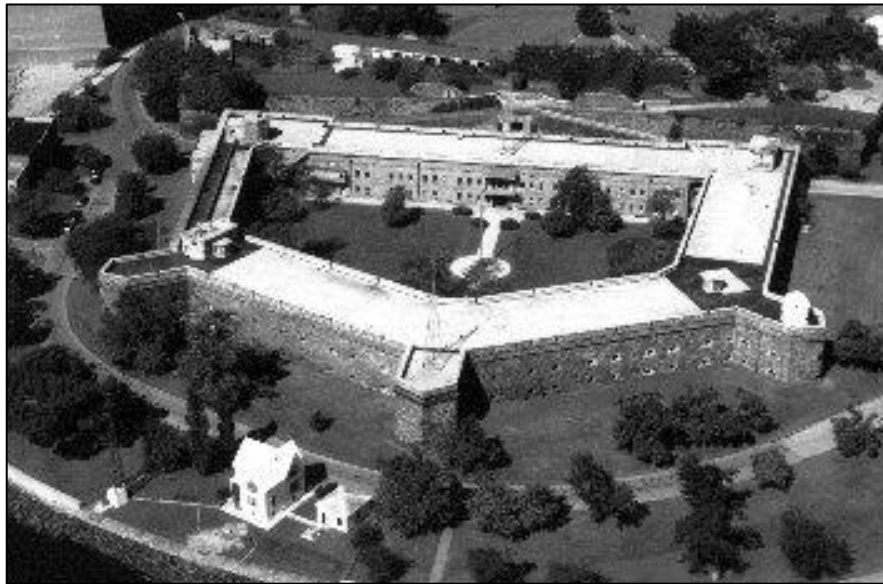


# SUNY MARITIME COLLEGE

## STEPHEN B. LUCE LIBRARY



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*Library Policies*

*Updated: Spring 2020*

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## Table of Contents

College Vision Statement .....	Page 3
College Mission Statement.....	Page 3
College Core Values .....	Page 3
Stephen B. Luce Library Vision Statement .....	Page 3
Stephen B. Luce Library Mission Statement.....	Page 3
Stephen B. Luce Library Core Values .....	Page 3
Confidentiality of Library Records .....	Page 3
Circulation Policies.....	Page 4
Borrowing Privileges .....	Page 4
Loan Periods .....	Page 4
Renewals.....	Page 4
Holds.....	Page 4
Returns.....	Page 4
Fines and Fees.....	Page 4
Overdue Notice Process .....	Page 5
Inter-Library Loan (ILL).....	Page 5
Computer Usage .....	Page 6
Study Rooms .....	Page 6
Printing and Scanning.....	Page 6
Food and Drink.....	Page 7
Electronic Device Usage .....	Page 7
Reference Services .....	Page 7
Collection Development .....	Page 7
Withdrawals/Weeding.....	Page 8
Collection Concerns.....	Page 8
Orientations.....	Page 8
Library Instruction.....	Page 8
Gifts and Donations .....	Page 9
Library Events .....	Page 9
Library Lecture Series.....	Page 9
Use of Library Event Space .....	Page 10

## College Vision Statement

Maritime College will be recognized as the leading maritime educational institution.

## College Mission Statement

First and foremost, Maritime College educates dynamic leaders for the global maritime industry.

## College Core Values

- Academic Excellence - Maritime College is committed to the pursuit of excellence in teaching, scholarship, and research;
- Student-Centeredness - Maritime College is committed to an environment that values student success, development and personal growth;
- Integrity - Maritime College is committed to principles of integrity and ethics in all aspects of our operations;
- Respect - Maritime College embraces diversity and inclusion, and celebrates the unique contributions of all;
- Leadership - Maritime College is committed to providing multiple leadership development opportunities for all students;
- Applied Learning - Maritime College programs and majors are infused with hands-on, experiential learning opportunities; and
- Relevance - Maritime College has an adaptive curriculum that responds to the complex and evolving needs of the maritime industry.

## Library Vision Statement

Stephen B. Luce Library will be an essential component of the academic and creative life of the Maritime College community.

## Library Mission Statement

The Stephen B. Luce Library supports excellence in collaborative and individual work by delivering quality resources and innovative services that stimulate creativity, intellectual curiosity, and facilitate lifelong learning and research within the communities we serve.

## Library Core Values

The Library is committed to:

- Providing equitable access to diverse collections;
- Building collaborative and strategic partnerships;
- Being responsible stewards of our collections and resources;
- Communicating with mutual respect and civility;
- Supporting intellectual and academic freedom;
- Providing prompt, responsive, and friendly services and spaces; and
- Embracing the best of tradition and change.

## Confidentiality of Library Records

All records identifying the names, social security numbers, or other identification numbers of library users are confidential in nature and will not be revealed to anyone other than the user without either the express written permission of the user in question, or when the library must adhere to proper legal procedures requesting access to such information.

This policy is based on The American Library Association Policy Manual, Section B.8.5, “Confidentiality of Library Records,” and The Family Education Rights and Privacy Act of 1974.

## Circulation Policies

### Borrowing Privileges

- The Stephen B. Luce Library allows SUNY Maritime College students, faculty, and staff to borrow material.
- SUNY Maritime College students, faculty, and staff automatically have library accounts as a result of their current enrollment for classes and their employment status with the college. A valid college photo ID card is proof of enrollment or employment, and is required for borrowing privileges.
- In order to check out materials borrowers must present a valid SUNY Maritime College ID card.
- SUNY Maritime College students, faculty, and staff may have a maximum of 15 items checked out at a time.
- Library account holders are responsible for ensuring that their contact information on file is correct.
- The Library’s primary method of communication with account holders is via email. Therefore, a valid email address is required for all accounts.

### Loan Periods

Item Type	Students	Faculty and Staff
Book	5 weeks	10 weeks
Book (Course Reserve)	4 hours	4 hours
DVD	7 days	14 days
DVD (Course Reserve)	4 hours	4 hours
Board Games	6 hours	6 hours
Maritime Heritage Collection	14 days	

### Renewals

- Non-reserve books and DVDs a maximum of 1 time.
- All other materials are ineligible for renewal.

### Holds

- SUNY Maritime College students, faculty, and staff can place holds on non-reserve books and DVDs that are currently checked out by logging in to Primo and making the request.
- Hold requests are on a first-come, first-served basis.
- Non-reserve Books and DVDs will be held for a maximum of 7 days before being released back to the collection.
- Borrowers who frequently fail to pick up items on hold may have their borrowing or hold privileges suspended.

### Returns

- Borrowers should return all checked out library materials to the Library Circulation Desk book drop during regular hours. Outside of regular hours, please return all checked out library materials to the book drop outside the libraries main entrance.
- Materials will be inspected upon return to ensure that no damage has occurred to items.
- Materials having multiple components will not be checked in until all pieces have been returned.
- Items unable to be checked in because they are damaged or have missing components will be charged overdue, damaged, or missing item fines as outlined in the “Fines and Fees” section of this manual.
- Borrowers who frequently fail to return items in a timely manner may have their borrowing privileges suspended.

## Fines and Fees

- SUNY Maritime College students are subject to late fines.
- SUNY Maritime College faculty and staff members are not charged late fines.
- SUNY Maritime College students, faculty, and staff are subject to damaged or lost item fees.

### Fines Schedule

Item Type	Students	Faculty and Staff
Book	\$0.10 per day	
Book (Reserve)	\$3.00 per hour	
DVD	\$0.10 per day	
DVD (Reserve)	\$3.00 per hour	

- Borrowers who have accumulated overdue fines will have their borrowing privileges suspended.
- A charge will be posted against a student's account for any late fees. Unpaid fees will result in the withholding of transcripts and the inability to register for classes.
- Borrowing privileges will only be reinstated after any fine balance has been paid in full.

### Fees Schedule

Item Type	Damaged or Lost Item Fee
Book	\$50.00
Book (Reserve)	\$150.00
DVD	\$50.00
DVD (Reserve)	\$150.00

- Fees are incurred in addition to overdue fines. Maximum total fines/fees per item is \$250.
- The library will accept replacement items in lieu of a damaged or lost item fee only if the replacement item is an exact duplicate. The Stephen B. Luce Library reserves the right to refuse a replacement item based on its condition.
- No refunds are issued once a damaged or lost item fee has been paid.
- Borrowers who have accumulated damaged or lost item fees may have their borrowing privileges suspended.
- A charge will be posted against a student's account for any damaged or lost fees. Unpaid fees will result in the withholding of transcripts and/or the inability to register for classes.
- Borrowing privileges will only be reinstated and account blocks on student accounts will only be removed when fine balances have been paid in full.

### Overdue Notice Process

- Overdue notices are issued as a courtesy to all library users.
- Non-receipt of an overdue notice does not exempt a borrower from applicable fees or fines.
- To avoid notices of fines, materials should be returned or renewed by the due date.
- The first overdue notice is issued on the 1st day an item is overdue.
- The second overdue notice is issued on the 10th day an item is overdue.
- On the 30<sup>th</sup> day that an item is overdue, a final notice is placed on the patron account; charges and blocks on the patron's record are also issued at this time.

### Inter-Library Loan (ILL)

- SUNY Maritime College students, faculty, and staff may request materials through inter-library loan (ILL) that

are not available in the Stephen B. Luce Library's collection.

- Requests for ILL materials must be submitted electronically via ILLIAD
- Delivery time for ILL requests is usually a minimum of 5-7 business days.
- Users are required to pay any charges or fees incurred by the Library for borrowed ILL materials.
- Borrowers assume financial responsibility for ILL items which are lost, damaged, or late.
- Failure to pay any fines, fees, or charges will result in a block being placed on the borrower's library record. Additionally, if the borrower is a student, an account block will be placed on the student's file until such time as the charges are paid.

## Computer Usage

SUNY Maritime College students, faculty, and staff are allowed access to the Library's computers subject to the following rules:

- Use is on a first-come, first-served basis.
- Conduct that restricts or inhibits others from pursuing academic research or that violates college policies or state/federal law is not permitted.
- Users may not change any computer settings, including installing software or plug-ins.
- Headphones must be used when listening to audio.
- Items may only be saved to a USB or external drive.
- Neither the Library nor the College will assume financial responsibility for unauthorized Internet-related expenditures.
- Neither the Library nor the College is responsible for any viruses which may be transferred to a user's personal storage device or for any lost or corrupted files.
- SUNY Maritime College students, faculty, and staff violating these rules will be reported to the appropriate college office for disciplinary action.

## Study Rooms

The Library's study rooms are intended for the use of SUNY Maritime College students and are subject to the following guidelines:

- Study rooms may only be used by students of SUNY Maritime College.
- Study rooms are first-come, first-served unless a reservation already exists.
- Students may reserve a room by calling 718-409-7231, inquiring at the Library Circulation Desk, or online at <http://tiny.cc/lucerooms>.
- Rooms may be reserved no more than one month in advance.
- Reservations are available from 30 minutes up to 3 hours in a single day.
- Students must confirm their reservation by email within 24 hours.
- The student who booked the study room must be present in order for a group to use it.
- Study room reservations are not transferable.
- If a room reservation is not claimed within 15 minutes of the requested time, that reservation will be cancelled and the room will be available to other users.
- Food and drink are not permitted in the study rooms.
- Conduct that restricts or inhibits others from pursuing academic research or that violates college policies or state/federal law is not permitted.
- Abuse of the study rooms, failure to comply with reservation requirements, or violations of library policies may result in suspension of study room privileges.
- The Stephen B. Luce Library will not be responsible for any items left unattended in the study rooms.

## Printing and Scanning

- Stephen B. Luce Library has an InkMe print kiosk which students can access using their SUNY Maritime student ID.
- Faculty will have to send print jobs to themselves via email or use a flash drive to print documents from their respective departments as the library no longer has a self-service printer.

## Food and Drink

Our food and drink policy is intended to create a comfortable study and research environment, preserve the collections, and protect our facilities from rats, mice, insects, and harmful molds. Following these guidelines will help to insure the health and safety of all library users and a long life for library collections, furnishings, and equipment.

- Food and drink are allowed in bay 4 of the Stephen B. Luce Library. Bottles with screw on tops are allowed in all areas of the library.
- Users are expected to clean up after themselves by placing garbage in the receptacles provided for that purpose.
- Spills should be cleaned up and reported immediately.
- Food and drink should not be left unattended.
- Unattended food and drink will be discarded.

## Electronic Device Usage

The Stephen B. Luce Library recognizes that we live in an ever-increasing digital world and that students rely on a variety of electronic devices (cell phones, MP3 players, laptops, etc.) to stay connected to their interests. As such, the Library has adopted the following guidelines concerning the use of digital devices:

- Cell phone usage is permitted in all areas of the Stephen B. Luce Library.
  - Cell phone users are requested to place their phones on silent or vibrate and to keep the volume of any calls to respectable levels.
- The use of electronic devices to play music or watch videos is allowed in all areas of the Stephen B. Luce Library.
  - Patrons using electronic devices to play music or watch videos (MP3 players, CD players, portable DVD players, laptops, etc.) must use headphones.
- Use of cell phones or electronic devices that restrict or inhibit others from pursuing academic research or that violate college policies or state/federal law is not permitted.

## Reference Services

The Stephen B. Luce Library maintains a reference service for students, faculty, and staff during specified hours. The reference service will:

- Provide research assistance.
- Provide guidance in locating material for users physically or electronically.
- Assist users with planning a basic research methodology and/or a research strategy.

## Collection Development

Stephen B. Luce Library's primary collection development objective is to obtain material that supports the curriculum taught at SUNY Maritime College and the research needs of the students, faculty, and staff. Therefore, selection and acquisition of material are focused on providing access to items that are relevant to the instructional and research programs of the college. Input from library users is an important aid in building the collection and all users are invited to make purchase recommendations. Factors influencing the selection of items include:

- Relevance to the educational programs of the college.
- Balance of resources in the collection.
- Representation of all viewpoints for controversial issues.
- Professional reviews.
- Representation of a diversity of religious, ethnic, and cultural groups.
- Duplication of resources.
- Available format.
- Availability of funds.

Identifying appropriate research materials is a cooperative venture of the library staff and faculty members. When an assessment is being conducted of a specific academic area, the faculty of that area will be asked to work with librarians to assess and enhance the resources in that subject specialty.

In addition to supporting the curriculum taught at SUNY Maritime College, the Library also has a secondary objective to obtain some materials that support the leisure activities of students, faculty and staff. Therefore, the selection and acquisition of popular fiction, best sellers, and movies is a continuous process. Input from library users is an important aid in building a carefully-selected leisure collection, and library users are invited to make purchase recommendations. Factors influencing the selection of leisure items include:

- Professional reviews.
- Popularity of items as evidenced by polls, best seller lists, awards/prizes, or sales.
- Duplication of resources.
- Available format.
- Availability of funds.

### Withdrawals/Weeding

It is the policy of the Stephen B. Luce Library to keep an up-to-date and useful collection through a continuous withdrawal and replacement process. Criteria for determining which items need to be weeded include:

- Duplication of material.
- Age of material/availability of newer editions.
- Physical condition.
- Usefulness.
- Current demand.
- Relevancy of content, style, or theme.

### Collection Concerns

Users with a complaint about an item in the collection are welcome to submit their concerns in writing. A committee of library staff members will review the complaint and the item in question and make a recommendation to the Library Director as to the disposition of the item. The complainant will be notified of the decision in a written response.

### Orientations

The Stephen B. Luce Library offers orientation tours to acquaint users with the variety of resources available to them. Orientation tours are available for all library users by request. Individuals wishing to participate in an orientation tour should contact the User Services and Engagement Librarian to schedule a date and time. Non-scheduled walk-in tours may be provided by library staff as requested and as time permits.

## Library Instruction

Faculty may request instructional sessions for their classes by contacting their subject liaison. Instructors should request sessions as far in advance as possible but not less than ten school days before the requested session date. The instructor and the librarian will discuss any specific needs or any specific resources the instructor wishes highlighted prior to the scheduled class.

### Subject Liaison Assignments

Subject	Liaison Name	Liaison Email Address	Liaison Phone Number
Engineering	Jill Kehoe	jkehoe@sunymaritime.edu	718-409-7236
Global Business and Transportation	TBD	TBD	718-409-7236
Humanities	Christine Rosa	croso@sunymaritime.edu	718-409-7231
Marine Transportation	Jill Kehoe	jkehoe@sunymaritime.edu	718-409-7236
Naval Science	Jill Kehoe	jkehoe@sunymaritime.edu	718-409-7236
Professional Mariner Training	TBD	TBD	718-409-7236
Science	Andy Utterback	autterback@sunymaritime.edu	718-409-7233

## Gifts and Donations

Stephen B. Luce Library accepts donations of materials that support the curriculum taught at SUNY Maritime College. Donations will be accepted at the discretion of the Library Director. Please contact the library director prior to donating your items for further information and procedures.

The Library accepts gifts and donations in the form of monetary contributions. The Library will use monetary gifts and donations to purchase materials that either support the college curriculum or that contributes toward leisure reading or viewing.

## Library Events

### Library Lecture Series

The Library Lecture Series presents a wide variety of topics and genres through discussions and presentations that further the Library's mission to stimulate creativity and intellectual curiosity among the SUNY Maritime community. Because the lecture series is designed to allow for a wide range of topics library staff receive a large volume of requests throughout the year. Unfortunately, the Library cannot honor all requests for events to be part of the lecture series.

The Library will host a maximum of five lecture series events per semester. The Library will determine which events will be included as part of the lecture series.

Faculty, staff, and students of SUNY Maritime College may recommend speakers and/or topics for the lecture series. Recommendations must be made a minimum of one semester in advance and must be submitted electronically to [library@sunymaritime.edu](mailto:library@sunymaritime.edu).

A recommendation does not guarantee acceptance as part of the lecture series.

The Library will not pay any speaker fees, honorariums, or travel costs for speakers. Submissions including such costs will not be accepted unless the submitter supplies proof that such fees will be covered at the time the proposal is submitted.

Recommendations will be evaluated for the following:

- Appropriateness of topic
- Currency of topic
- Calendar availability

- Availability of funds

The Library will notify individuals by email whether their suggestion was accepted within 10 business days after the submission date.

Proposals accepted for the lecture series may be rescheduled or cancelled at the Library's discretion.

Library staff will handle all logistics and marketing for any lecture series events.

Individuals whose proposals were not accepted as part of lecture series are welcome to hold the event in accordance with the policies in the "Use of Event Space" section of this document.

#### Use of Library Event Space

The Library makes Bay 4 available for use by faculty, staff, and students to host events.

Use of Bay 4 is on a first come, first served basis.

Requests to use Bay 4 must be submitted electronically at <http://tiny.cc/reservebay4>.

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# MARITIME COLLEGE | STEPHEN B. LUCE **LIBRARY**

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