



BEULAH HEIGHTS

UNIVERSITY

Library
Policy Manual

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LIBRARY MANUAL

BARTH MEMORIAL LIBRARY



GENERAL INFORMATION

Beulah Heights University (BHU), formerly Beulah Heights Bible College was founded in 1918. Currently it enrolls over 830 students in both Graduate and Under-graduate degree program leading to a B.A. (Religious Studies / Leadership Studies) and the Graduate program, M.A. and M. Div. (Religious Studies / Leadership Studies). BHU started a new M.B.A. program from Spring 2011. At present, BHU has an enrollment that is about 80% minority. The international students' body is represented by over 20 different countries. Its sources of revenue are as follows (approx.):

40% tuition and fees

15% denominational contributions

45% individual contributions

An endowment fund is under development.

This institution is fully accredited with 2 national accrediting agencies: TRACS and ABHE.

1. Beulah Heights University is a member of Transnational Association of Christian Colleges and Schools (TRACS) [P. O. Box 328, Forest, VA 24551; Tel. 434. 525. 9539;

www.tracs.org; e-mail: info@tracs.org] having been awarded Re-affirmed status as Category III institution by TRACS' Accreditation Commission in February 2002; this status is effective for a period of ten years.

2. Beulah Heights University is also a member of The Commission on Accreditation of the Association for Biblical Higher Education (ABHE), 5575 S. Semoran Blvd., Suite 26, Orlando, FL 32822, Tel. 407. 207. 0808, www.abhe.org.

TRACS and ABHE, both are approved by the U.S. Department of Education (USDE) and are recognized agencies of the Council on Higher Education Accreditation (CHEA). TRACS is also recognized by the International Network for Quality Assurance Agencies in Higher Education (INQAAHE).

In support of its program of instruction, at present the Library has about 48,000 volumes of books. This includes over 5,075 Reference materials. It also has more than 300 periodical and journal subscriptions, five local and national daily newspapers, and several weekly and bi-weekly national and international newspapers. In its collection, there are more than 360 videos, about 1300 cassette tapes, 130 CDs, 82 DVDs, several maps and charts and other curriculum materials.

There are two full-time professional librarians (with M.L.S. degree from an ALA accredited University) – one of them is the Director of Library Services who supervises and manages the library with one professional Librarian and two Student Library Assistants (part-time).

The Barth Memorial Library is located on the entire second floor of the Woods Hall. The present Library (approx. 5000 sq. feet) is double the size of the old one, and has beautiful, very well laid-out spacious facilities of any modern library. This has created a more pleasing and comfortable study and research atmosphere and increased considerably the stack space for our collections. It is accessible both by stairs and an elevator (handicap facilities are available).

At present, the Library is fully computerized. All items are cataloged according to the Dew Decimal system and very well organized for easy and fast access of our students and faculty. Inside the Library, there is also a Students Writing Center with 18 computers for writing papers, e-mail and research etc. Of these, 2 computers are with Korean scripts which are exclusively for the use of a large number of Korean students in the campus. The entire Library has wifi system. The students can do their internet research and can access our library resources with our Online Public Access Computer (OPAC) system. The Library has a large color printer which also serves as a copier. In the Library, there a designated place for group studies as well as 11 individual private study carousels. The sitting capacity of the Library is for 54 students including the Writing Center. Also, in the Library, there is a lounge for the visitors, a drinking water fountain and rest rooms for both men and women.

The Library has facilities for Inter-Library Loan (ILL). In addition to this, the Library has GALILEO program (Georgia Library Learning Online). This is an initiative of the University System of Georgia (www.galileo.usg.edu) and considered to be one of the best academic resources (virtual library) in the country. This has over 100 databases which cover thousands of different academic journals, periodicals, encyclopedia, business directories, government publications and other resources materials in the subject areas of -- Arts and Humanities, History, Education, Religion, Business and Economics, Literature, Language and Literary criticism, Math and Science, Social Sciences etc.

Besides these, the Library has a reciprocal /mutual agreement with Luther Rice University Library, Lithonia, GA, where our students can not only study and use their resources but also borrow their books etc.

The Barth Memorial Library is a member of LYRASIS (nation's largest regional library network) and OCLC (Online Computer Library Center).

The normal working hours of the Library are 8: 30 AM to 9: 00 PM, Monday through Thursday; 8: 30 AM to 6 PM on Friday, and 8: 30 AM to 5: 00 PM on Saturday. It is closed on Sundays.

1. MISSION STATEMENT

Barth Memorial Library serves to provide students and faculty access to various learning and teaching resources and information that support a Bible centered quality Christian education in order to train, equip and prepare students as relevant Christian leaders for ministry and the marketplace.

2. OBJECTIVES

- a) To maintain organized library resources which are readily accessible to our users.
- b) To assist users in locating and utilizing library resources.
- c) To provide a learning and research environment.

It is evident that much sacrificial labor has been put into the library by persons in the preceding decades who were devoted to the mission of the school and were willing to offer their services as a contribution to the institution. The result has been basically a functional library with many essential resources, adequate study space, competent cataloging, and like.

3. POLICY FORMATION AND PROCEDURES

At present, the Vice- President and Dean for Academic Affairs oversees the work of the Library. The Director of Library Services in consultation with the Academic Dean, places orders for the

purchase of books, CDs, DVDs and other library resources. On December 31, 1993, a strategic committee consisting of the President, the Academic Dean, the Director of Library Services, and library staff was formed to oversee the work of the library. This resulted in the establishment of policies for collection development, circulation, and Library work procedures.

The Department Chairs and the faculty are now being involved in collection development and are encouraged to involve the students in becoming aware of basic materials in their fields of study.

The Director of Library Services is regularly in consultation with the Dean, faculty, and students with regard to the use and development of the facility.

The Library is regularly acquiring new resource materials to meet the needs of the growing student body and the faculty.

Every semester, the Director of Library Services and his staff engage in some bibliographic instructions for the incoming class of students. Such instructions are felt to be very valuable and helpful for the new students.

The Library is also governed by a Library Committee consisting of some faculty members, representatives of the student body and international students, which meet at least once or twice per semester and regularly evaluates the services of the library and offer helpful advice for improvement. The Director of Library Services is the ex-officio member.

4. LIBRARY STAFF RESPONSIBILITIES

A. Director of Library Services

Position Description: Provides oversight of the operations of the Library. Responsible for the accurate and efficient maintenance of all library equipment and resource materials (holdings). Also responsible to provide adequate supervision of all library personnel assigned to assist in the efficient and orderly management of the library. Serves as a member of the Faculty by virtue of his / her office.

Major Job related Duties and Functions: Supervises the cataloging and classifying of all books, videos, audios, CDs, DVDs and other resources materials. Responsible for the acquisition of current books and materials and the total Collection Development of the library. Monitors and maintains all donated books, videos and other materials and sends "Thank you" letters to donors for tax exemptions. Gives bibliographic instructions and hands on training in the use of the library to the students during the class orientations. Remains as the final research aid to the students by assisting them in locating relevant materials. Meets with all library staff weekly / bi-

weekly to assess the day to day library management and to take necessary actions to correct any problem (TEAM building). Serves on different University / Faculty Committees as assigned by the Vice-President and Dean for Academic Affairs. Serves as an ex-officio member on the Library Committee. Evaluates the needs of the Library and purchase of new materials. Requisitions necessary supplies and equipment for effective use of the Library. Oversees the inventory of library books and other resource materials. Promotes library interests in the University community. Maintains relationships (networking) with other academic librarians locally, regionally and nationally for the purposes of communications, development, and cooperation.

Minimum Qualifications: A Master's Degree (M.L.S.) in Library Science or Information Science from a library institution accredited by the American Library Association (ALA) and must have at least 3 years of professional experience in the administration / management of an Academic Library. Outstanding leadership capabilities and good inter-personal and inter-cultural communication skills are must. Also, the candidate must be a Georgia Certified and Licensed Librarian.

Desired Qualification: A Doctoral Degree and 5 years of managerial experience.

B. Librarian

Position Description: Assists the Director of Library Services in the day to day operation of the Library. Responsible for providing assistance in the efficient maintenance of all library equipment and resource materials (holdings). Does cataloging of books, videos, audios etc. and also responsible for providing adequate supervision of both Circulation and Reference Desks. Responsible for the staff training and serves as a member of the Faculty by virtue of his / her office.

Major Job related Duties and Functions: Supervises stacks maintenance – shelving and rearranging books, periodicals etc. on a day to day basis (with the help of Library Assistants). Performs the ILL (Inter Library Loan books etc.) transactions under the supervision of the Director. Responsible for the Photo I.D. / Library Card service and the maintenance of the equipment and all materials. Assists the Director (as needed) in providing training to the Library Assistants in the different aspects of the Library functions. Provides bibliographic instructions and hands-on training in the use of the Library to students during class orientations. Managing and tracking all magazines and periodicals etc. Assists the Director in maintaining safety, security and orderly management of the Library. Supervises all Library IT functions including the software installations, student e-mail accounts and computer maintenance. Promotes library interests in the University community through joining Library associations, communication with other college / university librarians and representing the University in the absence of the Director of Library Services, at other Library related events. Also, serves as an ex-officio member of the Library Committee.

Minimum Qualifications: A Master's Degree (M.L.S.) in Library Science or Information Science from a library institution accredited by the American Library Association (ALA) and must have at least 1-2 years of professional experience in an Academic Library. Must have good Leadership capabilities as well as good inter-personal and inter-cultural communication skills. The candidate must be eligible for a certification to work as a Certified Licensed Librarian in Georgia.

Desired Qualification: Professional experience of 3 - 5 years in an Academic (college / university) Library.

C. Library Assistant

Position Description: The Library Assistant is responsible for assisting the Director in the day to day operation of the library, efficient maintenance of all library computers, equipment and the holdings and orderly management and safeguarding of the entire library facilities.

Major Job related Duties and Responsibilities: Responsible for managing efficiently the Circulation and Reference Desk including checking-out and checking-in and renewal of books, CDs, DVDs etc. and the reserves. Answer all reference questions and help both students and faculty members in locating reference materials. Collect fines and fees and handle overdue materials. Assist in cataloging of books, videos, cassette tapes and other reference materials. Assist in cataloging and displaying of all periodicals and journals and ensuring that these are properly stored. Assist in maintaining an environment conducive to library activities. Responsible for shelving all books and other materials. Responsible for repairing and preserving books and other library materials. Extend exceptional and friendly customer service as well as demonstrate good inter-personal communication skills with all students, faculty and staff and visitors.

Minimum Qualifications: A High School Diploma.

Desired Qualifications: Front desk and Customer service experience a plus.

5. LIBRARY POLICIES AND PROCEDURES

A. Circulation Policies – Students

1. (a) **Graduate Students:** Only six (6) books can be checked per day to students and the loan period is two (2) weeks (14 days). Books can be renewed for another two (2) weeks, if there is no demand for those books by other students. The maximum period for check out of a book in one semester is four (4) weeks. The maximum check out limit is eighteen (18) books at any given time.

(b) Undergraduate Students: Only four (4) books can be checked out per day to students and the loan period is two (2) weeks (14 days). Books can be renewed for another two (2) weeks, if there is no demand for those books by other students. The maximum period for check out of a book in one semester is four (4) weeks. The maximum check out limit is twelve (12) books at any given time.

2. Only one audio/video/CD/DVD can be checked out per day for three days. This can be renewed for another three days for a maximum of six (6) days only.

3. Renewals are not allowed over the telephone.

4. Students are responsible for all material checked out in their names. Proper care should be taken to return all materials in good condition on time. If materials are damaged or lost, the student is responsible to pay for the cost of repair or replacement. Every library material should be returned to the Circulation Desk in person by due date.

5. No material is permitted to be checked out in another student's name. Also students will not be allowed to return any library material checked out to another student.

6. Reference material will not be checked out under any circumstances.

7. All library materials must be returned by the end of the semester in order to receive final semester grades. Students will not be allowed to register for the next semester until all overdue materials are returned and fines are paid in full.

8. Library materials will not be checked out to any student without a valid library card which is issued free of charge. However, there is a \$10.00 replacement fee for a lost or damaged library card.

9. Library materials will not be checked out to anyone who is not a student here, enrolled in the current semester. Former students (Alumni) have no borrowing privileges unless they pay \$25.00 per year per person towards the Alumni Library Fee.

B. Library Policies – Faculty

1. **Books**: Faculty members are entitled to check out twelve (12) books (maximum limit at one particular time). In other words, there should not be more than 12 books in one's account at one particular time. The books are checked out for three months only. All these books are required to be returned promptly at the end of the semester. All faculty members must have valid library cards without which no library material will be checked out. All library materials must be returned to the Circulation Desk in person by the due date.

2. **Audio/Videos/ CD/DVD:** Faculty can check out 2 audios/videos/CDs/DVDs at a time, for 3 days only. This can be renewed for another 3 days (total 6 days maximum).

3. **Overhead Projector:** Every classroom has an overhead projector. If there is no overhead projector in the classroom, faculty should need to contact the Facilities Department immediately. Library staff is no longer responsible for the overhead projectors.

4. **TV/VCR:** At present, every class room has TV/VCRs and DVD players. Therefore, library staff is no longer responsible for TV/VCR setup in the class rooms.

5. **LCD Projector:** The Library has two LCD projectors for Power Point presentation. Faculty can use it on “first come, first served” basis. This may be reserved one day before the class through the Library office. On the day of the class, the faculty member is required to come to the Library and check this out in his / her name and will be responsible to return it promptly to the Library as soon as the class is over. The Library staff is not responsible to come to the class room to supply this equipment to the faculty. Only in case of any technical difficulty, a library staff may be asked to come to the class room and assist in setting up (if the staff is available). Other wise, it is the responsibility of the teacher to set it up for the use. For any damage or loss, the faculty member will be responsible. This is primarily for the use in class room teachings in the Campus only. However, it can be used outside the Campus if there is a BHU sponsored/arranged seminar, workshop, meeting, etc. For this, prior permission is required from the Director of Library Services. (*Note:* The Library does not provide any laptop computer for the use of LCD projector.)

6. **Reserved Books:** Faculty members can reserve books pertaining to their classes every semester. These books will be kept in a special section near the circulation desk with special labels of the class teacher’s name, course name and number etc. Students can borrow these books for the use only in the Library. These books will not be checked out under any circumstances.

C. Library Policy – University Staff

Staff can borrow only six books (maximum limit) for two weeks and one video/audio/CD/DVD (maximum limit) for three days. This can be renewed for another two weeks and three days respectively. To borrow books and CD, DVD, videos etc. they must have a valid library cards which will be issued to them in the library at no cost. All library materials must be returned to the Circulation Desk in person by the due date. They are subject to overdue library fines, the cost of repair and replacement, if any item is damaged or lost.

D. Library Policy – Alumni

Alumni of the University can continue to enjoy borrowing books, videos. CDs, DVDs etc. from the Library with the same privileges of currently enrolled students. The Annual Fee for borrowing books, videos etc. is \$25.00 per person. They are subject to same Library rules and

regulation, policies and procedures as other students. A valid Library card is required to check out any library material. All library materials must be returned to the Circulation Desk in person by the due date. They are subject to overdue Library fines, the cost of repair and replacement, if any item is damaged or lost.

E. Library Policy – “Community-at-Large”

Since the Library is exclusively for the use of students, faculty and the staff of the BHU, those who live in the surrounding communities, have no privilege to check out any books, videos, audio tapes etc. from the Library. They can not also use any of our computers. However, with the permission of our Library staff, they (all visitors and guests) can use our Library only for study and research purposes.

F. Other Library Policies

1. **Children:** No children of the students and staff (residing in the campus or out side) are allowed to use any of our computers in the Library. Also no outsiders, friends or relatives of our students, staff and faculty are allowed to use our Library computers.

Library computers are only for the BHU students’ use (currently enrolled).

Also, at any time, children below 15 years will not be allowed to stay alone in the Library without proper supervision of their parents or guardian. The Library does not provide any baby-sitting facilities.

Children are not allowed to run, play, make noise or mishandle any of our Library materials or use any computer.

Students / card holders are responsible for any damage caused by their children to the Library property

2. **Cell Phone:** Use of Cell phones is strictly prohibited in the Library. One may use cell phone outside the Library.

3. **Computer Usage:** Computers are strictly for internet research, typing papers (word processing) and e-mail. Personal chat, personal business transactions, playing games, and gambling over the internet are not permissible. Also the Library has zero tolerance for anybody looking at any pornographic or any objectionable materials over the internet. These are strictly prohibited.

4. **Food, Beverages, Smoking and Chatting** are strictly prohibited inside in the Library. Only drinking water is permitted. This is a non-smoking environment. Proper discipline, order and quietness are to be observed in the Library at all time. This is very important.

5. Overdue Fines: Overdue fines accrue at the following rates:

Books – \$0.30 per book per day

CD/DVD/Videos – \$0.50 per item per day

Audios – \$0.50 per audio tape per day

(Note: No grace period is allowed. Fines are not charged for Sundays and other Holidays when Library is closed.)

Disclaimer

Books, CDs, DVDs, videos, audio tapes and other materials in the Library are to support the different curriculum offered in the University. Some materials are acquired to study and interact with different cultures, trends, movements, philosophies etc. The presence or the absence of certain materials are neither an endorsement nor condemnation of their contents or their authors.

COLLECTION DEVELOPMENT POLICY

I. INTRODUCTION

“The library shall have a written collection development policy.” (ABHE Guidelines 2.4)

(A) LIABILITY AND ITS SETTING

Beulah Heights University is established as a four-year Under-graduate and two years Graduate program. This is an interdenominational, co-educational, evangelical, university. The university is committed to providing a strong Christian education in Biblical, professional, and general studies. It provides the highest possible quality education for the individual development of each student.

(B) LIBRARY’S CLIENTELE

First and foremost, the Barth Memorial Library of Beulah Heights University is a learning facility made available for students, faculty and staff use. Our primary goal is to provide adequate research and curriculum-support materials for our immediate university community.

The community-at-large may also benefit from the library’s collection. Local pastors, church leaders, and lay people of the community are welcome to use the facility and materials to assist in their on-going ministry (Please see the Library Policy - “Community-at-Large”).

(C) LIBRARY'S ORGANIZATION

The university employs two full time professional Librarians (with MLS Degree from an ALA accredited University) – one of them as the Director of Library Services and another as Reference Librarian. They are assisted by two student Library Assistants (part-time) in day to day operation.

(D) LIBRARY COMMITTEE

The committee is a major standing committee of the faculty and students serving in an advisory capacity. Its purpose is to convey an awareness of the users' perceptions and needs to the Library and an understanding of the Library's objectives and capabilities to the users. The committee may assist in evaluation and long range planning of the facilities and resources. Finally, the committee is to encourage faculty involvement in the selection and use of library materials. Composition of the committee includes two representatives from the faculty, two representatives from the student body (one from graduate classes and another from undergraduate classes), and the Director of Library Services as an ex-officio member. The Academic Dean may serve as an ex-officio member. The chairperson of the committee will be one of faculty members.

II. SELECTION

(A) SELECTION RESPONSIBILITY

Faculty members, staff and administration are encouraged to make recommendations for materials. These recommendations are submitted to the Director of Library Services. Upon submission it will be determined if: (a) the material is already in the collection, (b) the material is available, or (c) the material falls within the selection criteria for the collection. If the material falls within the selection, it will be placed on the materials request list. The ultimate responsibility for the quality and balance of the collections rests with the Director of Library Services. Subsequently, the Director makes the final decision for selection and purchase of new materials, for all subject areas.

(B) FACULTY RECOMMENDATION PROCEDURES

1. Faculty requests can be submitted at any time.
2. Faculty may use publisher's catalogs to check items for consideration or submit the author, title, publisher and ISBN on a Library Book Purchasing Form.
3. Faculty members may not secure approval copies for library purchase, nor request the bookstore or business office to order copies for the library.
4. Upon receipt of the requests, the library staff will review and notify the faculty member if:
 - (a) The material is in the collection;
 - (b) It does not meet the criteria for selection;
 - (c) It is out of print;

- (d) Budget allocation is insufficient for request;
- (e) It was placed on order and its expected arrival.

(C) SELECTION CRITERIA

In selecting and acquiring materials, the following criteria will be considered:

(1) Listings are matched to the current holdings. (2) Areas of strengths and weaknesses become apparent and selection lists are developed to increase the percentage of holdings in these lists. (3) The third area involves the user. Surveys for students, staff and outside community users are distributed yearly. These provide more information than just collection strengths and weaknesses. They also serve to evaluate hours of operation and staff effectiveness.

(D) DE-SELECTION

Materials can be designated for weeding by the library staff or faculty members. The following is the criteria for de-selection:

1. Does the library possess a later edition or superior revision?
2. Is the material outdated?
3. Is it relevant to the present curriculum?
4. Is it a duplicate? Are multiple copies available?
5. Is the material in need of repair or beyond repair?
6. What is the circulation history?

(E) INVENTORY

A systematic, rotating inventory is done over a period of two years. In actuality then, some area of the collection is always involved in inventory. Missing items are identified and removed from the database. Items that need to be replaced are listed in the appropriate titles for acquisition.

(F) REPLACEMENT

Replacement of lost and/or damaged items is not always automatic. Several factors are considered:

1. Duplicate copies.
2. Adequacy of the coverage area without the items.
3. The presence of materials of better quality.
4. Circulation history.
5. Item availability.

(G) CONSERVATION AND PRESERVATION

The following general policies will be followed to preserve the collection:

1. Materials available in paperback will be covered in a plastic reinforced cover.
2. Hardback materials are preferable to paperback unless the cost is too prohibitive.

3. Acid free products will be used for repairs.
4. Dust jackets on new items will be covered.
5. Humidity and temperature settings will be kept constant.
6. Inspections will be made to avoid insect infestations.
7. Materials that have mold or contain mildew will not be added to the collection. Items in the collection that have become diseased will be removed.

III. GIFTS

(A) POLICIES FOR MATERIALS

The Library frequently receives books and other materials as gifts. The library has established the following criteria for gift materials:

1. The Director of Library Services shall reserve the right to refuse certain gift materials which do not fall within the selection criteria or will not contribute to the mission of the library.
2. If materials are accepted for consideration, the donor should be aware that: (a) the Director shall determine the classification, housing and circulation policies for all gifts items, (b) the library reserves the right to dispose of duplicates or unneeded items as it sees fit, (c) gifts will be acknowledged with a letter from the Director for those who request it for tax purposes. This letter will verify the number of items donated but no tax valuation can be made by the college.

(B) POLICIES FOR GIFTS – FUNDS

The library welcomes donations for library improvement with the following criteria: (a) the Director shall reserve the right for the disposition of these funds, (b) donations, with strict or limiting restrictions, that do not fall within the collection development policy may be refused, and (c) Donors, wishing to limit or restrict funds, may be asked to reconsider or select some other area for their donation if their restrictions do not fall within the collection development policy.

(C) SPECIAL COLLECTIONS

Gift materials that would require special handling or constitute a special collection must be considered by the Library Committee. If the special collection would be a substantial addition, the university administration would be asked to make provision for its inclusion.

IV. ACADEMIC FREEDOM / CENSORSHIP

The mission to support curriculum and selection criteria limits to some extent, the scope and nature of the collection. Within this framework, however, care must be taken to allow free access to materials that might differ from, or be in opposition to, the doctrinal statement of the college.

A university library might be a forum for free exchange of ideas in the student's pursuit of knowledge and truth. With this in mind, the library will make available to its user's materials offering the widest variety of viewpoints, regardless of their popularity or the popularity of the author or authors.

The Library shall seek to provide materials representing the best spokesperson in the areas, issues, or beliefs where there is honest disagreement.

The Library will base selection on the criteria stated above, regardless of the controversial manner or language which an author may choose to use in dealing with subjects of religious, political, economic, scientific, philosophical, or moral issues.

Criticism or questions or reconsideration should be addressed to the Director of Library Services. A "request for reconsideration" form may be obtained from the library. This form must be filled out and signed. It will then be submitted to the Library Committee for evaluation. The written action taken will be given to the one filing the form and a copy placed in the Committee's files.

V. POLICY REVISION

This policy shall be reviewed on a biannual basis by the Director and the Library Committee. Revision and additions may be made at that time.

VI. COPYRIGHT POLICY

(A) PURPOSE OF POLICY

This policy is intended to serve as an in-house guide for the reproduction of library materials in accordance with Copyright Law of the United States (hereafter referred to as 17 U.S.C. - United States Code).

(B) INTENT OF COPYRIGHT

The U.S. Constitution grants Congress the power "to promote the progress of science and useful arts by securing for limited times to authors...the exclusive rights to their respective writings..." the purpose of copyright is to further knowledge for the public good by providing authors with an economic incentive to publish their works. The intended beneficiary of copyright is the public, the author's gain is incidental except insofar as it functions as an incentive.

(C) PUBLIC DOMAIN / DURATION OF COPYRIGHT

1. If a work was first published more than 75 years ago, it will be in the public domain unless the copyright has been renewed. The duration of copyright for work less than 75 years old is as follows:

(a) If a work was first published before 1978, the first term of copyright endures for 28 years from the date it was originally secured.

(b) If a work was first published before 1978, and its copyright was renewed, the renewal term endures for 75 years from the date copyright was originally secured.

(c) If work was not published or copyrighted prior to 1978, the term of copyright is the life of the author plus 50 years, but at least until December 31, 2027.

2. If a work is a United States Government publication, copyright protection is generally available (17 U.S.C. 105). Some U.S. Government publications may be copyrighted. If a copyright notice appears on a U.S. Government publication, that work is governed by the same restrictions as any other copyrighted work.

(D) FAIR USE

“A fair use is not merely an insubstantial use. It is a use for the common good. The fair use doctrine asks, not what copyright can do for the author but what the author can do for copyright.” (Hartnett, 203).

In recognition that the unrestricted flow of information is vital to a free society, the First Amendment to the U.S. Constitution prohibits actions that could abridge freedom of speech or of the press. The First Amendment guarantees the right to express information and the right to receive it. Copyright, too, is intended to promote the sharing of ideas, but because it employs restrictions on the expression of ideas and economic stimulus to their dissemination, copyright may come into conflict with the greater purpose of the First Amendment. The doctrine of fair use represents an attempt to strike a balance between the requirements of the First Amendment and appropriate compensation to authors as protected by copyright. 17 U.S.C. 107 states that copyrighted materials may be reproduced under special circumstances that constitute fair use. Among the factors to be included in the consideration of what constitutes fair use are:

1. The purpose and character of the use, including whether such use is of a commercial nature or is for non-profit education purposes;
2. The nature of the copyrighted work;
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole;
4. The effect of the use upon the potential market for or value of the copyrighted work.

As a non-profit institution, our purpose is to advance knowledge through research, to disseminate knowledge through teaching, and to provide service to the public for continued learning. Therefore, reproductions made for patrons within this institution can be assumed to be for non-commercial educational purposes. The library collection contains scholarly materials intended for the academic community as such are of nature most appropriate to the claims for fair use. Authors and publishers are compensated for their initial production costs in the purchase price of a publication. Most publications are unavailable or out-of-print after a relatively short period of time. The reproduction of otherwise unavailable materials within library collections can have no significant adverse economic impact on the potential market for or value of the material.

For information on Fair Use see the following document:

Fair Use Guidelines for Educational Multimedia Reproduction of Copyrighted Works by Educators and Librarians: What an Instructor May Copy.

(E) LIABILITY OF LIBRARY EMPLOYEES

1. Unsupervised reproduction: Liability for copyright infringement may not be imposed on a library or its employees for unsupervised use of reproducing equipment located on its premises or acquired for loan, provided that such equipment displays a notice that making copies may be subject to copyright law (17 U.S.C. 108F). The library currently displays such notices and will continue to display the proper notices.
2. Supervised reproduction: The library will review requests for reproduction of materials. No materials will be reproduced in violation of current copyright restrictions.

(F) COPYRIGHT AND THE NEW TECHNOLOGIES

The library seeks to utilize new technologies to further the educational mission of the institution. General guidelines on intellectual property are understood to apply in the electronic environment. Copyright Law 17 U.S.C. Section 101 addresses videotaping and copyright restrictions. The EDUCOM Code (1991), provides a statement of principle about intellectual property and the legal and ethical use of software.

For further information on copyright and the new technologies see the following documents:

ALA: Video & Copyright
EDUCOM Code
ERIC Digest: Copyright Issues for the Electronic Age
Fair Use Guidelines for Educational Multimedia.

(G) POLICIES

Copy Services:

It shall be the responsibility of the library to review all photocopy requests for copyright compliance. Requests for photocopies will be considered as fair use for individual patrons, provided the following criteria are met:

1. Use is academic in nature, for non-profit educational purposes.
2. Purpose is to make material available for study at patron's convenience.
3. Request is for a single copy of one original, as opposed to multiple copies of the same original. Requests for photocopies will be considered as fair use for instructors using the same criteria. The one exception will be that instructors may photocopy using one original for up to fifteen students in a class.

(H) RESERVES

At the request of a faculty member, photocopies of articles or chapters of books may be placed on reserve. Under the fair use guidelines photocopies of these materials may be made without requiring permission from the copyright owner. One copy for every fifteen students in a class is the number recommended on the ALA Model Policy Concerning College and University Photocopying for the Classroom, Research and Library Reserve Use (March 1982). Material that

has been photocopied by the library for the express purpose of being put on reserve will be retained until the faculty member ceases employment with Beulah Heights Bible College.

(I) ELECTRONIC RESERVE

Materials placed on electronic reserve will meet all guidelines according to U.S.C. 117,109. For further information on copyright and electronic reserves in the digital library see the document Copyright in the Library. The Digital Library.

(J) INTERLIBRARY LOAN

The Library endeavors to provide maximum participation in the interlibrary loan process for Beulah Heights University users that request materials through this service. The Library will follow the guidelines which were formulated by the National Commission on New Technological Uses of Copyrighted Works (CONTU guidelines) to address the problem of copying in aggregate quantities as would apply to the interlibrary loan process. The Library chooses to adhere to these guidelines because the majority of ILL departments at other institutions abide by these guidelines and because they clearly represent the fair use doctrine. The guidelines permit libraries to obtain five journal articles per title from the last five years free from royalty consideration, and do not place restrictions on articles over five years old.

The CONTU guidelines apply to both borrowing and lending functions, but the responsibility for compliance falls primarily on the borrowing library.

1. Borrowing: All requests for materials not available at the Library should be referred directly to the Library to determine whether such requests can be filled. The Library will make every effort to obtain material not owned by Beulah Heights University but needed by eligible BHU users without violating copyright law. The Library must determine whether the journal(s) is covered by fair use provisions, or should be purchased from a commercial source, or if clearance needs to be obtained from the Copyright Clearance Center.

2. Lending: Since the CONTU Guidelines specifically state that the borrowing entity shall maintain records of all requests it makes for copies, the Library will fill any request for a photocopy of an article as long as copyright compliance is indicated on the request form (CCG or CCL) by the borrowing library.

For further information on CONTU, see the document: CONTU Guidelines on Photocopying under Interlibrary Loan Arrangements.

(K) GOVERNMENT PUBLICATIONS

Publications of United States Government are documents prepared by an officer or employee of the government as part of the person's official duties (17.U.S.C. 101) and as such are in the public domain and are not copyrighted. These may be photocopied without restrictions. There are a few U.S. Government publications that have been copyrighted. These will have a copyright notice and are subject to the same restrictions as other copyrighted works.

Publications of the State of Georgia are defined as “any written material produced for dissemination to the public by any state agency.” (O.C.G.A. 50-18-51). These may be photocopied without restrictions. However, if a copyright notice appears in any state document, general copyright policy shall be followed.

Publications of other Governments and international organizations may or may not be copyrighted. If a copyright notice appears in the document, general copyright policy shall be followed.

Publications of other governments and international organizations may or may not be copyrighted. If a copyright notice appears in the document, general copyright policy should be followed.

(L) PRESERVATION

Libraries and archives are permitted to copy published or unpublished works for the purpose of preservation (17 U.S.C. 108). The library will observe the following conditions before reproducing library materials for preservation purposes:

1. Material comes from collections that are open to the public.
2. Reproduction is not for commercial advantage.
3. Notice of copyright is included in reproduction.
4. For published works not in the public domain, a suitable replacement at a fair price will be sought, and reproduction undertaken only if an acceptable replacement is unavailable.

(M) ARCHIVES

For purpose of research, archival documents may be photocopied. Photocopying may be prohibited or limited due to the physical condition of the material.

Clearance to publish archival material must be obtained from the author.

(N) NON-BOOK MATERIALS

The library will follow the general copyright policy for all non-book items. 17 U.S.C. 108h “generally removes musical, graphic and audiovisual works from the specific exemptions of section 108,” but “it is important to recognize that the doctrine of fair use under section 107 remains fully applicable to the photocopying or other reproduction of such works. Section 108 implies the applicability of the fair use doctrine to a wide variety of situations involving photocopying and other reproduction by a library of copyrighted material in its collections where the user requests the reproduction for legitimate scholarly or research purposes.” (U.S. Congress, House 1976, pp. 78-79).

1. Video and Sound Recordings

(i). Complete copyrighted works or substantial portions thereof will not be duplicated. If the material is no longer available, duplication is allowed. Duplication is also allowed in accordance with number 2 and 3 below.

(ii). Portions of commercially acquired copyrighted works may be copied for instructional purposes if the portion constitutes fair use.

(iii). Beulah Heights University productions may be reproduced at the discretion of the library staff.

2. Computer Software

(i). The library may make a back-up copy of any software that has been purchased. The original is then to serve as the archive copy; the back-up copy becomes the service copy.

(ii). A notice stating that unlawful copying of software is prohibited will be placed on the container or on the software itself for any library software.

(iii). A notice stating that unlawful copying of software is prohibited will be posted in an area visible to the user on or near all computers available for patron use.

(O) LICENSE AGREEMENTS

When a product acquired by the library is accomplished by a license agreement, it should be understood that the library is not acquiring ownership of the material but is instead acquiring only the rights, as set forth in the terms of the license agreement, to use the product.

Terms set forth in license agreements are those of the publisher/distributor. The library may negotiate mutually acceptable terms with the publisher/distributor if those stated in the licensing agreement are not satisfactory. Any changes in the agreement should be filed along with the original agreement.

As of 1990, any computer software which circulates to library patrons must have the following notice permanently attached to the disk or permanent packaging:

***Notice:** Warning of Copyright Restrictions – the copyright law of the United States (Title 17, U.S.C.) governs the reproduction, distribution, adaptation, public performance, and public display of copyrighted material. Under certain conditions specified in the law, non-profit libraries are authorized to lend, lease, or rent copies of computer programs to patrons on a nonprofit basis and for non-profit purposes. Any person who makes an unauthorized copy or adaptation of the computer program, except as permitted by title 17 of the U.S.C., may be liable for copyright infringement. This institution reserves the right to refuse to fulfill a loan request if, in its judgment, fulfillment of the request would lead to violation of the copyright law.*

(P) POSTING ON ELECTRONIC BULLETIN BOARDS, INTERNET MESSAGES AND OTHER ELECTRONIC WORKS

As of March 1, 1989, placement of a copyright notice on works became optional when the U.S. joined the Berne Convention. Just because the notice is absent, it is not safe to assume that the work is not copyrighted. Ever reasonable attempt should be made to contact the publisher or distributor via the web site or other sources to seek permission reproducing electronic media. This will also be for properly crediting electronic media sources.

(Q) ALTERNATIVE TEXTS

Books and other materials may be converted into alternative formats such as Braille as soon as they appear in print. (H.R. 3754).

For more information on this legislation see the document, Clinton Signs Copyright Law for Alternative Texts.

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