

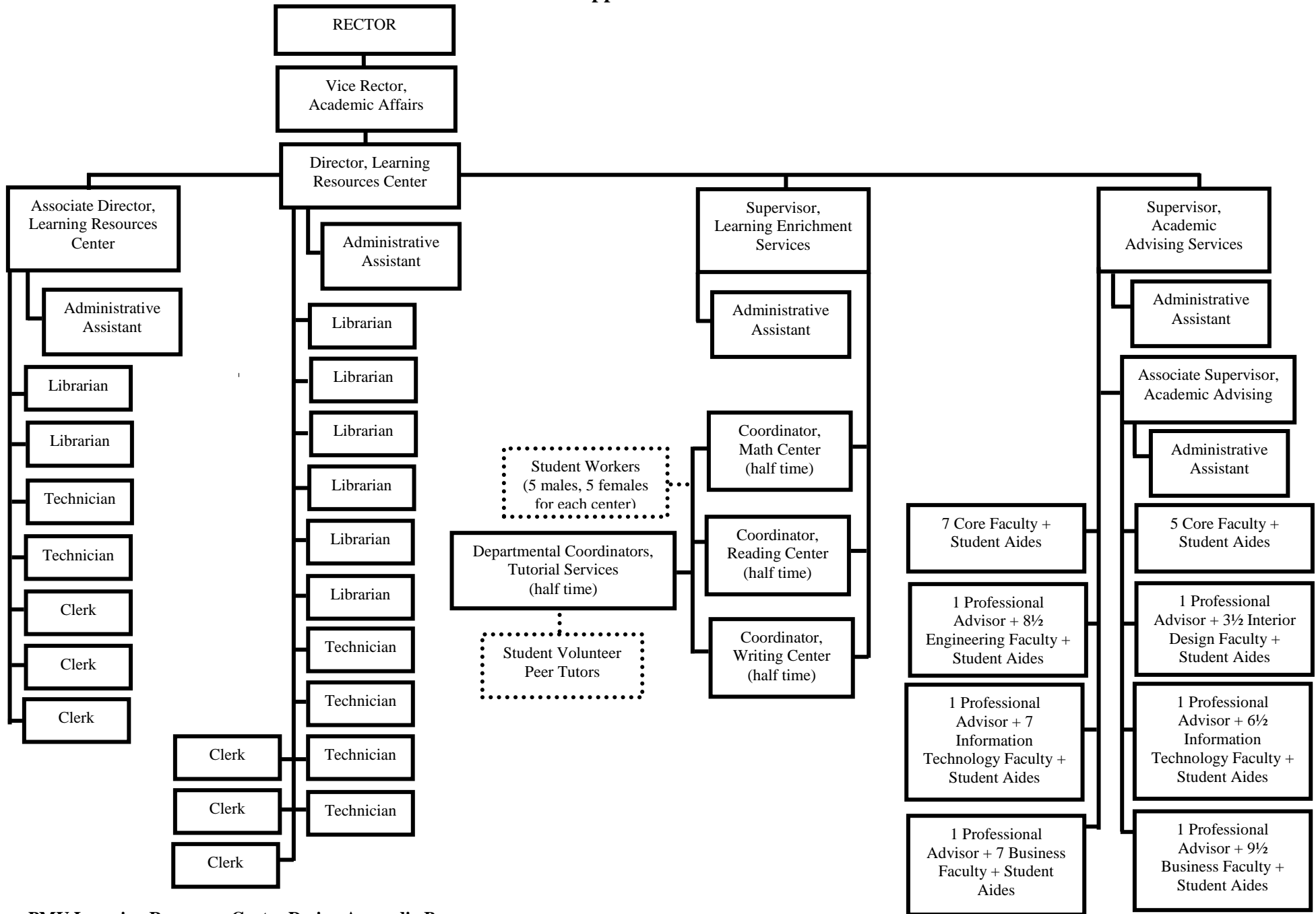
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Appendix A
LRC SPACE NEEDS ESTIMATE

This page is left blank for the insertion of the one page spreadsheet titled “LRC Space Needs Estimate: Learning Resource Center, Teaching Development, CRDCE Space Estimates” (TIEC L-1 FINAL Appendices 4 of 7.xls)

Appendix B – PMU LEARNING RESOURCES CENTER ORGANIZATION



Appendix C
GENERAL REQUIREMENTS FOR
LEARNING RESOURCES CENTER STAFF

I. LRC ADMINISTRATORS

A. RESPONSIBILITIES

The Director and the Associate Director of the LRC must have skills and abilities to communicate effectively with academic leaders and faculty. The administrators of the LRC are responsible for assuring that the LRC meets the academic programs' needs for student and faculty support and for information resources and services.

The Director of the LRC will be responsible for planning, budgeting, assessment, staff development, and general oversight of all services and resources offered through the LRC, including learning enrichment services and library resources and services. Direct reports will include the Associate Director of the LRC and the professional staff assigned to provide services to male students and faculty.

The Associate Director will oversee LRC services to female students. Direct reports will include professional staff assigned to provide services to female students and faculty.

B. DEGREES AND EXPERIENCE

The Director and the Associate Director of the LRC should hold Master of Library Science degrees, and, preferably, doctoral degrees in librarianship or a related discipline. LRC administrators should have records of service in progressively responsible positions and experiences in academic libraries and learning resources centers, including successful experience in managing personnel and fiscal matters.

For administrators, preference will be given to persons who possess prior experience in managing services and resources to support cooperative and collaborative learning.

C. ENGLISH LANGUAGE

Because the university is to teach students in English, LRC administrators must have achieved proficiency in the English language. Preference will be given to those who are either native English speakers or have achieved native-level proficiency as demonstrated by a band score of 8.0 or higher on the IELTS, with minimum component test scores of at least 7.5 (or equivalent score on a comparable exam).

D. LEARNING-CENTERED APPROACH

The Director and the Associate Director of the LRC should have experience in providing services and resources to support learning-centered approaches to education. LRC administrators will work with the staff of the PMU Teaching Development Center to assure an ongoing program of professional development for all LRC staff.

Willingness to undertake professional development activities necessary to improve abilities to implement learning-centered cooperative and collaborative methodologies, therefore, will be a necessity, along with sensitivity to Arab culture.

II. LEARNING ENRICHMENT SERVICES STAFF

A. RESPONSIBILITIES

Staff and faculty assigned to tutoring and advising roles in Learning Enrichment Services will have the primary responsibilities for design and implementation of enrichment programs to foster success of individuals enrolled in the college's academic courses. These will include preparing co-curricular syllabi, planning individualized and group activities, constructing student assessments, keeping advising records, supervising tutorial sessions, developing student-tutors' skills, and holding regular office hours.

In addition, the staff of PMU Learning Enrichment Services will write and select commercially prepared diagnostic placement examinations that will be administered to students who undertake enrichment activities in the LRC.

B. DEGREES AND EXPERIENCE

Professional advisers and tutors should hold a bachelors degree in student development, counseling, education, or a related field. A minor, or a second degree, in rhetoric, mathematics, business, computer and information sciences, or engineering would be desirable.

For all staff, preference will be given to persons who possess prior experience in advising and tutoring in a cooperative and collaborative manner.

C. ENGLISH LANGUAGE

Because the university is to teach students in English, all Learning Enrichment Services staff must have achieved proficiency in the English language. Preference will be given to candidates for staff positions who are either native English speakers or have achieved native-level proficiency as demonstrated by a band score of 8.0 or higher on the IELTS, with minimum component test scores of at least 7.5 (or equivalent score on a comparable exam).

D. LEARNING-CENTERED APPROACH

For some Learning Enrichment Services staff and for some faculty assigned to the enrichment program, the learning-centered approach may be a challenge that requires training, guidance, and support from the staff of the PMU Teaching Development Center (to be described in the report, *Teaching Development Center*).

Willingness to undertake professional development activities necessary to learn how to implement learning-centered cooperative and collaborative methodologies, therefore, will be a necessity, along with sensitivity to Arab culture.

III. LIBRARY RESOURCES AND SERVICES STAFF

A. RESPONSIBILITIES

Librarians will be responsible for developing and maintaining resources, both print and electronic; for providing reference services; for teaching information literacy skills; for preparation and maintenance of LRC print and electronic communications, and for pro-active engagement with faculty and students in the design and delivery of services, the selection of materials, and the use of knowledge and information resources to address learning and research.

As with subject-area faculty, librarians who teach information literacy will be responsible for selecting instructional materials, preparing course syllabi, planning in-class team activities, constructing student assessments, keeping performance records, supervising laboratory sessions, and holding regular office hours.

B. DEGREES AND EXPERIENCE

Librarians should hold a bachelor's degree in library science, though a master of library science degree is preferred, as is experience in an academic library.

C. ENGLISH LANGUAGE

All librarians must have achieved proficiency in the English language. Preference will be given to librarians who are either native English speakers or have achieved native-level proficiency as demonstrated by a band score of 8.0 or higher on the IELTS, with minimum component test scores of at least 7.5 (or equivalent score on a comparable exam).

D. LEARNING-CENTERED APPROACH

The librarians of the LRC will work closely with the staff of the Teaching Development Center to develop and improve their skills. They will work with faculty from the colleges of engineering (including interior design), information technology, and business administration to assist in building and assessing the distinctive competencies that the PMU wishes its students to acquire.

In all LRC activities, willingness to undertake professional development activities necessary to learn how to implement learning-centered cooperative and collaborative methodologies, therefore, will be a necessity, along with sensitivity to Arab culture.

Appendix D
POSITION DESCRIPTIONS FOR
LEARNING RESOURCES CENTER STAFF

Director of the Learning Resources Center
Associate Director of the Learning Resources Center
Librarian for Development of Electronic Collections
Librarian for Development of Print, Non-Print, and Media Collections
Librarian for Information Literacy
Librarian for Access Services
Librarian for Multi-Lingual Cataloging
Librarian for Information Systems
Librarian for Public Information
Librarian for Reference Services
Library Technician for Information Systems
Library Technician for Cataloging
Library Technician for Collections Development
Library Technician for Access Services
Library Clerk
Supervisor of Academic Advising Services
Associate Supervisor of Academic Advising Services
Professional Academic Advisor
Part-Time Faculty Advisor
Supervisor of Learning Enrichment Services
Academic Support Center Coordinator
Departmental Coordinator of Tutorial Services

POSITION TITLE: DIRECTOR OF THE LEARNING RESOURCES CENTER

1. Position Purpose:

The Director of the Learning Resources Center is responsible and accountable for overall library operations and the development of an effective program of library services and learning support activities in concert with the mission, goals and objectives of the University.

2. Major Duties and Responsibilities:

- Develops, coordinates and evaluates the functions and activities of all Learning Resources Center departments to provide effective and efficient library services to the University.
- Represents the Learning Resources Center and/or the University on internal and external committees dealing with issues of information services.
- Supervise professional and support staff.
- Maintains responsibility for the Learning Resources Center collections.
- Manages the Learning Resources Center budgets.
- Provides support services that facilitate teaching, learning, and research through close collaboration with faculty and campus computing staff.
- Engages in all aspects of planning for the Learning Resources Center.
- Oversees the Learning Resources Center's collection development policy and priority decisions.
- Plans and implements technology for the Learning Resources Center, including planning for design and renovation.
- Communicates a consistent vision of Learning Resources Center priorities and implements new services and strategic directions compatible with that vision and the mission of the University.
- Recruits, supervises, and evaluates Center staff.
- Encourages and supports professional development for all Center staff.
- Serves as an advocate, spokesman, and leader for the Center's educational mission at campus, community, and national levels.

- Establishes and maintains a productive and effective working relationship with faculty and the staff of the Learning Resources Center
- Fosters local and national cooperation in sharing resources, networking, and the development of collections.
- Encourages and coordinates efforts to secure external funding in support of the Learning Resources Center.

3. Reporting Line:

The Director of the Learning Resources Center reports directly to the Vice Rector for Academic Affairs.

4. Span of Control:

The Director of the Learning Resources Center oversees all budgets and personnel issues within the Center.

5. Qualifications:

- A Master of Library Science degree from an accredited university.
- The ability to speak and write fluently in English.
- At least five years of progressively responsible experience in an academic library.
- Demonstrated ability to administer traditional overall library operations, including long-term planning and personnel.
- Commitment to the role of academic libraries in supporting teaching and research.
- Understanding of current issues and emerging technologies in academic librarianship.
- A record of scholarly and professional contributions.
- Excellent communication skills.
- A demonstrated ability to work collegially and collaboratively with internal and external constituencies of the Learning Resources Center.

POSITION TITLE: ASSOCIATE DIRECTOR OF THE LEARNING RESOURCES CENTER

1. Position Purpose:

The Associate Director of the Learning Resources Center provides support to the Director in the delivery of library operations and the development of an effective program of library services and learning support activities for female students. The Associate Director works to deliver these programs in concert with the mission, goals and objectives of the University.

2. Major Duties and Responsibilities:

- Assists in the development, coordination and evaluation of the functions and activities of all Learning Resources Center departments in providing effective and efficient library services to the University's female students.
- Represents the Learning Resources Center on internal and external committees on issues dealing with female students.
- Maintains responsibility for the Learning Resources Center collections accessed by female students.
- Assists the Director with the management of the Learning Resources Center budgets.
- Provides support services that facilitate teaching, learning, and research for female students through close collaboration with faculty and campus computing staff.
- Engages in all aspects of planning for the Learning Resources Center related to the delivery of services for female students.
- Oversees the Learning Resources Center's collection development policy and priority decisions as they relate to female students.
- Assists with the planning and implementation of technology for the Learning Resources Center as well as planning for design and renovation.
- Collaborates with the Vice Rector for Academic Affairs, Directors and other PMU officers to achieve the objectives of the University.

3. Reporting Line:

The Associate Director of the Learning Resources Center reports directly to the Director of the Learning Resources Center.

4. Span of Control:

The Associate Director of the Learning Resources Center oversees administrative assistants, librarians, technicians, and clerks serving female students.

5. Qualifications:

- A Master of Library Science degree from an accredited university.
- The ability to speak and write fluently in English.
- At least three years of progressively responsible experience in an academic library.
- A demonstrated familiarity with overall library operations, including long-term planning and personnel.
- Commitment to the role of academic libraries in supporting teaching and research
- Understanding of current issues and emerging technologies in academic librarianship.
- A record of active participation and leadership roles in professional associations.
- Excellent communication skills.

POSITION TITLE: LIBRARIAN FOR DEVELOPMENT OF ELECTRONIC COLLECTIONS

1. Position Purpose:

The Librarian for Development of Electronic Collections is a member of a team responsible for providing traditional and innovative reference and information literacy services to the PMU community in concert with the mission, goals, and objectives of the university. This librarian provides leadership in developing the information resources of the Learning Resources Center that are in electronic formats and monitors their usefulness to the faculty, students, and staff of the university.

2. Major Duties and Responsibilities:

- Acts as lead librarian for development of the library's collections of electronic resources. Helps other librarians and staff members to develop and maintain knowledge and skills needed to select and acquire relevant new materials and to de-select resources that are no longer of use to the faculty, students and staff of the university.
- Conducts an ongoing program of evaluation to ensure that the collections are current and relevant to the university curriculum.
- Designs and implements acquisition and weeding projects for electronic resources.
- Works with the Director of the Learning Resources Center to develop and monitor expenditure of the library materials budget.
- Participates with the Director of the Learning Resources Center in cooperative collection development activities with other libraries.
- Assists the Director of the Learning Resources Center in license negotiation and vendor relations activities relevant to the selection and acquisition of electronic resources.
- Provides scheduled reference and information services at the reference desk in the Learning Resources Center using print and electronic resources.
- Provides individual instruction on the use of the library and its resources upon request.
- Conducts bibliographic instruction sessions in the Learning Resources Center and via distance education.
- Provides electronic information services including e-mail reference assistance and interactive chat sessions.

- Acts as liaison to the students and faculty of a designated college or program of the university.
- Participates as a liaison in collection development with emphasis on the subject areas represented in the assigned instructional area and on maintenance and enhancement of the library's reference collection.
- Participates in the development and production of user guides, bibliographic guides, and Web-based information on the use of collections and specific resources.
- Creates instructional guides to the literature of assigned subject areas and other areas as needed.
- Collects and reports statistics necessary for the interpretation of collection development activities and user satisfaction.
- Works with other staff of the Learning Resources Center to design and implement assessment methods for quality improvement and program development.
- Participates in professional development activities to maintain and improve skills and knowledge essential to the position.
- Performs other reasonable duties as required.

3. Reporting Line:

The Librarian for Development of Electronic Collections reports directly to the Director of the Learning Resources Center.

4. Span of Control:

The Librarian for Development of Electronic Collections has access to budget resources that support collection development through the Director of the Learning Resources Center. Under the general supervision of the Director or Associate Director of the Learning Resources Center, the librarian may direct the work of Library Technicians, Clerks, and Student Assistants.

5. Qualifications:

- A Master of Library Science degree from an accredited university.
- The ability to speak and write fluently in English.
- At least one year of experience in an academic library, including professional or significant pre-professional experience in collection development including evaluation and selection of electronic information resources.

- Familiarity with current and emerging issues and practices in collection development.
- Experience in using online information resources.
- Demonstrated ability to work productively and collegially in a collaborative environment.
- Excellent oral and written communication skills.
- Excellent analytical and decision-making skills.
- Demonstrated ability to work successfully with technologies and software employed in collection and acquisitions activities, as well as those appropriate for the delivery of information and instructional services.
- Second master's degree or graduate coursework in a subject area covered in the PMU curriculum highly desirable.

POSITION TITLE: LIBRARIAN FOR DEVELOPMENT OF PRINT, NON-PRINT, AND MEDIA COLLECTIONS

1. Position Purpose:

The Librarian for Development of Print, Non-Print, and Media Collections is a member of a team responsible for providing traditional and innovative reference and information literacy services to the PMU community in concert with the mission, goals, and objectives of the university. This librarian provides leadership in developing the collections of information resources in the Learning Resources Center that are published in print, non-print, and audio-visual formats and monitors their usefulness to the faculty, students, and staff of the university.

2. Major Duties and Responsibilities:

- Acts as lead librarian for development of the library's collections of print, non-print, and audio-visual resources. Helps other librarians and staff members to develop and maintain knowledge and skills needed to select and acquire relevant new materials and to de-select items that are no longer of use to the faculty, students and staff of the university.
- Conducts an ongoing program of evaluation to ensure that the collections are current and relevant to the university curriculum.
- Designs and implements acquisitions and weeding projects for monographic, serial, and media resources.
- Works with the Director of the Learning Resources Center to develop and monitor expenditure of the library materials budget.
- Participates with the Director of the Learning Resources Center in cooperative collection development activities with other libraries.
- Provides scheduled reference and information services at the Reference Desk in the Learning Resources Center using print and electronic resources.
- Provides individual instruction on the use of the library and its resources upon request.
- Conducts bibliographic instruction sessions in the Learning Resources Center and via distance education.
- Provides electronic information services including e-mail reference assistance and interactive chat sessions.
- Acts as liaison to the students and faculty of a designated college or program of the university.

- Participates as a liaison in collection development with emphasis on the subject areas represented in the assigned instructional area and on maintenance and enhancement of the library's reference collection.
- Participates in the development and production of user guides, bibliographic guides, and Web-based information on the use of collections and specific resources.
- Creates instructional guides to the literature of assigned subject areas and other areas as needed.
- Collects and reports statistics necessary for the interpretation of collection development activity and user satisfaction.
- Works with other Learning Resources Center staff to design and implement assessment methods for quality improvement and program development.
- Participates in professional development activities to maintain and improve skills and knowledge essential to the position.
- Performs other reasonable duties as required.

3. Reporting Line:

The Librarian for Development of Print, Non-Print, and Media Collections reports directly to the Director of the Learning Resources Center.

4. Span of Control:

The Librarian for Development of Print, Non-Print, and Media Collections has access to budget resources that support collection development through the Director of the Learning Resources Center. Under the general supervision of the Director or Associate Director of the Learning Resources Center, the librarian may direct the work of Library Technicians, Clerks, and Student Assistants.

5. Qualifications:

- A Master of Library Science degree from an accredited university.
- The ability to speak and write fluently in English.
- At least one year of experience in an academic library, including professional or significant pre-professional experience in collection development including evaluation and selection of print, non-print, and audio-visual materials.

- Familiarity with current and emerging issues and practices in collection development.
- Experience in using online information resources.
- Demonstrated ability to work productively and collegially in a collaborative environment.
- Excellent oral and written communication skills.
- Excellent analytical and decision-making skills.
- Demonstrated ability to work successfully with technologies and software employed in collection and acquisitions activities, as well as those appropriate for the delivery of information and instructional services.
- Second master's degree or graduate coursework in a subject area covered in the PMU curriculum highly desirable.

POSITION TITLE: LIBRARIAN FOR INFORMATION LITERACY

1. Position Purpose:

The Librarian for Information Literacy is a member of a team responsible for providing traditional and innovative reference and information literacy services to the PMU community in concert with the mission, goals, and objectives of the university. This librarian provides leadership in development and conduct of the Information Literacy programs in the Learning Resources Center.

2. Major Duties and Responsibilities:

- Acts as lead librarian for activities related to information literacy. Helps other librarians develop skills in all activities related to information literacy and bibliographic instruction.
- Coordinates and maintains a schedule for delivery of information literacy and bibliographic instruction to classes and other university groups.
- Provides scheduled reference and information services at the Reference Desk in the Learning Resources Center using print and electronic resources.
- Provides individual instruction on the use of the library and its resources upon request.
- Conducts bibliographic instruction sessions in the Learning Resources Center and via distance education.
- Provides electronic information services including e-mail reference assistance and interactive chat sessions.
- Acts as liaison to the students and faculty of a designated college or program of the university.
- Participates in collection development with emphasis on the subject areas represented in the assigned instructional area and on maintenance and enhancement of the library's reference collection.
- Coordinates the development and production of user guides, bibliographic guides, and Web-based user information.
- Creates instructional guides to the literature of assigned subject areas and other areas as needed.
- Participates in the design and development of library Web pages.
- Collects and reports statistics necessary for the interpretation of departmental activity and user satisfaction.

- Works with other Learning Resources Center staff to design and implement assessment methods for quality improvement and program development.
- Participates in professional development activities to maintain and improve skills and knowledge essential to the position.
- Performs other reasonable duties as required.

3. Reporting Line:

The Librarian for Information Literacy reports directly to the Director of the Learning Resources Center.

4. Span of Control:

The Librarian for Information Literacy has access to budget resources that support Information Literacy Programs through the Director of the Learning Resources Center. Under the general supervision of the Director or Associate Director of the Learning Resources Center, the librarian may direct the work of Library Technicians, Clerks, and Student Assistants.

5. Qualifications:

- A Master of Library Science degree from an accredited university.
- The ability to speak and write fluently in English.
- At least one year of experience in an academic library including professional or significant pre-professional experience in library public services, preferably in reference and instruction.
- Experience in using and evaluating online information resources.
- Experience in evaluation and selection of library materials preferred.
- Demonstrated ability to work productively and collegially in a collaborative environment.
- Excellent oral and written communication skills.
- Demonstrated ability to work successfully with technologies and software employed in the delivery of information and instructional services.
- Second master's degree or graduate coursework in a subject area covered in the PMU curriculum highly desirable.

POSITION TITLE: LIBRARIAN FOR ACCESS SERVICES

1. Position Purpose:

The Librarian for Access Services is a member of a team responsible for providing traditional and innovative reference and information literacy services to the PMU community in concert with the mission, goals, and objectives of the university. This librarian plans, coordinates, and manages operations of circulation, reserves (including electronic reserves), interlibrary loan, document delivery, and other resource-sharing services.

2. Major Duties and Responsibilities

- Recommends changes in access services policies and procedures, including enhancements of traditional services (such as circulation, reserve reading, and interlibrary loan) and virtual services (such as electronic reserves and electronic document delivery).
- Supervises, trains, evaluates and coordinates access services staff.
- Participate in planning stacks and library space for the circulating and reference collections, the reserve reading collection, and other limited access desk collections (such as CDs, DVDs, and audio books).
- Monitors and keeps statistics of use in access services.
- Compiles and interprets statistics and prepares reports.
- Works collegially with the library's professional staff and effectively with its support staff as part of the library team.
- Keeps abreast of current trends in public services areas and librarianship.
- Attends professional meetings.
- Performs other reasonable duties as required.

3. Reporting Line:

The Librarian for Access Services reports directly to the Director of the Learning Resources Center.

4. Span of Control:

The Librarian for Access Services has access to budget resources that support the access services activities and programs through the Director of the Learning Resources Center. Under the general supervision of the Director or Associate Director of the Learning Resources Center, the librarian may direct the work of Library Technicians, Clerks, and Student Assistants.

5. Qualifications:

- A Master of Library Science degree from an accredited university.
- The ability to speak and write fluently in English.
- Minimum of two years of professional experience in access services, preferably in an academic library setting.
- Demonstrated ability to work productively and collegially in a collaborative environment.
- Familiarity and experience with an integrated library system, especially those functions related to circulation, reserves, interlibrary loan, and virtual services (such as electronic reserves and document delivery).
- Ability to handle multiple priorities
- Excellent oral and written communication skills.
- Familiarity and experience with Microsoft software, including Windows and NT server software, desirable.

POSITION TITLE: LIBRARIAN FOR MULTI-LINGUAL CATALOGING

1. Position Purpose:

The Librarian for Multi-Lingual Cataloging is a member of a team responsible for providing traditional and innovative reference and information literacy services to the PMU community in concert with the mission, goals, and objectives of the university. This librarian provides leadership for cataloging and classification activities and does original cataloging for materials published in Arabic.

2. Major Duties and Responsibilities:

- Within a team environment, responsible for performing original cataloging and complex copy cataloging of monographs and/or serials in all subjects, in various languages (minimally English and Arabic), and in a variety of formats (principally paper, electronic, and micrographic).
- Coordinates and facilitates cataloging activities
- Facilitates team communications, participates in fostering an environment of shared responsibility, and participates in developing and promoting team plans and vision.
- Collects and reports statistics necessary for the interpretation of departmental activity and user satisfaction.
- Performs original and complex copy cataloging for monographs and/or continuing resources according to AACR2, LCRIs, LC classification, LCSH, and MARC via OCLC and the library's integrated library system.
- Creates authority records for headings new to the catalog or requiring an authority record.
- Ensures that materials are processed accurately in a timely and cost-effective manner.
- Creates authority records for headings new to the catalog or requiring an authority record.
- Develops and implements cataloging policies, standards, goals, and procedures and strives to continuously improve workflow.
- Maintains knowledge of trends in cataloging standards and library automation.
- Collaborates and communicates with other units within the LRC, with particular concern for cataloging priorities and access issues, and for improving service for patrons.
- Contributes to creating accurate and timely reports and documentation.

- Performs required personnel activities such as training and supervising staff.
- Participates in library and divisional planning activities.
- Participates in professional development activities to maintain and improve skills and knowledge essential to the position.
- Performs other reasonable duties as required.

3. Reporting Line:

The Librarian for Multi-Lingual Cataloging reports directly to the Director of the Learning Resources Center.

4. Span of Control:

The Librarian for Multi-Lingual Cataloging has access to budget resources that support cataloging activities through the Director of the Learning Resources Center. Under the general supervision of the Director or Associate Director of the Learning Resources Center, the librarian may direct the work of Library Technicians, Clerks, and Student Assistants.

5. Qualifications:

- A Master of Library Science degree from an accredited university.
- The ability to speak and write fluently in English.
- The ability to do original cataloging of materials published in Arabic.
- Minimum of two years of relevant cataloging experience in an academic library in one or more of the following areas: monographs cataloging, serials cataloging, or authority control.
- Knowledge of and proficiency with automated library systems, AACR2, LCRIs, LC classification, LCSH, and MARC 21 formats via a bibliographic utility.
- Understanding of technical services operations, Library of Congress cataloging practices and procedures, and emerging cataloging issues and trends.
- Ability to manage a broad variety of tasks in response to varying time pressures with shifting priorities and changing constraints.
- Ability to actively participate in a team-based organization, to interact collaboratively, and to work effectively with teams.
- Competence in data management.
- Excellent oral and written communication skills.
- Ability to anticipate the needs of LRC patrons and seek ways of providing satisfactory solutions.

POSITION TITLE: LIBRARIAN FOR INFORMATION SYSTEMS

1. Position Purpose:

The Librarian for Information Systems is a member of a team responsible for providing traditional and innovative reference and information literacy services to the PMU community in concert with the mission, goals, and objectives of the university. The librarian supervises, plans, recommends, analyzes, and coordinates automation, communication, and on-line systems within the library.

2. Major Duties and Responsibilities:

- Supervises the daily operation of the library's automated systems and workstations, remaining on call at all times.
- Maintains responsibility for design, implementation, integration, and daily operations of the library's automation and communication systems, including the LIS, LANs, Web server, Internet access, telecommunications and related evolving systems.
- Develops and recommends policy and procedures for use of computers and computer systems.
- Oversees training and instruction of staff on computer services and evaluates performance.
- Keeps current of all new technological procedures, processes, and equipment.
- Compiles and interprets statistics and prepares reports.
- Designs, plans, implements, and evaluates the present and future automation needs of the library, making recommendations for implementation to the administration.
- Coordinates library-wide training on use of automated systems, creating in-house documentation as needed.
- Monitors all system functions and is responsible for proper operation.
- Communicates regularly with vendors.
- Attends professional meetings.
- Performs other reasonable duties as required.

3. Reporting Line:

The Librarian for Information Systems reports directly to the Director of the Learning Resources Center.

4. Span of Control:

The Librarian for Information Systems has access to budget resources that support the LIS and related automation systems through the Director of the Learning Resources Center. Under the general supervision of the Director or Associate Director of the Learning Resources Center, the librarian may direct the work of Library Technicians, Clerks, and Student Assistants.

5. Qualifications:

- A Master of Library Science degree from an accredited university.
- The ability to speak and write fluently in English.
- Three years of experience with library automaton technology, preferably in an academic library setting.
- Demonstrated ability to work productively and collegially in a collaborative environment.
- Demonstrated ability to work successfully with technologies and software employed in the delivery of information and instructional services.
- Excellent oral and written communication skills.
- Good teaching skills
- Strong visionary skills to seek innovative uses of technology to further library service goals
- Ability to handle multiple priorities
- Demonstrated strong abilities with Microsoft software, including Windows and NT server software

POSITION TITLE: LIBRARIAN FOR PUBLIC INFORMATION

1. Position Purpose:

The Librarian for Public Information is a member of a team responsible for providing traditional and innovative reference and information literacy services to the PMU community in concert with the mission, goals, and objectives of the university. This librarian provides leadership in the development and production of printed and electronic resources that inform students, faculty, and the external community about the collections, services and facilities available in the Learning Resources Center.

2. Major Duties and Responsibilities:

- Acts as lead librarian for public information. Helps other librarians maintain and acquire knowledge and skills needed to prepare documents, guides, and Web-based resources to introduce the services and resources of the Learning Resources Center to on-site patrons and visitors and to individuals seeking information about the library on the PMU Web site.
- Prepares and monitors a production schedule for development of public information materials.
- Prepares and monitors the content presented on the public electronic bulletin boards in the Learning Resources Center.
- Acts as lead librarian in the design and development of library Web pages.
- Provides technical assistance for Web page development.
- Provides scheduled reference and information services at the LRC reference desk using print and electronic resources.
- Provides individual instruction on the use of the library and its resources upon request.
- Conducts bibliographic instruction sessions in the Learning Resources Center and via distance education.
- Provides electronic information services including e-mail reference assistance and interactive chat sessions.
- Acts as liaison to the students and faculty of a designated college or program of the university.
- Participates in collection development with emphasis on the subject areas represented in the assigned instructional area and on maintenance and enhancement of the library's reference collection.

- Participates in the development and production of user guides, bibliographic guides, and Web-based information on the use of collections and specific resources.
- Creates instructional guides to the literature of assigned subject areas and other areas as needed.
- Collects and reports statistics necessary for the interpretation of departmental activity and user satisfaction.
- Works with other Learning Resources Center staff to design and implement assessment methods for quality improvement and program development.
- Participates in professional development activities to maintain and improve skills and knowledge essential to the position.
- Performs other reasonable duties as required.

3. Reporting Line:

The Librarian for Public Information reports directly to the Director of the Learning Resources Center.

4. Span of Control:

The Librarian for Public Information has access to budget resources that support Public Information Programs through the Director of the Learning Resources Center. Under the general supervision of the Director or Associate Director of the Learning Resources Center, the librarian may direct the work of Library Technicians, Clerks, and Student Assistants.

5. Qualifications:

- A Master of Library Science degree from an accredited university.
- The ability to speak and write fluently in English.
- At least one year of experience in an academic library, including professional or significant pre-professional experience in library public services, preferably in reference and instruction.
- Experience and/or training in Web page development.
- Familiarity with Web development software and HTML.
- Experience in using and evaluating online information resources.
- Experience in evaluation and selection of library materials preferred.
- Demonstrated ability to work productively and collegially in a collaborative environment.
- Excellent oral and written communication skills.
- Demonstrated ability to work successfully with technologies and software employed in the delivery of information and instructional services.
- Second master's degree or graduate coursework in a subject area covered in the PMU curriculum highly desirable.

POSITION TITLE: LIBRARIAN FOR REFERENCE SERVICES

1. Position Purpose:

The Librarian for Reference Services is a member of a team responsible for providing traditional and innovative reference and information literacy services to the PMU community in concert with the mission, goals, and objectives of the university. This librarian provides leadership in developing and conducting reference and information service programs in the Learning Resources Center.

2. Major Duties and Responsibilities:

- Acts as lead librarian for reference services. Helps other librarians maintain and acquire knowledge and skills needed to assist users in meeting their information needs in a sophisticated information services environment.
- Prepares the schedule for staffing the reference desks that serve the male and female divisions of the Learning Resources Center.
- Provides scheduled reference and information services at the reference desk using print and electronic resources.
- Provides individual instruction on the use of the library and its resources upon request.
- Conducts bibliographic instruction sessions in the Learning Resources Center and via distance education.
- Provides electronic information services including e-mail reference assistance and interactive chat sessions.
- Acts as liaison to the students and faculty of a designated college or program of the university.
- Participates in collection development with emphasis on the subject areas represented in the assigned instructional area and on maintenance and enhancement of the library's reference collection.
- Coordinates the development and production of user guides, bibliographic guides, and Web-based user information.
- Creates instructional guides to the literature of assigned subject areas and other areas as needed.
- Participates in the design and development of library Web pages.
- Collects and reports statistics necessary for the interpretation of departmental activity and user satisfaction.

- Works with other Learning Resources Center staff to design and implement assessment methods for quality improvement and program development.
- Participates in professional development activities to maintain and improve skills and knowledge essential to the position.
- Performs other reasonable duties as required.

3. Reporting Line:

The Librarian for Reference Services reports directly to the Director of the Learning Resources Center.

4. Span of Control:

The Librarian for Reference Services has access to budget resources that support Reference Service Programs through the Director of the Learning Resources Center. Under the general supervision of the Director or Associate Director of the Learning Resources Center, the librarian may direct the work of Library Technicians, Clerks, and Student Assistants.

5. Qualifications:

- A Master of Library Science degree from an accredited university.
- The ability to speak and write fluently in English.
- At least one year of experience in an academic library, including professional or significant pre-professional experience in library public services, preferably in reference and instruction.
- Experience in using and evaluating online information resources.
- Experience in evaluation and selection of library materials preferred.
- Demonstrated ability to work productively and collegially in a collaborative environment.
- Excellent oral and written communication skills.
- Demonstrated ability to work successfully with technologies and software employed in the delivery of information and instructional services.
- Second master's degree or graduate coursework in a subject area covered in the PMU curriculum highly desirable.

POSITION TITLE: LIBRARY TECHNICIAN FOR INFORMATION SYSTEMS

1. Position Purpose

The Library Technician for Information Systems assists the Librarian for Information Systems with the daily operation of the library's automated systems and workstations. The technician also performs a variety of general library technical duties and provides services to patrons.

2. Major Duties and Responsibilities

- Utilizes library software systems to retrieve and enter data.
- Assists library patrons in using library systems.
- Sets up workstations.
- Monitors and repairs equipment.
- Maintains network operations.
- Assembles and compiles a variety of information and data for reports.
- Participates in the training and supervision of library clerks and student assistants.
- Trains library staff in basic operations of Library Information System.
- Performs other reasonable duties as required.

3. Reporting Line

Technicians report to either the Director or Associate Director of the Learning Resources Center. Some tasks may be under the direct supervision of one of the Librarians, as specified by the Director or Associate Director.

4. Span of Control

Technicians may be assigned to supervise library clerks and student assistants.

5. Qualifications

- High school diploma.
- The ability to speak and write fluently in English.
- Mastery of basic office computer software and hardware.
- Ability to work effectively with a variety of patrons and LRC staff.
- Ability to lift and carry books and office equipment weighing up to 20 kilograms.
- Experience in a library or related public service.
- Ability to work independently and exercise initiative in applying rules, procedures and instructions.
- Willingness and ability to accommodate flexible work schedules that may change from time to time and that may include working evenings and weekends.

POSITION TITLE: LIBRARY TECHNICIAN FOR CATALOGING

1. Position Purpose

The Library Technician for Cataloging assists the Librarian for Multi-Lingual Cataloging with tasks related to the cataloging of monographs and/or serials in all subjects, in various languages, and in a variety of formats. The technician also performs a variety of general library technical duties and provides services to patrons.

2. Major Duties and Responsibilities

- Utilizes library software systems to retrieve and enter data.
- Assists library patrons in finding information and using library systems.
- Helps librarians acquire, prepare, and organize materials.
- Searches databases for cataloging copy, input bibliographic data, original cataloging copy, and edited cataloging copy to Library Information System.
- Assembles and compiles a variety of information and data for reports.
- Participates in the training and supervision of library clerks and student assistants.
- Performs other reasonable duties as required.

3. Reporting Line

Technicians are cross-trained so that each can carry out a variety of tasks and report to a variety of supervisors as needed. Technicians report to either the Director or Associate Director of the Learning Resources Center. Some tasks may be under the direct supervision of one of the Librarians, as specified by the Director or Associate Director.

4. Span of Control

Technicians may be assigned to supervise library clerks and student assistants.

5. Qualifications

- High school diploma.
- Mastery of basic office computer software and hardware.
- The ability to speak and write fluently in English.
- Ability to work effectively with a variety of patrons and LRC staff.
- Ability to lift and carry books and office equipment weighing up to 20 kilograms.
- Experience in a library or related public service.
- Ability to work independently and exercise initiative in applying rules, procedures and instructions..
- Willingness and ability to accommodate flexible work schedules that may change from time to time and that may include working evenings and weekends.

POSITION TITLE: LIBRARY TECHNICIAN FOR COLLECTIONS DEVELOPMENT

1. Position Purpose

The Library Technician for Collections development assists the Librarian for Development of Electronic Collections and the Librarian for Development of Print, Non-Print, and Media Collections in the acquisition of information resources in electronic, print, non-print, and audio-visual formats. The technician also performs a variety of general library technical duties and provides services to patrons.

2. Major Duties and Responsibilities

- Utilizes library software systems to retrieve and enter data.
- Assists library patrons in finding information and using library systems.
- Helps librarians acquire, prepare, and organize materials.
- Performs complex searching and data entry functions using large bibliographic databases.
- Orders materials, verifies receipt of items purchased, authorizes payment for the materials, and maintains relationships with vendors.
- Identifies, imports, and exports bibliographic data for acquisition of library materials including journals, books, media, and electronic resources).
- Performs basic accounting, statistical and reporting functions in the Library Information Systems.
- Assemble and compile a variety of information and data for reports.
- Participate in the training and supervision of Library Clerks and student assistants.
- Performs other reasonable duties as required.

3. Reporting Line

Technicians are cross-trained so that each can carry out a variety of tasks and report to a variety of supervisors as needed. Technicians report to either the Director or Associate Director of the Learning Resources Center. Some tasks may be under the direct supervision of one of the Librarians, as specified by the Director or Associate Director.

4. Span of Control

Technicians may be assigned to supervise library clerks and student assistants.

5. Qualifications

- High school diploma.
- Mastery of basic office computer software and hardware.
- The ability to speak and write fluently in English.
- Ability to work effectively with a variety of patrons and LRC staff.
- Ability to lift and carry books and office equipment weighing up to 20 kilograms.
- Experience in a library or related public service.
- Ability to work independently and exercise initiative in applying rules, procedures and instructions.
- Willingness and ability to accommodate flexible work schedules that may change from time to time and that may include working evenings and weekends.

POSITION TITLE: LIBRARY TECHNICIAN FOR ACCESS SERVICES

1. Position Purpose

The Library Technician for Access Services assists the Librarian for Access Services in managing the operations of circulation, reserves, interlibrary loan, document delivery, and other resource-sharing services. The technician also performs a variety of general library technical duties and provides services to patrons.

2. Major Duties and Responsibilities

- Utilizes library software systems to retrieve and enter data.
- Assists library patrons in finding information and using library systems.
- Manages the movement of books and materials through the lending cycle of shelf, to patron, to return, and back to the shelf.
- Manages shelving and storage facilities.
- Manages reserves.
- Ensures collection security.
- Assembles and compiles a variety of information and data for reports.
- Participates in the training and supervision of library clerks and student assistants.
- Performs other reasonable duties as required.

3. Reporting Line

Technicians are cross-trained so that each can carry out a variety of tasks and report to a variety of supervisors as needed. Technicians report to either the Director or Associate Director of the Learning Resources Center. Some tasks may be under the direct supervision of one of the Librarians, as specified by the Director or Associate Director.

4. Span of Control

Technicians may be assigned to supervise library clerks and student assistants.

5. Qualifications

- High school diploma.
- Mastery of basic office computer software and hardware.
- The ability to speak and write fluently in English.
- Ability to work effectively with a variety of patrons and LRC staff.
- Ability to lift and carry books and office equipment weighing up to 20 kilograms.
- Experience in a library or related public service.
- Ability to work independently and exercise initiative in applying rules, procedures and instructions.
- Willingness and ability to accommodate flexible work schedules that may change from time to time and that may include working evenings and weekends.

POSITION TITLE: LIBRARY CLERK

1. Position Purpose

Library Clerks provide general operational services to accomplish the functions of the Learning Resources Center. Specific duties are assigned as required by the Director, Associate Director, and professional librarians.

2. Major Duties and Responsibilities

- Organizes and maintains books, periodicals and electronic resources.
- Operates services according to defined procedures, such as circulation of materials, interlibrary loan, and shelf management.
- Monitors the physical processing of newly acquired materials.
- Collects and prepares materials for binding and maintains binding records.
- Operates modules of the Library Information System for such purposes as preparing purchase orders, verifying and correcting discrepancies, and monitoring funds.
- Answers inquiries regarding basic LRC policies and procedures such as those relating to loan periods, fines, recalls, claims, holds, shelving, and borrowing.
- Sorts, packs, and unpacks materials and tracks materials shipped and received.
- Operates standard office computer hardware and software.
- Performs other reasonable duties as required.

3. Reporting Line

Clerks are cross-trained so that each can carry out a variety of tasks and report to a variety of supervisors as needed. Clerks report to either the Director or Associate Director of the Learning Resources Center. Some tasks may be under the direct supervision of one of the Librarians or a Library Technician, as specified by the Director or Associate Director.

4. Span of Control

As assigned by their supervisors, clerks may be responsible for direct monitoring of work of student assistants.

5. Qualifications

- High School diploma
- Proficient in speaking and writing in English.
- Ability to work effectively with a variety of patrons and LRC staff.
- Ability to lift and carry books and office equipment weighing up to 20 kilograms.
- Willingness and ability to accommodate flexible work schedules that may change from time to time and that may include working evenings and weekends.

POSITION TITLE: SUPERVISOR OF ACADEMIC ADVISING SERVICES

1. Position Purpose:

The Supervisor of Academic Advising Services is responsible for coordinating academic advising for all undergraduate students. He will have direct supervision for the advising of male students. The Supervisor will work to deliver these programs in concert with the mission, goals and objectives of the university.

2. Major Duties and Responsibilities:

- Maintain a thorough knowledge of curricula of all majors.
- Serve as the resource person for any questions concerning academic advising.
- Consult with appropriate deans and department chairs concerning the various curricula.
- Monitor the progress of academic advising and keep accurate data on the effects of various advising procedures.
- Deal with students in a pleasant manner.
- Train advisors and keep updates on course offerings and classes.
- Determine the parameters of the advising functions of both the professional and faculty advisors.
- Devise a suitable evaluation instrument to determine the effectiveness of the advisors.
- Monitor the advising loads of both the professional and faculty advisors in order to determine the effectiveness of advising and its impact on retention.
- Consults with administrators concerning steps that need to be taken to help students in academic trouble.
- Remain continually aware of changes in technology and advising programs that can benefit both the university and the students.
- Develop a working budget that reflects the ambition and integrity of the advising program.
- Serve on appropriate committees as requested by the Director of the Learning Resources Center or the Vice-Rector of Academic Affairs.
- Create and present workshops and other programs for the education of students.

- Work directly with the offices of admissions to develop promotional materials and brochures needed to support the university's mission.
- Communicate with other universities to enhance recruiting and retention efforts.

3. Reporting Line:

The Supervisor of Academic Advising Services reports directly to the Director of the Learning Resources Center.

4. Span of Control:

The Supervisor of Academic Advising oversees all budgets and personnel issues related to academic advising.

5. Qualifications:

- A Master's Degree in an academic area taught by the university or in counseling, student affairs or related field from an accredited university.
- The ability to speak and write fluently in English.
- Demonstrated ability to administer various academic curricula and understand degree programs.
- Commitment to the philosophies of the role of academic advising and its importance in the progress of students through the university.
- Understanding of current issues and emerging technologies in academic advising.
- Excellent communication skills.
- A demonstrated ability to work collegially and collaboratively with internal and external constituencies of the Learning Resources Center.

POSITION TITLE: ASSOCIATE SUPERVISOR OF ACADEMIC ADVISING SERVICES

1. Position Purpose:

The Associate Supervisor of Academic Advising Services provides support to the Supervisor and manages the academic advising for female students. The Associate Supervisor works to deliver these programs in concert with the mission, goals and objectives of the university.

2. Major Duties and Responsibilities:

- Maintain a thorough knowledge of curricula of all majors offered for female students.
- Serve as the resource person for any questions concerning academic advising.
- Consult with appropriate deans and department chairs concerning the various curricula.
- Monitor the progress of academic advising and keep accurate data on the effects of various advising procedures.
- Deal with students in a pleasant manner.
- Train advisors and keep updates on course offerings and classes.
- Determine the parameters of the advising functions of both the professional and faculty advisors.
- Working with the Supervisor of Academic Advising Services, devise a suitable evaluation instrument to determine the effectiveness of advisors.
- Monitor the advising loads of both the professional and faculty advisors in order to determine the effectiveness of advising and its impact on retention.
- Consult with the Supervisor of Academic Advising Services concerning steps that need to be taken to help students in academic trouble.
- Serves on appropriate committees as requested by the Supervisor of Academic Advising, the Director of the Learning Resources Center or the Vice-Rector of Academic Affairs.

- Creates and presents workshops and other programs for the education of students.
- Work directly with the offices of admissions to develop promotional materials and brochures needed to support the university's mission.
- Work in other appropriate capacities as deemed necessary by the Supervisor of Academic Advising Services.

3. Reporting Line:

The Associate Supervisor of Academic Advising Services reports directly to the Supervisor of Academic Advising Services.

4. Span of Control:

The Associate Supervisor of Academic Advising Services oversees the academic personnel and programs serving female students.

5. Qualifications:

- A Master's Degree in an academic area taught by the university or in counseling, student affairs or related field from an accredited university.
- The ability to speak and write fluently in English.
- A demonstrated familiarity with academic advising, including developments and auditing of degree plans.
- Understanding of current issues and emerging technologies in academic advising.
- Excellent communication skills.
- A demonstrated ability to work collegially and collaboratively with internal and external constituencies of the Learning Resources Center.

POSITION TITLE: PROFESSIONAL ACADEMIC ADVISOR

1. Position Purpose:

Professional Academic Advisors will be full-time staff members who will provide advising services to PMU undergraduates in a particular academic college. Professional Academic Advisors will be available for academic advising year-round.

2. Major Duties and Responsibilities:

- Advise the majors within his or her department on a continuing basis.
- Serve as the resource person for students with questions concerning academic advising.
- Maintain in-depth knowledge of the courses offered within his or her college.
- Construct degree plans and be able to evaluate progress of students toward graduation.
- Evaluate the academic concerns of students and recommend or refers students to academic support services as needed.
- Assist part-time Faculty Advisors by providing updates to curricula and other changes affecting students.
- Aid the Supervisor or Associate Supervisor of Advising Services in training Faculty Advisors.
- Work in other appropriate capacities as deemed necessary by the Supervisor or Associate Supervisor of Academic Advising Services.

3. Reporting Line:

Professional Academic Advisors report to the Supervisor of Academic Advising or Associate Supervisor of Academic Advising according to their gender.

4. Span of Control:

Professional Academic Advisors are responsible for accurate advising of students assigned to them or to other students whose faculty advisors may be temporarily unavailable.

5. Qualifications:

- A Bachelor's Degree in an academic area taught by the university or in counseling, student affairs or related field from an accredited university.
- The ability to speak and write fluently in English.
- A demonstrated familiarity with academic advising, including current issues and emerging technologies.
- Excellent communication skills.
- The ability to deal with students in a pleasant manner.

POSITION TITLE: PART-TIME FACULTY ADVISOR

1. Position Purpose:

Part-time Faculty Advisors will be members of the departmental faculty in the various majors offered at the university. They will assist students with decisions and monitor the progress of their academic careers.

2. Major Duties and Responsibilities:

- Advise the students within his or her department with course selection and changes.
- Serve as the resource person for students with questions concerning academic advising.
- Maintain detailed knowledge of the course offered within his or her discipline.
- Construct degree plans and be able to evaluate progress of students toward graduation.
- Evaluate the academic concerns of advisees and recommend or refer students to academic support services as needed.
- Attend training sessions provided for academic advisors by the Learning Resources Center.

3. Reporting Line:

Faculty Advisors report to the Supervisor of Academic Advising Services or the Associate Supervisor of Academic Advising Services according to their gender.

4. Span of Control:

Faculty Advisors are responsible for accurate advising of students assigned to them.

5. Qualifications:

- A full-time member in good standing of the department for which he or she is advising.
- Permission of their department chair and flexibility of schedule to devote the time necessary to the position's duties, especially pre-registration for the following semester.
- A demonstrated familiarity with academic advising.
- Excellent communication skills.
- The ability to deal with students in a pleasant manner.

POSITION TITLE: SUPERVISOR OF LEARNING ENRICHMENT SERVICES

1. Position Purpose:

The Supervisor of Learning Enrichment Services is responsible for coordinating all enrichment and tutorial services for all undergraduate students. These services will include the Math, Reading, and Writing Centers, tutorial services based in academic departments, and co-curricular services. The Supervisor will work to deliver these programs in concert with the mission, goals and objectives of the university.

2. Major Duties and Responsibilities:

- Maintain a thorough knowledge of curricula of all majors.
- Serve as the resource person for any questions concerning learning enrichment activities and serve as a clearinghouse for all tutorial services on campus.
- Consult with appropriate deans and department chairs concerning the tutorial and enrichment needs within their respective areas.
- Coordinate and schedule a co-curriculum of courses to help students master proficiencies such as time management, study skills, and stress management.
- Monitor the progress of enrichment and tutorial services.
- Evaluate the relative success rates of students using the enrichment and tutorial services.
- Devise a suitable evaluation instrument to determine the effectiveness of the departmental coordinators
- Deal with students in a pleasant and encouraging manner.
- Encourage the Reading, Writing, and Math Coordinators to keep current in instructional and remedial techniques.
- Consults with administrators concerning steps that need to be taken to help students in academic trouble.
- Remain continually aware of changes in technology and tutorial/enrichment programs that can benefit both the university and the students.
- Develop a working budget that reflects the ambition and integrity of the learning enrichment services.
- Serve on appropriate committees as requested by the Director of the Learning Resources Center or the Vice-Rector of Academic Affairs.

- Create and present workshops and other programs for the education of faculty.
- Work directly with the offices of admissions to develop promotional materials and brochures needed to support the university's mission.
- Communicate with other universities to enhance tutorial and enrichment efforts.
- Work with faculty to identify students in need of tutorial/enrichment services.

3. Reporting Line:

The Supervisor of Learning Enrichment Services reports directly to the Director of the Learning Resources Center.

4. Span of Control:

The Supervisor of Learning Enrichment Services oversees all budgets and personnel issues related to tutorial and/or enrichment activities.

5. Qualifications:

- A Master's Degree in an academic area taught by the university or in higher education, remedial education, or a related field from an accredited university.
- The ability to speak and write fluently in English.
- Commitment to academic support services and its importance in helping students progress through the university.
- Understanding of current issues and emerging technologies in tutorial and enrichment services.
- Excellent communication skills.
- A demonstrated ability to work collegially and collaboratively with internal and external constituencies of the Learning Resources Center.

**POSITION TITLE: COORDINATOR OF THE MATH CENTER;
COORDINATOR OF THE READING CENTER; COORDINATOR
OF THE WRITING CENTER**

1. Position Purpose:

Coordinators of the Math, Reading, and Writing Centers will be responsible and accountable for providing tutorial and remedial services in each of these academic disciplines. These coordinators will be male and female faculty members with a .5 release from their teaching duties. They will provide academic support that is consistent with the mission, goals, and objectives of the university.

2. Major Duties and Responsibilities:

- Develop, coordinate, and evaluate the functions and activities of tutorial services in math, reading, or writing to assist students with their work at the university.
- Work with other center coordinators and Departmental Coordinators of Tutorial Services to make sure that appropriate tutorial coverage exists for student needs.
- Annually evaluate the effectiveness of the center.
- Train advanced students to be effective tutors.
- Recruit, supervise, and evaluates center staff.
- Meet on a regular basis with university faculty to determine areas of needs that the center should address.
- Manage the budget of the centers.
- Provide support services that facilitate teaching and learning through close collaboration with faculty.
- Plan and implement necessary technology for the math, reading and writing centers, including planning for design and renovation.
- Promote available services to faculty and students.

3. Reporting Line:

The Coordinators of the Math, Reading, and Writing Centers will report directly to the Supervisor of Learning Enrichment Services.

4. Span of Control:

The Coordinators of the Math, Reading, and Writing Centers oversee all budgets and personnel issues within a center.

5. Qualifications:

- A Master's Degree in an academically appropriate discipline from an accredited university.
- Standing as a full time faculty member of the PMU.
- Permission of their department chair and flexibility of schedule to devote the time necessary to the position's duties.
- The ability to speak and write fluently in English.
- Commitment to the role of academic support services in assisting teaching.
- Understanding of current issues and emerging technologies in academic support services.
- Excellent communication skills.
- A demonstrated ability to work collegially and collaboratively with academic colleagues.

POSITION TITLE: DEPARTMENTAL COORDINATOR OF TUTORIAL SERVICES

1. Position Purpose:

The Departmental Coordinator of Tutorial Services will be responsible and accountable for providing tutorial and remedial services in academic subjects other than math, reading, and English. Each academic department in the university will appoint a faculty member to coordinate these tutorial services. The Departmental Coordinator will provide academic support services that are consistent with the mission, goals and objectives of the university.

2. Major Duties and Responsibilities:

- Develop, coordinate and evaluate the functions and activities of all discipline-specific tutorial services to assist students at the university.
- Works with Coordinators of the Math, Reading, and Writing Centers and with other departmental coordinators to make sure that appropriate tutorial coverage exists for student needs..
- Train advanced students to be effective tutors.
- Recruit, supervise, and evaluate departmental assistants.
- Meet on a regular basis with departmental faculty to determine areas that should be addressed through tutorial services.
- Provide support services that facilitate teaching and learning through close collaboration with departmental faculty.
- Promote available services to faculty and students.

3. Reporting Line:

The Departmental Coordinators of Tutorial Services will report directly to the Supervisor of Learning Enrichment Services and the chair of their academic department. They will coordinate their activities with other departmental coordinators and Coordinators of the Math, Reading, and Writing Centers.

4. Span of Control:

The Departmental Coordinators will oversee all tutors in their academic area.

5. Qualifications:

- A Master's Degree in an academically appropriate discipline from an accredited university.
- Standing as a full time faculty member of the PMU.
- Permission of their department chair and flexibility of schedule to devote the time necessary to the position's duties.
- The ability to speak and write fluently in English.
- Commitment to the role of academic support services in assisting teaching.
- Understanding of current issues and emerging technologies in academic support services.
- Excellent communication skills.
- A demonstrated ability to work collegially and collaboratively with academic colleagues.

Appendix E
LRC IMPLEMENTATION TIMELINE

This page is left blank for the insertion of two Gantt charts titled “PMU Learning Resources Center: Recruiting” (TIEC L-1 FINAL Appendices 5 of 7.ML8) and “PMU Learning Resources Center: Materials and Services” (TIEC L-1 FINAL Appendices 6 of 7.ML8)

These Gantt charts present estimated schedules for implementing the operation of LRC functions and for the hiring of LRC personnel.

Appendix F

REFERENCE COLLECTIONS THAT SUPPORT SIMILAR PROGRAMS

Examples of Reference Materials Selected by Other Libraries and Librarians Who Support Programs Comparable to Those Under Development at PMU

The list that follows has been selected to help PMU librarians become familiar with materials that are currently used for reference in the areas the PMU curriculum will emphasize.

I. ELECTRICAL ENGINEERING, MECHANICAL ENGINEERING, AND CIVIL ENGINEERING

A. REFERENCE COLLECTION CATALOG OF THE GRAINGER ENGINEERING LIBRARY AT THE UNIVERSITY OF ILLINOIS AT URBANA-CHAMPAGNE.

<http://g118.grainger.uiuc.edu/refcoll/opent1.asp>

Type in Electrical Engineering, Mechanical Engineering, or Civil Engineering on the subject line to view a list of the print dictionaries, encyclopedias, handbooks, and other reference texts held in the reference department for each program.

The reference collection catalog is only one database included in a comprehensive list of Grainger Library resources that also includes lists of their article databases (electronic indexes) and electronic journals as well as a link to the massive Edinburgh Engineering Virtual Library (EEVL). The URL for the entire list is <http://Web.library.uiuc.edu/granger/resrc/DEFAULT.asp>.

B. THE UNIVERSITY OF ADELAIDE LIBRARY

<http://www.library.adelaide.edu.au/guide/>

Librarians in this Australian university library have compiled an excellent set of guides to reference materials for the engineering programs that include links to electronic indexes and other Internet resources.

II. INTERIOR DESIGN

Colorado State University Libraries, Interior Design Basic Reference Sources.

<http://lib.colostate.edu/research/hum/intdesgn.html>

This well-maintained list of the resources available at Colorado State University includes online indexes as well as standard reference volumes.

III. BUSINESS/MANAGEMENT

A FLORIDA GULF COAST UNIVERSITY, RESEARCH GUIDE TO THE BUSINESS AND ECONOMICS INFORMATION RESOURCES AVAILABLE THROUGH FGCU LIBRARY AND THE INTERNET

<http://www.fgcu.edu/cob/aacsb/in.htm>

This typical set of US academic library electronic databases and resources support the curriculum for Business and Management at a university that has recently experienced a successful AACSB accreditation review.

B. AMERICAN LIBRARY ASSOCIATION. CORE COMPETENCIES FOR BUSINESS REFERENCE

<http://www.ala.org/ala/rusa/rusaourassoc/rusasections/brass/brassprotocols/corecompetencies/corecompetenciesbusiness.htm>

This compendium of very basic, but very helpful, information for Business Reference was prepared by ALA's Business Reference and Services Section (BRASS).

BRASS also maintains a Best of the Best Business Web Sites page at <http://www.ala.org/rusa/brass/besthome.html>

Appendix G

GENERIC ACADEMIC LIBRARY POLICIES

In the following text, the PMU LRC has been used as the name of the entity. The policy set presented here is typical of policies in North American universities. It has been adapted to exclude considerations that are peculiar to U.S. institutions.

It is presented here as an example to be considered when drafting policies for the PMU LRC.

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I. UNIVERSITY MISSION STATEMENT

The mission of Prince Mohammad Bin Fahd University (PMU) is to achieve the following objectives:

- Contribute to advancement of human intelligence and promulgation and development of knowledge.
- Prepare specialized candidates in various fields of human knowledge through utilizing modern technologies in the education process.
- Transform the graduate to play a pioneering and leading role in the community, enabling him or her to take responsibilities and contribute to solving problems through innovative thinking, collective work, reflection and self-development.
- Link academic programs and specializations with actual requirements of the surrounding work environment. This is undertaken by maintaining effective participation and cooperation between the University and local business firms.
- Guide research activities to create solutions for persistent problems in surrounding communities, through applied research and technical consultation. The importance of performing basic scientific research for enriching human intelligence should not be neglected.
- Provide community service through continuous training and education.

II. LRC MISSION STATEMENT

It is the mission of the PMU Learning Resources Center (LRC) to:

- Provide information services and resources that are carefully chosen to support the university's mission of instruction, research, and community service.
- Collaborate with the faculty to help students develop the distinctive PMU competencies.
- Provide a curriculum of courses and programs that support information literacy (as defined in Goal 3, Information Literacy, of this report) among students, faculty, and staff.
- Provide a physical and academic center where learning and professional development come together.

III. ACCESS POLICY

The PMU LRC exists primarily to meet the needs of the students, faculty, and staff of Prince Mohammad Bin Fahd University. Other visitors are welcome to use LRC facilities for research or educational purposes, generally for limited periods of time depending on individual needs.

Visitors are asked to introduce themselves at the circulation desk by presenting a valid picture ID and signing the visitor registry each time they use the LRC. A reference librarian will assist visitors in using the LRC's resources as time and workload permit.

During times of very high use by the PMU students, visitor access may be limited. An individual visitor's LRC privileges may be terminated at the discretion of any librarian for violation of policies, disruptive behavior, or any activity deemed detrimental to the LRC or to its primary users. Questions about this policy may be directed to the LRC Director's office.

A. ACCESS

Visitors are granted access provided they show picture ID and register at the Reference Desk. All children under the age of 13 must be accompanied by a parent at all times. Children must exhibit appropriate behavior in the LRC.

B. PRIVATE CARRELS AND GROUP STUDY ROOMS

These facilities are available to the PMU LRC's primary clientele only, that is, the members of the campus community.

Group study space is available on a first-come, first-served basis.

C. COMPUTER USAGE

Computers in the LRC are for use by PMU students, faculty, staff, and graduates. Computer usage is limited to academic applications, such as searching the online catalog, electronic databases, electronic journals, and other online research.

LRC visitors may use the computers for academic applications and for limited periods of time. These workstations may not be used for e-mail, word-processing, or recreational use of the Internet.

D. DESTRUCTION OR MUTILATION OF LRC MATERIALS

Any person who shall willfully, maliciously, or wantonly mutilate, deface, tear, write upon, mar, or injure any LRC material or facility will be subject to loss of LRC privileges, to appropriate administrative action by the university, and/or to prosecution under law.

E. EMERGENCIES

In the event of fire, storm, or other emergencies, LRC staff will alert building occupants to the procedures for evacuation or taking shelter.

F. EVENTS

Requests for events to be held within the LRC should be directed to the director's office.

G. FILMING/PHOTOGRAPHY

Individuals who wish to film or photograph within the LRC must obtain permission from the director's office. Such requests will be accommodated only if there is minimal impact on the environment for research and study.

H. LITERATURE DISTRIBUTION OR SOLICITATION

Display of posters, distribution of literature, or solicitation are prohibited except in designated areas and with permission of the director's office.

I. SECURITY

1. Identification

LRC staff and/or security personnel may ask a person using the LRC to show identification. If the person refuses, he or she may be asked to leave the building.

2. Campus Security

Campus security will be called any time a person refuses to leave after being asked to do so by the proper LRC staff. Campus security will be called any time there is a disturbance or suspicious activity.

J. SMOKING

In accordance with university regulations, the LRC is a no-smoking environment.

K. STUDY AREAS

Priority seating is given to those individuals who are the LRC's primary clientele. In order to maintain a quality study and research environment, the PMU LRC asks individuals to exercise sensitivity to other users. The LRC asks that visitors do not engage in discussion in study areas and do not use cell phones inside the building.

IV. CATALOGING POLICY

A. CATALOGING POLICY – THE PMU LRC

Materials cataloged include books, serials, video recordings, sound recordings, maps, electronic resources, and microforms. United States Library of Congress authorities are used to control the names and subject headings in the catalog. The collections are classified according to the U.S. Library of Congress classification schedules. It is the LRC's policy to acquire for its collections only legitimate authorized copies of materials. Photocopies of material covered by copyright must be accompanied by an indication that permission to make the copy has been obtained.

1. Basic Principles

- 1.1. This policy applies to works in all formats including (but not limited to) monograph, serial, electronic, Internet, audio-visual, music scores, and maps.
- 1.2. North American cataloging standards will be followed for bibliographic, authority, and holdings records. This includes AACR, MARC formats, and rule interpretations and manuals.
- 1.3. Pre- or post-cataloging authority work will be done on all headings.
- 1.4. All works paid for from LRC funds should be cataloged to some level (with the exception of some categories in Section 3, Exclusions, of this document) and made available to all LRC users.
- 1.5. Works will be acquired “shelf ready,” that is, acquisition of items will include cataloging and classification information supplied by the vendor so that only minimal local processing of items will be required.

2. Priorities

The following priorities categories apply to purchased and non-purchased works from current receipts and backlogs.

Priority I = Reserve, Reference, and current serial subscriptions

- 2.1. Works with full, current MARC records created by the U.S. Library of Congress. See APPENDIX 1 for details on modifying these records.
- 2.2. Works with other full, current cataloging records.

- 2.3. Works with CORE level records created by authorized PCC sites (see APPENDIX 2). Library of Congress call number and LCSH headings will be added as necessary. See APPENDIX 1 for other details on modifying Library of Congress CORE level records.
- 2.4. Works with other levels of copy or no copy:
 - 2.4.1. All other works will have cataloging copy completed or will be originally cataloged to at least CORE level standard (APPENDIX 2).
 - 2.4.2. Full-text electronic journals acquired as part of aggregated databases may be legitimate candidates for analytical cataloging. If there are no satisfactory copy cataloging records for these journals, they will be cataloged with brief interim analytical records which will be upgraded to CORE level as time and priorities allow.

Priority II = Current receipts, purchased or received as gifts and selected backlog items as identified by a acquisitions librarian for priority cataloging

- 2.5. Works with full, current MARC records created by the U.S. Library of Congress. See APPENDIX 1 for details on modifying these records.
- 2.6. Works with other full, current cataloging records.
- 2.7. Works with CORE level records created by authorized PCC sites which have Library of Congress call numbers and LCSH. See APPENDIX 1 for details on modifying Library of Congress records.
- 2.8. Works with other levels of copy or no copy:
 - 2.8.1. Non-serial electronic resources will have “other” copy upgraded or be originally cataloged to at least CORE level standard. Non-serial electronic resources acquired as part of aggregated databases may be legitimate candidates for analytical cataloging. If there are no satisfactory copy cataloging records for these journals, they will be cataloged with brief interim analytical records which will be upgraded to CORE level as time and priorities allow. (See also 2.4.2.)
 - 2.8.2 All other works which were selected from the backlog by an acquisitions librarian for priority cataloging will be cataloged to at least CORE level standard (APPENDIX 2).

- 2.8.3. All other current receipts in this category will be moved to the backlog to await re-searching in relevant bibliographic databases. Those with no copy will be given a provisional record. Following a designated time period (varies depending on language, alphabet, publication date, etc.) subsequent searching will be done. If copy as described in 2.5, 2.6 or 2.7 is found, the work will be cataloged as Priority II. All remaining works will move to Priority III.

Priority III = Backlog material

- 2.9. Works from the backlog will be searched again as time allows, and cataloged depending on the appropriate staff having time available. The cataloging staff are encouraged to examine the backlogs from time to time to evaluate works therein and help set priorities.
- 2.10. In general, works with an imprint date less than six years old will be handled first.

3. Exclusions

Material in the following categories will NOT be cataloged as a regular part of cataloging responsibilities.

- 3.1. Works not owned, or for which access is not owned.
- free internet resources selected by a bibliographer will be considered as “owned” access in the same sense as a gift book, CD-ROM, music score, etc. selected by a bibliographer is owned.
- 3.2. Pre-prints, offprints, journal articles.
- 3.3. Single volumes/issues of serials.
- unless the single volume or year is a reference type serial such as a directory, biographical dictionary, annual report, etc.
 - unless a librarian has selected a single issue or volume which is substantial in content, has a theme which is of relevance to the subject area and where the serial is not owned or subscribed to by the LRC. Such items will be must be clearly marked.
 - unless the librarian provides a justification. Such cases are subject to approval by the cataloging librarian and should be justified in the relevant collection policy.

- 3.4. Student papers other than those at the graduate level which are prepared in lieu of a master's thesis.
- 3.5. Ephemeral material, i.e. materials of transitory interest and value such as pamphlets; photocopies of articles, chapters of books, etc.; typescript or computer-generated unpublished papers; computer and other similar manuals; product catalogues; newspaper clippings, newspaper sections; inserts issued with a publication; press releases; announcements, invitations; fact sheets; leaflets; brochures; promotional materials, advertisements; single sheet publications; posters; publications for tourists.
 - works in these categories will be considered for cataloging only if the librarian provides a justification, demonstrating long-term value to the collection and subject to approval by the cataloging librarian. Such exceptions should be provided for in the relevant collection policy.
- 3.6. Brittle material, unless accompanied by a justification from a librarian which includes evidence that there is no acceptable preservation copy available. Separate guidelines are being prepared.
- 3.7. Defective or damaged material such that the work is incomplete, unreadable or physically unusable.

4. Changes to existing records - corrections, additions

The following applies to changes identified by staff.

- 4.1. Access points, i.e. title entries, corporate/personal authors, subject headings, series entries, call numbers. The following will be added or updated:
 - errors causing loss of access
 - update Library of Congress children's (annotated) subject headings to Library of Congress subject headings
 - addition of access points up to core level.
 - change call numbers only if totally wrong and misleading OR, for call numbers assigned by Library of Congress, if they either fall into a category listed in Appendix 1, Section 1 or result in two different works having identical call numbers
 - re-class (e.g. Cutter) only if authorized by Cataloging Librarian; then update records only for serious access errors and only to CORE level.

4.2. Description.

- correct for content not style, i.e. correct or add information which is necessary for identification of the work; do not correct any other information.

4.3. Holdings, location.

- add volumes to serials and sets; add copies
- change locations, item type or item cat1
- delete "copy holdings" or bibliographic records.

5. **Database Maintenance**

5.1. Name Headings

- The PMU LRC follows the AACR2 as implemented by the U.S. Library of Congress in determining the form under which each name is entered in the database and depends on the U.S. Library of Congress Authority File. Because headings on most records are not verified when they are added to the catalog, consistency of entry depends on following U.S. Library of Congress authority. The PMU LRC will not use headings that conflict with decisions made by the U.S. Library of Congress except in those instances where access to Arabic materials would be enhanced by making local exceptions.
- update obsolete or conflicting headings as needed

5.2. Subject Headings

- use the U.S. Library of Congress Subject Headings list and follow Library of Congress practice except in those instances where access to Arabic materials would be enhanced by making local exceptions.
- update obsolete or conflicting headings as needed

5.3. Genre Headings

- use the Guidelines on Subject Access to Individual Works of Fiction, Drama, Etc. when appropriate
- edit Library of Congress subject in record when subject is actually a genre heading
- create a provisional authority record for any subject without an authority record but follows Library of Congress free-floating guidelines. (Example - Topic in literature)

5.4. LTI Authority Processing

- monthly, new bibliographic records will be sent to LTI for authority processing. Except for records authorized by Cataloging Librarian not to have authority control.
- yearly, updated bibliographic and authority records will be sent from LTI that have authority changes through the year.

B. ACCEPTANCE OF LIBRARY OF CONGRESS CATALOGING RECORDS FOR CURRENT CATALOGING (APPENDIX 1)

U.S. Library of Congress records are accepted source records as they are received, with the exception of the modifications listed in Section 1 following. Section 2 lists those modifications which will not be checked for, or made to these records.

The policy applies to Library of Congress records from OCLC.

1. The following modifications will continue to be made at the time of cataloging, or upon subsequent requests:
 - 1.1. Reclassification of periodical collection works by title.
 - 1.2. Correction of errors found when comparing the work to the main bibliographical fields: e.g. 1XX (main entry), 245 (title), 250 (edition), 260 (publishing information) and call number (all libraries)
 - 1.3. Adjustment of call number when different works are assigned the exact same call number including the same date (all libraries).
 - 1.4. Update annotated Library of Congress subject headings to Library of Congress subject heading if Library of Congress subject heading not there
2. The following modifications will not be made at the time of cataloging and will not be accepted as a re-cataloging or database maintenance requests:
 - 2.1. Adjustment of Cutter numbers for perfect alphabetization or other local customizations within a specific classification no.
 - 2.2. Reclassification so that a work sits next to an earlier or later edition already in the collection with a different Library of Congress call number
 - 2.3. Reclassification of a work in a monographic series if the decision to classify the series together or separately differs from that of Library of Congress

- 2.4. Reclassification of a bibliography classified by Library of Congress in the subject area rather than in a Z schedule no. or vice versa
- 2.5. Reclassification of atlases classified by Library of Congress in the subject area rather than in a G schedule no.
3. If other modifications come to light, these will be discussed in the same spirit as the items listed above.

C. CORE LEVEL (APPENDIX 2)

Description of CORE Level:

- recognized North American cataloging standard
- summary:
 - emphasis on primary relationships for access points (co-authors, editors, but not necessarily sponsoring bodies)
 - accurate description, but with very few notes
 - subject heading(s) for main subject concept, but not for all concepts that may be addressed (full = analysis for all subjects which represent at least 20% of item)

Summary of Use of CORE Level:

- 1.1. if a full level good copy cataloging record is found
→ accept
- 1.2. if a CORE level record from a PCC institution is found
→ accept
- 1.3. if a poor record is found, upgrade to CORE level
- 1.4. if no record is found, create an original record using CORE level as the minimum level

Cataloging staff will ensure that cataloged items have at least a CORE level record. A "normal" item will have a bibliographic record identifying it, with at least one subject heading, or inter-related set of subject headings, and one unique call number corresponding to the subject. When full level good copy cataloging records are available, these will be accepted.

In light of available resources, collection policies, the nature of the material, and professional judgment, the cataloging librarian will create new records that provide sufficient access for the title in hand. In cases where the material requires a fuller description and more access points, records may be upgraded beyond the minimum so that a satisfactory identification of the item can be made.

NOTE

- 1. PCC or the Program for Cooperative Cataloging is an organization of the U.S. Library of Congress and numerous other libraries which has developed North American and world standards and programs to provide useful, timely and cost-effective cataloging and authority records.*
- 2. For imported batch loaded records such as CIHM, CRL and TOC (Table of Contents) fields, corrections will be made only in exceptional cases where major confusion is being created in MUSE.*

V. CIRCULATION POLICY

A. INTRODUCTION

The Circulation Policy of the LRC is designed to allow patrons access to resources while maintaining the control necessary to ensure that these resources will be available to all patrons. Circulating materials are available to LRC patrons according to established policies and procedures. Interlibrary loan is available for items that are not a part of the LRC collection.

Policies concerning circulation are reviewed for modification as needed.

B. GENERAL INFORMATION

1. Borrower Identification

All materials must be checked out with valid the PMU identification.

2. Circulation of Materials

All materials are brought to the circulation/reference desk or to the self-serve circulation stations for checkout or re-check. Materials circulate for a loan period corresponding to the patron's status with the University and by the material type. Non-circulating items include materials from reference, periodicals, microforms and special collections. Each professor selects the type of reserve circulation for his/her materials.

Faculty members may authorize a student assistant to check out materials for him/her by sending a written authorization to the circulation supervisor. At the LRC, the student assistant must provide a campus ID before checking out materials for the professor. Authorizations are maintained for the current semester, but are not transferable to future semesters unless reissued by the faculty member.

3. LRC Holds

Patrons may place holds at the public terminals for any items currently checked out. Holds cannot be placed for items listed as reserve, lost, missing or on order. Patrons are notified when the material becomes available, and books or other items waiting for pickup are held at the circulation desk for two days. LRC staff may place a hold for a patron at the circulation desk, but it is preferable that patrons do so at the public terminals.

C. PATRON TYPES AND LOAN PERIODS

1. Campus Patrons

- a. Undergraduate – Any student enrolled in the university and working toward an undergraduate degree.
Loan period 3 weeks
Maximum number of items checked out 25*
- b. Graduate – Any student enrolled in the university and working toward a master's degree.
Loan period 4 weeks
Maximum number of items checked out 25*
- c. Full-time faculty – Individuals who are appointed full-time faculty/instructors, or who are retired from the PMU faculty.
Loan period Semester
No limit
- d. Part-time faculty – Individuals who are appointed part-time instructors for a semester or longer.
Loan period 60 days
No limit
- e. Staff – All non-student personnel of the university. If a staff member is enrolled for classes, the loan period reverts to that of undergraduate or graduate as appropriate.
Loan period 60 days
No limit

2. Off Campus Patrons

Alumni – Graduates of the university qualify as alumni borrowers. A personal diploma card or an alumni card prepared at the circulation desk is required for check out privileges.
Loan period 14 days
Maximum number of items checked out 5*

D. FEES POLICY

Each LRC user is responsible for all materials checked out in his/her name.

LRC patrons are asked to return borrowed materials at the end of the borrowing period. If another patron requests an item that was not returned at the end of the borrowing period, the patron holding the item will receive a recall request to return the item within 48 hours. If the item is not returned after 48 hours, a daily fine is assessed until the item is returned.

LRC borrowing privileges are suspended for patrons with outstanding fees or who have not returned materials requested by other patrons when the borrowing period has expired.

Fees are charged as follows:

1. Exceptions: Strict reserve items are charged at \$.50* per half-hour.
2. Recall Late Fee: Items not returned within 48 hours of receipt of a recall request are assessed a late fee of \$3.00* per day until returned.
3. Replacement Fees: All patrons are liable for replacement fees on lost or non-returned items, or on items damaged while checked out to the patron. A non-returned item is considered lost 48 hours days after the item was requested by another patron. Replacement charges are calculated by consulting retail price lists unless otherwise noted on the item record:

A replacement fee plus a processing fee (\$5.00* per item) is charged. With the permission of a librarian, a patron may replace a lost or damaged book if it is a duplicate of the one lost. The patron is responsible for rebinding charges, if needed.

4. Rebinding Fees: Rebinding fees are charged at binding cost, currently \$6.00* per item. Excessive damage or other considerations may increase the binding cost charged to the patron.

E. POLICY ON PAYMENT OF LRC CHARGES

Campus faculty, staff members and all other patrons are subject to replacement charges and processing fees. Students' records must be cleared with the LRC before receiving transcripts.

** NOTE: Fees are shown in \$U.S. to demonstrate the relative value of each category. The professional staff of the LRC will establish appropriate fees in Saudi Riyals prior to the LRC's opening.*

F. POLICY ON REFUNDS

Patrons may, if the item has not been replaced, request a refund for replacement charges if the material is located after replacement charges are paid. Refund checks are processed through the business office and are usually mailed within 10 working days. The processing fee paid in addition to replacement charges is not refundable.

G. RESERVE POLICIES

1. Introduction

The reserve collection of print materials is maintained to provide materials for individual instructor's classes. Instructors may use items from the LRC's collection or provide their personal copies of items for student use. Circulation of materials housed on the reserve shelves is limited at the instructor's request. Reserve materials are scheduled for one semester and are reviewed for continuation by the circulation supervisor and the instructor.

Faculty members are encouraged to use Electronic Reserve rather than print reserve whenever possible.

2. Placing Items on Reserve

Each instructor must submit a reserve request form (see the LRC Web site). The form requests the instructor to indicate the length of time he/she wishes the reserve material to remain on the reserve shelf, the number of copies to be made available, and the type of circulation. The circulation supervisor will add the reserve materials to the collection within two working days of the request.

3. Removing Items from Reserve

Items are removed from reserve at the request of the instructor. At the end of the scheduled reserve time, the instructor may pick up the materials at the circulation desk, or they may be sent through campus mail. Each item is deleted from the reserve account by the circulation supervisor. At the end of each semester, a report is sent to each instructor who currently has items in the reserve collection.

4. Reserve Types, Print

- a. Strict Reserve -- Items circulate for two hours, but do not leave the building.
Fees -- Replacement fees: \$10.00* for photocopies
Actual replacement costs for personal materials
- b. One -Day Reserve -- Items circulate for one 24-hour period until closing time the following day.
Fees -- Replacement fees: \$10.00* for photocopies
Actual replacement costs for personal materials
- c. Two to Six Day Reserves -- Same as above.
- d. One -Week Reserve -- Items circulate for one seven day period.
Same as above.

** NOTE: Fees are shown in \$U.S. to demonstrate the relative value of each category. The professional staff of the LRC will establish appropriate fees in Saudi Riyals prior to the LRC's opening.*

VI. COLLECTION DEVELOPMENT POLICY

A. INTRODUCTION

The commitment of the PMU LRC is to support the mission of the Prince Mohammad Bin Faud University. To this end, the LRC shall endeavor to serve the students, faculty, and staff of the PMU community by building a collection that will meet the present and future information needs.

B. COLLECTION DEVELOPMENT

The collection development policy encompasses both print and non-print materials. The collection building guidelines include the realms of collection, de-acquisition, and gifts.

Within budget constraints, the librarians shall work in partnership with faculty in selecting materials. However, recommendations for selections are also accepted from staff and students. Acquisition of each recommendation although given equal consideration, shall depend upon relevance to the collection. The final responsibility of selection rests with the Director of the LRC.

Instructional materials are selected to implement, enrich, and support the educational program for the student. Materials must serve both the breadth of the curriculum and the needs and interests of individual students.

Collection: Criteria taken into consideration when selecting materials include: relevance of the subject matter to the collection; timeliness or permanence; authoritativeness; accuracy of information; author's reputation and significance as a writer; inclusion of the title in recognized bibliographies; price; availability of materials on the subject.

De-acquisition: The collection is under continuous review and evaluation on title-by-title basis. The determination to deselect material is based on the following criteria: appropriateness of subject matter to the collection; obsolescence; usage; physical condition.

Gifts: Gifts are accepted with the understanding that there are no conditions attached to their disposition. The evaluation of gift materials shall be consistent with the criteria applied to collection development.

C. GENERAL BINDING POLICY

The PMU LRC binds only materials that are going into the LRC's collection. The LRC will not bind personal copies of books for faculty, staff or students.

General Rules

- Whenever practical, materials that need binding, rebinding, or conservation treatment will be done in-house using archival quality materials and processes.
- Materials that cannot be done in-house, and determined by the Collection Development Librarian to be of value, will be sent to a commercial binder or conservator.

VII. INTERLIBRARY LOAN SERVICES POLICY

A. BORROWING FROM OTHER LIBRARIES

1. Eligibility

Any PMU faculty, staff member, or currently enrolled student in good standing with the LRC is eligible for interlibrary loan services. A valid PMU identification card is required when requesting materials.

2. Limitations

Requests for materials owned by the LRC or materials for non-academic use will not be filled. Patrons must exhaust the limits of the local collection before requesting interlibrary loan services.

Undergraduate students may request materials pertinent to their assigned coursework under any of the following conditions:

- A reference librarian approves requests.
- Instructors have provided class exemptions through the approval of the Interlibrary Loan Librarian.

Other libraries frequently limit lending on fragile or rare items, reference books, genealogical materials, dissertations, theses, computer programs and audio-visual materials. Media material requests will not be filled.

Limits may be placed upon requests per person depending on demand. Only five requests per person per day will be filled.

Generally there is a one to three week delay for receiving requests from other libraries.

3. Requests

All requests must be made on ILL request forms through the LRC Web site. All forms must be filled out as completely as possible with no abbreviations. Undergraduates' requests will need approval from a Reference Librarian. Forms without approval will not be filled. Any questions regarding the filling out of the forms may be directed to the ILL staff or reference librarians. ILL requests by telephone will not be accepted.

Once the material has arrived, it may be picked up at the Circulation/Reference desk. The status of an ILL request may be obtained by calling the ILL supervisor. ILL personnel will attempt to notify the requestor when material arrives (preferably by: (1) e-mail (2) phone message). The requestor is responsible for checking to see if an item has arrived.

Unfilled requests will be left at the circulation desk under the patron's name with an explanation.

4. Copyright

Copyright law and ILL codes govern the copying and use of certain materials. Copyright provisions may affect the number of articles that we can order from one journal.

5. Costs

The LRC will pay for request costs and shipping costs. The LRC will attempt to locate institutions that do not charge ILL fees. Requests filled from institutions that charge fees will be passed on to the requestor, up to the amount the requestor agreed to pay. Any other costs billed by lending LRC will be passed on to the requestor (example: overdue fees.)

6. Conditions

Due dates and conditions of the loan are determined by the lending LRC. The PMU LRC will follow any conditions set by the lending LRC.

Renewal requests must be made four (4) days before the item is due. Renewal request forms are available at the circulation desk.

Users are urged to return material on time in order to ensure that lending libraries continue to share their resources with us.

7. Channels

The PMU LRC will use OCLC for all communications concerning ILL borrowing.

B. LENDING TO OTHER LIBRARIES

1. Requests

Will accept OCLC and FAX requests. Will not accept phone requests.

2. Charges

3. Loans

30 days, will allow one two-week renewal.

Non-circulating:

Microfilm, periodicals, newspapers, audio-visual materials, theses, special collections, or reference materials

Bill method:

Invoice

VIII. PERIODICALS – COLLECTION DEVELOPMENT POLICY

The following criteria are considered when adding new titles to the periodical collection. A title must meet several of the criteria, but not all.

- A. Periodicals are considered from faculty, staff and student requests.
- B. A critique of the title is located in the journal *Magazines for Libraries*.
- C. Periodicals are added due to budget availability or constraints.
- D. The periodical should be indexed in an online database.
- E. The periodical should serve a purpose in supporting a program, organization or class of the university curricula.
- G. The periodical should provide current and past information on events, opinions, trends and cultures of the Kingdom or the Region.

Gifts that are not indexed may be added to the collection but may be discarded after one year.

STUDY ROOM GUIDELINES

1. Food is not allowed in any study room.
2. Drinks are only allowed if they are in insulated, non-spill cups with a screw on lid or appropriate containers.
3. If one student is in a room, he or she may be asked to leave if two or more students need a study room. The rooms are available on a first-come, first-served basis.
4. Rooms will not be locked. For any exceptions, patrons should see the periodicals supervisor.
5. Belongings are not to be left in study rooms when a patron leaves.

IX. REFERENCE POLICY

A. MISSION

This department's purposes are to:

- facilitate access to resources in order to support the information needs of students, faculty, and staff
- provide instruction on the use and potential of those resources to patrons pursuing information
- inform patrons of alternative sources of information
- connect patrons to the information they seek

B. SERVICES AND SERVICE PHILOSOPHY

The department's first commitment is to the PMU community as its members pursue information through resources at the PMU and, if necessary, beyond the PMU.

Service for on-site inquiries has priority over other service options.

Telephone reference is limited to ready reference or may be extended if judged appropriate by the reference librarian.

On evenings and weekends, those on reference duty hold supervisory responsibility.

Reference service by written correspondence or e-mail is handled on a case-by-case basis by the receiving librarian.

Any member of the PMU community may request an appointment for reference services, which could include on-site electronic reference service.

User education consists of individualized instruction as warranted from a patron inquiry, or of formal instruction in a classroom setting of custom designed orientations requested by instructors. The overriding goal for either mode is to create a comfort level for new patrons using print and electronic resources at the PMU LRC. For returning patrons the goal is to enhance their search for information by providing training in advanced searching techniques on electronic sources as well as research skills for using print resources.

Document delivery is managed by the ILL department.

Services in special subjects will be offered on a limited basis.

C. PERSONNEL

A professional will staff the building and be on the reference desk or on call during hours of operation.

Reference professionals shall have the opportunity for professional development activities and training.

Professional, community, and campus activities are encouraged as well as expected of reference personnel.

D. REFERENCE COLLECTION DEVELOPMENT POLICY

Refer to the collection development policy for the general collection.

X. RESTRICTED MATERIALS POLICY

A. DEFINITION

Restricted materials are those records of a sensitive nature as to cause embarrassment, distress, or defamation of reputation to the university or to individual persons involved.

B. DESIGNATION OF RESTRICTION

Materials may be restricted by the donor(s) of the materials, or by the Rector of the university. Access to restricted materials shall be granted to the donor(s), the Rector of the university, or the director of the LRC.

XI. SPECIAL COLLECTIONS POLICY

A. PURPOSE

The Special Collections Division supports the courses of study offered and anticipated by the university at the undergraduate and graduate levels. The division's goal is to provide archival support to the university and to fulfill the obligation of the PMU LRC to preserve rare and special materials. In an effort to fulfill these goals, the division maintains a variety of collections.

B. FACULTY/ALUMNI PUBLICATIONS COLLECTION

On occasion, the Special Collections Division receives books or other materials written by faculty and alumni. These works are often signed, but sometimes they are not. These works are worthy of collecting because they represent the scholarship of the university community and not necessarily because of the intellectual content of the works themselves.

C. GENERAL COLLECTION

This collection includes materials in various formats about the history of the Kingdom of Saudi Arabia. It also includes books and materials in need of conservation because of their fragility, format, or intrinsic value. These materials are not actively solicited but will be integrated into the collection as they are identified.

XII. ROOM RESERVATION POLICY

All room reservations for the LRC must be approved by the Office of the Director. No reservations will be taken for study rooms.

Arrangements for a member of the LRC staff to be present during a function scheduled during closed LRC hours must be made through the Office of the Director. The PMU security office must also be notified of such events.

XIII. CONSORTIA AGREEMENTS

[Each academic institution should have written consortia agreements, but these vary widely depending on the type of institution and its partners, so the need is simply noted here.]

Appendix H

PMU LEARNING RESOURCES CENTER POLICIES

Administration of the Prince Mohammad Bin Fahd University (PMU) Learning Resources Center (LRC) will follow the general principles set forth in the report *PMU Organization*, which emphasize structure, decentralized management, Saudi cultural values, focus on student centered learning, accountability, and community involvement. Written policy statements will assist LRC administrators and staff in following these principles. Written policies also will help students, faculty, and other users of the LRC to form appropriate expectations of services and resources provided by the LRC.

Policy statements will be drafted by the Director and Associate Director of the LRC with the assistance of the center's staff. Once the LRC Advisory Committee is formed, it will review policy statement drafts and offer relevant advice to the director. The director will share policy drafts with academic deans, IT staff, and other offices and departments potentially affected. The director will recommend policies to the Vice Rector for Academic Affairs for approval.

This appendix to the report *Learning Resources Center* lists policies that will be in place before the LRC opens. The director may wish to consult policy statements that are available at Web sites of libraries that serve American institutions of similar size and with similar academic programs. Some examples are:

- Rensselaer Polytechnic Institute, Troy, NY <http://www.lib.rpi.edu>
- University of Michigan at Flint, MI
 <http://lib.umflint.edu/policies.html>
- Carnegie Mellon University, Pittsburg PA
 <http://www.library.cmu.edu/sm.html>

A wealth of information concerning sources for purchasing materials and management of acquisitions processes is found on the Internet at the AcqWeb site, <http://acqweb.library.vanderbilt.edu>, and at its companion site AcqNet, <http://acqweb.library.vanderbilt.edu/acqweb/acqnet.html>.

Policies to be Adopted for the LRC:

- LRC Advisory Committee
- LRC Friends Charter
- Staff Professional Development
- Learning Enrichment Services Policy
- Academic Advising Services Policy
- Access to the LRC
- Use of LRC Materials
- Lending Policies and Borrowing Privileges

- Class Reserves
- Library Copyright Compliance Policy for Class Reserves
- Obtaining Copyright Permissions
- Intellectual Property
- Interlibrary Loan Service for the PMU Faculty and Students
- Interlibrary Loan Use Policies
- Interlibrary Loan Service for Other Libraries
- Restricted Materials
- Reference Services
- Information Literacy Instruction
- Collection Development
- Cataloging
- Lost and Abandoned Property
- Food and Drink
- Photocopy and Scanning Services
- Rooms, Conference and Seminar Rooms, Group Study
- Rooms, Individual Study
- Publications, Signs, and Message Boards