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<td>23</td>
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<td>Reference</td>
<td>23</td>
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<td>13.3.1</td>
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<td>Appendix</td>
<td></td>
<td>24</td>
</tr>
</tbody>
</table>
1 Library Mission

The T. J. Jones Library provides quality resources and innovative services to stimulate learning, creativity, and curiosity in support of the North Central University community. To fulfill this mission, the library commits to:

- Understanding the teaching and learning needs of its patrons;
- Building collections and services to support teaching and learning;
- Providing access to and promoting the discovery and use of local and external information resources;
- Ensuring the preservation and long-lasting availability of library collections and resources;
- Creating hospitable physical and virtual environments for study, teaching, and research;
- Collaborating with other members of the university to enrich the teaching and learning community;
- Cultivating in its patrons a Christian attitude toward learning that is critical and charitable;
- Developing, encouraging, and sustaining expertise, skill, commitment, and an innovative spirit in its staff.
2 Library Patrons

2.1 Overview
Patrons of the T. J. Jones Library fit into one of five categories:

- Full- and part-time students currently enrolled at North Central University
- Teaching and administrative faculty at North Central University
- Full- and part-time staff at North Central University
- Institutions participating in Interlibrary Loan as an OCLC supplier
- Guest Patrons [see 2.1.1]

2.1.1 Guest Patrons
Guest patrons fit into one of the following categories:

- Alumni/ae of North Central University
- Members of the NCU Board of Regents
- Local clergy
- Postsecondary students and faculty conducting research in biblical and/or theological studies
- Independent researchers working in the field(s) of biblical and/or theological studies
3  Library Staff

3.1  Overview
The library falls under the organizational leadership of Academic Affairs. Staffing regulations and standards may be altered by the Provost at any time and without notice. Full-time library staff are entrusted with the responsibility to fulfill the Library Mission.

3.2  Full-time Staff
Under the leadership of the Library Director, the roles and responsibilities of full-time library staff may change. As a service-oriented institution, all library staff are expected to assist patrons directly as need arises.

3.2.1  Library Director
The Library Director is responsible for the supervision and oversight of all library functions, including other library staff. A detailed job description is available through Human Resources.

3.2.2  Access Services Specialist
The Access Services Specialist reports directly to the Library Director. This position gives oversight to all aspects relating to the management of access to collections, including, but not limited to, Circulation, Course Reserves, Interlibrary Loan, and managing Library Assistants. A detailed job description is available through Human Resources.

3.2.3  Instruction and Electronic Services Librarian
The Instruction and Electronic Services Librarian reports directly to the Library Director. This position oversees classroom instruction and the development of other forms of library instruction (tutorials, etc.); and acquisition, evaluation, and management of electronic resources. This position also provides all forms of reference and research support. A detailed job description is available through Human Resources.

3.3  Library Assistants and Lead Library Assistants
Library Assistants and Lead Library Assistants are student workers who report directly to the Access Services Specialist. Library Assistants and Lead Library Assistants are responsible for staffing the Circulation Desk, re-shelving, processing new materials, shelf-reading, or other tasks as directed by library staff.
4 Circulation Policies

4.1 Overview
The daily enforcement of Circulation Policies will be administered by the Access Services Specialist. The Library Director will provide guidance and oversight to these policies, and may alter them at his/her discretion.

4.2 Hours of Operation
During the Fall and Spring Semesters, the Library will be open the following hours:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00 AM – 11:00 PM</td>
<td>7:00 AM – 11:00 PM</td>
<td>7:00 AM – 11:00 PM</td>
<td>7:00 AM – 11:00 PM</td>
<td>7:00 AM – 5:00 PM</td>
<td>1:00 PM – 5:00 PM</td>
<td>7:00 PM – 11:00 PM</td>
</tr>
</tbody>
</table>

While chapel is in session, the library will remain open for use but the Circulation Desk will be closed.

In the event of a shortened week, Federal holidays, or university holidays/breaks, hours of operation will be adjusted and posted. The Library Director will approve a calendar covering all such contingencies before the start of every semester.

During the summer months, the library will be open the following hours:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 AM – 3:00 PM</td>
<td>8:00 AM – 3:00 PM</td>
<td>8:00 AM – 3:00 PM</td>
<td>8:00 AM – 3:00 PM</td>
<td>8:00 AM – 3:00 PM</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>
### 4.3 Checkout Periods

<table>
<thead>
<tr>
<th>Patrons</th>
<th>Book</th>
<th>Audio/Visual</th>
<th>Reference Book</th>
<th>Rare book</th>
<th>Periodical</th>
</tr>
</thead>
<tbody>
<tr>
<td>NCU Students</td>
<td>25 items, 28 days</td>
<td>3 items, 3 days</td>
<td>In-library use only</td>
<td>In-library use only</td>
<td>In-library use only</td>
</tr>
<tr>
<td>NCU Staff</td>
<td>25 items, 28 days</td>
<td>3 items, 3 days</td>
<td>In-library use only</td>
<td>In-library use only</td>
<td>In-library use only</td>
</tr>
<tr>
<td>NCU Faculty</td>
<td>No item limit, 120 days</td>
<td>No item limit, 14 days</td>
<td>In-library use only</td>
<td>In-library use only</td>
<td>In-library use only</td>
</tr>
<tr>
<td>Guest Patrons</td>
<td>10 items, 28 days</td>
<td>3 items, 3 days</td>
<td>In-library use only</td>
<td>In-library use only</td>
<td>In-library use only</td>
</tr>
</tbody>
</table>

#### 4.3.1 Renewals

Books from the Main Collection and Audio/Visual materials may be renewed for two additional checkout periods unless they have been placed on hold by another patron. Items on Course Reserve must be returned for a length of time equal to the Checkout Period before a patron is allowed to borrow it again (e.g., a book on 4-hour reserve must be returned for at least 4 hours before a patron is allowed to borrow it for a second time).

### 4.4 Fines and Fees

NCU students, staff, and guest patrons are liable for any fines or fees accrued. NCU faculty are exempt from daily accruing fines and fees at the library. All patrons who have item(s) checked out to their account for 28 days beyond the due date will be blocked from borrowing any other items from the library.

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Fines/Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hourly reserve items (2 or 4 hr. reserves)</td>
<td>$0.50 per hour</td>
</tr>
<tr>
<td>Daily reserve items (overnight, 3 day, 1 week, etc.)</td>
<td>$1.00 per day</td>
</tr>
<tr>
<td>3-Day Checkout items</td>
<td>$0.50 per day</td>
</tr>
<tr>
<td>Lost item replacement fee [see 4.4.1]</td>
<td>Cost of replacement, plus $5 processing fee</td>
</tr>
<tr>
<td>Communication Arts Equipment</td>
<td>$15.00 per day</td>
</tr>
</tbody>
</table>
4.4.1   Lost Items

The final amount of a lost item fee will be adjusted (either up or down) at the time of payment according to the current market price for a new copy of the lost item and will include a $5.00 processing fee. If a replacement item cannot be ordered (due to an item being out of print, etc.), the fee amount will be established by the Library Director. Lost item fees will be waived if the lost item is found and returned before a replacement copy is ordered.

4.5   Account Holds

NCU students or staff or guest patrons with fines or fees in excess of $5.00 will not be able to check out items from the library.

All patrons who have item(s) checked out to their account for 28 days beyond the due date will not be able to check out any other items out from the library.

A registration hold will be placed on a student’s NCU account if an Interlibrary Loan item is 28 days overdue.

- If the item is returned promptly, the registration hold will be lifted and charges will be waived.
- If TJ Jones library is invoiced by the lending library for replacement of the item, the registration hold will be lifted once the patron has paid the invoice amount.

4.6   Confidentiality

The T. J. Jones Library follows Minnesota Statute §13.40 in protecting the confidentiality of patron records. There are two circumstances in which patron information may be divulged:

- In recognition of the Community Standards set forth in the annual Student Guide, the library may be asked to disclose patron records. Only requests that come directly from the Vice President of Academic Affairs will be honored.
- As the USA Patriot Act supersedes state law, library staff, in consultation with University Administration, will comply with legal requests for information from federal agents.
5  

Course Reserves

5.1  Overview

Course Reserves is a key service offered by the library to all NCU instructors. Facilitation and oversight is provided by the Access Services Specialist under the direction of the Library Director. The purpose of Course Reserves is *not* to make it easier for students to find items in the library. Rather, its purpose is to ensure that a larger number of students will have access to items by temporarily setting a reduced length of checkout.

5.2  Creating a list

In most circumstances, Course Reserves are set up at the instigation of faculty each semester. Faculty may request items to be placed on Course Reserves by using a web form available at [https://northcentral.formstack.com/forms/course_reserves](https://northcentral.formstack.com/forms/course_reserves)

It is recommended that faculty make these requests as early as possible, even as early as the end of the prior semester.

The Library keeps records of previous Course Reserve Lists.

5.3  Length of Checkout

Library staff is available for consultation regarding the details of setting up a Course Reserves list. Ordinarily, the length of checkout for Course Reserves is set to 4 hours. In most circumstances this is an adequate length. When making a decision on length of checkout, faculty should consider both the nature of the material and the number of students requiring access.

Faculty may choose checkout lengths from the following options:

- 1 hour
- 2 hours
- 3 hours
- 4 hours
- 1 day
- 3 days
- 1 week

5.4  Permanent Reserves

In some cases, faculty or departments may wish to have items on reserve for longer than a single semester. Typically, this is to support courses that are taught every semester (Fall and Spring). Requests can be made to create a Permanent Reserves list. Items on this list will not be removed from Course Reserves until requested by faculty. Interested faculty should contact library staff directly to make inquiry.
6 Interlibrary Loan

6.1 Overview
Interlibrary Loan is a cooperative agreement between libraries to facilitate the exchange of resources. The T. J. Jones Library participates in Interlibrary Loan and extends this service to current NCU students, staff and faculty. Oversight is provided by the Access Services Specialist.

6.2 Fees
Borrowing and lending items through TJ Jones Library is in most cases, a free service.

6.2.1 Lending
The T. J. Jones Library does not charge other libraries/institutions to borrow materials through Interlibrary Loan.

6.2.2 Borrowing
The T. J. Jones Library does not charge NCU students, staff, or faculty for Interlibrary Loan services. When finding a lending library, effort will be made to borrow from reciprocal lenders (i.e., those who do not charge for lending). This extends to copy and lending requests. If a reciprocal lender cannot be found, any associated costs for borrowing will be passed on to the patron making the request. The patron will be notified of the cost before the request is made.

6.3 Materials available for Interlibrary Loan
Most materials are available for lending with exception of the following:

- Reference
- Course Reserves
- Archives
- Rare
- NCU Repository
- 3-Day Checkout
- Newly acquired items
- Other items as deemed by library staff
7 Library Space

7.1 Overview
The T. J. Jones Library contains areas for general patron use as well as restricted areas. Library space regulations maximize the benefit to the North Central University community. See also §9 on Accessibility.

7.2 Events
The library may be used to host a limited number of events. Interested individuals should contact library staff to make inquiry about availability and feasibility. If necessary, Facility Events will be contacted to help coordinate logistical contingencies.

7.3 Private Study Room(s)
The library has limited space that can be reserved for private group work. This space may be reserved online for up to 2 hour blocks. If the room is empty it may be used with the understanding that those occupying the space may be asked to leave if someone has reserved the room online.

7.4 Restricted Areas
Patrons are not allowed access to restricted areas in the library which include the Circulation Desk, supply closets, archive area, library attic, and staff offices.
8 Accessibility

8.1 Overview
The T. J. Jones Library is committed to providing optimal educational opportunities for all students, staff and faculty, including those enrolled or admitted who have disabilities and qualify under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 (ADA).

8.2 Accessibility Measures
The T. J. Jones Library provides at least one wheelchair accessible computer work station. Effort will be made to accommodate other needs as they arise. Additionally, areas of public access maintain a minimum of 36 inches of clearance to ensure accessibility. The library is committed to maintain and develop its accessible features.
9 Copyright Compliance

9.1 Overview
T. J. Jones Library resources and services are provided to patrons for the purposes of “private study, scholarship, or research” as stated in Title 17 U.S. Code. Photocopies and other reproductions of copyrighted works are governed by fair use guidelines. Patrons exceeding the fair use guidelines may be liable for copyright infringement. Title 17 U.S. Code guidelines, summaries of the Sonny Bono Copyright Term Extension Act (1998), the Digital Millennium Copyright Act (1998), and the Technology Education and Copyright Harmonization (TEACH) Act (2002) for libraries and educational institutions are available upon request.

9.2 Public Notice
In an effort to promote copyright compliance, the following notice will be displayed near all public access terminals and copy/scanning stations: “Notice: The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted materials. The person using this equipment is liable for any infringement.”
10 Rules of Conduct

10.1 Overview
The T. J. Jones Library provides patrons with spaces and environments conducive to learning, study, and research. Persons who violate library rules will be given a verbal warning. If the misconduct continues, patrons may be asked to leave. If necessary, Campus Security will be summoned to assist.

10.2 Patron Behavior Standards
This list of behavioral standards is not exhaustive, and other issues may present themselves periodically. Such issues will be addressed by library staff as necessary.

10.2.1 Noise
The library does not enforce a strict quiet policy (except in the Quiet Study Area, where a quiet policy is strictly enforced), recognizing that study may require collaborative engagement with resources. Patrons should refrain from excessively loud talking or shouting. Cell phones are permitted, however patrons must keep conversations brief and not distract other patrons.

Headphones must be used for listening to music or watching videos in public spaces.

Any calls made through a computer (Skype, Facetime, Google Hangouts, etc.) must utilize headphones, and be kept brief, and not distract other patrons.

10.2.2 Food and Drink
Food and drink are permitted in the library, provided they do not create a distraction to other patrons. In the event of an accidental spill, housekeeping should be notified immediately.

10.2.3 Furniture
Patrons should be respectful of library furniture and be sure items are in good order, or in the items’ original locations, once they are finished using the items.

10.2.4 Public Displays of Affection
The T. J. Jones Library is in harmony with the following standards regarding Public Displays of Affection in the Student Guide.

“Efforts should be made to preserve the comfort of other community members in public common spaces. To this end, NCU community members are expected to use discretion when displaying affection publicly. While not an exhaustive list, students should refrain from the following: extended periods of hugging and kissing, sitting on or resting one’s head upon another person’s lap, lying down together, and sitting or lying under a shared blanket.”
Library Staff and Library Assistants reserve the right to confront any patron(s) whose public displays of affection cause other library patrons discomfort.

10.2.5 Controversial Materials

Use of controversial materials in public spaces, such as pornography or gratuitously violent or grotesque images is prohibited. If such a violation occurs, the patron will be asked to refrain and the Dean of Students will be informed. Some material may be ambiguous. Patrons should consult with library staff or Student Life before viewing such material.
11 Collection Development Policy

11.1 Overview
The Collections of the T. J. Jones Library are designed to support the study, research, and teaching needs of North Central University. The Collection Development Policy is an assessment tool to define the scope of the collection, assist library staff in purchase decisions, and provide guidelines for deselection of materials. Input from NCU constituents is welcome.

11.2 Supervision and Budget
Oversight of the Collection Development Policy is provided by full-time library staff under the leadership of the Library Director. The acquisitions budget is established by the Library Director at the start of each fiscal year, which includes collection development categories such as books, e-books, periodicals, databases, and e-journals.

11.3 Selection of Materials
The selection of materials for acquisition is facilitated by library staff with the following considerations in mind:

- Course curriculum
- Diversity of perspective
- Research and teaching needs of faculty and staff
- Student development and character formation
- Appropriateness of content

11.4 Classification of Materials
The collections of the library are classified according to the Library of Congress classification system, with one exception. The Children’s collection (physically located in the Education Curriculum Lab) is classified according to the Dewey Decimal System.

11.4 Library Collections

11.4.1 Archive Collection
The Archive Collection is the official archive of NCU documents, records, and realia. This collection is maintained according to archival standards for the purpose of preserving the heritage and history of North Central University. It is housed in a restricted-access location and is available for in-library use only.
11.4.2 Audio/Visual Collection
The Audio/Visual Collection consists of Blu-rays and DVDs that are available for circulation. Continuing effort is made to ensure that material is maintained in up-to-date formats. This collection is housed in a public-access area and is available for general circulation.

11.4.3 Audio/Visual Storage
The Audio/Visual Storage collection is housed in a restricted-access location, but is available for general circulation upon request.

11.4.4 Main Collection
The Main Collection consists of books shelved in public-access areas that are available for general circulation.

11.4.7 Periodical Collection
The Periodical Collection consists of all print serials. These materials are available for in-library use only.

11.4.8 Rare Books
The Rare Books collection is composed of items that are deemed particularly valuable or irreplaceable and not suitable for circulation. This collection is housed in a restricted-access area and is available for in-library use only.

11.4.9 Reference Collection
The Reference Collection consists of reference books such as, but not limited to, dictionaries, encyclopediae, and commentaries. Much of this collection is interfiled among the Main Collection. A small portion is housed in the Reference Room. Items in this collection are available for in-library use only.

11.4.10 Thesis and Dissertation Collection
The Thesis and Dissertation Collection consists of graduate-level academic theses and doctoral dissertations. It is housed in a restricted-access location and is available for in-library use only.
11.5 Deselection of Materials

In order to maintain a current and relevant collection, regular deselection of materials is conducted by library staff. Some considerations for material deselection are:

- Relevance to curriculum
- Quality of critical engagement with the subject matter
- Whether the item presents an up-to-date perspective
- Condition
12  Donations

12.1  Overview
The T. J. Jones Library gratefully accepts donations of any kind that support and further the mission, goals, and objectives of North Central University. The purpose of this policy is to specify the types of donations that the library will accept and how these donations are handled.

12.2  Gifts of Money
• The library accepts gifts of money in any amount.
• The donor may indicate how he/she wishes the money to be spent by the library.
  o The money may be specified for a particular type of library material, service, or activity.
  o The money may be specified for a particular library location.
  o The money may be specified for a particular item of furniture or equipment.
• Money is accepted by the library for the purposes of obtaining a naming opportunity at North Central University. Please contact the Office of Advancement to inquire.

12.3  Gifts of Books and other Library Materials
• The library accepts gifts of library materials in good condition. This includes, but is not limited to, books, DVDs, periodicals, manuscripts, maps, and pamphlets.
• Donations of used books are limited to one box per donor.
• All library materials accepted as gifts will be evaluated in accordance with the T. J. Jones Library Collection Development Policy (see §11).
• In most cases, usable library materials that the library does not add to its collections are offered freely to NCU patrons.
• At the request of the donor, the Library will supply a Books and Materials Donation Acknowledgement form (see Appendix) signed by the employee receiving the materials. The form may be used by the donor to keep an official record of the donation. The library does not and will not appraise books.
• In the case of the gift of a collection of materials, the library will work with the donor regarding the arrangement, location, and maintenance of the collection. The library may not be able to or wish to agree to all the donor's requests with regard to such issues as keeping all items together as a discrete collection, signage, and additions to the collection.
12.4 Gifts of Memorabilia and Realia

- The library accepts gifts of real items if those items support the mission of North Central University. Most items in this category accepted by the library will be those that have cultural or historical significance to North Central University or the Pentecostal tradition and are appropriate for inclusion in the library's special collections.

- The placement and display of an item is the sole prerogative of the library. The wishes of the donor regarding the location of the item will be taken into account by the library.

- A donor who wishes to be recognized for a donation, or wishes to honor a third-party with a donation, should inform library staff at the time of donation so that a suitable form of recognition or honor can be determined.

- The library will not accept real items that cannot be properly cared for or secured by the library within normal operations and procedures of the Library.

12.5 Gifts of Artwork

- The library retains the prerogative to accept or reject any work of art for display in or around the library.

- The placement and display of an art item is the sole prerogative of the library. The wishes of the donor regarding the location of the art will be taken into account.

- The library will not accept art that cannot be properly cared for or secured by the library within normal operations and procedures of the library.

- At the request of the donor, a small plaque will be placed near the work of art to identify it and recognize the donor or an honoree. The decision concerning placement of such a plaque is the sole prerogative of the library.

- Donated artwork must not contain advertising information such as corporate agency logos.
13 Assessment

13.1 Overview
The T. J. Jones Library continually evaluates the efficacy of services and resources to accomplish its mission. Assessment is performed through a variety of quantitative and qualitative metrical analyses.

13.2 Quantitative Metrics

13.2.1 Patron Count
A total count of patrons in the library is taken at the bottom of every hour of operation. This will be carried out by Library Assistants at the direction of the Access Services Specialist.

13.2.2 Reference
Patron interactions at the Circulation Desk are logged and preserved. This will be carried out by Circulation Desk staff under the direction of the Access Services Specialist.

13.2.3 Interlibrary Loan
All records for Interlibrary Loan are preserved automatically through Worldshare Management Services. A month-by-month summary will be analyzed at the start of every fiscal year.

13.2.4 Classroom Tutorials
A record of classroom tutorials taught by library staff is kept under the direction of the Instruction and Electronic Resources Librarian.

13.3 Qualitative Metrics

13.3.1 Patron Survey
A qualitative survey may be occasionally conducted by the library to measure efficacy of collections, programs, services, and space usage.
Appendix

Books & Materials Donation
Acknowledgment Form

Date: ____________  
Donor Name: ____________________________________________

The T. J. Jones Library at North Central University gratefully acknowledges your donation of:

_____ softcover books           _____ audiobooks
_____ hardcover books           _____ music CDs
_____ DVD/Blu-Rays              _____ magazines/serials
_____ other: ____________________

The library does not provide appraisals or estimated values of donated items. The donor is responsible to provide such information. We do acknowledge that the materials were received in good condition.

As per the Donation Policy, the donated material becomes the property of the T. J. Jones Library and will be handled according to the interests of North Central University.

Thank you for your generous gift!

Received by

_______________________________________________ Library Staff Member

*No goods or services were provided by the library in return for the contribution.*