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# Library Handbook

## 2023



**CALUMS**

CALIFORNIA UNIVERSITY OF  
MANAGEMENT AND SCIENCES

## Table of Contents

Executive Summary.....	2
A Message from the Librarian.....	2
I.    Introduction .....	3
II.   Library Policies B.....	3
III.  Library Administration.....	12
IV.   Collections .....	13
V.    New Student Orientation and Library Training.....	15
VI.   Library Resources and References .....	16
VII.  Glossary of Library Terms.....	19
Location and Maps.....	23

## **Executive Summary**

California University of Management and Sciences (CalUMS) is a private non-profit institution of higher education and learning. It provides library reference and research services to its students, faculty and staff pursuant to the institution's mission of maintaining quality education, and in accordance with its accreditation standards and state regulatory guidelines.

This document contains the rules and policies for the main campus library. Library policies and procedures define the borrowing privileges of students, faculty, and staff, as well as the Library of Congress Classification System used within this library. The collection includes peer reviewed journals, magazines, and eBooks provided to students, faculty, and staff. The library catalog is where the library resources are maintained and stored, managed by the librarian and staff on an on-going basis. Tools and resources are defined for students, faculty, and staff in order for everyone to understand their role in the effective and efficient functioning of the campus library process.

Upon the onset of the new quarter, a library orientation is provided. There are also information literacy extension opportunities made available, upon faculty and student need and request. Reference to key functions of the library are identified in individual sections.

## **A Message from the Librarian**

On behalf of the Library staff, it is a distinct pleasure to welcome students, alumni, faculty, practitioners, and research scholars to the CalUMS Library. The hope that all of us here at CalUMS hold is that Library patrons and casual users alike will find a quiet, peaceful, and useful place for study, reflection, contemplation, and repose in the pursuit of knowledge.

Learning, in all its provinces, is expanding at an exponential pace. No library can fully contain such infinite knowledge. If each student can be guided toward the fullest perspective of his/her path of inquiry, and equipped with the procedures of orderly analysis, then the mission of the Library has been accomplished.

Natalie De Anda,  
Librarian, CalUMS, 2023

# I. Introduction

CalUMS Library is located on the second floor of the academic institution, at 1126 North Brookhurst Street, Anaheim, CA 92801. It was established to provide services and meet student, faculty, and staff resource needs.

## A. CalUMS Library

The Library houses educational materials that support academic programs offered in the areas of Business Administration and Management, and Computer Information Systems. Furthermore, the Library offers a variety of other books and reference sources of general interest to students. Currently, the CalUMS Library is expanding their digital services. Description of existing digital library services is available under: <http://www.CalUMS.edu/>.

## B. CalUMS Library Mission

It is the purpose of the CalUMS Library to develop and maintain programs to assist in meeting the instructional needs of the school population. The primary function of the Library is to facilitate and improve learning by providing educational resources, instruction, and services in support of the school curriculum. A secondary function is to provide resources and services relevant to the information needs and to the intellectual, professional, cultural, and personal growth of the school community.

**C. The purpose of this document:** to provide the rules and policies for the CalUMS Library to students. The library rules and policies are accomplished by:

1. Providing educational resources, instruction, and training
2. Answering questions
3. Promoting intellectual freedom, open source and user-centric objectives
4. Promoting Christian values to students and faculty
5. Emphasizing and supporting accreditation
6. Demonstrating annual membership to the California Library Association.

# II. Library Policies

## A. Borrowing Books:

1. A student must present their CalUMS Student ID card or driver's license to check out library materials. If they lose their ID card, they are to notify the circulation staff immediately and/or purchase a replacement card.
2. Books may be checked out for two weeks and renewed for an additional two weeks, a maximum of two times, for a total of six weeks. Students are limited to four books at any one time.
  - a. Faculty may check out books for the entire quarter, upon approval by the Librarian. A note is placed in the library catalog identifying the professor's semester-check-out option.
  - b. Students may check out one book for the entire quarter through the One-Book-For-One-Book donation program.
3. Patrons are personally responsible for the safety, proper use, and return of all library materials charged on their card. The CalUMS Library charges 50 cents per day late for overdue books. Failure to return the library books will result in an eventual "block" on the student's account, preventing them from registering for the next quarter until they have returned their items. If you are "blocked" you cannot check out additional books, order a transcript, or register for additional courses. You must pay for the replacement cost of the lost or damaged material in order to have the clearance form for graduation signed.

4. Reference books, periodicals, and student projects are for library use only and may not be checked out.
5. Reserve materials are placed on the Reserve Shelf by instructors for student use. These materials are usually restricted to in-library use for a maximum of three hours, possibly extended during non-busy hours.

**B. Reference Assistance:**

The CalUMS Librarian and Library Assistants welcome questions and are here to assist students using library materials and facilities. For assistance with circulation and overdue books, call (714) 533-3946 or email [library@calums.edu](mailto:library@calums.edu) . For more detailed questions regarding materials, locating resources, and/or to have a reference interview, call (714) 533-3946 or email [library@calums.edu](mailto:library@calums.edu) for an interview with the Librarian.

1. A Library Assistant can assist you with research assignments, answer reference questions and teach you how to use library materials.
2. The Librarian can assist you with documenting your sources in APA or MLA style format, as well as assist with research assignments, answer reference questions and teach you how to use library materials.

**C. Computer Lab**

All lab computers should be used for research only. E-mail and electronic “chat” are also available at the computer lab, and as space is available in the library. Data may be printed or saved to a USB Flash Drive.

**D. Printing and Photocopies**

Computer printing and photocopies are 10 cents per page (only black-and-white printing is available). The library staff cannot make change.

**E. Copying from Electronic Sources and the Internet**

You can copy files (download) from our electronic sources and from the Internet. Bring a virus-free, USB flash drive to the Library, and we will give you instructions on how to copy electronic files.

**F. Word Processing**

You may use the computers in the computer lab if you need to type a paper.

**G. E-mail Policy**

E-mail is permitted on the lab computers on a space-available basis only.

# Guide to Library of Congress Call Numbers

<b>A - General Works</b>	DAW Central Europe	HM Sociology (General)	<b>M - Music</b>	<b>R - Medicine</b>
AE Encyclopedias (General)	DB Austria, Hungary, Czech Republic, Slovakia	HN Social History, Problems, & Reform	M Music (General)	R Medicine (General)
AG Dictionaries, General	DC France	HQ Family, Marriage, Women, Sexuality	ML Literature of Music	RA Public Aspects of Medicine
AI Indexes (General)	DD Germany	HS Societies & Clubs	MT Musical Instruction & Study	RB Pathology
AM Museums, Collectors & Collecting	DE Mediterranean	HT Communities, Classes, Races	<b>N - Fine Arts</b>	RC Internal Medicine, Psychiatry
AN Newspapers	DF Greece	HV Social Service, Welfare, Criminology	N Visual Arts	RD Surgery
AP Periodicals	DG Italy	HX Socialism, Communism, Utopias, Anarchism	NA Architecture	RE Ophthalmology
AS Academies & Learned Societies	DH Belgium, Luxembourg		NB Sculpture	RF Ear, Nose, & Throat
AY Yearbooks, Almanacs, Directories	DJ Netherlands (Holland)		NC Illustration, Design, Drawing	RG Gynecology, Obstetrics
AZ History of Scholarship & Learning	DK Russia & former Soviet Republics	<b>J - Political Science</b>	ND Painting	RJ Pediatrics
	DL Northern Europe, Scandinavia	J Legislative & Executive Papers	NE Printing, Engraving	RK Dentistry
<b>B - Philosophy, Psychology, Religion</b>	DP Spain, Portugal	JA Political Science (General)	NK Decorative Arts, Applied Arts	RL Dermatology
B Philosophy (General)	DQ Switzerland	JC Political Theory, Theory of the State	NX Arts in General	RM Therapeutics, Pharmacology
BC Logic	DR Balkan Peninsula	JF Constitutional History & Administration	<b>P - Language and Literature</b>	RS Pharmacy
BD Speculative Philosophy	DS Asia	JK United States	P Linguistics (General)	RT Nursing
BF Psychology, Parapsychology, Occult Sciences	DT Africa	JL America (except U.S.)	PA Classical Languages & Literature	RV Botanic, Eclectic Medicine
BH Aesthetics	DU Oceania, Australia, New Zealand	JN European	PB European & Celtic Languages & Literature	RX Homeopathy
BJ Ethics, Social Usages, Etiquette	DX Roma (Gypsies)	JO Asia, Africa, Australia, Oceania	PC Romance Languages	RZ Chiropractic, Osteopathy, Mental Healing
BL Religions, Mythology, Rationalism	<b>E - F History: Americas</b>	JS Local Governments	PD Old Germanic, Scandinavian	<b>S - Agriculture</b>
	E America, American Biographies (General), Indians of North America,	JV Colonies & Colonization, Emigration & Immigration	PE English	S Agriculture (General)
	F Canada, Central America, South America, Caribbean	JX International Relations & Law	PF Dutch, German	SB Plant Culture
			PG Slavic, Baltic, Albanian	SD Forestry
			PH Finnish, Basque	SF Animal Culture
			PJ Oriental, Semitic, Egyptian	SH Aquaculture, Fishing, Fisheries
				SK Hunting, Wildlife management
				<b>T - Technology</b>

## H. Finding a Book

The CalUMS Library uses the Library of Congress Classification System (LCC), with letters representing subjects and library materials then shelved numerically, to organize its books. Each book has a “call number” on the spine and books are placed on the shelves in order, according to these numbers. Call numbers correlate to specific subject areas. The Library of Congress online catalog, to verify call numbers, is available via this link: <http://catalog.loc.gov/>. Additionally, MARC tags for each book item can also be identified on this site.

## I. Finding Subject Materials by Classification

Books are arranged in the CalUMS Library by subject, with all books in one subject shelved together. Each subject is assigned a one- or two-letter code. The letters do not necessarily stand for the first letter of the subject that they represent. For instance, Political Science is represented by the letter “J”, Art is classified under the letter “N”, and the letter “Q” represents Science. This scheme is called the Library of Congress Classification System because it was first designed and used by the Library of Congress, based in Washington, DC. Students may be familiar with another classification system which is also arranged by subject, the Dewey Decimal Classification System. This system is used in public libraries and assigns a number from 001 through the 900 series for each subject. Library of Congress is mostly used by academic libraries, colleges, universities, and research institutions.

1. To locate a topic more specific than those listed in the Library of Congress, Subject Headings may be utilized. These consistent word headings can also be used to determine the terms applied by the Library of Congress to define a topic. Many synonyms for a word may be together under one specified “subject”. The second line of the call number tag is the “cutter number”, beginning with the first letter of the author’s last name.
2. CalUMS’ library catalog provides information on both the LC call number and the Dewey Decimal System classification number, located here: <https://app.CALUMS.net/library/>.

## J. Call Numbers to Assist in Finding Books

Each book is assigned a “call number” (the name of which is derived from the time when materials were called for orally since library staff did not allow patrons in the book “stacks” area). Hence, the call number

designates both the subject of the book and the location of the volume on the shelf. This call number usually has three parts: Part 1: One or two letters for the broad subject area, Part 2: Contains numbers and is a further subdivision of the general subject, and Part 3: A letter and number code for the author's name.

#### Examples and an Explanation of the Meaning:

TK = Electrical Engineering

2851 = Motors, Generators

.H3 = Harwood [Author's surname]

This call number is for the book: *Harwood's Control of Electrical Motors*

HQ = Family, Marriage

756 = Fathers, Husbands

.D76 = Dubrin [Author's surname]

This call number is for the book: *Dubrin's The New Husbands and How to Become One*.

The call number appears on the spine of the book written vertically as above, but can be written horizontally as well, for example: "TK 2851 .H3". There is no need to memorize this classification scheme. You only need to remember to write down the *complete* call number listed in the computer catalog to be able to find the book on the shelf.

#### K. Shelving by Understanding the Road Map

Book 1	Book 2	Book 3	Book 4	Book 5	Book 6
B	BF	BT	HV	HV	HV
792	198	198	541	924	964
.T51	.S2	.S2	.P2	.A42	.A7

Books are shelved alphabetically by first letter for the first line of the call number, then by the second letter, if any. In our example, Book 1 comes before Book 2 because the plain "B" comes before "BF". Book 2 comes before Book 3 because "BF" precedes, alphabetically, "BT". Second lines are arranged as whole numbers with Book 4 coming before Book 5 because 541 comes before 964. The third line is a decimal so that Book 5 would be shelved before Book 6 since .A42 is lesser than .A7 [.A70].

#### L. Special Collections in Different Subject Areas

Additional locators or notations may be added to the beginning of any call number. They change the location of the book in the library. Please note the following example.

B

HD

9696.63

.U62

E447

This call number now indicates that this book is shelved in the Biography section. The book represented is *The Oracle of Oracle: The story of volatile CEO Larry Ellison and the strategies behind his company's phenomenal success*.



Locator designations indicate special categories of books that are shelved as separate book collections. Within each collection they are then arranged in the regular call number order.

**M. Library Privacy, per the American Library Association:**

*Library Bill of Rights*

1. The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.
2. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
3. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
4. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
5. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
6. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
7. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.
8. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.*

*Inclusion of "age" reaffirmed January 23, 1996.*

***Interpretations of the Library Bill of Rights***

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

Following are those documents designated by the Intellectual Freedom Committee as Interpretations of the [Library Bill of Rights](#) and background statements detailing the philosophy and history of each. For convenience and easy reference, the documents are presented in alphabetical order. These documents are policies of the American Library Association, having been adopted by the [ALA Council](#).

**[Access to Digital Resources and Services](#):** Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the *Library Bill of Rights* to ensure equitable access regardless of content or platform. Amended 2019

**[Access to Library Resources and Services for Minors](#):** Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users. Amended 2019



**Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation:** The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation. Amended 2020

**Access to Resources and Services in the School Library:** The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the Library Bill of Rights apply equally to all libraries, including school libraries. Amended 2014

**Challenged Resources:** ALA declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Amended 2019

**Diverse Collections:** Collection development should reflect the philosophy inherent in Article I of the *Library Bill of Rights*: “Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. Amended 2019

**Economic Barriers to Information Access:** All resources provided directly or indirectly by the library, regardless of format or method of delivery, should be readily and equitably accessible to all library users. Imposing any financial barrier may disadvantage users, and libraries of all types—public, school, and academic—should consider eliminating barriers that limit access to library resources and other services. Amended 2019

**Education and Information Literacy:** Libraries and library workers foster education and lifelong learning by promoting free expression and facilitating the exchange of ideas among users. Libraries use resources, programming, and services to strengthen access to information and thus build a foundation of intellectual freedom. In their roles as educators, library workers create an environment that nurtures intellectual freedom in all library resources and services. Amended 2019

**Equity, Diversity, Inclusion:** Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual’s inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do. Adopted 2017

**Evaluating Library Collections:** Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Amended 2019

**Expurgation of Library Materials:** Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). Amended 2014

**Internet Filtering:** The negative effects of content filters on Internet access in public libraries and schools are demonstrable and documented. Consequently, consistent with previous resolutions, the American Library Association cannot recommend filtering. However the ALA recognizes that local libraries and schools are governed by local decision makers and local considerations and often must rely on federal or state funding for computers and internet access. Because adults and, to a lesser degree minors, have First Amendment rights, libraries and schools that choose to use content filters should implement policies and procedures that mitigate the negative effects of

filtering to the greatest extent possible. The process should encourage and allow users to ask for filtered websites and content to be unblocked, with minimal delay and due respect for user privacy. Adopted 2015

**Intellectual Freedom Principles for Academic Libraries:** A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. Amended 2014

**Labeling Systems:** Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Adopted 2015

**Library-Initiated Programs and Displays as a Resource:** Library-initiated programs and displays utilize library worker expertise for community interests, collections, services, facilities, and providing access to information and information resources. They introduce users and potential users to library resources and the library's role as a facilitator of information access. Concerns, questions, or complaints about library-initiated programs and displays are handled according to the same written policy and procedures that govern reconsiderations of other library resources. These policies should apply equally to all people, including, but not limited to, library users, staff, and members of the governing body. Amended 2019

**Meeting Rooms:** Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the Library Bill of Rights states, "Libraries which make ... meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Amended 2019

**Minors and Online Activity:** The online environment offers opportunities for accessing, creating, and sharing information. The rights of minors to retrieve, create, and interact with information posted on the Internet in schools and libraries are extensions of their First Amendment rights. Amended 2019

**Politics in American Libraries:** The Library Bill of Rights specifically states that "all people" and "all points of view" should be included in library materials and information. There are no limiting qualifiers for viewpoint, origin, or politics. Adopted 2017

**Prisoners' Right to Read:** ALA asserts a compelling public interest in the preservation of intellectual freedom for individuals of any age held in jails, prisons, detention facilities, juvenile facilities, immigration facilities, prison work camps, and segregated units within any facility, whether public or private. Amended 2019

**Privacy:** All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethical practice of librarianship. Amended 2019

**Rating Systems:** Rating systems are tools or labels devised by individuals or organizations to advise people regarding suitability or content of materials. Rating systems appearing in library catalogs or discovery systems present distinct challenges to intellectual freedom principles. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view. Amended 2019

**Religion in American Libraries:** The First Amendment guarantees the right of individuals to believe and practice their religion or practice no religion at all and prohibits government from establishing

or endorsing a religion or religions. Thus the freedom of, for and from religion, are similarly guaranteed. Adopted 2016

**Restricted Access to Library Materials:** Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights. Amended 2014

**Services to People with Disabilities:** Libraries should be fully inclusive of all members of their community and strive to break down barriers to access. The library can play a transformational role in helping facilitate more complete participation in society by providing fully accessible resources and services. Amended 2018

**Universal Right to Free Expression:** Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information. Amended 2014

**User-Generated Content in Library Discovery Systems:** Libraries offer a variety of discovery systems to provide access to the resources in their collections. Such systems can include online public access catalogs (OPAC), library discovery products, institutional repositories, and archival systems. With the widespread use of library technology that incorporates social media components, intelligent objects, and knowledge-sharing tools comes the ability of libraries to provide greater opportunities for patron engagement in those discovery systems through user-generated content. These features may include the ability of users to contribute commentary such as reviews, simple point-and-click rating systems (e.g. one star to five stars), or to engage in extensive discussions or other social interactions. This kind of content could transform authoritative files, alter information architecture, and change the flow of information within the library discovery system. Amended 2019

**User-Initiated Exhibits, Displays, and Bulletin Boards:** Libraries may offer spaces for exhibits, displays, and bulletin boards in physical or digital formats as a benefit for their communities. The use of these spaces should conform to the American Library Association's *Library Bill of Rights*. Amended 2019

**Visual and Performing Arts in Libraries:** Visual images and performances in the library should not be restricted based on content. Librarians and library staff should be proactive in seeking out a wide variety of representational and abstract artwork and performance art, with limitations or parameters set only with respect to space, installation, fiscal, and technical constraints. Adopted 2018

## **N. CalUMS Library Privacy and Internet Use Policy**

*(Note: This privacy policy is adapted from ALA Guidelines for Developing a Library Privacy and Internet Use Policy)*

Privacy is important to the exercise of freedom literacy. At CalUMS Library, the right to privacy is the right to have free access to investigation without being scrutinized by others. This library's policies of confidentiality and privacy are in compliance with the federal, state and local laws.

California University of Management and Sciences (CalUMS) Commitment to Our Users' Rights of Privacy and Confidentiality.

1. The User Rights are outlined according to the five "Fair Information Practice Principles" mentioned under US law. These five principles are: Notice, Choice, Access, Security, and Enforcement.
  - a. Notice: We affirm that our library users have the right of "notice"—to be informed about our policies regarding the amount and retention of personally identifiable information and why that information is necessary for the provision of library services. The information we may collect

and retain about our current users includes user registration information and information required to provide library services.

- b. Choice: This policy explains our information practices and the choices you can make about the way the library gathers and uses your personal information. We will not keep your private or personal information without your permission.
- c. Access: CalUMS library offers access to different information resources over the Internet. While CalUMS tries to offer sites with accurate information, this medium is one that is changing continually. That means the Library cannot guarantee that the information obtained from the World Wide Web is going to be accurate. Users are responsible for determining if the information is reliable, suitable, and acceptable.
- d. Security: We remove links between patron records and materials borrowed when items are returned and we delete records as soon as the original purpose for data collection has been satisfied.
- e. Enforcement: The library will not share data on individuals with third parties unless required by law. If you have any concerns, questions, or complaints about how the Library honors your privacy and confidentiality rights, you should write a letter to the Librarian We will respond in a timely manner and may review the policy and procedures.

## 2. California University of Management and Sciences (CalUMS) Internet Use Policy

- a. Intellectual Freedom's Meaning and Scope: Libraries are a major information source in our society. For some people, the library is the only access point. Libraries are the connection to a world of ideas, information, images, etc. Libraries provide information across the variety of human interests, they have the information available and accessible to anyone who needs them. This action allows the individuals to exercise their First Amendment right to seek and receive all kinds of information from all points of view. This includes materials some people may consider offensive, false or harmful. The Internet is full of millions of web sites with all kinds of information. There are some often called "pornography" sites that parents, or adults, generally do not want children to see. A very small fraction of those sexually explicit materials is actual obscenity or child pornography, which are NOT constitutionally protected. The rest of materials on the Internet are protected by the First Amendment. Obscenity and Child Pornography are illegal. Federal and States statutes, the latter varying slightly, depending on the jurisdiction, proscribe such materials.
- b. California State Law- Code 311 California's laws prohibiting child pornography or the "sexual exploitation of a child" (often viewed as a form of Child Abuse) are typically felonies under Penal Code 311.
- c. Depending on the circumstance, you may be charged with a state or federal crime. If convicted of a child porn offense, the subject will be charged with heavy fines, incarceration, and, perhaps the most devastating penalty of all, Penal Code 290 registration as a sex offender.

## 3. CalUMS Internet Use Rules:

- a. Due to the limited resources available for public access to the Internet, the Library reserves the right to limit the amount of time and individual user may have access to library equipment.
- b. If a user sees a workstation not in use he/she can use it. There will be two hours' total limit of time. This will allow us to have the resources available for other users.

- c. Library staff members will assist students, as time permits, with basic Internet navigation and with basic computer and printer functions.
- d. Users may not attempt to reconfigure systems or software, or in any way interfere with or disrupt the current system or network set-up and services. These exclude the language settings; please return them to their original state after using the computer.
- e. Users may not unplug, remove, or otherwise modify library equipment.
- f. All users are expected to be respectful of the rights of others in using the Internet. Each student has the right to a quiet and organized work space. No more than two people may use a workstation at the same time.
- g. If any user abuses or engages in unauthorized use of computers, his or her computer privileges will be cancelled.
- h. If any student fails to follow these rules they will receive a warning citation from the Library, and if they persist in their actions they will receive an academic referral to the Dean's office.
- i. Computers will be shut down no later than five minutes prior to the Library's closing. Note: This document is applicable to all library departments and library staff and is subject to change anytime.

#### **References:**

1. American Library Association. American Library Association Guidelines for Developing a Library privacy Policy. Retrieved November 20, 2012, from <http://www.ala.org/offices/oif/ifttoolkits/toolkitsprivacy/guidelinesfordevelopinglibraryprivacypolicy/guidelinesprivacypolicy>
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4. California State Law. Penal Code 311. Retrieved November 30, 2012, from <http://www.shouselaw.com/child-pornography-crimes.html>
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### **III. Library Administration**

The CalUMS Library staff welcomes questions and are happy to assist.

#### **A. Hours of Operation**

Wednesday, 1 pm to 6 pm.

Thursday and Friday, 10 am to 7 pm.

Closed Saturday and Sunday.

Monday and Tuesday by appointment with Front Office.

#### **B. Contact Information**

CalUMS Library phone: 714-533-3946 extension 221

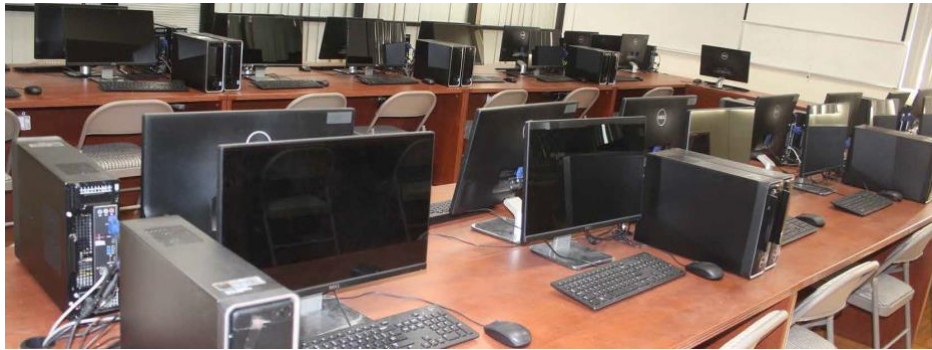
Email: [library@CalUMS.edu](mailto:library@CalUMS.edu)

### C. Library Printer

The Library printer is available for student use at a price of \$0.10 per page, black-and-white only.

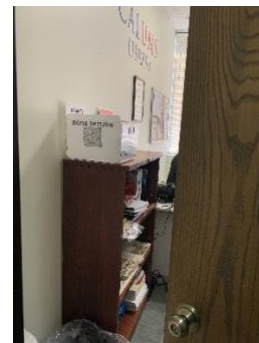
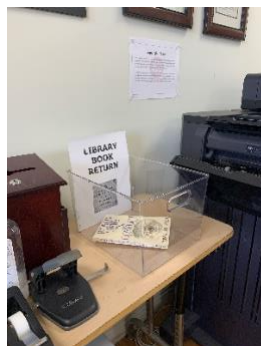
### D. Computer Lab (adjacent to Library)

1. No food or drinks unless it is a water bottle.
2. Push chairs in at the end of the work period.
3. Keep things clean and organized.
4. Maintain the sign-in sheet for computer lab visitors.
5. Make sure all computers are turned off at the end of your work period.
6. No software/program downloads that are virus prone, or that bring unwanted spyware.



### E. Book Drop

Two boxes are provided (one in the Front Office, the other at the entrance to the Library) to receive items being returned by students, at their convenience. The Librarian or Library Assistants will then retrieve and process the items, at least once weekly. The orderly flow of items checked out and returned is essential to help students better meet their deadlines and to accommodate their requests. Students are responsible for the timely and safe return of all items checked out to their student ID.



## IV. Collections

The CalUMS Library houses more than 5,000 volumes and subscribes to five research databases encompassing content from over 50,000 professional journals, periodicals and newspapers. Students have access to all of the Library's resources during regular library hours.

### A. Student Passwords

- Gale eBooks: password required



- Gale Literary Index: password required
- Gale Academic OneFile, General OneFile, In Context: Science, and Business: Insights: password required
- SAGE Data-Planet Statistical DataSets: password required
- Wi-Fi: Network: CALUMS, password: versatility
- **Ask the librarian for the password.**

#### **B. Book Recommendation Forms**

Recommendations from the university constituency are welcome and most appreciated in bringing the school's library to a standard of excellence and research usefulness. Send prospective library titles to [library@CalUMS.edu](mailto:library@CalUMS.edu), and the Librarian will review and forward them for administrative and faculty consideration, accounting for budgetary constraints.

#### **C. Fines Collection Process for Overdue Books**

The Library charges \$0.50 per day late. The Librarian can determine on a case-by-case basis whether the fine can be reduced.

#### **D. Reserve Sign-In Log**

When students want to check out a Reserve book title currently located and held in our Library Room Reserve Shelf, they are permitted a maximum of three hours. They fill out the Reserve Form and provide the Librarian/Library Assistant with their student ID card in exchange for the book. Their student ID card is returned to them when the book is returned.

#### **E. Clearance Forms**

Students are required to have the Librarian, registrar and finance officer sign the clearance forms that release them for graduation at the end of the quarter. The Librarian is required to review the Library's records to determine whether or not the student has any "checked out" books remaining. If they do, the student will be informed that they need to locate the missing title/s and return it/them to the Library. If they do not have access to the item anymore, they will be directed to a bookstore website where they may purchase a replacement copy, used or new. The replacement needs to be in quality condition, usable for other students (*ie.*, no excessive damage, or excessively torn pages).

#### **F. One-Book-For-One-Book Donation Program:**

1. The book must be maintained in good quality throughout the quarter, or fines will be issued for excessive damage.
2. The Librarian will evaluate the quality of the book at the conclusion of the quarter.
3. Students are allowed to donate more than one book at a time, however, this program is only good for one library book the entire quarter.
4. Students are only permitted to sign for this program once a quarter.
5. Students may have a receipt of donation upon request.
6. Students may donate their book at one time during the quarter and return at a later date to pick up the title that they want to check out for the entire quarter.
7. The length of book check-out is determined by the school's quarter system, not the date that the student donated the item.
8. This program is good at any time during the quarter, not to extend into the break.
9. Students have until the last day of the indicated quarter to return the book.
10. Students have a right to have their questions answered regarding this program.



11. This program is offered on a voluntary basis, without obligation, and it can be removed upon determination of ill use and/or other identified malpractices.

**Conditions:**

- **Graduate level quality** – No excessively torn pages.
- **Readable** – No excessive highlight marks or seriously damaged pages.
- **Clean** – No dirty or unsanitary pages, to avoid health risks.

## G. Library Holds Sign-Up Sheet

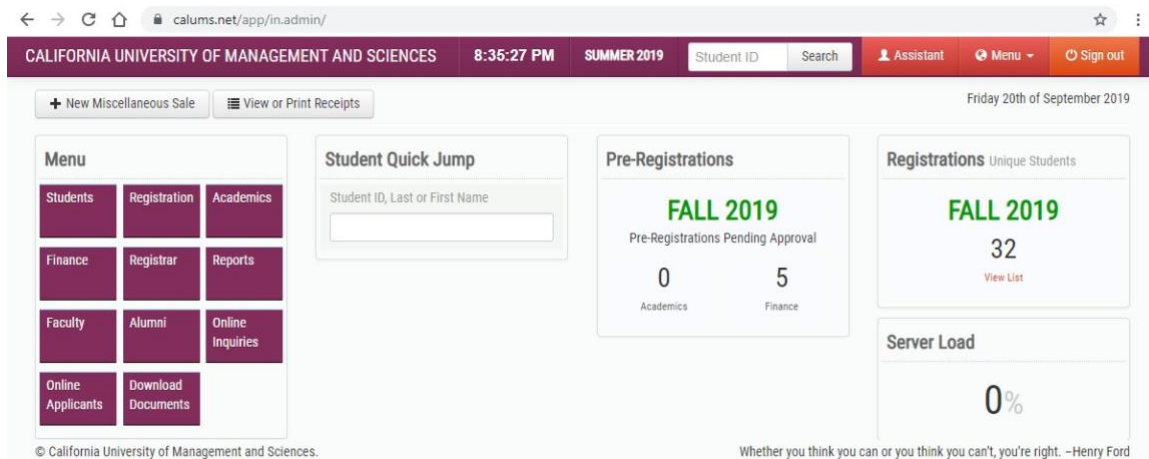
CalUMS Library maintains a holds sheet for students who request books, but are unable to pick them up until a later date. The Library will hold the item for one week, and then return it to the shelves for other students, faculty, and staff usage.

## H. Student Portal Staff Access

To access and review the information provided on the student portal, use this login information:

ID: [PASSWORD PROTECTED] PW: [PASSWORD PROTECTED] PIN: [PASSWORD PROTECTED]

The Library tab, part of the ConnectSIMS solution for the school, is being updated to reflect the library resources available to students, faculty, and staff.



## V. New Student Orientation and Library Training

To promote computer utilization in all university libraries and to further expand the Library mission in contemporary computer technology, a library orientation PowerPoint presentation is conducted each quarter at the university orientation program for the incoming class. Also, the Librarian meets the incoming class on the first day of the quarter at the general university orientation program, at which time individual questions are entertained. A considerable number of the incoming students exhibit extraordinary computer skills and Internet knowledge. Thus, this orientation program basically serves to inform those new to university libraries.

### A. New Student Library Orientation Presentation

Each quarter, upon the second week, a library orientation is provided to new students. In this presentation, the Librarian presents on the library policies, as well as the resources available in the Library. There is a new student orientation library information Session Sheet that needs to be signed and filled out by the students who attend the tour through the Library. This document is maintained in the Librarian's

office each quarter and presented during accreditation reviews.

### B. Tour through the Library

The Librarian has students sign the library orientation log to record their participation. This document is maintained in the Library's administration records. A tour of the Library's collections and resources then is provided, with a question-and-answer period.

### C. Information Literacy Instruction Training

The Librarian also offers information literacy instruction (a 10-minute training) as an extension to the materials and resources presentation offered in the library new student orientation in the beginning portion of instructors' courses. This option is available to instructors who are interested, and is extended to additional quarters as needed.

## VI. Library Resources and References

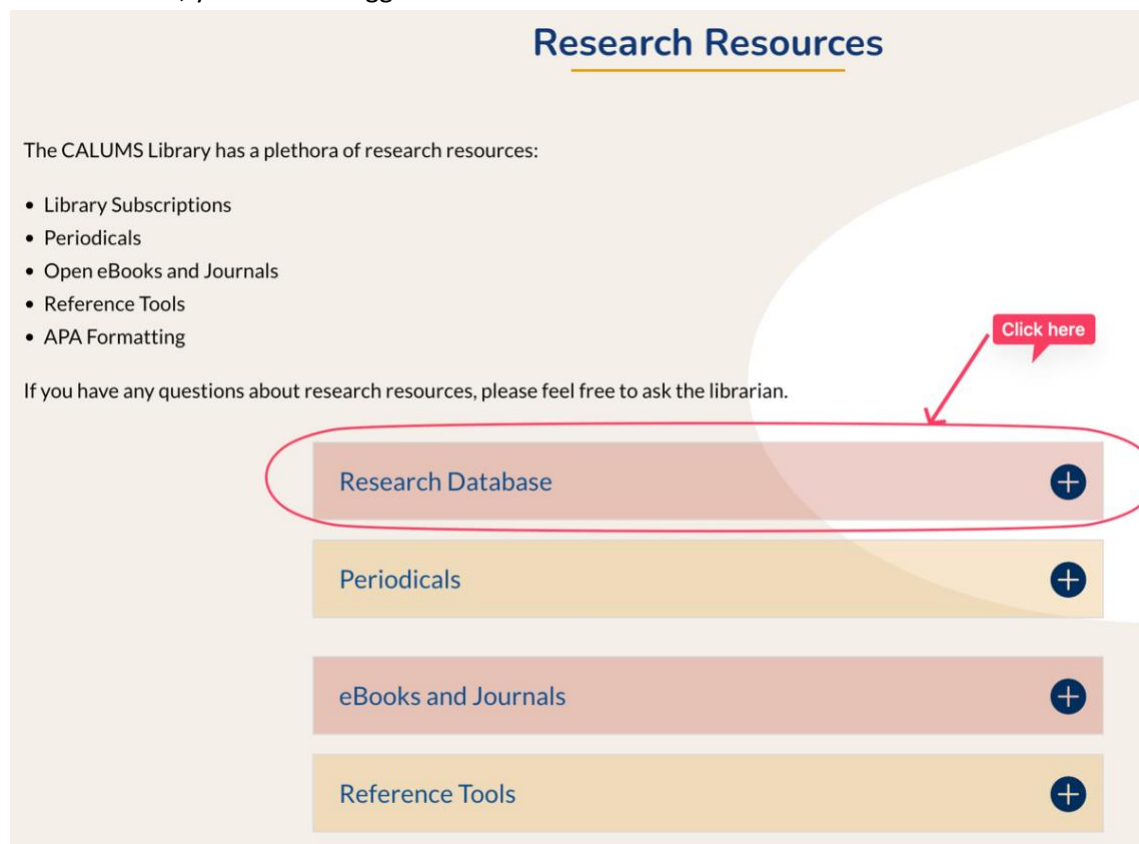
To access library resources and references, please go to the school website: [www.calums.edu/library](http://www.calums.edu/library). And click on the button named "Research and Online Resources".

The screenshot displays the CALUMS Library website. At the top left is the CALUMS logo (California University of Management & Sciences). To the right is a navigation menu with links: About, Admissions, Academics, Student Services, Library (circled in red), and Contact. Below the navigation menu, there is a section titled "LIBRARY ASSISTANCE" with text about library staff and contact information. Below that is a section titled "LIBRARY HANDBOOK" with a blue button labeled "Library Handbook". Further down is a section titled "RESEARCH DATABASES" with text about research resources and a blue button labeled "Research and Online Resources" (circled in red with a red callout bubble saying "Click here"). Below that is a section titled "FINDING BOOKS" with text about the Library of Congress Classification System. At the bottom of the page, there is a footer with a "B" logo, the text "Library of Congress Classification system", and a "Watch later" button.

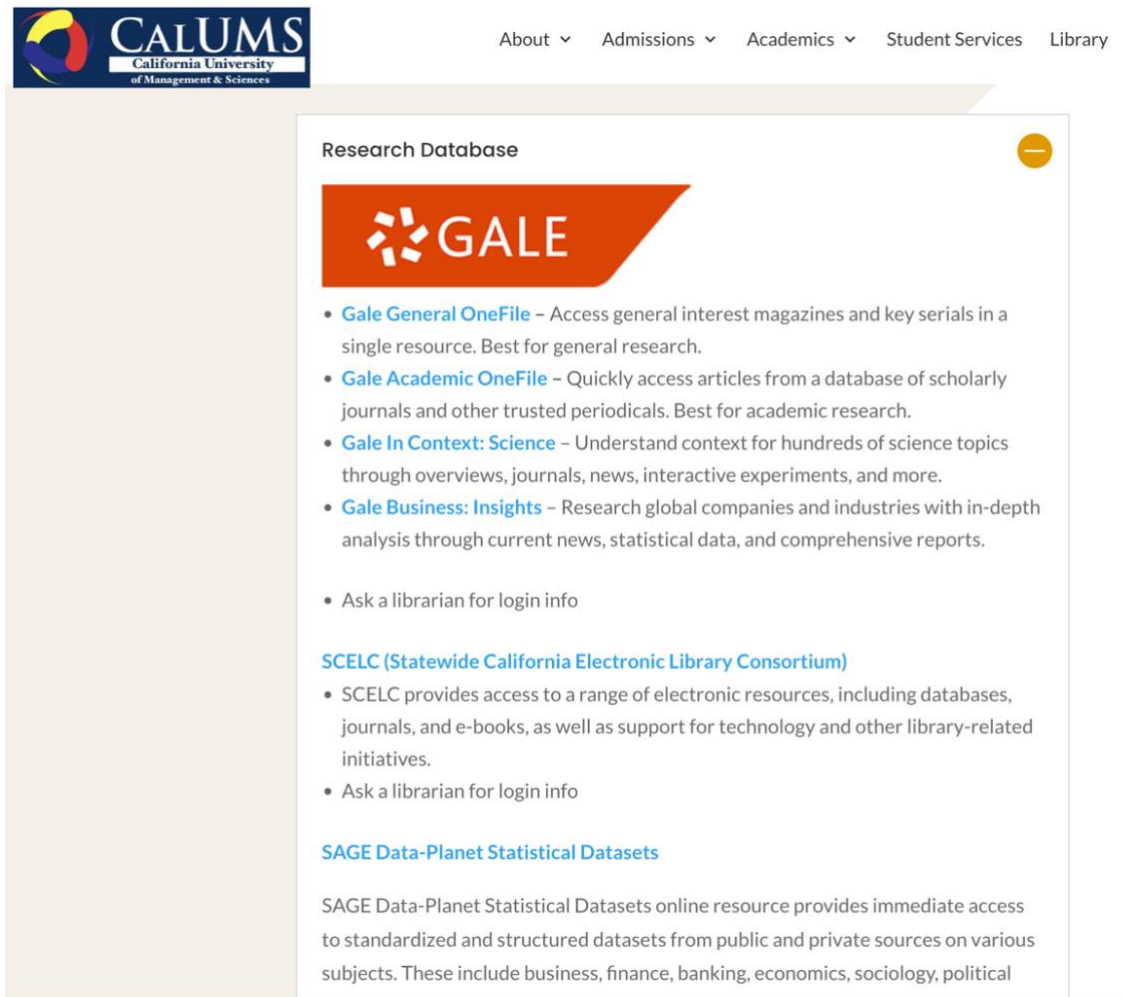
You will see the following screen.



As you scroll down, you will see toggles as shown below:



When you click the Research Databases toggle, you will see the following screen.



The screenshot shows the CALUMS (California University of Management & Sciences) website. The header includes the CALUMS logo and navigation links: About, Admissions, Academics, Student Services, and Library. The main content area is titled "Research Database" and features a large orange banner with the GALE logo. Below the banner, there is a list of database options:

- [Gale General OneFile](#) – Access general interest magazines and key serials in a single resource. Best for general research.
- [Gale Academic OneFile](#) – Quickly access articles from a database of scholarly journals and other trusted periodicals. Best for academic research.
- [Gale In Context: Science](#) – Understand context for hundreds of science topics through overviews, journals, news, interactive experiments, and more.
- [Gale Business: Insights](#) – Research global companies and industries with in-depth analysis through current news, statistical data, and comprehensive reports.

Below the list, there is a link to "Ask a librarian for login info".

**SCELC (Statewide California Electronic Library Consortium)**

- SCELC provides access to a range of electronic resources, including databases, journals, and e-books, as well as support for technology and other library-related initiatives.
- Ask a librarian for login info

**SAGE Data-Planet Statistical Datasets**

SAGE Data-Planet Statistical Datasets online resource provides immediate access to standardized and structured datasets from public and private sources on various subjects. These include business, finance, banking, economics, sociology, political

## GALE Databases



[Gale General OneFile](#) – Access general interest magazines and key serials in a single resource. Best for general research.

[Gale Academic OneFile](#) – Quickly access articles from a database of scholarly journals and other trusted periodicals. Best for academic research.

[Gale In Context: Science](#) – Understand context for hundreds of science topics through overviews, journals, news, interactive experiments, and more.

[Gale Business: Insights](#) – Research global companies and industries with in-depth analysis through current news, statistical data, and comprehensive reports.

A password is required to access this database. Please see page 14 above for the password.

### **Data-Planet Statistical Datasets**



SAGE Data-Planet Statistical Datasets online resource provides immediate access to standardized and structured datasets from public and private sources on various subjects. These include business, finance, banking, economics, sociology, political science, demography, agriculture, education, international studies, criminal justice, housing and construction, labor and employment, and energy resources and industries. Data-Planet offers visualization tools such as charts, maps, graphs, and tables, along with descriptive summaries and citations.

## **VII. Glossary of Library Terms**

**Abstract** – brief summary of a book or article.

**Accession Number** – a unique combination of letters and numbers assigned to each record in a database.

**ADN (Advanced Digital Network)** – usually refers to a 56Kbps leased-line.

**Annotated Bibliography** – a bibliography in which each citation is followed by an annotation containing a brief descriptive and/or evaluation summary, synopsis, or abstract.

**Anthology** – a collection of similar pieces of works, such as short stories, plays, poems, essays, etc. For example: fifty plays by African- American women.

**APA style** – American Psychological Association-approved writing style of research papers.

**Autobiography** – an account of a person's life written by that person.

**Bibliographic Record** – is a description of an item in the library that includes author, title, imprint, subject headings, and a physical description.

**Bibliography** – a listing of citations to books, articles, and other materials that are related to a topic. Bibliographies are frequently found at the end of encyclopedia articles, at the end of journal articles, and at the end of the books. Bibliographies are useful because they lead you to additional materials on your topic.

**Biography** – an account of a person's life written by someone else.

**Bookmarks (also called hot list or favorites)** – a list of web addresses (URLs) that are frequently used. To

view a bookmarked site, click on “Bookmarks,” then select the site from the list.

Boolean – a query strategy for searching electronic databases. Boolean searches allow you to combine two or more search terms using the operators “and,” “or,” “not,” and sometimes “near.”

Boolean operators – allow you to expand or restrict your search by specifying the relationship of terms being searched. Parentheses may be used to sequence operations and group words.

Bound Periodicals – are magazines and journals that are bound together in hardcover volumes. Bound periodicals are located on a separate shelf of the Library.

Call Number – a unique letter and number assigned to each item located in the library. CalUMS, like most colleges and universities, uses the Library of Congress classification system for arranging books according to subjects. Library of Congress uses letters to break subjects into general subject areas (e.g., BG for psychology), then numbers to denote subtopics. Books are shelved sequentially A-Z according to their call numbers. The call number may be thought of as the book’s unique “address” and may be found by using the online library catalog.

Career Collection – a special collection of books related to careers, resume preparation, and job interview techniques.

Cookie – the most common meaning of “cookie” on the Internet refers to a piece of information sent by a web server to a web browser that the browser software is expected to save and to send back to the server whenever the browser makes additional requests from the server. Depending on the type of cookie used, and the browser’s settings, the browser may accept or not accept the cookie, and may save the cookie for either a short time or a long time. Cookies might contain information such as login or registration information, online “shopping cart” information, user preferences, etc. When the server receives a request from a browser that includes a cookie, the server is able to use the information stored in the cookie. For example, the server might customize what is sent back to the user, or keep a log of particular user’s requests. Cookies are usually set to expire after a predetermined amount of time and are usually saved in memory until the browser software is closed down, at which time they may be saved to disk if their “expire time” has not been reached. Cookies do not read your hard drive and send your life story to the CIA, but they can be used to gather more information about a user than would be possible without them.

Cross-Reference – a term used in library catalogs, thesauri, indices, and encyclopedias to lead you from one form of spelling or subject to another (e.g., American history see U.S. – History; theatre see theater; gun control see also firearms – laws and legislation).

Cyberspace – a term coined by science fiction author William Gibson in his 1984 novel, *Neuromancer*, to describe the entire range of resources available on computer networks.

Database – a large collection of data, arranged into individual records, and organized especially for rapid search and retrieval by a computer. Some databases are full-text; some are citation and abstract only.

Full-Text Database – a CD-ROM or online electronic database that includes complete articles or texts of documents.

Handbook – a manual or small reference book providing specific information or instruction. Handbooks on a wide variety of topics are available in the Reference Collection.



Holdings – a set of fields in the online library catalog that shows exactly which years and volumes of a serial or periodical, or the volumes in a multivolume set of books, that the library owns.

Imprint – a statement that identifies city of publication, name of publisher, and date of publication (e.g., New York: Scribner's, 1997).

Index – a reference tool used to identify citations to library materials. There are indices to help you identify periodical articles, newspaper articles, essays, poems plays, and short stories.

IP Number (Internet protocol Number) – sometimes called a dotted quad. Antique number consisting of four parts separated by dots (e.g., 165.113.245.2). Every machine that is on the Internet has a unique IP number; if a machine does not have an IP number, it is not really on the Internet. Most machines also have one or more domain names that are easier for people to remember.

Keyword – a method of searching electronic databases (like online library catalogs, CD-ROM databases, and Internet resources) for all occurrences of a word or phrase within the database.

Library of Congress – located in Washington, DC, this is the library that is used by Congress and acts as a national library to the United States. Many libraries, especially college and university ones, use the call numbering system and subject headings that are used by the Library of Congress. You may access the Library of Congress home page at: <http://loc.gov>.

Link Rot – a term used to describe the problem caused by the changing of URLs. Frequently, files are moved to new computers, the site is discontinued, or the file structure of the computer system changes. When you click on a link and get an error message that the URL is not found, you may have to search for the site using a search engine. Sometimes the site can no longer be located.

MLA Style – Modern Language Association-approved writing style for research papers.

Newsgroup – the name for discussion groups on USENET.

Online Library Catalog – is a listing of library materials. The online library catalog at CalUMS lists all books and media items in the CalUMS library. You may search by author, title, subject, keyword, and call number. You should note carefully the location and call number of each item. The online catalog is available on the World Wide Web at <http://CALUMS.edu/w/index.php/ca/library/general-information/#library-information> as well as on the computers in the library.

Operators – words such as “and,” “or,” and “not” that are used to combine search terms to broaden or narrow your keyword search.

Password – a code used to gain access to a locked system. Good passwords contain letters and non-letters and are not simple combinations such as virtue7. A good password might be: TkIhy654\$\_P455w0rD

Periodical – a term which refers both to magazines intended for a popular audience *and* journals intended for a scholarly, professional, or technical reader.

Periodical Indexes and Abstracts – periodical indexes list articles which have appeared in journals, magazines, or newspapers. They list author, title, name of periodical, volume, pages, and date of publication. Abstracts are indexes that also contain summaries of the content of the article. Indexes and abstracts may be in print form, on CD-ROM, or delivered via the World Wide Web.



Reference Collection – a collection of encyclopedias, almanacs, dictionaries, directories, handbooks, and other reference sources. Reference books are for use in the library only and may not be checked out.

Renewal – an extension of the loan period for charged library materials. Renewals must be handled in person at the Circulation Desk.

Reprint – when material is republished, that is, published in another source after its original publication, it is considered to be a reprint. The original source must be credited in the citation. *Opposing Viewpoints* is an example of a reprint source where the articles have been collected from various other sources.

Reserve Materials – instructors often place books and articles “on reserve” for an entire class to read. These materials are located at the Reserve Shelf. Reserve materials are usually for use in the library for three hours.

Search Engine – a computer program that creates indexes of websites based on the titles of files, keywords, or the full text of files. You may use a search engine like Google to help locate websites related to your topic. Be sure to read the help information from the search engine you are using so you will structure your search correctly.

Spam (or Spamming) – an inappropriate attempt to use a mailing list, USENET or other networked communications facility as if it was a broadcast medium (which it is not) by sending the same message to a large number of people who didn’t ask for it. The term probably comes from a famous Monty Python skit which featured the word “spam” repeated over and over.

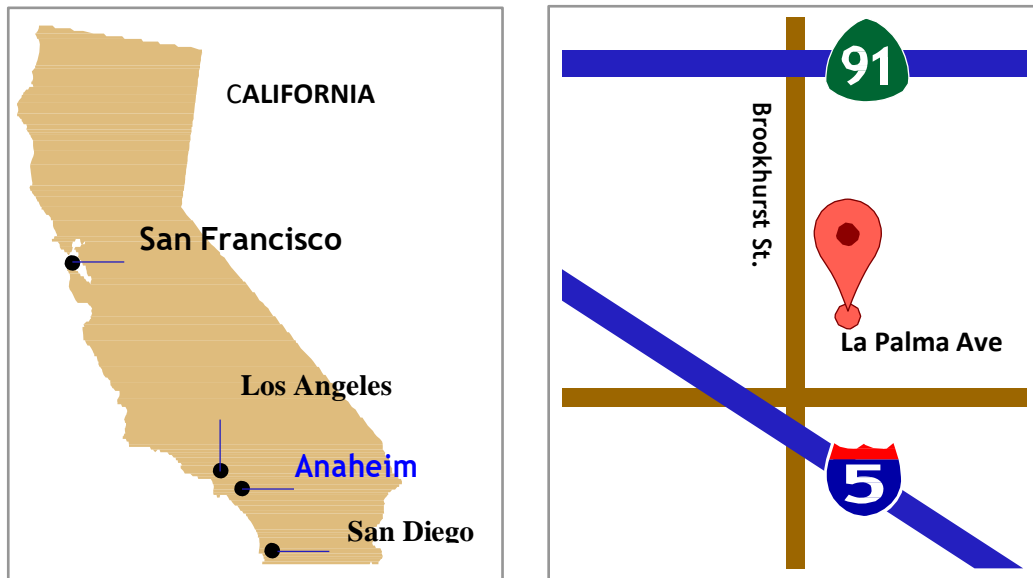
Style Manual – a manual written to illustrate the format research papers should follow. Each subject discipline has its own style manual, such as APA or MLA.

Subject heading – a uniform word or group of words used to describe the subject of library materials. Most colleges and universities use the Library of Congress Subject Headings, a four-volume set of red books which list all of the uniform subject headings. When performing a subject search in an online library catalog, you must use the exact subject heading that the Library of Congress uses in order to be successful. If you have problems using the subject headings for your research project, try the “keyword” approach, or ask a reference librarian for assistance.

Works Cited – a list of all resources you have cited in your research paper. MLA uses the broader term “Works Cited” instead of “Bibliography” (meaning, literally, “a list of books”). This is because you may use many types of sources, such as films, interviews, television programs, or web pages as sources for your paper. “Works Consulted” indicates that you are listing sources that you did not cite in your paper.

World Wide Web – a collection of resources which can be accessed via web browser like Netscape, Internet Explorer, or Google Chrome; also referred to as WWW, W3, or the Web. Frequently used (incorrectly) when referring to the Internet, WWW has two major meanings – first, loosely used: the entire constellation of resources that can be accessed using Gopher, FTP, HTTP, telnet, USENET, WAIS and some other tools. Second, the universe of hypertext servers (HTTP servers), which are the servers that allow text, graphics, sound files, etc., to be mixed together.

## Location and Maps



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