required to use this station; you may use your own or check out a set from the library staff.

Proctoring Exams

Library staff are available on a limited basis to proctor exams, by appointment only, for The Seattle School students, faculty and staff. A minimum of 48 hours is required to make an appointment. Appointment times must be during the library's regularly staffed hours, and the exam must take place in the library.

Alumni

Borrowing library materials

Items may be placed on hold and are checked out for the usual loan periods. Items on course Reserve may not be borrowed. There is a 15-item limit on materials checked out and overdue fees do apply. You must borrow in person; we do not routinely mail library materials.

Access to electronic resources

Full access to the electronic resources available on site. These databases include PsycINFO, ATLA, Academic Search Complete, Pep Archive, ProQuest, and numerous full-text journals. (Please note that due to contractual agreements, we cannot provide access to these resources from off-campus for alumni.)

Access to ATLASerials (ATLAS), an online full-text collection of more than 180 key theological journals, is available off-site to our alumni through a grant from the Lily Foundation.

Research and reference consultations

You may do this when you are on campus (making an appointment before you come is strongly encouraged to be certain library staff is available), or from off-site via email. Library staff may provide you with one or two full-text articles from our collection to satisfy your inquiry. This service is limited and at the discretion of Library staff; the needs of our current students and faculty always take precedence.

Interlibrary Loan materials

For a 2-year trial program, we will provide a limited number of articles you need for your research, even if they are not available from our own library. The articles will be delivered to you via email but books will not be borrowed for alumni. (Please be sure to identify yourself as an alumnus). Again, this service is limited and at the discretion of library staff.

Please contact Mary Rainwater (mrainwater@theseattleschool.edu) to request these services or if you have any questions.

Visitors

Visitors, on official library business or with serious academic needs, are welcome to use library resources, but may not borrow materials. Visitors should stop at the library desk for information about policies and procedures. The Seattle School students have first priority to use all library equipment and services, including computers and photocopiers. The Seattle School reserves the right to deny access to the library and its services to anyone.

Collection Development Policy

The primary purpose of The Seattle School Library is to provide adequate resources to support to support the academic programs of the school. The collection development policy guides the development and management of the materials, print and electronic, in The Seattle School Library.

Selection Process

The Library Director has overall responsibility for all aspects of Collection Development. Day-to-day responsibility for ordering of materials is shared between the library staff. Requests for new materials are evaluated by library staff, who determines whether to purchase or borrow the item from another library. The requestor is notified when the item is available.

An Excel spreadsheet is used to keep track of date ordered, vendor, title, author, requestor, whether the book is for reserve, price, and date received.

Selection Criteria

In order to provide balanced growth for the collection, consideration is given to:

- Requests from faculty, students, and staff
- Student and faculty research expressed needs
- Evaluation of library usage
- Collections of nearby libraries
- Availability of materials electronically

All types of materials are selected based on the following criteria:

- Relevance and appropriate level of subject matter to the school's educational goals and curriculum
- Positive reviews
- Timeliness or permanence of the content. Materials that are likely to have short-lived popularity are not generally purchased.

- The need for balance and multiple perspectives on subjects of interest to the school
- Identified gaps in the collection
- Authoritativeness and reputation of the author, editor, publisher, or sponsoring organization
- Relative importance of a work in comparison with similar materials on the subject
- Availability of indexing and/or cataloging
- Price or format
- Replacement copies of materials that are damaged, missing, lost are ordered at the discretion of the library staff

Selection Criteria for Specific Material Type

Books

Books are selected according to the following order of priority:

- Significance to the discipline as a whole and to those divisions of the discipline in which courses are taught
- Significance to the division of the discipline in which courses are not currently taught but are likely to be taught in the future
- Specialized or advanced aspects of a discipline of interest to faculty members or advanced students but in which courses are not taught
- Recreational reading

Factors considered in selection of books include:

- Books currently in print receive greater consideration for routine acquisition to support established courses. The support of new courses may require retrospective collection building, particularly if core materials are absent.
- Monographs are rarely purchased for the one-time use of a single person. Highly specialized research monographs may be requested through the Library's interlibrary loan service.
- Foreign language materials, which do not support instruction in languages taught at the graduate school, are not acquired.
- Multiple copies of a work are not acquired unless heavy usage is evident or anticipated.
- One copy of a book required for a course are acquired and placed on the Reserve shelf for the current term. Any required book acquired as a donation is added to the collection if it is the current edition or the newer edition of one currently held.
- Workbooks or other consumable materials are generally not ordered.
- Textbooks may be acquired if they are considered classics in their field, when other monographs in the discipline are difficult to acquire, or when they treat subject areas not otherwise represented in our collection.
- Popular non-fiction and fiction works are purchased sparingly.
- Unpublished or copied materials are added to the collection only when permission from the copyright holder has been confirmed.

Audiovisual Materials

Audiovisual purchases are subject to the same selection guidelines as books. When available and necessary, public performance rights are purchased. The most current standardized format is preferred when making new selections. Once acquired, audiovisual materials are fully cataloged for the online catalog. They are shelved in the A/V section of the circulating collection. Materials without verifiable copyright clearance are not accepted for the collection.

Serials

The Library has made the intentional decision to minimize print subscriptions in favor of online full-text journals, primarily through the subscription of electronic journal packages via EBSCO and ProQuest. As a result, very few print serial subscriptions are purchased.

Considerations for print serial subscriptions include the following:

- Full-text availability in online databases available in The Seattle School Library
- Availability at other local libraries
- Longevity & continuing viability of the title
- Publisher reputation
- Cost of the subscription
- Availability of a print or electronic index for the title in the library
- Review process of manuscript submissions to the publication

Electronic Resources

The Seattle School Library currently purchases or leases the following types of electronic products:

- Research Databases (e.g. ATLA, PsycINFO, Academic Search Complete, PepArchive)
- Electronic Journal Packages (ATLAS, PsycARTICLES)
- Electronic Books Packages (EBSCO eBooks)

Research Databases

The following criteria are used when evaluating a new research database:

- Cost
 - Site license for unlimited users is preferred over several concurrent users or one user.
 - Consortial group discount.
- Reviews
- Access
 - IP authentication is preferred over password access.
 - Remote authentication is preferred.
- User-friendly search interface.
- Appeal to multiple majors or groups of students and faculty.
- Open URL compliance

Electronic Journal Packages

The majority of the library's electronic journals are available through aggregated packages provided by major library vendors, such as EBSCO and ProQuest. The criteria used to purchase a new or journal package include the following:

- Cost
- Price/value (full-text, peer-reviewed, usage) ratio
- Perpetual access / ability to discard print
- Reputation and reliability of the publisher and/or platform
- Reputation and reliability of archiving source (e.g. JSTOR, Portico, LOCKSS, Highwire)
- Special discounts
- Advice from the professional library and publishing communities

Other Online Journals

Many electronic journals are available for free, in whole or in-part, and need nothing more than a link to the library's home page to make them accessible to our users. Others require a subscription or registration. Any electronic journal requiring a subscription and/or registration should meet the following criteria, with exceptions made on a case-by-case basis:

- Accessible via the World Wide Web.
- Supports curriculum and/or faculty research need.
- Cost is reasonable and justifiable.
- Full text of journal available directly from web page. For journals that are also available in paper, consider what portions of the paper version are necessary to make the journal in question useful--major articles only, articles and reviews, the entire journal cover-to-cover, etc.
- Peer reviewed or produced by academic institution or commercial enterprise with an established reputation.
- Cost of back issues or archives available to subscribers
- English language, unless another language would be more appropriate to the curriculum.
- On-site search engine and/or is indexed in a standard index.
- Printing and downloading (in some form) are available and easy to do.
- Technology permits it to be made available to a large part of the campus population.
- Copyright restrictions are not excessive.
- Does the publisher accept IP authentication?
- Is a password required? Is it a site or individual password?

Cooperative Library Agreements (Consortia)

The Library is able to broaden access to resources for our users by participating in several cooperative arrangements:

- The Seattle School has purchased a borrower's card for the University of Washington Libraries, allowing library staff to borrow materials for The Seattle School students, faculty, and staff. The University of Washington Libraries has a collection of over 6,000,000 volumes. The Seattle School students have unlimited onsite use of the University of Washington Libraries: use of books and journals and access to countless online databases and full-text online resources.
- The library is a member of OCLC, which provides cataloging, acquisitions, and interlibrary loan services.
- The library is a member of the American Theological Library Association (ATLA), which among other services, offers free interlibrary loans between ATLA libraries.
- The Library is a member of the Christian Library Consortium, which among other services, provides resource sharing services among members and discounted prices from several library vendors.

Donations / Gifts to the Library

The Library welcomes monetary donations for the purchase of library materials, furnishings, computers, and other resources. We also welcome gifts of books, journals, and audiovisuals. Upon receipt, all gift materials become the property of The Seattle School Library. The Library reserves the right to determine retention, location, cataloging treatment, and other considerations relating to the use and disposition of gifts. Materials not selected for addition to the collection may be donated to other institutions, sold, recycled, discarded, or otherwise disposed. Proceeds from the sale of unwanted materials are used to benefit the Library.

Each gift to The Seattle School Library is acknowledged. Acknowledgments typically include the date of receipt and a brief description of the gift. We recommend that donors prepare a detailed inventory for their own records, if needed.

Cataloging, Classification, and Shelving

All physical items are listed in the library catalog. Cataloging and circulation functions are carried out on [CyberTools](#).

Classification and shelving are in accordance with Library of Congress standards. Audiovisuals are shelved separately, in the AV collection. Theatrical films are cataloged according to specific The Seattle School methods.

Journals are arranged alphabetically by title. Search the Library catalog by the journal title to find out if the Library owns a journal and which issues are available. The newest issues of periodicals are in the reading room rack. Online databases are the best way to do a subject search of journal articles.

Collection Evaluation and Weeding

The Seattle School collection is evaluated in an ongoing manner. As new materials are acquired, a decision is made whether to place the new material alongside the existing resources (if, e.g., the older material is still preferred by a sufficient number of people or if it contains resources not included in the newer publications) or to replace the older material. The resources are regularly checked for their condition.

The Seattle School collection is also regularly reviewed regarding use. To make room for resources that are needed more than others, those that receive little or no use are sold, given away, or discarded.

The entire physical collection is shelf read every summer and is inventoried every 3 years.

Appendix A

Acceptable Use of Computing Resources

The goal of this policy is to give an overview of acceptable and unacceptable uses of The Seattle School's computing resources, including, but not limited to, network access, Internet access, email and FTP. It is intended as an addition to existing policies concerning academic honesty and the use of facilities, and does not exhaustively address all uses and misuses of computing resources.

The Seattle School's computing equipment and network resources are intended to enhance and support the educational mission of the school. All students, faculty and staff are responsible for using The Seattle School's computing resources in a safe, effective, ethical, and lawful manner.

Access to The Seattle School's computing resources is controlled through individual accounts and passwords. Accounts are assigned through Information Technology (IT). Each user of The Seattle School system is required to read this policy and sign a Computing Resources User Agreement.

Acceptable Use

The following represents a guide to acceptable uses of network, computing, and/or Internet resources:

- Communication with staff, faculty, students, business partners of The Seattle School and clients within the context of an individual's assigned responsibilities.
- Acquiring or sharing information necessary or related to the performance of an individual's assigned responsibilities.
- Participation in educational, academic, and professional activities relevant to The Seattle School.
- Personal use of the resources is acceptable, provided that it does not interfere with the job responsibilities of the individual or others. Personal use should be kept to a minimum and should be incidental to the primary purposes of promoting education and learning and/or carrying out the administrative functions of the school.
- Distribution lists are to be used for the express purpose of notifying the school community at large or its designated constituencies of announcements and information.

Acceptable use always includes:

- Respect for the rights of others including the rights of privacy and freedom from harmful and/or offensive intrusions.
- Respect for intellectual property rights as legally protected by copyright and license to programs and data as well as contractual obligations.
- Respect for the integrity of the computing, Internet, and communications systems.

Unacceptable Use

- Use of The Seattle School's computing resources that violates federal, state or local laws or statutes.

- Use of The Seattle School's computing resources in a manner that is not consistent with the mission of The Seattle School, misrepresents The Seattle School, or violates any The Seattle School policy.
- Providing, assisting in, or gaining unauthorized or inappropriate access to The Seattle School's computing resources.
- Use of The Seattle School's computing resources for unauthorized or inappropriate access to systems, software or data at other sites.
- Use of The Seattle School's computing resources to copy, store, display or distribute copyrighted material in any medium without the express permission of the copyright owner, except as otherwise allowed by the copyright law.
- Installation of software on The Seattle School computers that is either not in the public domain, or for which legal licensing has not been acquired by the user or by the institution.
- Activities that interfere with the ability of other staff, faculty, or students to use The Seattle School's computing resources effectively.
- Unauthorized access to another person's work.
- Sending of obscene, abusive, or threatening messages via email or instant messaging.
- Mass unsolicited emails, such as chain letters or commercial mailings.

Email

The following Confidentiality Statement is automatically added to all outgoing emails sent from The Seattle School server. Employees are expected to comply with the statement.

****NOTICE: This e-mail is only intended for the person(s) to whom it is addressed and may contain confidential information. Unless stated to the contrary, any opinions or comments are personal to the writer and do not represent the official views of The Seattle School. If you have received this e-mail in error, please notify us immediately by reply e-mail and then delete this message from your system. Please do not copy this email or use it for any purposes, or disclose its contents to any other person. Thank you for your cooperation.*

Security

For security purposes, users may not share account or password information with another person. Network/Internet accounts are to be used only by the assigned user of the account for authorized purposes. Attempting to use another user's account password is strictly prohibited. Users are required to obtain a new password if they have reason to believe that any unauthorized person has learned their password. Users are required to take all necessary precautions to prevent unauthorized access to the network.

As part of The Seattle School community, students connecting their computers to The Seattle School network are required to take reasonable precautions against viruses, spyware, and adware.

Failure to Comply

Violations of this policy will be treated like other allegations of wrongdoing at The Seattle School. Allegations of misconduct will be adjudicated according to established procedures. Sanctions for the

inappropriate use of The Seattle School's computing resources may include, but are not limited to, one or more of the following:

- Disciplinary action according to applicable The Seattle School policies;
- Legal action according to the applicable laws and contractual agreements.

Monitoring and Filtering

The Seattle School has the right to inspect information on its systems at any time, for any reason and users can not and should not have any expectation of privacy with regard to any data, documents, email messages or other files stored on computers within The Seattle School's network. All Internet data composed, transmitted or received through The Seattle School's computing systems is considered part of The Seattle School records, and as such, subject to disclosure to The Seattle School officials, law enforcement, or applicable third parties.

The Seattle School currently does not employ filtering software to limit access to sites on the Internet, but it reserves the right to monitor user activities on The Seattle School computer systems or accounts. If The Seattle School discovers activities which do not comply with applicable law or department policy, records retrieved may be used to document the wrongful content in accordance with due process.

Disclaimer

The Seattle School assumes no liability for any direct or indirect damages arising from the user's connection to the network or the Internet. The Seattle School is not responsible for the accuracy of information found on the Internet and only facilitates the accessing and dissemination of information through its systems. Users are solely responsible for any material that they access and disseminate through the Internet.

Appendix B The Seattle School Library Disaster Preparedness Plan

The purpose of the Library Disaster Preparedness Plan is to outline policies & procedures for protecting life and property within the Library in the event of an internal/external disaster. The plan is intended to work in coordination with The Seattle School *Emergency and Crisis Management Plan*.

A copy of this plan is available at the Library Director's desk, Library kitchen, library website and the Facilities Manager's office. The plan is reviewed annually, with updates to telephone and supply lists made as needed throughout the year.

People to call in case of a disaster

	Name	Home Phone	Cell Phone	Work Phone
Library Director	Cheryl Goodwin	206-546-8182	206-335-0950	206-876-6119
Facilities Manager	Nathan Sweet	253-302-3521	253-320-5346	206-876-6126
Office Manager	Molly Kenzler	425-481-9161	206-949-7848	206-876-6100
Library Assistant	Amie Armstrong	425-771-8114	425-773-4381	206-876-6109

Immediate Steps to take when a disaster is discovered

1. In case of a medical emergency, call 911.
2. Call the people listed above in order until one is reached.

Specific steps to be taken in case of:

Fire:

- Immediately activate alarm system.
- Call 911.
- Trained persons may activate fire extinguisher if appropriate.
- Evacuate building if necessary.
- Follow water leak/flood instructions if water is used on the fire.

Power Failure:

- Notify the facility manager, your supervisor or the local police.
- Check for trapped staff or visitors in elevators. Call fire department or other qualified personnel to rescue trapped persons.
- Check neighboring buildings; if they are dark, blackout could be neighborhood-wide or regional. Listen to the radio for information and instructions.
- If near-by buildings have power, call the electric utility company to report your outage.
- Refer to the guidance of local police or security personnel to evacuate the building or to determine if precautionary steps should be taken to safeguard the building.

Volcano Eruption:

If time allows:

- Close books, cabinets, windows and doors.
- Turn off and cover:
 - Computers
 - Monitors
 - Photocopiers
 - Other office equipment.

Earthquake:

- Evacuate immediately to a safe place in the basement of the building, in a stairwell, or under a doorframe, table or desk.
- Do not endanger life or personal safety to safeguard or salvage collections.
- Use battery-operated radio to listen for instructions.
- Remain in shelter until radio announcement or other public safety authority signals that it is safe to emerge.
- If it is safe to do so, evacuate the building and do not re-enter until the structure has been checked for stability.
- Refer to the guidance of local police or emergency medical personnel to assist with the injured or those trapped in the building.
- Beware of collapsing bookshelves.

Water leak or flood:

- Get water stopped.
- Do not enter an affected area until it has been deemed safe.
- Do not enter an area where water may be in contact with wiring.
- Once safe, remove collections from harm's way to limit damage:
 - Remove books from the water path.
 - Cover shelves with plastic.
 - Mop up water.
 - Channel drips into pails.
 - Do not open or close books, press books or remove book covers.
 - Do not separate single sheets.
 - Do not disturb wet file boxes, prints, drawings or photographs.

Location of Disaster Supplies

Fire extinguisher	Brick wall at west end of library
First aid kit	Kitchen cupboard above sink
Battery operated radio	
Flashlight	Kitchen cupboard above sink
Mop and pail	Kitchen cupboard below sink
Fan	Several throughout the library
Sheet plastic	
Plastic milk crates	Kitchen cupboard below sink/above shelves
Waxed paper	
Paper towels	Kitchen cupboard above sink
Rubber gloves	Kitchen cupboard above & below sink

Wet-dry vacuum	
Plastic trash bags	Kitchen cupboards in library
Trash can or large buckets	Use trash or recycle cans located throughout Library
Other	

Salvage Priorities

In case of limited time and resources, materials will be rescued and salvaged in the following order. These collections of materials are marked on the floor plan using the same "A," "B," "C," designations.

- A. Reserves
- B. BR-BS
- C. HE-HQ
- D. RC
- E. Audiovisuals

Appendix A provides detailed steps for recovering and salvaging damaged materials. Appendix B provides a list of Disaster Response Service Providers.

Floor Plan

A floor plan is attached. The plan is marked to show:

- Emergency exits
- Fire extinguishers
- Elevators and stairs
- First aid supplies
- Emergency shut-offs
- Salvage priorities

Library Resources Available Following a Disaster

In the case of a disaster affecting some or all of The Seattle School Library collection efforts will be made to provide alternate library resources to the students and faculty.

Many of The Seattle School Library resources are electronic and can be accessed remotely. Since these resources reside on distant servers, this access will not be affected by a local, or even city-wide, disaster.

The electronic resources are primarily subscription research databases, online journals and other web-based resources. Access to a physical collection of books and journals is available through a number of local libraries (assuming they are not affected by the disaster). The libraries closest to The Seattle School campus are:

- Seattle University Library
- Seattle Public Library
- Seattle Pacific University Library
- University of Washington Library

In most cases the materials from these libraries will need to be used on-site. As soon as safety allows, interlibrary loans service to students will resume, further increasing accessibility to materials either not owned or not accessible.

Disaster Response Service Providers

Books and Paper Salvaging

Library of Congress

National Preservation Directorate

Washington, DC 20540-4500

Phone: (202) 707-5213

Fax: (202) 707-3434

E-mail: preserve@loc.gov

<http://lcweb.loc.gov/preserv/>

Expertise: Information on salvage, restoration, and reformatting of books and paper.

Western States and Territories Preservation Assistance Service (WESTPAS)

Barclay Ogden, Program Coordinator

20 Doe Library

University of California

Berkeley, CA 94720

bogden@westpas.org

work: 510-642-4946

<http://www.westpas.org/assistance.html>

E-mail: **info@westpas.org**.

Phone: 888-905-7737 -- Call this number day or night, seven days a week.

Expertise: Regional conservation center, which specializes in the salvage, restoration, and reformatting of books, paper materials, and photographs.

Freeze-Dry Services

American Freeze Dry Operations

EMERGENCY: 609-458-0510 or 856-904-4227

1722 Hurffville Road, Bldg. 2A

Deptford, NJ 08096

Phone: 856-939-8160

1-866-939-8160

<http://www.americanfreezedry.com/docrestore.htm>

Document Reprocessors

1-800-4DRYING

San Francisco Office

1384 Rollins Road

Burlingame, CA 94010

(650)-401-7711

Fax: (650)-401-8711

<http://www.documentreprocessors.com/libraries.htm>

Henningsen Cold Storage Co.

7629 S 188th Street

Kent, Washington 98032

Tel: (253) 867-1320

Fax: (253) 867-1328

<http://www.henningsen.com/locations/kent.htm>

Munters Moisture Control Services

Seattle District Office

301 30th St. NE.

Auburn, WA 98002

1-800-MUNTERS (686-8377)

Fax 1-253-859-7910

<http://www.munters.us/en/us/Products--Services/MCS-Division/24H-Emergency-Numbers/United-States-Offices/>