



Albizu Library
Policies and Procedures

I. INTRODUCTION

Mission Statement: The mission of the Albizu Library is to support the quality of teaching, research and service mission of AU, providing access to recorded knowledge through the acquisition, organization, preservation, and interpretation of information appropriate to current and future needs of students, faculty and staff.

Vision Statement: Albizu Library aspires to be the best source of providing information resources to Albizu University users in their quest for knowledge.

In performance of this mission, the Library's goals are:

- Provide a comprehensive range of information resources to the Albizu University community.
- Organize and provide access to national and international information through a variety of communication media and reciprocal agreements.
- Strengthen the Library's unique role by providing leadership in areas of scholarly communication and information management.
- Strengthen the role of Albizu Library in state, regional and local library networks.
- Develop and implement programs which support university instruction and the information literacy needs of students.
- Create an environment within and beyond the Library that encourages research and learning.

II. STAFF

Director:	Juan Zaragoza, MLIS
Manager:	Yamilka Gonzalez, MLIS
Reference and Instructional Librarian:	Julian Perez, MLIS
Administrative Assistant:	Michelle Battle
Library Circulation Clerk:	Ana Laura Gonzalez

III. HOURS

Monday-Friday:	8:00am – 9:00pm
Saturday:	9:00am – 3:00pm
Holiday and Semester breaks:	(Hours will be posted)

- The Library will not provide services 15 minutes before closing time. Closing procedures begin 15 min. prior to closing. Patrons outside the library may not enter the library during closing procedures. Patrons within the library may stay until the posted closing time.

Telephone No:	(305) 593-1223.ext 3131
Fax No:	(305) 593-8318
Web site:	http://www.albizu.edu/Libraries
Library catalog	https://albizu.ent.sirsi.net/client/en_US/miami

IV. LIBRARY USE POLICY

The Library's mission is to provide the AU community with a pleasant environment conducive to study, research and the continuation of the educational process. It is important that there be procedures and policies in place to protect the health and safety of library users and preserve materials, equipment and the facilities.

The following policies apply in all areas of the library:

- **No food, drinks, pets, or cell phones** are permitted in the library. The library is not responsible for damage to computer equipment resulting from spilled drinks.
- Destroying or damaging materials, equipment, software, or the facility is prohibited.
- Do not enter the library's circulation area; this area is for the library staff only.
- No item is to be taken from the library without first being checked out.
- Disruptions: 1) Please be considerate of others and keep the noise level to a minimum. 2) If you display inappropriate behavior that disturbs users or staff and interferes with use of the facility, (ex: Continued disruptive behavior, continued willful disobedience, habitual profanity or vulgarity, or the open and

persistent defiance of the authority of, or persistent abuse of, library personnel) disciplinary action will be taken.

- Children and Minors: Individuals under the age of sixteen must be attended by a parent or caregiver. Parents or caregivers that bring children into the facility are responsible for monitoring their activities and regulating their behavior. Disruption of patrons by children or minors is prohibited.

Violation of library policies will result in loss of library privileges or other disciplinary actions by the Library Director and/or Program Directors.

V. ALBIZU LIBRARY CARD/UNIVERSITY ID CARD

All students, faculty, and staff must present their library card to check out and renew materials. It is mandatory for all students to obtain a University ID/Library Card.

A library ID number can be obtained at the circulation desk, proof of registration is required.

The Library reserves the right to request a photo ID for services and to refuse circulation services to those without a proper photo ID (University ID Card/Library Card or a Driver's License for those students who temporarily haven't had time to obtain the University ID/Library Card).

VI. LOAN PERIOD

DVD/VHS and Audio CD

DVD/VHS may circulate for 7 days. If not reserved by another, these materials may be renewed for another 7 days.

A maximum of two (2) audio CD'S or two (2) DVDs/VHSs may be checked out at one time. Students may not borrow or hold more than two audio CD'S or DVDs/VHSs simultaneously on a cumulative basis.

VCRs, DVD Players, and TVs, are available for use only within the university.

Books

Books may be checked out for four weeks. If someone else has not requested the book, it may be renewed for another four weeks.

Twenty (25) items (which includes all library materials) may be checked out to a student at one time.

Thirty (30) items may be checked out to the faculty at one time.

Five (5) books may be checked out to the staff at one time.

Fifteen (30) books may be checked out to adjunct faculty at one time.

Testing Materials

Testing materials may be used by qualified users only! (i.e., non-terminal masters and Psy.D students and faculty.)

Testing materials may circulate for 7 days. If available, they may be renewed for another 7 days.

If a library patron already has a copy of a test kit checked out, he/she cannot check out another copy of that same test kit.

Professors using test kits for classroom demonstration or group practice amongst students must come to the library in person and have the test kits checked under their account.

Due to high demand of test kits, the library will hold reserved test kits for 1 day. After that the hold will be released and proceed to the next person on the waiting list.

Guests, alumni, and non-degree seeking students may not check out audio, visual, audio visual equipment, or testing materials.

Staff may not check out testing materials.

Adjunct faculty may only check out testing materials if it is they are relevant to the course they are teaching.

VII. OVERDUE FINES

Audiovisual (DVD, VHS): \$1.00

Books: .25

Tests: \$5.00

Semester/Course Reserves: \$5.00

Fees are per day, per item.

Cardholders are responsible for returning library materials by the due date stamped within the items at the time of checkout.

Lost or damaged materials: The Cardholders will be charge the COST OF THE MATERIAL (books, test, VHS, and DVD). Before reporting lost or damage material there will be a charge for overdue.

Failure to pay overdue fines and lost materials charges will result in charges being turned over to the Finance Office for collection.

Students that have overdue fines will not be able to register for classes until fines are cleared.

Failure to pay fines will result in suspension of all services until the obligation is cleared.

Overdue materials must be returned to the library personally. The fines will be collected and the cardholder's name will be cleared.

Material that is overdue by 60 days will be considered lost and students will be charged for the price of the item. Library privileges will be blocked until the material has been returned.

VIII. RECALLED ITEMS

Items checked out are subject to recall at any time, usually for use by another patron or to be placed as a Semester Reserve item for a particular course. When this occurs you will receive notice either in writing, by phone or e-mail. For this reason, please make sure your library account information is up-to-date. Upon notification, please return the recalled item immediately.

In order to ensure fair usage of our materials, please be aware of the following:

1) As stated in our library's policies and procedures, recalled items (those which other students have placed a reserve) may not be renewed. If recalled items are not returned on time, an overdue fine of \$2 per day will be incurred. As a library, we must honor all requests for reserves.

2) Materials listed as Semester Reserve are for library use only and if they are taken home you will be fined \$5 per day until the item is returned.

IX. RETURN OF LIBRARY MATERIALS

Please return library material to the Circulation Desk. Do not return library material to the administration offices or the Goodman Psychological Services Center.

All testing materials must be returned to their original containers, in their proper sequence, before they are returned to the library.

For your convenience, books may be deposited in the book drop located outside Albizu Library. This is for books only! Testing, audio, and visual materials are prohibited in this drop off location.

X. RENEWAL OF LIBRARY MATERIALS

All library materials may be renewed at the Circulation Desk, online, or by phone.

Materials may be renewed if they are not reserved by others. If materials are reserved and you choose not to return them, the cardholder will be fined.

The materials may be renewed if they are not reserved by others.

Methods of renewal:

- 1) You may renew items through a Library staff member or
- 2) You may renew items via our online library catalog Symphony.

Go to https://albizu.ent.sirsi.net/client/en_US/miami

Click on **Log In**

At the login window, enter your **User ID (equal to your student ID#)** and **Password**

Go to **My Account**

Click on **Select Checkouts**

Check mark the items you would like to renew

Click the **Renew button**

If you have any problems login in please contact the library at 305-593-1233 ext.3131

XI. COURSE RESERVES/SEMESTER RESERVES

Reserved materials may be used in the Library only.

The Library has a course reserve collection of required and supplemental reading material for particular courses. Please be aware that the library does not acquire required textbooks that are currently being used for courses. We have some textbooks that are prior editions. Please read our Textbook policy for why we do not acquire textbooks that are being used for courses. It is the students' responsibility to purchase their textbooks.

Professors may leave materials on reserve for their students. Students are permitted to make copies.

These items may be photocopied in accordance with applicable copyright laws.

XII. WARNING CONCERNING ALL COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy of the reproduction is not to be "used for any purpose other than private study, scholarship, or research".

If a user makes a request for, or later uses a photocopy or reproduction in excess of "fair use", that user may be liable for copyright infringement.

NOTICE: WARNING CONCERNING COPYRIGHT RESTRICTIONS

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This library reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

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XIII. REFERENCE MATERIALS, JOURNALS, and DISSERTATIONS and DOCTORAL PROJECTS

These resources do not circulate and are available for Library use only.

The Journal collection, Reference collection, and Dissertation/Doctoral projects collection.

All non-circulating items may be photocopied in accordance with applicable copyright laws.

Photocopies are 10 cents each. The Library does not provide change for the copy machine.

XIV. HOW TO USE THE LIBRARY

Collection

The Albizu Library collection is organized using the Library of Congress classification system. The collection includes books, CDs, VHSs, DVDs, psychometric materials, dissertations/doctoral projects and journals.

Library Catalog

All library material is cataloged into Symphony. This is a Windows-based, user-friendly program that displays the holdings we have in our library. You may search for material by author, title, subject or keyword (all indexes).

XV. STUDY ROOM POLICY

Study Rooms are available on a FIRST-COME, FIRST-SERVE basis. THERE ARE NO ADVANCE RESERVATIONS. Study Rooms accommodate between 1-5 people.

The following rules apply for study rooms:

A valid AU Library Card/University ID is required to check out a room. Other forms of identification are not accepted.

The study rooms are provided for currently enrolled students for the purpose of studying and meeting.

A key for the room must be checked out at the Circulation Desk (a maximum of 3 hours is allowed).

Renewals can be made only if no other student is waiting for the room.

Study rooms can only be checked out to students who are present at the Circulation Desk when a room has become available.

There is no waiting list.

Renewals must be made at the conclusion of the loan period.

The student who checked out the key is responsible for the key and the condition of the room.

The room must be left clean after usage.

If the key is not returned (along with the timer), there will be a replacement fee of \$60.

At the end of the loan period, the key must be returned to the Circulation Desk.

Rooms may not be left unattended at any time. If a room is left unattended, use will be relinquished and given to the next group waiting.

The library is NOT RESPONSIBLE for LOSS or THEFT of PERSONAL PROPERTY. If you leave the room unattended, you risk the loss of your possessions.

No food or drinks are allowed

Do not cover the windows

Please keep noise level to a minimum, as rooms are not soundproof.

XVI. COMPUTER USE/INTERNET POLICY

Internet access is provided to the Albizu University community through all the library workstations. The access to the Internet is provided for the purpose of expanding the library's access to educational materials.

Guidelines:

- Use of technology must be for the purpose of education or research consistent with university policy.
- All computer games are prohibited.
- Unauthorized use or distribution of copyrighted material is prohibited.
- Use of threatening or obscene material is prohibited.
- Use for commercial activities, product advertisement, or political lobbying is only acceptable with explicit permission from a network administrator.
- Unauthorized use of programs for which students do not have rights is prohibited.
- Only programs installed by the network administrator can be used on CAU computers.
- Students are prohibited from making any changes to computer settings.

Misuse of computer or Internet access will result in the loss of your computer privileges. **Library staff reserves the right to remove anyone who violates this policy.** Your use of the computer should not infringe upon the rights of others. **The use of any computer in the library is restricted to AU students.**

XVII. INTERLIBRARY LOAN (ILL)

If the Albizu Library does not own the book or journal you need, the library can obtain books, journal articles, some thesis and dissertations, and government documents from most libraries in the United States, Europe, and Canada. For ILL Request Forms and additional information on how to obtain an ILL please stop by the Circulation Desk, e-mail Julian Perez at juperez@albizu.edu, or call extension 3220.

XVIII. SELFIN SERVICES

A. SEFLIN Library Card

The SEFLIN Library Card allows borrowing privileges at other campus libraries.

1. SEFLIN Library Cards will be made available to all Albizu University full-time faculty, professional staff and students upon request.
2. Individuals must have no outstanding library obligations (fines, overdue materials, etc.), and have a favorable borrowing record with Albizu Library. Individuals must be either currently employed or enrolled at the Albizu University.
3. Non-degree seeking students, adjunct faculty, and alumni are not eligible to receive SEFLIN Library cards.
4. Cards will be issued for one academic year to faculty members, professional staff, and for one academic session to students.
5. Upon notification of delinquency from the lending library, the patron will be notified. Borrowing privileges will be suspended until all obligations to the library have been met.
6. SEFLIN Library Cardholders will agree to abide by the rules of the lending library including delinquency fines and lost material charges.
7. Lists of all campuses that are SEFLIN members are located at the Circulation Desk.
8. SEFLIN One Card application requests are located at the Circulation Desk.

B. SEFLIN One Card lending privileges at Albizu University

1. Lending privileges at the Albizu University are extended to full-time currently employed faculty, staff and students enrolled in institutions of higher education (SEFLIN Members) upon presentation of a valid institutional identification.
2. The loan period is two weeks. Material may be renewed one time by request prior to the original expiration date.

3. Audiovisual material may be viewed only in the library.
 - Psychological testing materials are restricted to qualified Albizu University faculty and students. They are not available for loan or review to any other party.
 - All Albizu University charges for overdue and lost books apply to these special borrowers. The borrower will accept the responsibility for the timely return of material and/or the payment of any necessary charges.

C. SEFLIN One Card Rules and Regulations

1. The holder must present the card at each library where special use and borrowing privileges are desired. The lending library will make arrangements (issue a card or equivalent) which must be presented each time materials are borrowed.
2. The SEFLIN one card issued by the home campus of a person and the card issued (or arrangements) for checkout privileges made by the lending campus library are valid for only one academic semester or term at a time. Expired cards will not be honored.
3. A cardholder should utilize his/her home campus library materials or services before requesting materials or services from another participating library. The purpose of the card is to give access to materials or services not available at one's home campus library.
4. The rules for library use and checkout privileges are those set by the lending campus library. Those rules may include, but are not limited to, number of books issued, types of materials loaned, length of loans, renewal policies, charges for overdue or lost materials, and fees or deposits. Violation of the rules or delinquency in borrowing renders the cardholder ineligible for continued use or issuance of another card at a later date unless the directors of both the home and lending campus libraries consent.

5. Borrowed materials must be returned directly to the campus library from which they were borrowed.
6. The lending library will report unrecovered books or damages to the home campus of the borrower/user. The home campus will impose its own sanctions upon the borrower/user for library delinquency or material damage.
 - **PLEASE CONTACT THE LENDING CAMPUS LIBRARY FOR SPECIFIC USE/BORROWING RULES AND REGULATIONS.**

XIX. DOCTORAL PROJECTS/DISSERTATIONS

Each doctoral student is required to submit one unbound copy of his or her doctoral project/dissertation to the library. In addition, an electronic copy of the abstract must be e-mail to AUMiamiLibrary@albizu.edu, and a completed form entitled "Submission of Doctoral Project/Dissertation to the Library" must be submitted.

XX. LICENSING EXAMS

Albizu Library has materials to aid in the preparation for state licensing exams. Please ask a library staff member for assistance.

XXI. ALBIZU LIBRARY WEBSITE

The Albizu Library web site offers many electronic resources that may be accessed remotely from your home or any other location. You may search our catalog, Symphony, and our many databases via EBSCO provided by the COBIMET consortium.

For further information and updates please visit our website at:
<http://www.albizu.edu/Libraries>

XXII. TEXTBOOK POLICY

As a general rule, Albizu Library does not purchase textbooks when they are being used as a course text. Therefore, textbooks that are on reserve tend to be the property of a department or faculty member and are not part of the library's permanent collection.

There are a number of reasons for our not doing so:

- Textbooks often include exercises, workbooks, quizzes, and lab manuals, which students need to complete coursework. Library books can't be written in nor have pages removed, so textbooks often are not appropriate materials for long-term use in library collections.
- Libraries generally only purchase one or a limited number of copies of works. A library would not be able to purchase enough copies for the work to be available to all students.
- Textbooks are updated frequently, often annually or biannually. It would be a strain on library collection budgets to constantly purchase new textbooks for library collections. In addition, library staff would have to spend an inordinate amount of time on maintaining textbook collections.
- Textbooks are designed to be used by students for courses of study. Students refer to them often and need them throughout a course. As students use textbooks throughout a course, they need them longer than the loan period for most library materials.
- Purchasing textbooks places the library in direct competition with the online college bookstore, which libraries aim not to do.

Ultimately, it is the student's responsibility to acquire the resources for his or her education. It is expected that students will purchase the required texts for their courses through the online bookstore or from other sources.

Academic programs or departments needing textbooks for review or for other uses by department staff should acquire the needed materials with departmental funds. Library collection development funds or faculty allocations should not be used to purchase textbooks for these needs.

REQUIRED COURSE TEXTBOOKS AND ILL

Though we understand that textbook prices are especially high, the library is unable to borrow specific required course textbooks via ILL for the following reasons:

- Purchasing textbooks is part of usual college expenses, along with paying tuition, dorm/rental expenses, and buying school supplies.
- Few libraries purchase textbooks.
- Even fewer libraries have the newest editions as soon as they are printed and required for use by professors for classes.

- Of those few libraries that do purchase textbooks, the textbook collection is usually reserved for their campus-use and not loaned to other libraries.
- Loaned books usually take one-two weeks to arrive, so you would already be far behind in your class work and reading by the time they arrive.
- You would only get to keep a textbook borrowed through ILL for about three weeks.

XXIII. ASSESSMENT KITS POLICY

The library's assessment kits and protocol/forms are solely for use of students currently enrolled in assessment courses at the graduate level. Faculty who teach assessment courses may also borrow test kits (upon validation of course(s) being taught). Doctoral students who are doing their internship or practicum at the clinic must use the test kits and forms available at the Goodman Center Clinic to test their patients. If there is a test that you need that Goodman Center does not have, please inform the billing clerk at Goodman Center and he/she will order the necessary test kits with accompanying forms.

Those students, who have registered for an external practicum site/internship site, must use assessment kits and protocol/forms from that site. External practicum sites/internship sites are responsible for providing their interns/practicum students with the necessary resources (test kits, protocol/forms and other material) for students to be able to perform their duties. Please inform your site supervisor to order necessary tests/forms for you to do your work.

As we are a small library with limited space and budget, we cannot purchase a test kit for every student in every assessment course. It is the patron's responsibility to return material on time. As a library, our role is to ensure fair circulation of our material and to enforce our policies.

The Albizu Library Assessment Kit Policy is non-negotiable and will be enforced by all faculties who teach assessment courses. Albizu Library reserves the right to refuse to provide assessment kits and forms to those students who do not fall within the norms of this policy.

