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# Library Manual

## 2025-2026



**CALUMS**  
CALIFORNIA UNIVERSITY OF  
MANAGEMENT AND SCIENCES

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## **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 to 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 development policy summarizes the key objectives of main campus' library holdings, as well as the peer reviewed journals magazines and eBooks provided to students, faculty and staff. The librarian catalog is where the library resources are maintained and stored, managed by the librarian staff on an on-going basis. Tools and resources, circulation responsibilities and general requirements of the positions are defined for students, faculty and staff to understand their role in the effective and efficient functioning of the main 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 training manuals for positions and key functions of the library are identified in individual sections, as well as in the appendix found in detail within the librarian's office.

## **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.

Alvin Lee,  
Librarian, CalUMS, 2025

## I. Introduction

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

### A. CALUMS

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, a variety of activities are underway at CalUMS Library to expand 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

This document will provide the rules and policies for the CALUMS library. The library rules and policies are accomplished by:

1. Providing Educational Resources, Instruction & Training.
2. Answering Questions.
3. Promoting intellectual freedom, open source & 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. Students are limited to four books.
  - 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 each day late of overdue books. Failure to return the library books will result in an eventual "block" on the students 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, student projects and college magazines, journals and catalogs are for library use only and may not be checked out.
5. Reserve materials are placed at the Reserve Desk by instructors for student use. These materials are usually restricted to the library use for a maximum of three hours, possibly extended during non-busy hours.

## **B. Reference Assistance**

CALUMS library staff welcome questions. The Librarian and Library Assistants are here to assist students using library materials and facilities. For assistance with circulation and overdue books, call (714) 533-3946. For more detailed questions regarding materials, locating resources, and/or to have a reference interview, call (714) 533-3946 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. 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 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 for black and white. 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. We will give you instructions on how to copy electronic files. If you would like to access our digital periodical subscriptions, such as the *Wall Street Journal* at WSJ.com, request the login credentials directly from the Librarian or the Academic Dean. These credentials are NOT to be shared with anyone outside of the CalUMS organization, and the password will be changed at the end of each quarter, so you must request the updated version directly again.

## **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.

## **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 indicate specific subject areas. The LCC Index appears below the reference while looking for a topic or subject search. 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 according to each material.

## **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, the subject of which comprise most of the book collections at the university. Other letters continue which represent subjects following the same principle. 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. For more information on cutter numbers, please see the appendix.
2. CALUMS library catalog provides information on both the LC call number and the Dewey Decimal classification number, located here: <https://app.CALUMS.net/library/>.

## **J. Call Numbers to Assist in Finding Books**

Each book is assigned a “call number” derived from the time when materials were called for orally and library staff did not allow patrons in the book “stack” areas. 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.

1. 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.
2. Examples and an Explanation of the Meaning:
  - a. TK = Electrical  
Engineering 2851 =  
Motors, Generators  
.H3 = Harwood [Author]  
*This call number is for the book: Harwood’s Control of Electrical Motors*
  - b. HQ = Family,  
Marriage 756 =  
Fathers, Husbands  
.D76 = Dubrin [Author]  
*This call number is for the book: Dubrin’s The New Husbands and How to Become One.*
  - c. 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. This is the way it appears on the entry on “Einstein”. There is no need to memorize this classification scheme. You only need 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

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 because .A42 comes ahead of this Book 6 since .A7 [.A70] is greater than .A42.

## 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 examples.

1. REF WC 81  
.A543

*This call number now indicates that this book is shelved in the Reference Section. The book represented is the American Medical Association’s Family Medical Guide.*

2. TCM REF 601  
.M23

*This call number now indicates that this book is shelved in the Traditional Chinese Medicine Section. The book represented is Maciocia’s The Foundations of Chinese Medicine.*

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

3. TCM REF 601  
.M23

*This call number now indicates that this book is shelved in the Traditional Chinese Medicine Section. The book represented is Maciocia’s The Foundations of Chinese Medicine.*

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. In summary, locators are generally abbreviated words.

## M. Library Privacy and Internet Use Policy

*(Note: This document represents an ideal privacy policy 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.

The Bill of Rights of the U.S. Constitution mentioned the right to privacy. This library’s policies of confidentiality and privacy are in compliance with the federal, state and local laws.

The User Rights are outline according to the five “Fair Information Practice Principles” mentioned under the Bill of Right of the

U.S. Law. These five principles are: The rights of Notice, Choice, Access, Security and Enforcement.

1. California University of Management and Sciences (CALUMS) Commitment to Our Users

Rights of Privacy and Confidentiality.

- a. Notice & Openness: We affirm that our library users have the right of “notice”—to be informed about the 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:

- b. User Registration Information
- c. Information required to provide library services
- d. Choice & Consent
- e. 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.
- f. Users Access to Computers and Internet: 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. Page 16 of 49.
- g. Data Integrity & 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.
- h. Enforcement & Redress: 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 manages the privacy and confidentiality rights, you should write a letter to the Director of the Library. 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 Page 17 of 49 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 2 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; but please return them to the 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 2 people may use a work station 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 of the students failed 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 5 minutes prior to the library 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/iftoolkits/toolkitsprivacy/guidelinesfordevelopingalibraryprivacypolicy/guidelinesprivacypolicy>
2. San Jose State University Library. Computers-Internet Access and Use Policy. Retrieved November 20, 2012, from <http://library.sjsu.edu/policiesprocedures/computers-internet-access-and-use-policy>
3. American Library Association. Guidelines and Considerations for Developing a Public Library Internet Use Policy. Retrieved on September, 2020, from <http://www.ala.org/advocacy/privacy/guidelines>
4. California State Law. Penal Code 311. Retrieved November 30, 2012, from <http://www.shouselaw.com/child-pornography-crimes.html>
5. Follick, E. & Moreno- Santiago, I. (2014) Library Manual. Retrieved from: [http://CALUMS.edu/web2/an/CALUMS\\_Library\\_Manual\\_2013.pdf](http://CALUMS.edu/web2/an/CALUMS_Library_Manual_2013.pdf)

### **III. Library Administration**

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

**A. Hours of Operation**

Wednesday through Friday, 10 am to 7 pm  
Monday and Tuesday by appointment with Front Office  
Closed Saturday and Sunday

**B. Contact Information**

CALUMS Library: 714-533-3946 extension 221  
[library@calums.edu](mailto:library@calums.edu)

**C. Library Door Key**

Locks the library at the end of the night, stored at front administration desk.

**D. Library Printer**

The library printer is available for student usage at a price of \$.10 per black and white pages. Students, faculty and staff are assigned a login code.

**E. 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 shift.
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 shift.
6. Make sure the computer lab door is locked when your shift ends.
7. No software/program downloads that are virus prone, or that bring unwanted spyware.

**F. Book Drop**

For students to place their returned items in for their convenience. The Librarian or Library Assistants will then remove the items at least once weekly.

To help students better meet their deadlines and to accommodate their requests. It is for students to place their items if they need to return them.

## IV. Collections

The CALUMS Library houses more than 3,000 volumes and subscribes to over 25 professional journals, periodicals and newspapers. Students have access to the library's 9 Internet Stations, as well as to all of the library's resources during regular library hours.

**A. Student Passwords**

- EBSCO e-books (user ID: calumslib): Calums2022\*
- Gale eBooks:



5. Type this above information into template [Template in dropbox]: 0039-5404  
46 (2)  
2005-12-01
6. Print with barcode paper.  
Be careful. If the printer starts to get hot and show black line marks, use regular paper or wait for it to cool off. You can always default to regular paper and just cut out the template numbers.

Comments:

- 1) You may find that some magazines/journals do not have an ISSN. You should be able to do a google search with the name of the magazine and find the ISSN.
  - a. For Example: Searching "Sunset Magazine ISSN Number" in google shows you that the number is 0039-5404. <https://www.google.com/webhp?sourceid=chrome-instant&ion=1&espv=2&ie=UTF-8#q=Sunset+Magazine+ISSN+number>
  - b. If you get to a magazine in the system with a blank ISSN, you are welcome to add it once you know it.
- 2) Sometimes the magazines may not have volume or numbers. In these cases, you will put "0 (0)" in place of where there should be volume or numbers.
- 3) The dates should reflect the date on the front of the magazine cover.

#### **E. When to Collect a Student ID Card**

1. Student wants to check out MS-611 student projects. Time is unlimited, but reserved for inside the library only.
2. Student wants to check out reserve books. Time is 3 hours, and can be extended during non-busy hours. Have them also fill out the reserve sheet inside the circulation desk cabinet.

#### **F. Faculty [Desk] Copies**

Faculty periodically request desk copies of textbooks be sent to their attention. They are permitted one faculty textbook from most publishers. The faculty copies are identified as such around the binding of the book.

#### **G. 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.

#### **H. Checking Out Books**

1. CALUMS library books may be checked out for a total of six weeks. The first check out is the initial, with two permitted renewals. This keeps it fair for other students who also want the book. After the sixth week, the librarian needs to approve a final two weeks. Under most circumstances, it should be assumed that after the sixth week, the book is due back. At this point, the only option left to offer is the One-Book-For-One- Book Donation program, where the student can donate One book to check out another book for the entire quarter.
2. CALUMS library books are permitted to be checked out when the student does not already owe outstanding overdue library books. If the student still owes other library books, please instruct them to return those titles prior to checking out any others.
3. CALUMS students are permitted a maximum of four titles to check out at one time. They cannot check out a fifth title until one of the others is returned.

#### **I. Collection Development Policy**

The collection development policy is in development, but currently revolves around donations received

from students, faculty and staff, used book purchases from Amazon and the Friends of the Aliso Viejo Public Library's Friends Bookstore and textbook purchases directly from the publishers. Eventually this may move towards purchases directly from a broker, potentially Baker and Taylor. We also currently utilize EBSCO for our ebook resources, and Gale/Cengage to provide our scholarly journal and peer reviewed articles to students, faculty and staff. A general overview of the policy includes the below title specifications as priority, as they relate to our schools educational objectives.

**Mission:** To provide information resources in both print and digital format to students, faculty and staff of CALUMS with an emphasis on patron preferences. The materials are for research and instructional purposes, made available in both current and scholarly content.

**Purpose:** To provide a general guideline for how the library weeds, obtains, and organizes its collection for educational value, within its budgetary and space limitations. It directly relates to the library and schools mission and needs of the patrons, while also defining the scope and standards of the various collections. The policy also provides a guideline for how it can reassess and adapt to changes in the industry, and to meet the differing needs of the CALUMS community at large.

**The Community:** The CALUMS Anaheim community consists of primarily educated graduate students and undergraduate students from various countries throughout the world, as well as academic faculty and professional staff. The university is in the state's second most populated county.

**Philosophy of Selection:** Developed following the principles and guidelines of the American Library Association's Freedom to Read Statement and Library Bill of Rights, CALUMS library's philosophy is to "to preserve and encourage the free expression of ideas essential to an informed citizenry." The library upholds the right of the individual to secure information, even though the content may be controversial, unorthodox, or unacceptable to others. Materials available in the library present a diversity of viewpoints, enabling students, faculty and staff to make the informed choices necessary in a democracy.

**Collection:** [To be updated periodically] The library recently transitioned over to a new ERMS system to catalog its resources. We estimate at most about 4,000 print titles in the collection, and 5,000 ebooks. This number will be updated soon to reflect actual numbers.

**Responsibility for Selection:** To be determined by the Librarian in agreement with the Library Director. Additional input and book recommendations and feedback will be considered on an on-going basis from faculty, staff and students, to meet the libraries patron-driven objectives. While the Librarian makes the final decision on purchases, donations and weeding of titles, the entire university is encouraged to consistently provide recommendation. Suggestions for Purchase: The library provides a Book Recommendation Form (see appendix) for students, faculty and staff to select items for the collection.

**Gifts & Donations:** The library encourages donations from its students. It offers the 1-Book-For-1-Book Donation program for students to donate 1 book in exchange for another book to be checked out for the entire quarter. Students, faculty and staff are all also encouraged to donate materials for the library and may receive a tax donation form for their records (see appendix). The collection also includes Publisher's gift copies for faculty editions of textbooks for classes. Once received, the library reserves the right to place the item where they view appropriate for the collections and as it relates to the subject area of the university. Some donated items may also be weeded from the collections as deemed necessary.

1. The library makes the final decision on the usage of the donated item.
2. Donors are provided an optional contribution form, but a monetary value for the item is not included.  
Donors should not expect to receive any compensation for their donation, as it is given to the library as a gift.
3. Donations must be in an acceptable condition as determined by the library, and meet the specifications of the library and its patrons/users. Examples of acceptable donations:
  - Media: DVDs
  - Print Titles: Social Sciences, History, Healthcare Management, Veterinary Management, Sports Management, Business, Finance
  - Classics
  - Biographies
  - Reference
  - Textbooks

### **The Collection**

1. Textbooks: Titles that are requested by faculty, staff and students for the collection are periodically ordered.  
This is an ongoing process, and the majority of the textbooks for the collection are ordered quarterly, prior to the next quarter beginning. The library does its best to maintain at least one reserve copy of each course's text, one faculty copy for the professor and two on the shelves for students to check out. This may vary based on the Librarian's discretion. The library does not provide textbooks in the same manner that a bookstore does.
2. Social Sciences [H – HX]: \*Primary Texts. The university provides many titles in this range to meet the needs of its Business Management academic programs. Many titles are provided in the areas of Statistics, Economics, Transportation, Commerce, Finance, Labor, Retail and Banking. Both fiction and non-fiction titles are included in this area.
3. Science [Q-QR]: \* Primary Texts. The university provides many titles in this range to meet the needs of its Computer Science majors. Specifically, there are many titles in the range of QA71 – QA76 with a focus on calculating machines, electronic computers, computer science and computer software.
4. Biographies: Provided as research and reference materials for individuals who have impacted the business, information technology and historical foundations for their subject areas.
5. Internet (Public Access): Provided for students as an open access platform where they can browse the internet to access EBSCO ebooks, Google Scholar and various data websites for their research and resources. There is provided access to students, faculty and staff a vast array of information available through electronic media. Electronic information, services, and networks provided directly or indirectly by the library will be made readily, equally, and equitably accessible to students, faculty and staff, as needed. The CALUMS library does not monitor and has no control over the information accessed and cannot be held responsible for the content, accuracy or quality of the information retrieved. Providing access to electronic information, services, and networks differs from selecting and purchasing material for the library's collection, offering unprecedented opportunities to expand the scope of information available to all users.
6. Literacy: CALUMS library provides information to support the library's literacy efforts. Resources are also provided to students on how to effectively cite their resources in APA, MLA and other

various approved formats.

7. Periodicals: A “periodical” is a magazine, newspaper, newsletter or scholarly journal that comes out regularly or occasionally. It is important, however, to understand when and how to use them, as magazines and newspapers are different from scholarly journals.

A “magazine” is a periodical with a popular focus, i.e. aimed at the general public, and containing news, personal narratives, and opinion. Articles are often written by professional writers with or without expertise in the subject; they contain “secondary” discussion of events, usually with little documentation (e.g. footnotes). Magazines use vocabulary understandable to most people, and often have lots of eye-catching illustrations. Time, Newsweek, U.S. News & World Report, and Psychology Today are magazines.

A “newspaper” is a periodical containing written information about current events (usually daily) and is often typed in black ink with a white or gray background. Newspapers can cover a wide variety of fields such as politics, business, sports and art, and often include materials such as opinion columns, weather forecasts, reviews of local services, obituaries, birth notices, crosswords, editorial cartoons, comic strips, and advice columns. Los Angeles Times, OC Register, New York Post, Washington Post, and New York Times are newspapers.

A “journal,” or “scholarly journal,” is a scholarly periodical aimed at specialists and researchers. Articles are generally written by experts in the subject, using more technical language. They contain original research, conclusions based on data, footnotes or endnotes, and often an abstract or bibliography. Economic Inquiry, Journal of the American Medical Association (JAMA), Journal of the American Statistical Association (JASA), The Journal of Physical Chemistry, and Labor History are examples of journals.

It’s important to understand the differences between journals and magazines/newspapers. Magazines/ newspapers are not necessarily bad or low quality (nor are journals necessarily high quality) -- they simply aren’t designed to support most upper-level academic research. This is because they do not document their sources of information, and they generally lack the depth of scholarly journals.

The CALUMS Library provides journals, magazines, and newspapers for its students, faculty and staff to use within the library.

8. Reference: CALUMS library provides about 300 reference titles available only in the library for students, faculty and staff to use. These titles include dictionaries and encyclopedias.
9. Foreign Language Text: To meet the needs of a diverse student body, the CALUMS library provides titles in English, Korean, Chinese and various other languages for its students. These foreign language titles are translated to English inside the library.

### **Collection Development Scale**

The following definitions of collection intensity have been developed to provide guidelines for acquisition and evaluation of subject areas within the collection. They are used in analyzing the collection by Library of Congress and National Library of Medicine Classification systems. The subject strengths and collection emphasis is demonstrated in the sections that have the most current, up-to-date, and relevant titles for student, faculty and staff requirements.

- Popular/Basic Collection: Acquire best-sellers and popular materials based on demand or anticipated demand. Select basic works which serve to introduce and define a subject. Develop a highly selective collection that is weeded continuously based on use.
- Working Collection: Acquire popular, current materials and significant works/classics. Maintain a retrospective collection to reflect standard titles. Develop a minimum depth, broad scope collection. Weed based on significance of title and changing use.

- **Resource Collection:** Acquire popular and significant works; plus purchase extensively for coverage of the “best and most important” resources in a subject area. Develop a collection that provides broad, current, in-depth, and retrospective coverage. Weed based on significance of title, usage, and maintaining existing collection strengths.
- **Research Collection:** Acquire all available current and retrospective works for comprehensive coverage of a field. Retain all titles and holdings with an emphasis on preservation. Virtually no weeding should occur.

**Collection Maintenance:** On-going process to ensure that that library materials are current, relevant and of a usable quality for educational and research purposes.

**Weeding [Discarding] Library Materials:** Library materials are weeded when they meet a number of specifications no longer relevant to the library and the resources it provides to its student, faculty and staff. The weeded titles are currently donated to the VVA, a doorstep pick-up service, which provides materials for American Veterans and their families.

**Criteria for Weeding:**

- **Obsolescence:** subject matter that is no longer timely, accurate or relevant.
- Items that are damaged or in poor condition.
- Space Limitations.
- Items that are very old.
- Items that are not used often.

**Criteria for Selection:**

- Local Interest.
- Reputation of author or number of requests/uses by scholars & academic experts.
- Significance as identified in standard biographies.
- Quality of materials and content therein provided.
- Uniqueness of information for research.
- Scholarly/Peer reviewed material.

**Revision of Policy:** This policy will be periodically reviewed and updated as times and circumstance require.

**Reference:** (2015) The City of Pasadena Public Library. Collection Development Policy.

Retrieved from: <https://www.cityofpasadena.net/library/library-policies/#collection-development-policy>

## V. Duties & Responsibilities

### A. Librarian

The Librarian is responsible for the overall administration of the CALUMS library and its resources, pursuant to the mission and educational objectives of the school.

**Librarian Duties:**

- Plan and implement library policies and regulations of the school.



- Supervise the Library Assistants and staff.
- Responsible for the overall quality of library facility and its resources.
- Develop and maintain the library collections, including online library databases, to serve the continuing needs of students, faculty and staff.
- Review and approve faculty recommendations on library acquisitions.
- Attend and participate in working committees, including the Academic and Faculty, related to the provision and maintenance of library resources, while recording minutes.
- Oversee the conduct of library orientation for new students every quarter.
- Prepare a monthly report to show the statistics of the library including attendance or use of Library holdings.
- Collaborate with the academic committee and/or the research center on new or proposed programs involving new library resource acquisitions.
- Work with publishers to send library materials.
- Attend faculty & management meetings and record minutes.
- Order library equipment and supplies.
- Conduct research for the library.

#### Librarian Daily Task Routine:

1. Open the library at 10:00 am.
2. Check that everything is in order and turn on the AC.
3. Turn on the library computer.
4. Turn on the library printer.
5. Bring in newspapers where available.
6. Check phone for new messages.
7. Check e-mail messages and respond.
8. Make sure the new sign-up sheet is up for students.
9. Make sure the new Activities Log is up for Library Staff.
10. Count the cash in the cash box [\$20] for day and review receipts/past days' transactions. Transfer all excess monies to Hongjun/Finance Department.
11. Water plants and clean, if necessary.
12. Access the CalUMS Anaheim library catalog and update circulation data.
13. Send overdue library book announcements.
14. Send library book due date reminders [1-3 days before due].
15. Complete Library Projects.
16. Close the library at 7:00 pm.

#### **B. Library Assistants**

Assistants help the library by providing valuable service and filling shifts in the evenings and weekends, when the Librarian is unavailable. They are hired as part-time workers, not to exceed 20 hours a week, as they are active students affiliated with CalUMS University in Anaheim, CA. A sample of the qualifications that the library looks for when hiring new LA's is provided below. Additionally, the Library Assistant rules and procedures training manual is provided in the appendix.

#### CIRCULATION ASSISTANCE DUTIES:

- Check library materials in and out of the library using the CalUMS library database system.
- Maintain records of overdue, lost books, and fines.
- Monitor students' use of library.

- Maintain patron records.
- Assist with management over the library collection.
- Assist in maintaining the appearance of the library.

#### REFERENCE ASSISTANCE DUTIES:

- Assist students and teachers in the location of library resources.
- Assist with the orientation and training over the use of the library resources and equipment.

#### TECHNICAL ASSISTANCE DUTIES:

- Assist with the cataloging of the library resources.
- Maintain equipment and their records of usage.
- Prepare equipment availability for opening and closing of the library.

#### DESIRED SKILLS:

Customer service skills; strong work ethic; and literacy skills, including knowledge of Library of Congress Classification System and Microsoft Office applications (i.e. Word, Excel, PowerPoint)

### **C. Library Supplies**

Periodically, the library needs to be able to order supplies to refill their stock of necessary items. Supplies are included in the annual budget. The template for the supply recommendation form is included in the appendix. Sample vendors the library uses frequently, include:

1. Demco – security stickers and labels.
2. Amazon.com – books, stickers, tape, stepstools
3. Staples – for office supplies.

### **D. Safety & Security**

Campus safety and security is maintained at all times. Cases of disturbances and incidents can also be reported to the office. The library maintains incident reports on a case-by-case basis.

1. CALUMS has a zero tolerance policy on academic dishonesty.
2. Behavior that is threatening to other students and/or faculty will be grounds to immediately call the proper authorities.
3. CALUMS has a zero tolerance policy on sexual harassment.
4. There is no overnight parking in the school parking lot.
5. Report non-students, non-faculty and non-staff to campus security.
6. The school library is for CALUMS students only. Please show student ID card when entering.
7. Have student ID card at all times on campus for safety reasons.
8. Keep noise to a minimum.
9. Mute cell phones.
10. Converse quietly.
11. No food or drinks in the library. Water bottles are okay, as long as they do not damage the furniture or spill.
12. No tobacco.
13. Payment or replacement for damaged items will be enforced.
14. No weapons.
15. No verbal abuse of the staff.
16. Children under the age of 13 must be accompanied by an adult.
17. Make calls and answer phones outside the library.
18. Avoid leaving items unattended in the library to prevent theft.

19. Only service animals are permitted in the library.

## **VI. Tools and Resources**

### **A. ConnectSIMS Library Catalog**

Discovery software platform that is affordable cloud-based software, built with small colleges in mind. To review more information about this service, please visit this website: <http://www.connectsims.com/site/>. We selected this option for our library catalog because it is accessible anywhere, affordable, there is one login for students, faculty and staff and there is a lot of security. The system is being connected with the library catalog and our online resources, including EBSCO and INFOTRAC.

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

When students want to check out a reserve book title currently located and held in our Library Extension, they are permitted a maximum of 3 hours. They fill out the reserve form and provide the library with their student ID card in exchange for the book. Their student ID card is returned to them when the book is returned. See appendix for reserve sign-in log template.

### **C. Switching Shifts Form for Library Assistants**

The Librarian maintains a document the Library Assistants must sign and have approved by the Librarian, prior to switching and/or changing shifts. The Library Assistant giving up their shift must sign to give it up, while the assistant filling in for them must sign to confirm they will do so. Finally, the Librarian signs the form to complete the process. The template for this document is determined by the Librarian and updated periodically. See appendix for sample template.

### **D. Clearance Forms for Students**

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. A sample document of what this form looks like is included in the appendix. The Librarian is required to review the ERMS + manage + patrons tab to determine whether or not the student has any books remaining as checked out.

1. Accessing the Library Patron Record: Login into the ERMS here: <https://app.CALUMS.net/library/>, click on Manage, click on Patrons, Locate the Student ID presented [G143016], and review their books checked-out status. If the student does not have any checked out books, then you can sign the form. If they do, then proceed to step 2.

CALUMS - ANAHEIM CAMPUS LIBRARY

Dashboard Daily Operations Manage Reports Library Assistant Settings

Patrons (Students, Faculty & Staff)

Update *maria. smith*

Full Name:

ID:  Group:

Cell Phone:  Email:

Address:

Status:  Academic Status:

Memo:

Reset Form Save

Books Checked Out

Fines  
Charged: \$0.00. Paid: \$0.00. Balance: \$0.00

Book Code	Title	Check Out	Check In	Returned	Charge	Book Status

2. Checked-Out Books: Please inform the student that they need to locate the missing title and return it to the library. If they do not have access to the item anymore, please direct them to a bookstore website where they may purchase a replacement copy used or new. The replacement can be used, but needs to be in quality condition, usable for other students ie. no excessive damage, or excessively torn pages.

### E. Library Holds Sign-Up Sheet

CALUMS library maintains a library 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. See appendix for sample form.

### F. 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.

CALIFORNIA UNIVERSITY OF MANAGEMENT AND SCIENCES 8:35:27 PM SUMMER 2019 Student ID Search Assistant Menu Sign out

+ New Miscellaneous Sale View or Print Receipts Friday 20th of September 2019

Menu

- Students
- Registration
- Academics
- Finance
- Registrar
- Reports
- Faculty
- Alumni
- Online Inquiries
- Online Applicants
- Download Documents

Student Quick Jump

Student ID, Last or First Name

Pre-Registrations

FALL 2019

Pre-Registrations Pending Approval

0 Academics 5 Finance

Registrations Unique Students

FALL 2019

32 View List

Server Load

0%

© California University of Management and Sciences. Whether you think you can or you think you can't, you're right. -Henry Ford

## VII. Circulation

### A. E-mailing Students with Overdue Books

The below e-mail is a sample template of the e-mail sent to students who have overdue books. This e-mail is sent by the Librarian generally once every week that the student's item is overdue.

#### 1. Sample Overdue

Email: Dear Mr.

Brooks:

Our records indicate that you have an overdue library book. The fee per day late is \$.50. Below is the information we have for your item:

Title: Introduction to Business Law

Author: Beatty, Jeffery F., Samuelson, Susan S. and Bredeson, Dean

A. Barcode: 650135

Due: 2015-07-25

Please return the title. If you believe there is an error, notify us as soon as possible.

#### 2. Sample Due Date Reminder:

Occasionally, as an optional courtesy where the Librarian has time available, a library book due date reminder e-mail may be sent to students between 1-3 days prior to the book being due. Sample e-mail is provided below.

Dear Ms. Fuentes:

Our records indicate that you have a library book due on June 24, 2015. The fee per day late is \$.50. Below is the information we have for your item:

Title: OM

Author: Collier, David A. and James R.

Evans Barcode: 632135

Due: 2015-06-24

Please return the title. If you believe there is an error, notify us as soon as possible.

### B. Adding New Students to the Catalog

When new students arrive and are inputted into the student portal, their information can be updated in the library catalog. You can access their student information on the student portal, or by contacting the IT desk. A sample of the staff portal information page is provided below.

← → ↻ 🏠 calums.net/app/in.admin/students.php ☆

**CALIFORNIA UNIVERSITY OF MANAGEMENT AND SCIENCES** 8:38:06 PM SUMMER 2019 Student ID Search Menu Sign out

Dashboard / Students

### Students

Search Student ID keyword Search Slide Toggle Filters

2787 Records 1 2 3 4 5 6 7 8 9 10 11 > >>

Export Table To Excel

Show 100 rows Table Filter

#	Student ID	Last Name	First Name	Middle Name	Email	Campus	Current Program	Prog. Status	Reg. Status	Updated On	
1	6100001	ABAD	EDWARD	EDUARDO	edward.abad@yahoo.com	Anaheim	MBA	Started	Registered	03/18/16	✉ 📄
2	6100049	ABAD	EDWARD	EDUARDO	edward.abad@yahoo.com	Anaheim	MSCIS	Started	Registered	10/29/14	✉ 📄
3	6100094	ABAD	SARAH	CHRISTINA	sarah.abad@calums.edu	Anaheim	MSSM	Graduated	Registered	10/05/17	✉ 📄
4	6100095	ABAD	OLIVER	EDUARDO	oliver.abad@calums.edu	Anaheim	MSCIS	Dismissed	Withdrawn		✉ 📄
5	6100095	ABAD	FABIAN		fabian.abad@calums.edu	Anaheim	MSCIS	Withdrawn	Registered	12/07/17	✉ 📄
6	6100094	ABAD	OLIVER	VICTOR	oliver.abad@calums.edu	Anaheim	MBA	Started	Registered	09/09/19	✉ 📄
7	6100095	ABAD	OLIVER	EDUARDO	oliver.abad@calums.edu	Anaheim	MBA	Withdrawn	Withdrawn	12/29/14	✉ 📄
8	6100095	ABAD	OLIVER	EDUARDO	oliver.abad@calums.edu	Anaheim	MBA	Started	Dismissed	01/22/15	✉ 📄
9	6100095	ABAD	OLIVER	EDUARDO	oliver.abad@calums.edu	Anaheim	MBA	Started	Dismissed	01/26/15	✉ 📄

1. Retrieve the student information in-person, or through the portal.
2. Visit the ERMS catalog here: <https://app.CALUMS.net/library/>.
3. Go to Manage + Patrons + Add New Patron

← → ↻ 🏠 calums.net/app/library/admin/users.php?w=patrons ☆

**CALUMS - ANAHEIM CAMPUS LIBRARY** Dashboard Daily Operations Manage Reports Settings

### Patrons (Students, Faculty & Staff)

Search patrons Patrons Add New Patron Import Patrons

2605 Records 1 2 3 4 5 6 7 8 9 10 11 > >> Delete Selected Records

<input type="checkbox"/>	#	Patron ID	Group	Full Name	Email	Phone #	Status	Aca. Status	Books Out	Dues	
<input type="checkbox"/>	1	6100001	STUDENT	EDWARD ABAD	edward.abad@calums.edu		Active	-	0	\$0.00	✉ 📄
<input type="checkbox"/>	2	6100049	STUDENT	EDWARD ABAD	edward.abad@calums.edu	714-555-0000	Active	Completed	0	-\$6.66	✉ 📄
<input type="checkbox"/>	3	6100094	STAFF	CHRISTINA ABAD	christina.abad@calums.edu		Active	-	0	\$0.00	✉ 📄
<input type="checkbox"/>	4	6100095	FACULTY	EDUARDO ABAD	eduardo.abad@yahoo.com		Active	-	0	\$0.00	✉ 📄
<input type="checkbox"/>	5	6100095	FACULTY	EDUARDO ABAD	eduardo.abad@calums.edu		Active	-	0	\$0.00	✉ 📄
<input type="checkbox"/>	6	6100095	FACULTY	EDUARDO ABAD	eduardo.abad@yahoo.com	714-555-0000	Active	-	0	\$0.00	✉ 📄
<input type="checkbox"/>	7	6100095	FACULTY	EDUARDO ABAD	eduardo.abad@yahoo.com		Active	-	0	\$0.00	✉ 📄
<input type="checkbox"/>	8	6100095	FACULTY	EDUARDO ABAD	eduardo.abad@yahoo.com	714-555-0000 ext. 200	Active	-	1	\$0.00	✉ 📄
<input type="checkbox"/>	9	6100095	FACULTY	EDUARDO ABAD	eduardo.abad@yahoo.com		Active	-	0	\$0.00	✉ 📄
<input type="checkbox"/>	10	6100095	FACULTY	EDUARDO ABAD	eduardo.abad@yahoo.com		Active	-	0	\$0.00	✉ 📄
<input type="checkbox"/>	11	6100095	FACULTY	EDUARDO ABAD	eduardo.abad@yahoo.com		Active	-	1	\$0.00	✉ 📄
<input type="checkbox"/>	12	6100095	FACULTY	EDUARDO ABAD	eduardo.abad@yahoo.com		Active	-	0	\$0.00	✉ 📄

4. Add as much new patron information as possible, but most importantly their student ID number and e-mail.

← → ↻ 🏠 calums.net/app/library/admin/users.php?w=patrons ☆ ⋮

CALUMS - ANAHEIM CAMPUS LIBRARY Dashboard Daily Operations Manage Reports Settings

Patrons (Students, Faculty)

2605 Records 1 2 3 4 5

**Add New Patron** X

Full Name

ID  Group

Cell Phone  Email

Address

Status  Academic Status

























Memo

Reset Form Save

Close

Add New Patron + Import Patrons

Delete Selected Records

#	Patron ID	Group	Full Name	Status	Books Out	Dues	
1		STUDENT			0	\$0.00	 
2		STUDENT			0	-\$6.66	 
3		STAFF			0	\$0.00	 
4		FACULTY			0	\$0.00	 
5		FACULTY			0	\$0.00	 
6		FACULTY			0	\$0.00	 
7		FACULTY			0	\$0.00	 
8		FACULTY			0	\$0.00	 
9		FACULTY			0	\$0.00	 
10		FACULTY			0	\$0.00	 
11		FACULTY			1	\$0.00	 
12		FACULTY			0	\$0.00	 

## VIII. 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 power point presentation is conducted each quarter at the university orientation program for the incoming class. Also, the Librarian meet 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 afford those new to the university libraries.

### A. New Student Power Point Presentation & Orientation

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. See appendix for sample power point presentation.

Orientation: 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 portion of orientation. 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 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 10 minutes in Classes

The Librarian offers a 10 minute information literacy instruction 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 extended to additional quarters as needed. See appendix for sample power point presentation.

#### CALUMS Library Information Literacy Tutorial Voluntary Survey

Please circle one

1. Have you experienced difficulty locating materials for your research? ☐ Yes ☐ No
2. Did you know what information literacy was prior to this presentation? ☐ Yes ☐ No
3. Did you find today's tutorial on how to locate CALUMS library resources helpful? ☐ Yes ☐ No
4. What part of the presentation did you find the most useful? [You may circle more than 1]  
☐ Citations & References ☐ Library Catalog & Ebooks. ☐ INFOTRAC Peer Review & Questia  
☐ Library of Congress Classification Review ☐ Library Contact Information & Hours
5. Did you know what peer reviewed was prior to today's presentation? ☐ Yes ☐ No
6. Will you use ebooks now that you know how to access them? ☐ Yes ☐ No
7. Do you think that ebooks will be more helpful to you, than regular books? ☐ Yes ☐ No
8. Do you like ebooks? ☐ Yes ☐ No
9. Additional Comments or Ideas to Improve the Library:



## Peer Reviewed

CRITERIA	SCHOLARLY JOURNALS	POPULAR MAGAZINES	TRADE PUBLICATIONS
AUTHOR	Expert (scholar, professor, researcher, etc.) in field covered. Author is always named.	Journalist; nonprofesional or layperson. Sometimes author is not named.	Business or industry representative. Sometimes author is not named.
NOTES	Usually includes notes and/or bibliographic references.	Few or no notes or bibliographic references.	Few or no notes or bibliographic references.
CONTENTS	News and research (methodology, theory) from the field.	Current events; general interest.	Business or industry information (trends, products, techniques).
STYLE	Written for experts using technical language.	Journalistic; written for nonprofessional or layperson.	Written for people in the business or industry using technical language.
AUDIENCE	Scholars or researchers in the field.	General public.	People in the business or industry.
REVIEW	Usually reviewed by peer scholars (referees) not employed by the journal.	Reviewed by one or more editors employed by the magazine.	Reviewed by one or more editors employed by the magazine.
APPEARANCE	Plain; mostly print, sometimes with black and white figures, tables, graphs and/or charts.	Glossy, with many pictures in color.	Glossy, with many pictures in color.
ADS	Few or none; if any, usually for books or other professional materials.	Many, often in color.	Some, often in color.
FREQUENCY	Usually monthly or quarterly.	Usually weekly or monthly.	Usually weekly or monthly.
EXAMPLES	Developmental Psychology(published by the American Psychological Association).	Rolling Stone(commmercially published).	Monitor on Psychology(published by the American Psychological Association)

Reference:

(2015) What Does Peer Reviewed Mean? San Diego State University Library and Information Access. Retrieved from: <http://library.sdsu.edu/reference/news/what-does-peer-review-mean>

### **D. Electronic Resource Management System Training Manual**

See appendix for training manual.

## **IX. Budget**

### **A. Description**

The CALUMS library maintains an estimated working budget for the fiscal year, with four main categories of expenditures: 1) Collections, 2) Supplies/Furniture, 3) Programming/Membership/Conferences, 4) Accreditation. Collections make up the largest portion of the annual budget.

[BUDGET PRIVACY PROTECTED]

A sample of the budget breakdown is included below. The budget will be updated periodically as times and circumstance require. It is based on average at \$200-\$250 a month for collections. Everything else is miscellaneous and based on approval.

Budget:

- 1) Collections
- 2) Supplies / Furniture
- 3) Programming / Membership / Conferences
- 4) Accreditation

**B. California Library Association Membership**

An annual membership at the rate of \$150 that includes CALUMS in the list of recognized libraries in the state of California. The membership also offers networking options with other California libraries and benefits for the annual conference held each year.

Login: [PASSWORD PROTECTED] Password:

[PASSWORD PROTECTED]

## **X. APPENDIX [PRIVACY PROTECTED]**

- A. Circulation Data Sample for Month of July [Template]**
- B. Student Clearance Forms Sample Chart & Form [Template]**
- C. Academic and Faculty Meeting [Template]**
- D. Purchase Order Form [Templates]**
- E. Employee Termination Forms [Template]**
- F. New Student Power Point Presentation**
- G. Information Literacy Instruction Training 10 minutes in Classes**
- H. Library Holds Sign-Up Sheet [Template]**
- I. Electronic Resource Management System Training Manual**
- J. Cataloging**
- K. Library Daily Sign-In Log [Template]**
- L. Reserve Sign-In Log [Template]**
- M. Library Assistants Training Manual**
- N. Library Assistants Training Outline [Template]**
- O. Library Assistants Switching Shifts [Template]**
- P. Supply Item Recommendation Form**
- Q. Book Recommendation Form**
- R. Tax Donation Form**

## **XI. Library Resources and References**

### **A. Gale Virtual Reference Library**



Current Subscription: 9 purchased eBooks

- On-Campus: anah\_log
- Off-Campus: anah\_log

### **B. EBSCO eBooks**

# **EBSCO**

- URL: <https://search.ebscohost.com/login.aspx?authtype=ip,uid&groupid=main&profile=ehost&defaultdb=nlebk>
- User ID: calumslib; Pass:word: Calums2022\*
- Current Subscription: 11 purchased via EBSCO
- 399 purchased via OCLC Western Shared Academic 3 - Set A
- 400 purchased via OCLC Western Shared Academic 3 - Set B
- 399 purchased via OCLC Western Shared Academic 3 - Set C
- 1210 TOTAL

### C. Data-Planet Statistical Datasets



- Thousands of statistical dataset
- On-Campus: No password

### D. ProQuest Databases



- On-campus: use URL [proquest.com/?accountid=188919](http://proquest.com/?accountid=188919) and no password is required.
- Off-campus: use URL [proquest.com](http://proquest.com), then click Log In, select CalUMS from the school drop-down menu, enter username calums and password LibDb579#.

### E. Country Information Databases on the Web

#### **(CIA) The World Factbook**

Basic reference work published annually by the Central Intelligence Agency (CIA) covering the countries of the world. Includes maps and Flags of the World. <https://www.cia.gov/library/publications/the-world-factbook/>

#### **Countries of The World**

From Information Please. Gives basic information on all the countries of the world. Each country profile includes: a map; flag; official name; current ruler; land area; population; capital; largest cities; monetary unit; languages; ethnicity/race; religions; literacy rate; economy; government; and history. <http://infoplease.com/countries.html>

#### **Country Information, Regional and World Rankings**

Country ranking lists of such as richest, most populous, largest, cleanest, etc. There are links to the CIA World Factbook for more information about the countries on the lists. There is also a World Almanac for quick facts about countries. <http://anekei.com>

#### **Country Studies**

A searchable, web version of a series of books published by Federal Research Division of the Library of Congress under the Country Studies/Area Handbook Program. This series contains in depth studies of more than 100 countries. <http://lcweb2.loc.gov/frd/cs/cshome.html>

#### **Country Watch.com**

An up- to-date source of information on nearly 200 countries. Basic data is given for each country including: population profile, currency, map, and current time, as well as short profiles in the following areas: people, history, economy, agriculture, energy, metals, and environment. Current news wire stories about the country are included. The Country Review, in- depth reports on each country and news Archive/Search Engine are available by subscription only, but the basic data is free. <http://www.countrywatch.com>

**Economist.com: Country Briefings**

Provides news stories, fact sheets, and links to government and other relevant Web sites for about 60 countries. Some content is available by paid Page 44 of 49 subscription only.

<http://www.economist.com/countries>

**Education for All (EFA)**

Focusing on education in nearly 200 countries, each report covers funding; issues and goals; statistics on enrollment; literacy; educational levels of teachers; academic and vocational education; evaluation of early childhood, primary, and secondary instruction; and more. Some reports are in Spanish and French.

<http://www.unesco.org/education/efa>

**Globastat**

Country rankings are based on the CIA World Factbook data. You can compare different countries to each other in more than 140 categories ranging from population size to electricity consumption per person. There are also sections on geography, people, government, economy, communications, transportation, military, and analysis. Almost 200 countries are covered. <http://Globastat.com>

**Incore Country Guides**

These guides provide information about internet resources on conflict and ethnicity specific to particular countries and regions. Each guide lists sources which have unique, relevant and preferably substantive content relating to ethnicity and/or conflict in the country/region concerned.

<http://www.incore.ulst.ac.uk/cds/countries>

**Index of Economic Freedom**

A practical reference guide to world's economies. It includes country-by-country analyses and the most up-to-date data available on foreign investment codes, taxes, tariffs, banking regulations, monetary policy, black markets, and more. This special online version searchable.

<http://www.heritage.org/research/features/index/countries.html>

## **XII. 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." Page 28 of 49

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 in the lower level of the library.

Call Number – a unique letter and number assigned to each item located in the library. Richland, like most colleges and universities, uses the Library of Congress classification system for arranging books according to subjects. Library of Congress uses letter to break subject 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 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, thesauruses, indexes 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, *Countdown*, 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. See also CITATION DATABASE.

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 series of books that the library owns.

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

**Index Tables** – tables located in the center of the first level reference area. The Current Issues Collection is shelved on these tables.

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

**IP Number (Internet protocol Number)** – sometime 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, CDROM databases, and Internet resources) for all occurrences of a word or phrase within the database. See also: BOOLEAN

**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 Page 30 of 49 college and university, 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 in URLs. Frequently files are moved to new computers, the site of 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 by 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 list all books and media items in all of the CALUMS libraries. 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 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 (in the Index Collection on the first level of the library) on CD-ROM, and delivered via the World Wide Web. You may select from

various electronic indexes and databases on the Library's computers as well as from your computer at home if you are connected to the Internet. Page 31 of 49

Reference Collection – a collection of encyclopedias, almanacs, dictionaries, directories, handbooks, and other reference sources. The reference collection is located on the first level of the library. 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 may be handled in person at the Circulation Desk, or may be performed online.

Re print – 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 cabinet. Reserve materials are usually for use in the library for two hours or check them out for just one week.

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 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 feature 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. Most instructors at CALUMS recommend that students follow the MLA style.

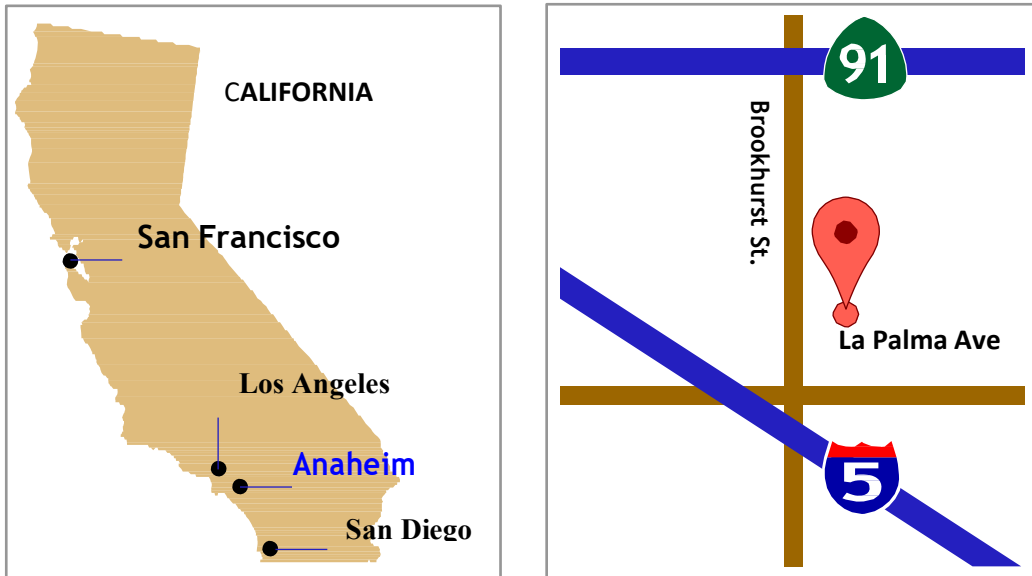
Subject heading – a uniform word or group of words used to describe the subject of library materials. Most colleges and universities use the Library of Congress Subject Headings, a four – volume set of red books which list all of the uniform subject headings. When performing a subject search in an online 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 Page 32 of 49 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 allows text, graphics, sound files, etc. to be mixed together.



## Location and Maps



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