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NEW HAMPSHIRE  
**INSTITUTE**  
OF ART

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**TETI LIBRARY**  
POLICY MANUAL

Updated March 2009

## **GENERAL INFORMATION AND POLICIES:**

Welcome to the Teti Library. Service is available from the librarians and library supervisors, and other library staff. Please feel free to ask for help at the Circulation / Reference Desk at any time.

### **COMMUNITY SERVED**

Full library privileges are extended to the students, faculty, staff, administration and alumni of the New Hampshire Institute of Art. Residents of towns with GMILCS libraries are extended borrowing privileges by applying for library card in their home library.

Use of the library is a privilege, not a right. The Director of the Library is able to suspend or revoke borrowing and/or library use privileges if circumstances so warrant.

### **CONSORTIA AND AFFILIATIONS**

The Teti Library at the New Hampshire Institute of Art is a full member of these and other organizations:

- GMILCS, Inc., a cross-borrowing consortium of 12 local public and academic libraries.
- New Hampshire College and University Council (NHCUC), a consortium of New Hampshire Colleges and Universities, which includes a library committee
- College Art Association
- New Hampshire Historical Society

. . . and its librarians are members of the:

- American Library Association (ALA)
- New England Library Association (NELA)
- Association of College and Research Libraries (ACRL)
- New Hampshire Library Association (NHLA)

### **CONDUCT**

All library users are expected to conduct themselves in a manner that is quiet and respectful of other library users as well as the normal activities and functions of the library. Individuals who demonstrate disruptive behavior will be warned, may be asked to leave, may lose library privileges and/or may be reported to Security and/or the Dean.

### **FOOD/DRINK**

Food is not allowed in the library. Beverages are allowed so long as they are in an approved, spill-proof container. Permitted beverage containers have spill-proof, thumb-activated lids.

Library users who do not comply may be asked to leave the library or may lose their library privileges.

### OTHER GENERAL POLICIES:

**Paging** is not provided in the library. Please ask relatives and friends not to telephone you using the library extension.

**Computer Use** is permitted for all library patrons provided that they have a Teti library card and adhere to the College's "Computer and Network Access Policy."

To our GMILCS Library Patrons: Please remember that the computers are intended for NHIA student use. If you are a GMILCS member who wishes to use a library computer, please check in with a staff member. Please remember, however, that NHIA students have priority of use. In order to accommodate everyone, we ask that community guest users limit their computer time to 30 minutes. At the end of this time, you may ask for a time extension, which will be granted at the discretion of the library supervisor. *Unsupervised children under the age of 16 are discouraged from using these computers and may be asked to leave.* Thanks very much for your cooperation.

The library computers are administered by the IT Department. The librarians and library staff will do their best to assist you as you use the computers; however, technical difficulties that you may encounter such as problems with the network, internet connectivity, software, etc. should be eventually worked out between you IT staff.

(see "Services" section, below, for specific equipment policies, e.g. laptops)

**Personal Belongings** are not the responsibility of the library. Please make sure that you do not leave personal belongings unsupervised.

**Loan Periods** for all GMILCS libraries are determined by the lending library. The Teti Library has the following loan periods for regular students:

- Regular Books: Three weeks
- Reserve Items at Circulation Desk: 2-hour, 4-hour, 1-day, 3-day, (2- and 4-hour reserves are not to leave the library for any reason, although some exceptions for faculty may be permitted.)
- All materials may be renewed for a period equivalent to that of the original loan by telephone, in person, or by logging on to your GMILCS account at <http://findit.gmilcs.org/polaris/Search>

**Expiration of a Teti Library Card Account** will take place on the last day of each semester. Only the Teti library may update your NHIA library card's expiration date and all fines associated with that card must be paid in full before the card will be updated. Please contact the library to update your card.

**Card Replacement:** Users must present their own library card in order to check out materials at NHIA (see "Check Out" below). A fee may be assessed should another card be necessary to



Non-NHIA GMILCS patrons are allowed access to the library during regular Fuller Hall hours only, which are 8:30am to 5:30pm.

During intercession, summer sessions and vacation periods, the library operates with reduced hours. Hours are posted on the front entrance as well as under the “hours of service” web page. Library hours are subject to change as necessary.

To facilitate efficient closing, no materials will be checked in or out ten minutes prior to closing time and the photocopier and computers will be shut off. Please vacate the library prior to the official closing time. The door may be locked to new patrons ten minutes prior to the official closing time.

### SERVICES

**New Hampshire College and University Council (NHCUC) cross borrowing** is available for NHIA students, faculty and staff to check out material by going to a participating library directly (please ask at the circulation desk for a list of NHCUC member libraries). or by placing an Inter-Library Loan request through the Teti Library Circulation Desk. Replacement costs of materials that have been lost or stolen after being checked out on using NHCUC cross borrowing are payable to the lending library along with a non-refundable fee of \$15.00.

Some NHCUC members, such as New England College and Southern New Hampshire University, are GMILCS libraries as well as NHCUC members, and therefore can be requested online through the catalog using your Teti Card (please see “Check out” below).

**Book Depository** is located on the right of the Main Entrance as you enter the library and is open whenever the library is closed. Books may always be returned when the library is closed provided that Fuller Hall is open. When the library is open, please leave the materials at the Circulation Desk.

**Library Cards** for the Teti Library are your NHIA student, faculty or staff ID card. A barcode on the back, beginning with the digits 2468 is your library barcode number, which gives you access to all online library services. You must activate this barcode number before use by stopping in to the Teti Library and registering your ID card. Your ID card must be presented in order to check out materials and you may be asked to show your card for security and identification purposes.

**Check out** all books at the Circulation Desk. For back issues of periodicals please ask at the Circulation Desk. A Teti Library or other GMILCS library card should be presented by its owner in order to check out any materials. Additional forms of identification may be required. Materials checked out on a user’s card become the responsibility of the card owner, who is also responsible for ensuring that any fees, fines, or replacement costs associated with that card are paid. The GMILCS system will block check out for any patron who owes \$10.00 or more in fines or fees associated with his/her library card.

**Blank CDs** are available for free at the Circulation Desk. Re-writable CDs are available for \$1.00 each.

**Currier Art Museum** grants free access to those individuals with NHIA ID cards. Check out the Currier's library

**Enter and Exit** only through the Main Entrance doors. An emergency exit is located at the back of the library near the periodicals section.

**Equipment (non computer)** available for check-out is as follows: stereo headphones, USB flash drives, external floppy drive, CD player, cassette tape player, and a digital projector. These items must be checked out using your library card. A television and DVD/VCR are available for use at the library without being checked out. Please see the circulation desk for access to this equipment.

**Laptop Computers** are available to NHIA students, faculty and staff for check out (see below):

**Apple Macintosh Laptops** may be checked out by NHIA students and are for four hour, Fuller Hall use only. Access to Mac laptops is generally first come, first served, however, reservations made in advance may be granted under special circumstances. To arrange such a reservation, please contact the Circulation Manager at least one week in advance (603-836-2532 or ref@nhia.edu). Any user of a library-owned Macintosh laptop is responsible for the safety of the machine: any damage to the machine, physical or otherwise, is the responsibility of the borrower. Replacement or repair costs may be assessed by NHIA to the patron at the discretion of the librarian or IT department. Mac#1 may be checked out by faculty under the same conditions as a PC laptop provided that it is not being used by a student. Macs may be reserved by librarians for student use in formal library instruction sessions. All users must return laptops charged and at least 15 minutes prior to the closing of the library.

**PC Laptops** may be checked out by NHIA students, faculty, or staff, however, faculty and staff have priority. Faculty and staff may take the PC laptops out of the library only for class time or presentations. Laptops must be picked up from the library as close as possible to class time and should be returned to the library as near as possible to the end of class. The PC laptops are generally lent on a first come, first served basis, however, faculty and staff may reserve the laptop in advance. Application for reservation must be made to the Circulation Manager at least one week in advance (603-836-2532 or ref@nhia.edu). Students must use PC laptops in Fuller Hall. Any user of a library-owned PC laptop is responsible for the safety of the machine: any damage to the machine, physical or otherwise, is the responsibility of the borrower. Replacement or repair costs may be assessed by NHIA to the patron at the discretion of the librarian or IT department. All users must return laptops charged and at least 15 minutes prior to the closing of the library.

**Inter-Library Loan Service (ILL)** is available to secure books and photocopies of articles from other libraries when the material is not available through GMILCS or an online reference database. Ask for an "Inter-Library Loan Application Form" at the Circulation Desk.

**Ordering books and other materials through the GMILCS system** can be done by searching the GMILCS catalog. Locate the desired material in the catalog and then click the "Request" button to the right of the item record. You will be prompted to provide your library card barcode number as well as your pin (first-time users should contact the library in order to set up a pin).

You will also be asked to choose a library for your pickup location. The system may limit the number of requests that you can place at any given time. Because the Teti Library receives book delivery only at set times each week, it may be more expedient for Teti Library cardholders to go directly to the Manchester City Library (located across the street from the French Building) rather than ordering books from them using the online system.

A **Pencil Sharpener** is available near the patron printer across from the Circulation Desk.

A **Photocopy Machine** is located near the Circulation Desk. The cost is \$.10 per black & white copy and \$.25 for color for both students and faculty (the library does not cover the cost of faculty copies). The machine accepts nickels, dimes, and quarters. 8 ½” x 11” and 11” x 17” paper is available. The library is unable to make change at this time.

The **Web Site** of the library is linked from <http://www.nhia.edu>. Please visit this site for access to the online catalog, research databases, online image galleries and resources, library policies, web guides and for hours of service and Faculty/Staff contact information.

#### GENERAL RESOURCES

**Audiovisual Materials such as DVDs and Videos** on various subject areas are located in the back of the stacks near the emergency exit. Please ask at the circulation desk for assistance in locating these materials or use the online catalog and limit your search to the desired a/v format.

**Classification System:** The library’s holdings are cataloged according to the Library of Congress Classification System (LCCS) and are accessed via the online catalog.

**General Circulating Books** (3-week loan period) are in the main section of the library. The circulating collection is divided into various areas: Main Collection, Oversize, Folio, Juvenile, and Illustrators Annual. Please do not re-shelve materials yourself. Instead, place the materials on tables or leave at the circulation desk so that the library staff can track which library books are being used even if they are not checked out.

**Reference books** are located on your right as you enter the library. Dictionaries have been placed at various points in the library, including the Reference Books area.

**Reserve materials** are shelved at the Circulation Desk. 2- and 4-hour reserves are to be used in the library only. However, in some cases, one half hour before closing, hourly books may be checked out overnight and are due the next day at opening. 2-hour, 4-hour, 1-day and 3-day reserve materials are listed in the online catalog under “course reserves.” We will gladly look up a reserve call number for you, but it is requested that you look up the call number before asking for the material.

**Online catalog** is available at <http://findit.gmilcs.org/polaris/search>. If you want to search materials in the Teti library, please limit your search by selecting “Teti items only” from the dropdown menu. You can search other individual libraries by selecting going to “Open Search

Options” and selecting another library from the list. You may also search all GMILCS libraries simultaneously by selecting “GMILCS” or by leaving your limiter blank.

**Serials / Periodicals**, current periodicals and select back issues are available at the back of the library in alphabetical title order. Lift the periodical shelf up to find selected back issues underneath. Periodicals may not be checked out of the library. Older and bound back issues are available by asking at the Circulation Desk.

**Online Databases** and a selection of other notable online resources are linked at by going to the library home page and clicking on “Databases/Guides.” The Teti Library subscribes to over 35 online databases for NHIA student, faculty and staff use. Ebsco’s Academic Search Elite, OCLC’s WorldCat, and ARTstor are just a few of the many major academic research databases we offer. Please visit the web site for a complete listing, call 603-836-2532, or ask at the Circulation Desk for a handout. You can access the databases from anywhere on campus. If you would like to access the databases from off campus, please make sure you have registered your NHIA ID card’s barcode with the library and have been provided a pin.

**Reference help** is available via email at [ref@nhia.edu](mailto:ref@nhia.edu) or by asking the Reference Librarian for assistance. The reference department will help you find the information you are looking for as well as guide you through the general research process if you choose. One-on-one or small group sessions are available, and appointments are preferred but unnecessary during the librarian’s regular office hours. During all other hours, the Reference or Circulation staff will do what they can to assist you in your reference and information needs. See also “Reference Service” (below) for a more complete description.

**Inter-Library Loan service** is available to secure books from libraries outside of the GMILCS System and articles from periodicals not owned by the Teti Library. Please fill out a form at the Circulation Desk.

### COLLECTION DEVELOPMENT

The Teti Library at the New Hampshire Institute of Art seeks to provide faculty, students and other patrons with resources in various formats for their information, study and research needs, and in doing so seeks to enhance the fulfillment of the mission of the Institute. Collection development is a joint effort of librarians, faculty, and the Library Committee. All members of the NHIA community are encouraged to make suggestions for acquisition of library materials.

**Collection Levels:** As the Teti Library serves primarily undergraduates at an institution that stresses teaching and studio work over research, no attempt to develop a comprehensive research collection is made. The library’s collection development focus for both print and electronic sources is on the following: (1) basic materials to support the current college curriculum, also giving consideration for students with poor reading or other college skills, (2) scholarly research material for teachers, (3) special collections materials, (4) general interest and enrichment material. Faculty needs for research materials unavailable at Teti Library will be satisfied primarily through inter-library loan.

### *Policies by Collection Type:*

**Special collections:** The library makes no attempt to be exhaustive with any of its special collections though it is desirous of obtaining a well-rounded selection of useful and rare materials.

**Accompanying material:** Books with accompanying materials such as CDs are increasingly common. Those books with accompanying CDs are located in the appropriate collection with the CD-ROM either inside or behind the Circulation Desk as a separate item. If accompanying material is lost or stolen, borrowers assume the cost of replacing the entire set, since frequently, accompanying material is not available separately. Users of accompanying materials such as CDs are responsible for compliance with stated license agreements and copyright laws, and also assume all risks for damage that may be caused by viruses, which may be present on the disk.

**Textbooks:** Textbooks are generally not acquired unless they are considered a seminal work within a field or are otherwise determined to be of long-lasting value. Textbooks that are required for courses are not generally part of the library collection.

**Capstone Papers:** A selection of capstone papers prepared by NHIA students are located at the Circulation Desk.

**NHIA faculty publications:** Faculty Dissertations will be bound, cataloged, and held in the library collection if the faculty author provides the library with a copy of the dissertation to be bound. The library attempts to collect all other monograph works written by NHIA Faculty and endeavors to secure copies of articles written for journals not belonging to the NHIA library.

### **INVENTORY / WEEDING**

The library collaborates with NHIA's faculty in determining the usability and relevancy of its collections. It is the responsibility of the Director and the Reference Librarian to oversee all weeding and inventory activities, which are done on an intermittent basis. In order to maintain quality academic library collections and to reserve enough free space for the acquisition of new materials, it is necessary to weed the collection. Materials that are determined to be irrelevant, outdated, unused, in poor physical condition, or are superseded by newer editions are considered for removal from the collection.

### **ACQUISITIONS**

Materials are acquired through the vendor providing the greatest discounts in price and shipping. Other considerations are the reliability of the vendor, ease in the return of materials, and ease of ordering. When possible, free materials are solicited as supplements to the collection.

### **GIFTS**

Gifts of materials are generally appreciated, but are included in the collection at the discretion of the librarians. Gifts made in memory of an individual or purchased with a gift book fund are identified with a bookplate. Donors must sign a release form, as materials released to the library may be accessioned, offered to other libraries, sold, or disposed of.

All appraisals of the value of a materials donation are strictly the responsibility of the donor and will not be undertaken by the library; nor does the library in any way affirm the donor's valuation.

Funds for library-related purchases may be provided to the Library Director or to the College's Development Office. Receipts for tax-deductible gifts are issued by the Development Office. In order to secure a tax-deductible receipt, the donor must provide proof of payment for the materials (such as a sales receipt).

### CATALOGING

Materials are cataloged and processed into the online catalog as soon as possible after receipt. Those materials needed by faculty may be expedited upon request to the Technical Services Librarian. Bibliographic records for most items are exported to the GMILCS system from OCLC. Those items requiring original cataloging will take longer to become available for borrowing. Authority files are updated regularly through the GMILCS system.

### REFERENCE SERVICES RESOURCES

**Library Instruction** in bibliographic and information literacy skills are offered to classes by prior arrangement of the instructor. Instruction sessions can range from basic library tours to advanced, senior-level research. Faculty must keep the following in mind:

- In order to coordinate effective scheduling of our instruction resources, library sessions must be requested at least three weeks before the session is to take place.
- Instructors must be present with their students at the library session
- Instructors should collaborate with the librarian as much as possible when planning the library session so as to ensure that the session effectively enhances and reinforces the objectives for the course you are teaching.

**Reference Service** is available to all library patrons, either individually or in small groups, by walk-in during posted librarian hours, email to [ref@nhia.edu](mailto:ref@nhia.edu) or via telephone. Appointments with the librarian are appreciated. We will do our best to assist you in all your research needs. Whether you are looking for books and articles for a paper, need a quick or in-depth tour of any of our e-resources, want extra help with paper topic development, need assistance with documentation, or just have a "quick-answer" question, please feel free to ask. We are here to serve you and your needs. Faculty are also encouraged to take advantage of our reference service either for professional research or course assistance.

## SPECIAL SERVICES TO FACULTY

**Book, DVD, and Periodical “Material Request Forms”** are available for ordering materials for your teaching, research, and faculty development needs. Forms are available at the Circulation Desk. Please allow at least one month for processing.

All orders placed through the library are considered requests and are therefore subject to budgetary and collection development limitations. Chairperson approval does not guarantee that the requested materials will be purchased. Materials that are requested through the library are purchased out of the library’s budget and become the property of the library once received.

If the material is intended for a class, it should be requested before the start of the semester in which the material is to be used. The material should preferably be requested at least one semester in advance so as to ensure proper budgetary and collection development planning. A separate “Reserve Materials Request Form” (see Course Reserves, below) must be completed if items are to be placed on reserve for your class. All reserve materials are removed from reserve status at the end of each semester unless the library is notified otherwise.

**Course Reserves** are materials set aside for the use of your students for 2-hour, 4-hour, 1-day or 3-day loan periods. These may include your personal items or Teti library-owned items only and may be reserved for one semester or one school year. All reserve materials are removed from reserve status at the end of each semester unless the library is notified otherwise: the materials will be returned to their original non-reserve status and location. Faculty must comply with copyright law for all photocopied items. Please note that although the library takes every precaution to ensure that personal items are returned to the library by borrowers, it does not assume responsibility for providing replacement costs of personal items should a borrower fail to return a faculty-owned item. Forms for placing items on reserve are available at the Circulation Desk. Please allow at least 48 hours for your reserve request to be completed. Please submit reserve requests at least 48 hours before the reserve is needed by students.

**Extended loan periods:** The academic faculty may borrow NHIA-owned books for a loan period of five weeks. Videos and DVDs may be checked out by faculty for seven days. Please note that NHIA faculty are subject to the loan periods set by any lending library for items not owned by NHIA (through the GMILCS system).

**Research/Reference Assistance** can be done by library faculty or staff or by your student worker assisted by library faculty or staff. Please see the Reference Services Librarian.

## CENSORSHIP AND CONFIDENTIALITY

In its role as information provider for the NHIA community, there shall be no censorship of the library collection. The Teti is aware that a patron or patrons may take issue with the selection of any given item. Though patrons are free to express their opinions, the Teti Library will not remove items as a result of pressure applied by persons or groups. Furthermore, the Teti Library respects the privacy rights of all patrons and will keep its patron records confidential.