



Chapter 08

Library Media Services Policy & Procedures

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08.001 – Library Policy

The Library Media Centers at Eastern uphold three (3) core principles:

- Different Ideas and Perspectives: Encouraging a broad range of viewpoints.
- Intellectual Freedom: Supporting the right to explore and express all opinions.
- Equity of Access: Ensuring access to resources for all individuals, regardless of background.

At Eastern, the Library Media Center plays a vital role in supporting lifelong learning for students and staff. We provide access to essential resources and help develop critical skills, from computer literacy to effective research practices. With a diverse student body, our center is committed to serving everyone—regardless of age, physical ability, social status, or economic background. Our goal is to continuously improve and promote our services to enhance learning and ensure equitable access to information.

Resources and Facilities

The Library Media Center, located on the second and third floors of the Bill H. Hill Library/Administration Building, serves as a central hub for information, technology, research, and leisure reading. Our collection consists of:

- 38,000+ books in open stacks
- 200+ magazines and newspapers in a designated reading area

The library also offers a rich selection of materials on **Native American culture and history**, reflecting the diversity of our community and promoting cultural awareness.

Research Support and Technology

Students have access to multiple online research databases that provide robust resources for academic work. For students without personal computers or reliable internet, the library offers a computer lab to ensure equitable access to technology.

Our automated card catalog system makes searching for materials simple and efficient, empowering students to find the resources they need with ease.

We remain dedicated to fostering a welcoming environment where all members of the Eastern community can explore, learn, and grow.

The media center has a cultural lab with an interesting collection of art, mostly from former Eastern students. Some of the artists include Merlin Littlethunder, Connie Seabourn, Susan Thomas Reed, Teresa Terrell, Pam Kirkes and Anita Caldwell Jackson.

The library staff is eager to help students at any time.

08.002 – Library Definitions

Accession – The process of adding materials to Destiny and preparing them for use by patrons.

Archives – A collection of historical documents or records providing information about our institution from the college's publications or alumni/ current members of Eastern Oklahoma State College

Censorship – The act of trying to suppress books, DVDs, magazines, or other materials deemed objectionable on moral, political, military, or other grounds.

Committee – A body of persons delegated to consider, investigate, take action on, or report on some matter.

Community Member – Any person who is not identified as being a student, faculty member, or staff of Eastern Oklahoma State College.

Cover Sheet – This is an optional sheet that can be used when sending a fax. The cover sheet allows the sender to include date, time, receiver, how many pages, etc. with actual fax papers for the receiver's benefit.

Curricula – A set of classes taught by an individual.

Deaccessioned – The removal of materials from Destiny so that they can be given to other libraries, schools or other institutions.

Destiny – Library Media Center's automated circulation system.

Donation - An act or instance of presenting something as a gift, grant, or contribution.

Flash Drive - Storage device used to save electronic files.

Handling Fee – A fee that represents the time, effort, and skills of the library media staff member who catalogs any replacement materials and returns them to the shelf.

Interlibrary Loan (ILL) – The process by which a library borrows material from, or supplies material to, another library

Lamination– To overlay (a flat surface, especially paper) with a layer of plastic or some other protective material.

Lending Library – Any library that has agreed to send book(s) or journal articles to Eastern Oklahoma State College for patron use.

Library Reserves – Any materials such as textbooks, regular books, or DVDs that have been selected by the library staff or faculty members have restricted use. The materials are usually limited to library use only. It also signifies the area in which these materials are kept.

Materials – Books, Journals, DVDs, etc. as needed by students, faculty, staff and community for their own academic or personal use.

Patron – Any student, faculty, staff, or community member who submits a request for resources to the library media center.

Replacement Cost – The cost of a new copy of the material that was lost.

Requests- Formal submission made by a student, faculty, staff or community member for resources such as books and journal articles. The formal submission consists of filling out paperwork with the details of the book or article needed. Book details would include title, author(s), copyright date, edition, etc. Journal article details would include title, author(s), journal title, volume, issue, date, etc. Five submissions are allowed per requester.

Reserve List – A list of books that faculty members asked to be non-circulating so that all the students in a class or classes could access the book for in-library use. The list could also include books (usually fiction) that have become popular. This allows the library media center to give access to all patrons in a timely manner.

Resources – Books, Journals, DVDs, etc., as needed by students, faculty, staff, and community for their own academic or personal use.

Service Charge - A fee that represents the time, effort, and skills of the library media staff member who catalogs any replacement materials and returns them to the shelf.

Student Worker – Any student who is currently taking classes at Eastern Oklahoma State College that has qualified for Work Study or RCE (Regular Campus Employment). Student Workers can earn money to support themselves while gaining valuable work experience for the future

Waiting List – List of students who have asked to check out a laptop and are waiting for one to become available.

Weeding – The removal of materials which allows the collection to continue to be vital and current for patrons.

08.003 – Circulation Guidelines

Books: Regular circulation books may be checked out for two (2) weeks. Renewals are available in person or by phone, provided the item is not on the reserve list.

Overdue Fines: A fine of \$0.05 per day will be charged for overdue books.

Lost or Damaged Items: If a book is damaged beyond repair (as determined by the librarian) or lost, the student will be charged the replacement cost plus a \$15.00 handling fee. Faculty and staff are not subject to overdue fines or handling fees but will be charged for lost or heavily damaged materials.

DVDs: DVDs are available for overnight checkout and are subject to reserve restrictions.

Magazines: Magazines are not available for checkout to students at this time.

Checkout Procedures

Present Materials: Students must bring all items to the circulation desk for checkout.

Verify Identification: A Student ID or Driver's License is required to verify identity.

Student IDs will be scanned, or the student's name from the Driver's License will be entered into Destiny (library management system). Materials will be checked out under the student's account, with due dates assigned.

A receipt listing all checked-out materials and their due dates will be printed and placed in the materials for the student to take home.

Additional Assistance: Students can request renewals, ask research-related questions, or receive further support at the circulation desk.

This process ensures efficient tracking of materials and provides students with clear information on due dates and policies.

08.004 – Interlibrary Loan

Overview

The Interlibrary Loan (ILL) service at Eastern's library media center provides access to materials beyond the library's own collection, drawing from libraries across the United States. This no-cost service ensures that students, faculty, and staff can access the resources they need for both academic and recreational purposes.

Guidelines

Patrons are required to search the library's catalog, databases and consult librarians for additional suggestions before making ILL requests.

Latimer County residents with a public library card are encouraged to explore local library collections as well.

Requests must be submitted at least one (1) month in advance to allow sufficient time for processing and delivery.

Patrons may request up to five (5) items (books, journals, or a combination).

Each request must include contact information (phone number or email) to facilitate notifications.

If requested items are not picked up within one (1) week (unless alternative arrangements are made), they will be returned to the lending library.

The loan period is determined by the lending library, and items must be returned to the media center three (3) days before the lending library's due date.

Renewals can be requested but must be submitted at least one (1) week before the due date. Approval is at the discretion of the lending library.

Any usage restrictions (e.g., in-library use only) imposed by the lending library will be enforced. If the lending library recalls an item early, the media center will honor the request.

Full journals are not available through ILL, but individual articles can be requested.

Patrons will be notified if any fees apply for article copies and can decide whether to proceed. Once picked up, articles become the patron's property and do not need to be returned.

All ILL books must be returned with the original paperwork (including any paper bands or inserts) to ensure proper processing by the lending library.

Procedures

Patrons submit their requests to library staff, who forward them to the ILL staff member.

Requests are submitted to OCLC (Online Computer Library Center) within three (3) days of receipt.

The ILL staff will keep patrons informed of the status of their requests. A final notification will be sent when the item is ready for pickup.

Items must be picked up within one week of notification. Unclaimed items will be returned to the lending library.

If additional time is needed, renewal requests must be submitted to the ILL staff at least one (1) week before the due date. Patrons will be notified whether the renewal request is approved or denied.

This policy ensures that patrons have access to the resources they need while respecting the terms and conditions of the lending libraries.

08.005 – Reserves Policy & Procedures

The Eastern Oklahoma State College (Eastern) library media center offers students access to textbooks required for their courses each semester. These materials are housed in a designated reserve area, monitored by both library staff and student workers to ensure availability and security.

Checkout Requirements

Students must present a valid Eastern ID or driver's license to borrow reserve textbooks.

Reserve textbooks are available for a two-hour loan period and must remain within the library media center.

Students may use these materials to take notes (by hand or digitally), make copies, or simply review content for their classes.

Faculty Requests

Faculty members can request additional books or materials to be added to the Reserve Textbooks section to support their courses.

Requests must include:

- Duration of the reserve period
- Class(es) that will use the materials
- Details about assignments or projects the materials will support

Once submitted, library staff will add the items to the reserve collection and communicate any special usage restrictions to students.

Additional Reserve Materials

The reserve area may also include journals, DVDs, and other resources based on course requirements or faculty requests.

Procedures

Students should visit the circulation desk to request materials from the reserve collection.

Students will be asked to present their Eastern ID or driver's license to verify their identity.

Library staff will ensure that the ID matches the student requesting the material.

Student IDs will be scanned, or names from driver's licenses will be entered into Destiny (the library's management system) to access the student's account.

Materials will be checked out to the student's account, and the due date or time will be determined by the specific reserve item. For example:

- Textbooks: Two (2) hours use within the library only
- Other materials: May be available for overnight or extended checkout, depending on faculty instructions

A receipt listing the checked-out materials, and their due dates will be printed and placed with the materials for the student.

Students will be reminded of the return deadline to avoid penalties.

Students may recheck materials, ask for research assistance, or seek further information at the circulation desk during their visit.

08.006 – Selection Policy and Procedures

The Eastern Board of Regents and administration of Eastern Oklahoma State College affirm the right of students to access a wide range of books and materials. They also recognize the right of faculty and administration to select and utilize resources aligned with current educational trends. In support of these principles, the Eastern Library Media Center adheres to the following guidelines when selecting materials:

Materials will be selected to enrich and support the curriculum and reflect the diverse interests, needs, maturity levels, and abilities of Eastern's students, faculty, and staff.

Materials will not be excluded based on the race, nationality, sexual orientation, political views, religious beliefs, or any other aspect of the author's background, nor based on writing style or language.

The library will make every effort to provide resources that present multiple viewpoints on contemporary issues. Books and materials with sound factual authority will not be added or removed from the collection based on partisan or doctrinal preference.

Selected materials will meet the following objectives:

- Support academic coursework and expand students' general knowledge
- Facilitate professional growth for faculty and staff, helping them stay current with trends and enhance classroom instruction
- Provide recreational reading that encourages personal enrichment and cultural growth

Periodic feedback from students and staff will be collected to ensure the library continues to meet high standards and aligns with the evolving needs of the college community.

Procedures

Library staff will choose materials that enrich the curriculum and reflect the diverse needs and interests of Eastern's students, faculty, and staff.

All efforts will be made to ensure unbiased representation of different perspectives in the library collection.

Materials will be selected with priority given to the needs of students and faculty, in alignment with the available library budget.

All new materials will be entered into the library catalog and appropriately labeled before being made available for checkout.

Fines will be assessed if materials are returned late or damaged in accordance with the library's established policies.

This policy ensures that the Eastern Library Media Center provides inclusive, well-rounded resources that meet the educational and cultural needs of the college community.

08.007 – Challenged Materials Policy

The library is committed to providing access to a broad range of information and enrichment materials. Any attempt to censor materials will be addressed in order to uphold this responsibility. If a student or staff member raises a concern about specific material, the following procedures will be followed:

When a challenge is made, the matter is first brought to the attention of the Library Director, who will contact the individual to document and discuss their concerns. In some cases, the issue may be resolved during this initial conversation.

If the individual wishes to proceed with a formal complaint, the Library Director will convene a review committee. The patron will have the option to attend the committee's review meetings.

The committee will meet at least twice to review and discuss the material before issuing a final decision.

08.008 – Laptop Loan Policy and Procedures

Laptops are available for checkout exclusively to students at Eastern Oklahoma State College. This service provides temporary access to technology for academic use.

Laptops can be checked out for two (2) weeks at a time.

If no students are on the waiting list, the loan can be renewed for an additional two (2) weeks.

Laptops and power cords must be returned to the Library Media Center by the end of the two-week period.

Failure to return equipment on time may result in fines or account holds.

Students will be charged the replacement cost of any lost or damaged laptops, power cords, or accessories through the Business Office.

Procedures

Students should ask library staff if a laptop is available for checkout.

If a laptop is available, the student will be required to provide their Student ID or Driver's License to verify identity.

Students must complete and sign a Laptop Checkout form, which will be stored in the Laptop Checkout binder for reference.

Library staff will select a laptop and power cord and check them out on the student's account.

Once the form is complete and the checkout is recorded, the laptop and power cord will be issued to the student.

If no laptops are available, the student's name will be added to a waiting list, and they will be notified when one becomes available.

08.009 – Computer Internet Policy

Computers and internet hook-ups in the reference computer lab of the Library Media Center are valuable and vital research tools. They are provided for Eastern students, faculty, staff, and the community to ease and greatly add to research capabilities. Students, faculty, and staff always have first priority to Eastern computers. The following policies concerning their use are in effect:

The computers in the reference lab area are to provide access to research materials online and to be used for academic purposes as a priority. Other personal uses such as games, email, and social media sites are secondary priorities.

If a patron is using a computer in the lab area for personal use (i.e., games, etc.), the library media staff may ask that personal use be suspended if other patrons need the computer for academic purposes.

If an academic workshop of younger students is hosted by Eastern, these patrons may not use the library computers. We do not have an appropriate firewall for underage students. However, concurrently enrolled students (who may be under 18) can use the computers as they will be listed on the library media center operating system and can be identified, if necessary. All students using the library computers must have a valid Eastern ID card.

Patrons cannot save or download programs to the hard drives of the library computers.

Patrons cannot save homework, projects, etc. on computer hard drives. This information should be saved to a flash drive.

Patrons will use computers in library labs on a first come, first served basis. Library labs can be reserved by professors for classes, so students can use other labs or alternate labs on campus, if lab is full (rare occurrence). Students and staff have first priority to Eastern computers.

There is always a library staff member near the computer labs to aid students as needed.

Library staff members discreetly monitor computer use. If lab computers are full, patrons using computers for non-academic purposes are asked to return, if necessary (rare occurrence).

If staff observe inappropriate use of a computer or an underage user, it will be reported to a supervisor and the misuse will be addressed to the student. These incidents are recorded each violation and students will be reported to the Office of the Vice President of Academic Affairs or campus police, if it becomes a habitual behavior. A community member can be asked to leave, and each incident is reported to Campus Police.

08.010 – Library Services

Copying

The Eastern Library Media Center has one (1) copy machine available for use by students, faculty, staff, and community members. The machine is coin-operated and takes dimes, nickels, and quarters, and copies are .10¢ each.

The copy machine also has the capability to scan materials and send them to a personal email as pdf files. Students, faculty, and staff can then print those files on a printer in the library or their own personal printers. The machine requires \$.10 per scanning session to activate the feature.

Patrons should let a library staff member know they would like to make copies.

A library staff member will let patrons know the cost of copies or that the patron could scan and print from a library computer or their home computer.

Faxing

Library media center staff will gladly send faxes for students, faculty, and staff for the prices as follows:

- To send in the United States --\$1.00 for the first page and .50 cents for the following pages (includes cover sheet if used).
- To send outside the United States -- \$3.00 per page. The library media staff is not responsible for the delivery of a Fax. Fax is sent at patron's risk.

Students, faculty and staff will be allowed to receive faxes in the library media center at no cost. All inquiries about a fax should be done by the sender and not by the Library Media Center staff. When a fax is received it is to be put in the “outgoing” mail.

Patron(s) should let a library staff member know if they want to send a fax.

A library staff member will let the patron know the price for sending their fax.

If the patron(s) agree to have the fax sent the library staff member will then send the fax for the patron.

When the fax has gone through, the patron will be responsible for paying the agreed amount (cash only) at that time.

If the patron is receiving a fax, no charge is applied.

Printing

Eastern Library Media Center has a student printer available for use by students, faculty, staff, and community members. Students are allowed to use the printer for free because their fees help pay for the paper and toner. Community members must pay .10¢ per page printed to help with their share of the paper and toner costs.

Students can login on to library computers and create or retrieve information they want to print. The students will then send the documents to the lab computer to print and retrieve them when they are finished. Students who do not know how to print documents should ask a library staff member for assistance.

Community members should first let a library staff member know they would like to print some documents. The library staff members will then let the community members know the cost of copies.

If community members agree to the fee, then the library staff members will show them how to login to lab computers and print the documents. Upon completion of printing the community member is responsible for paying the cost of printing to library staff members.

Lamination

The Library Media Center offers lamination services to students, faculty, staff, and community members. The cost for the service is as follows: \$0.75 cents for each 8 ½ X 11, \$2.00 for each poster board, and \$3.00 each for anything larger than poster board. The Library Media Center accepts cash payments only.

The laminating machine takes fifteen (15) minutes to heat up and be ready to start so all requests must be made with this in mind. A contact phone number or email must be supplied to the library media staff if a patron is not present during the lamination so that notification can be sent when their material is ready to be picked up.

08.011 – Library Student Workers

Policy

Each student will work out a schedule with the Library Media Director. Students are expected to report to work on time and according to their assigned schedules. Any change in the schedule should be approved by the Library Media Director. If a student cannot report to work, he/she should inform the library media center staff in ADVANCE of the absence if possible.

Students who work shifts of more than two (2) hours receive a fifteen (15) minute break. The student should inform the media center staff on duty when he/she is leaving on break.

A student may not work more than eight (8) hours a day. A student may not work for just fifteen (15) minutes; shifts begin with thirty (30) minutes or more.

Students fill out their own timecards. The hours worked should be written down on a daily basis and may be reviewed by media center staff. Students should keep the time calendars readable and in good condition. At the end of the month the total hours should ALWAYS average out to half and full hours. These are then entered into the online timecard system and then approved by the Library Director. Students may not work during their scheduled class times. Every exception (if a class is canceled, etc.) should be cleared up by the student's course instructor and the Library Media Center Director.

Student employees in the Library Media Center are expected to dress appropriately. This part-time job at the media center is still a JOB and is considered part of the students' training for work outside of the college. Students may wear jeans, slacks and "nice" shorts if so desired. Halter tops, tank tops, casual shorts, sweatpants and clothes that are too revealing are not acceptable. Hats and caps should be removed while working.

It is very important that we make the Library Media Center a user-friendly, pleasant place to work and study. The student worker's attitude, therefore, is important. Be friendly, polite, helpful and cheerful to the students and staff in the library.

Procedures

Work study students will be accepted on a first-come, first-served basis for positions in the library. Students will fill out appropriate paperwork for the campus supervisor and then receive permission from the Library Director.

Students will be trained for the position, including information privacy statement, by the Library Director or Administrative Assistant.

Students will follow all guidelines for working in the library, including, but not limited to dress code, etiquette code, switchboard/ phone usage, daily tasks, etc. Students must be at work on time and on scheduled days. Students will forfeit jobs with three (3) unexcused absences.

Work study positions will be kept, if student is in good standing, for the duration of the student's time here at Eastern.

08.012 – Standing Committee

The primary responsibility of the Library Standing Committee is to aid the Library Director and the faculty in maintaining high-quality library collection and to exercise maximum usage of the facility.

The committee will advise the Library Director regarding book selection and aid the faculty members and students in using the library media center as a teaching and learning aid.

The members of the committee (one from each division) will make recommendations to the faculty, the Library Director, and the administration as needed regarding the Library Media Center policies.

The committee will also advise the Library Director as needed in matters of budget, challenged materials, and decisions of operational policies. The members are often on the interview committee if library media staff are hired. The committee members also provide leadership among the faculty, urging faculty to use the library media center and to suggest materials that would be of value to their curricula.

The Vice President of Academic Affairs will help in appointing one (1) member of each division to the Library Standing Committee.

The Library Director will schedule and hold meetings at least once a semester.

The Library Director will use any discussions/decisions to aid in the decision-making of the library.

08.013 – Gift & Donations

The Eastern Library Media Center is grateful for donations of books and materials that are in good, usable condition, and which are appropriate to the collection.

Once donated, the materials become the property of the Eastern Library Media Center. They will be used or discarded as deemed necessary. Any materials that are not added to Eastern's collection because of condition, duplication, copyright date, or other factors could possibly be sent to other worthy libraries, such as the Public Library of Battered Women's Center.

The Library Media Center will acknowledge in writing the donation but will not place a value on the donation.

Donors should contact the Library Media Center to discuss the donations before delivering them to the library. At this time the Library Media Center staff members will assess the usefulness of the donations and accept delivery or recommend another place that the donations may better be suited for.

Donors should bring donations on selected days to the Library Media Center. The library staff members and work studies will help with delivery if needed.

Once donations have arrived at the library, the materials will be assessed to determine what can be added to the library media collection and what may have to be rehomed elsewhere.

Once selection is made, materials are accessioned into Destiny and filed on the shelf for patron use.

A letter acknowledging and thanking the donor will be sent.

08.014 – Library Debt

At the end of each semester, the Library Media Center compiles a debt list of students who have not returned borrowed materials or cleared their fines by the semester's final day. Overdue materials may include books, DVDs, laptops, textbooks, or other items.

Prior to key semester milestones (e.g., before Spring Break in spring, end of June in summer, and before Fall Break in fall), an initial overdue list will be generated.

Email reminders are sent to encourage students to return items before the semester ends.

In the final week of the semester, the official debt list is created from the latest overdue list.

Students with overdue items will be charged the full replacement cost, a service charge, and any applicable fines if items are not returned.

If the items are returned, only the fines and a \$4.00 service charge will be applied through the

The Library Media Center submits the official debt list and invoices to the Business Office for inclusion in student accounts.

The student's account is not cleared until they return the overdue materials, and the Library Media Center Director sends a clearance memo to the Business Office to remove the debt.

Students receive the first overdue email reminder 3–4 weeks before the end of each semester, reminding them to return materials.

If items are not returned, a second email reminder will be sent.

Students with unreturned items after the second reminder will be added to the official debt list.

The debt list is created using Excel, listing the student's ID, overdue materials, a cost breakdown, and the total amount owed.

Individual invoices are generated for each student, detailing their overdue items and total charges.

Both the debt list and invoices are submitted to the Library Director for final approval.

Once approved by the Library Director, the debt list and invoices are forwarded to the Business Office for posting to student accounts.

To clear their account, students must return all overdue items.

The Library Media Center Director will submit a memo to the Business Office to remove the debt from the student's account.

Student Library balances are not officially cleared until the Business Office removes the debt from their records.

08.015 – Weeding Materials

The book and media collections of the Eastern Library Media center are constantly checked by the library media staff for physical condition and the current information included. Collections which include such materials as medical and science books need to be checked by semesters to make sure the materials are up to date. Other collections might not need weeding as often. An overall collection weeding is done usually three (3) to four (4) years.

Faculty input is included in the weeding process. The librarian usually pulls what items he/she considers for discard and then invites the appropriate faculty members to give opinions on the

discard. Periodically, faculty members are invited to look over all of the materials in that division's area to make sure the materials are appropriate.

Faculty members' input is sought for selection of new materials after the weeding process (see selection policy)

Materials are chosen for weeding by looking at the following criterion:

- Subject – Is it still part of the college curriculum, does it still have student interest?
- Copyright date – is material out of date?
- Condition – is material dirty, torn, pages missing?

Once materials are selected for the weeding then faculty members may be asked to evaluate further to make sure materials are no longer needed or used.

Once the selection process is complete, the materials are deaccessioned from Destiny so that the materials are no longer part of the Library Media Center collection.

The Library Media Center will then try to find new homes for the weeded materials in libraries, schools and other institutions.

08.016 – Archives

Eastern Archives has a goal of promoting use of its archive collections. In rare cases where information is deemed confidential by the staff, every effort will be made to extract or copy relevant non-confidential information from the document. If a document or photograph is deemed of great value, a copy is safely made, and the original is not put on display but is kept in archival safe material in the archive room.

The library archives may be accessed by students, faculty, staff, alumni, and community members only with the permission of the library media staff.

Photocopying of materials will be permitted except where restrictions are in place or where photocopying might damage the materials. All photocopying of materials will be done by library media staff only. Supplying a photocopy is not an authorization to publish or distribute the information.

The archivist at the library will handle all the materials obtained on campus (i.e., musical programs, newspapers, yearbooks, etc.). The archivist will organize and safely store these materials.

If someone wishes to donate materials to the library, an accession sheet is filled out. This will indicate that the material is given or loaned to the library. It is encouraged that materials be given permanently to the archives of Eastern at this time.

Materials may be viewed alongside the archivist or Library Director. If someone wishes to borrow materials, this is at the discretion of the Library Director or the archivist. The length of

the loan will be decided at this time, and a loan sheet will be filled out. Many materials can be scanned to preserve the materials and have them stay in the library.