

Library Services

1. Mission, Vision, and Purposes

The Byrnes-Quanbeck Library supports the learning goals of students, faculty, and staff by providing resources and guidance in finding and using information.

Vision

- Ensure all MSU graduates have excellent information literacy skills with an emphasis on digital literacy
- Create welcoming and cohesive spaces for research and learning
- Provide access to quality resources to the campus community at the time of need

Purposes

- a. Actively partner with faculty for student-centered learning
- b. Assure the quality, diversity, and preservation of library collections
- c. Provide access to resources while remaining a steward of public good
- d. Transform library spaces to enable changing models of learning and scholarship
- e. Teach information literacy skills to the campus community

2. Patrons of Byrnes-Quanbeck Library

All Mayville State University students, staff, and faculty are patrons of the library. Any person from the wider community may be a “local patron” of the library. Patrons under the age of 16 must be accompanied in the library by their parent or legal guardian.

Mayville State University’s identification card is used as a library card and allows all students, faculty, and staff to borrow library materials.

3. Loan of materials

a) General Collection

All materials other than reserve and archival materials are part of the general collection.

Students, staff, and local patrons may borrow most library materials for eight weeks. Renewals are possible if another patron is not waiting for the item.

Faculty members may borrow most library materials for one semester. They may renew materials at the end of Fall Semester, but they must return all library materials at the end of the academic year.

Students, faculty and staff are not charged fines but are billed for lost materials.

Local patrons are charged a fine that accumulates weekly for each overdue item. An item's overdue fine will not exceed the replacement cost of the item.

When items are lost, the patron who has checked out the material will be charged the replacement cost of the item and a small processing fee.

After any patron has had material checked out for two weeks, the library may recall the item if it is needed by another Library patron.

b) Reserve Materials

Faculty may place items they would like their students to access on reserve in the library. The items can be from the library's collection or from the faculty member's personal library.

Items on reserve in the library are kept behind the library's circulation desk and may be checked out by students for a limited amount of time. The normal check-out period for a reserve item is two hours.

If an item from a faculty member's personal library is lost, the library will bill the patron who has checked out the item the replacement cost and make every effort to find a replacement.

c) Archival Materials

The library has a large collection of MSU related materials (yearbooks, photographs, bulletins, etc.) that are not cataloged or indexed. These materials are available for library use only.

d) Electronic/Online Materials

Licensing agreements dictate students, faculty, and staff of MSU have access to library subscription databases both on and off-campus. Community patrons may access the library's electronic subscriptions from within campus but many are not accessible to community patrons off-campus.

4. Interlibrary Loan of Materials

Interlibrary loan (ILL) or resource sharing provides access to resources not owned by Byrnes-Quanbeck Library. Patrons may borrow materials from libraries throughout the world. Some libraries charge for providing the material via ILL and that cost is passed on to the patron with prior agreement.

5. Privacy of Library Records

The library follows The North Dakota Century Code 40-38-12 which requires that library records linking a patron to their information request is considered private and is excepted from public record requirements. However, these records may be released when required pursuant to a court order or a subpoena.

The library also follows the ND University System's General Retention Schedule which requires that circulation (RCN 800328) and inter-library loan records (RCN 800331) are only retained while active and are destroyed after the material is return to the library and/or any fines are paid.

6. Computer policy

The library contains a limited number of public access computers.

Students, faculty, and staff of Mayville State University have priority in using the public access computers at the Library. Any other patron must give way to them.

Any patron forfeits the right to use any computer in the Library if that person violates the computer policies (Section 1901 Computing) of either the North Dakota University System or Mayville State University or if, in the judgment of the Library staff, that person uses a computer inappropriately.

7. Acquisitions and Selection of Library Materials

a) General Principles for Acquisitions

The library follows the general principles for the acquisition of materials listed below:

- Materials will be selected with the user in mind; only those materials assessed as needed/desired by the library's patrons and potential patrons will be considered for purchase.
- The library's collection will support the educational programs of MSU.
- The library will collect and maintain a full range of materials for general, educational, and recreational use.

- The library will collect and maintain materials related to the history of the University and its personnel.
- The library will collect and maintain materials relating to the history of the city of Mayville, Traill County, and the wider region.

The library endorses the American Library Associations' Library Bill of Rights and the Freedom to Read statement.

b) Faculty Responsibilities for Acquisitions

The library recognizes faculty as subject specialists on campus and encourages faculty to request materials for acquisition. All faculty requests are subject to approval by the Director, who has final responsibility for the library's collection.

c) Selection Criteria

- a. The importance of the subject matter to the library's users
- b. The amount of material the library holds on the subject
- c. The author's reputation and significance
- d. The timeliness or permanence of the work
- e. The reputation of the publisher
- f. The availability of materials on the subject elsewhere
- g. Review of the work
- h. Price of the work

8. Evaluation of the Collection

Evaluation of the collection is ongoing, and the library collects yearly statistics for this purpose. The library removes outdated and/or little used materials from the collection and works with faculty about intended withdrawals from their respective subject areas.

9. Reconsideration of Library Materials

In an academic community, individuals should be free to research and develop ideas without interference. The library is fully committed to the free exchange of ideas and makes every effort to attain a representation of a variety of ideas. Patrons can object to the inclusion of materials in the collection by submitting a request for reconsideration.

When a request for reconsideration of resources is submitted, the library will take one of the following actions: removal of a resource because it is inappropriate, the addition of a resource to balance the collection by providing alternative views, a combination of the above, or no action at all.

10. Tours and Instruction

Library staff will conduct library tours and provide instruction to classes or individuals. Because of potential schedule conflicts, faculty should arrange library instruction in advance. Examples of instruction are the following:

- use of the online catalog
- survey of print or online materials available in any subject area
- use of Library databases

Library staff will also assist faculty members with their bibliographic, reference, and research needs.

11. Other Services

The Library Director is available to visit about specific requests or library needs. Any faculty or staff member needing assistance or a particular library service should contact the Director or other professional staff members.

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**Sponsor: Director of Library Services
Vice President for Academic Affairs**