

1-14-2014

Nelson Poynter Memorial Library Guidelines (January 2014) : NPML Guideline--001

Nelson Poynter Memorial Library.

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Nelson Poynter Memorial Library., "Nelson Poynter Memorial Library Guidelines (January 2014) : NPML Guideline--001" (2014). *Library Guidelines*. 9.
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Subject: *Nelson Poynter Memorial Library Guidelines*

Functional Area: *Library Administration*

Date of Origin: *2013-12-09* **Date Last Reviewed:** *2014-01-14*

I. INTRODUCTION (Purpose and Intent)

The Nelson Poynter Memorial Library's primary mission is to serve the students, faculty and staff of the University of South Florida St. Petersburg (USFSP), as well as the entire USF System. The library also provides limited services to members of institutions with whom we have formal relationships and to the citizens of the state of Florida, staffing and resources permitting. While it shares electronic resources with the other libraries of USF System institutions, the Poynter Library receives all funding directly from USFSP for its services and collections. The Poynter Library is an autonomous library that reports directly to the Regional Vice-Chancellor for Academic Affairs of USFSP. As an autonomous unit of USFSP, the Poynter Library has the authority to issue separate guidelines, when appropriate, provided that such guidelines are not inconsistent with System policies, regulations, or other legal requirements. Guidelines and procedures are adopted to provide reference and procedural instructions in the operation, management and implementation of the various programs, services, facilities, and activities separate from the USF System and its various libraries and unique to USFSP and the Poynter Library.

II. STATEMENT OF POLICY

The Dean of the Nelson Poynter Memorial Library has the authority and responsibility for establishing guidelines and procedures specific to the Poynter Library through the delegation of authority outlined in USFSP Policy 0-0011 SP.

It is the responsibility of each member of the Poynter Library Leadership Team both to generate new guidelines and procedures when needed and continuously to review and update existing guidelines and procedures in their respective areas.

In developing new or revising old guidelines or procedures, care should be taken to ensure that the guideline is not in conflict with a USF System policy, a USFSP policy, or a legal requirement. Members of the Leadership Team should also reference guidelines and recommendations of the

American Library Association and other relevant professional organizations in developing guidelines and procedures. Care should also be taken to avoid using names, email addresses, or phone numbers that refer to a single individual. Instead, references should be made to position titles or departments; departmental phone numbers or shared email addresses accessible to multiple people may be used.

III. PROCEDURE

- A. The proposed new, revised, or updated guideline and explanation will be forwarded by a member of the Library Leadership Team to the Library Dean. The Dean may also draft new guidelines and procedures for consideration. The Dean will place the item on the agenda of the next meeting of the Library Leadership Team for review and discussion. In time-sensitive situations, discussion and review may take place entirely over email.
- B. Members of the Leadership Team will consult with their staff and solicit input and feedback from them on the guidelines or procedures, as needed.
- C. After an appropriate amount of time for review, the writer of the guideline or procedure will incorporate changes into the guidelines and resubmit it to the Dean and the Library Leadership Team for final review.
- D. Within one month of the initial introduction of a guidelines or procedure, the Library Leadership Team will finalize and approve the guideline or procedure.
- E. The final guideline will be added to the USFSP Digital Archive in the *Library Guidelines* collection located at: <http://dspace.nelson.usf.edu/xmlui/handle/10806/794>
- F. When a guideline that was in the Digital Archive is revised, the old version(s) will be retained. Language will be added to the title of the old item's description to indicate that it has been superseded and a link will be provided to the newer version.

IV. GUIDELINES FORMAT

- A. The outline and form to be used in each separate guideline and procedure will be the same overall outline and form as used herein, as follows
 - I. **Introduction (Purpose and Intent)**
 - II. **Statement of Policy**
 - III. **Additional Sections as Needed**
- B. When revising a guideline that has been posted in the *Library Guidelines* collection of the Digital Archive, the proposed revision should show all new words and strikethroughs. All new, revised, or repealed guidelines or procedures will be accompanied by an explanation as to the necessity for the new guideline, revision, or repeal.

- C. The “Date of Origin” is the date the guideline was originally adopted or drafted. This date will not change. The “Date Last Reviewed” is the date it was last reviewed and approved by the Dean and the Library Leadership Team.

Authorized by:

Dean of Library

Library Leadership Team