

Cardinal Beran Library Policy Manual

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Library Mission:

The Cardinal Beran Library is a central resource for learning and research in theological scholarship for the School of Theology at St. Mary's Seminary. Serving also as a resource for the Catholic clerical, religious and lay ecclesial ministries of the Galveston-Houston Archdiocese, the library provides in-person and online resources useful in enriching the academic, pastoral, spiritual and personal skills of the communities it serves.

Library Vision:

The Cardinal Beran Library is dedicated to providing information and resources of the highest caliber to the students of St. Mary's Seminary, the School of Theology, and the Center for Pastoral Studies of the University of St. Thomas, and the Library's expanded community on an ongoing basis. The daily assistance and services offered by the Cardinal Beran Library focuses on providing users, not only the immediate resource to answer a question, but also on teaching them about life-time resource tools to enhance their theological growth intellectually, spiritually, and pastorally.

General Policies:

- Creating a disturbance of any kind, (including, but not limited to, loud noise, loud talking, vandalism, carrying a weapon, smoking, and inappropriate behavior) will result, at minimum, in user removal from the library.
- The Beran Library shall maintain facilities that are clean and well-lighted with ample study spaces for individuals and groups. The library will be maintained so that space will be allocated for silent study and well as collaborative study areas for groups.

General Use Policy – Americans with Disabilities Act (ADA):

- The Beran Library will follow ADA requirements for automatic door entrances, aisle width, suitably wide doors, restroom requirements, door handles and other ADA requirements as needed in an academic library. Specialized software and workstations may be installed at the library for the visually impaired and other ADA-related conditions as required by law.

Food and Drink Policy:

- Consumption of food and beverages inside the library is limited to:
 - Hot drinks offered by the library
 - Covered beverages
 - Snacks that do not cause excessive mess, smell or noise while eating, or that could damage library resources (i.e. greasy foods, sticky foods, foods covered in “flavor dust”).

Cell Phone Use Policy:

Cell phone use is permitted in the Library; however, users should abide to the following guidelines:

- Set phone to silent or vibrate.
- Speak in a low voice and, if the call will last for more than a few minutes, move to the foyer or outside to Elmer’s Corner.

Library Hours:

The hours of operation will be determined by the Chair of Beran Library in consultation with the Dean of Libraries. Any substantive changes to the library hours require approval of the Dean of Libraries, the Rector, the Dean of the School of Theology, and the Seminary Faculty.

Library hours will be posted at the library front entrance, inside the library and on the library website. Library hours on the website will be posted a minimum of one month prior to the beginning of each semester, or as soon as the Seminary holiday schedule is known.

The library's hours are:

- Semester Hours:
 - Monday – Wednesday: 9:00 AM – 9:00 PM
 - Thursday: 9:00 AM – 7:00 PM
 - Friday: 9:00 AM – 5:00 PM
 - Saturday – Sunday: 12:00 PM – 5:00 PM
- Intercession & Summer Hours:
 - Monday – Thursday: 9:00 AM – 7:00 PM
 - Friday: 9:00 AM – 5:00 PM
 - Saturday – Sunday: Closed
- Extended Hours (finals week):
 - Friday: 9 AM – 9 PM
 - Saturday – Sunday: 12:00 PM – 9:00 PM

After Hours Study Space Policy:

As a courtesy to the seminarians at St. Mary's, the Beran Library provides a key-accessible after hours study space. Abuse or misuse of the afterhours study space may be revoked at the discretion of any librarian on duty.

The space is located on the second floor of the library foyer. Tables and chairs are provided.

- The hours of the space are:
 - Monday – Wednesday: 9:00 PM – Next Day
 - Thursday: 7:00 PM – Next Day
 - Friday: 5:00 PM – Next Day
 - Saturday and Sunday: 5:00 PM – Next Day
- The study space is open to seminarians living on campus at St. Mary's Seminary only.
- The study space is to be used for study related to academics and formation only. The space is not to be used for group meetings or casual hangouts.
- The key to the afterhours study space may be checked out prior to the library closing on days that the space is open. Key checkout is first come first serve.
- The After Hours Key Policy must be signed every time the key is checked out.
- The key is due ASAP by the day following checkout. Do not return the key to the book drop. The key must be returned to a member of the library staff.
- The key holder has responsibility over the entire after hours study space. They may allow anyone they choose in the room, though they are not obligated to do so.
- Any damages resulting from negligence of the key holder or their guests are the key holder's responsibility.
- The key to the study space must remain in the possession of the key holder for the entire checkout time. The key may not change hands and the key must be returned in the morning by the same seminarian who checked the key out. No exceptions.

Circulation Policies:

Access & Borrowing Policies:

- Borrowing privileges are open to all currently enrolled students, faculty, and staff of the University of St. Thomas. A current UST identification card or photo identification card and UST identification number are needed to obtain a Beran Library card.
- If a student, faculty, or staff member possesses an active UST library card they may request an item be shipped from the Doherty Library to the Cardinal Beran Library.
- Formation faculty and staff at St. Mary's Seminary have full borrowing privileges.
- Alumni of the School of Theology, in good standing, retain limited circulation privileges.
- Priests and deacons of the Archdiocese of Galveston-Houston have limited circulation privileges.

Circulation & Renewal Policies:

- A Beran Library card must be presented during checkout. Library cards must be renewed each academic year.
- An account must be in good standing for new materials to be checked out. "In good standing" is defined as having less than \$5 in overdue fines.
- Renewals of books may be done online through the patron's library account (preferred method), over the phone or by email. Materials should be returned or renewed on or before the due date. Only library accounts in good standing will be allowed renewals.
- Reserve materials may be checked out for 1 week with no renewals. Only 1 reserve material may be checked out at a time.
- Graduate students and faculty check-out period is for the entire semester. However, if there is another patron wants the book, the item can be recalled. The borrower has one week to return the book. After one week, fines of \$1 a day are accrued.
- ILL materials checkout period is set by the lending library; renewal requests are at the discretion of the lending library. ILL materials follow the same fine schedule as Beran Library owned materials.
- After the maximum number of renewals has been reached, items must be returned to the library. If there are no hold requests and the account is in good standing, the library may extend, as a courtesy, an additional 21 day checkout period.
- All books are due by the last day of the semester.
- Students who will be returning in the fall may borrow materials over the summer. The due date for summer checkouts is August 15th.

- Overdue notices are sent out automatically through Agent Verso at regular intervals.

	Borrowing Period/Renewals	Check out Limit	Fines
Graduate Students & Staff	Semester/No Renewals	30	<ul style="list-style-type: none">• \$0.10 per day• \$1 per day (after 7 days) with hold request• \$1 per hour for reserve books (max \$24)• Maximum overdue fine \$10• After \$10 maximum overdue is reached, patron is charged replacement cost of \$75• When item is returned in good condition the charge is reduced back to \$10+
UST Undergraduate Students	21 days/2 Renewals	30	
Alumni, Priests & Deacons	21 days/2 Renewals	3	
Faculty	Faculty fines are waved. However, we do ask that faculty comply with the library borrowing policies (such as borrowing periods, timely renewals, and hold request) out of courtesy for other borrowers, and so that we may maintain accurate information about the status of library items.		

Borrowing materials from the Beran Library is a privilege. Habitually overdue items, excessive fines, and disregard for library policies may result in the loss of borrowing privileges.

Claims Returned Policy:

- When a patron states that they have returned an item, it may be declared “Claims Returned.” Fines stop accruing when an item is declared “Claims Returned.”
- Before declaring a book “Claims Returned” check the shelves one more time.
- “Claims Returned” books will be moved to “Lost” at the end of each semester. If a patron has lost a book, they may replace it with another copy of the exact same edition in excellent condition.

Semester Checkout Dates:

- **January 1 – Spring checkout begins**
- *January 15 – Winter Break books due*
- **May 1 -- Summer checkout begins**
- *May 15 – Spring books due*
- **August 1 – Fall checkout period begins**
- *August 15 – Summer books due*
- **December 1 – Winter Break checkout begins**
- *December 15 – Fall books due*

Interlibrary Loan Policies:

The policies set forth in this document are guidelines for the borrowing and lending behavior of Interlibrary Loan services offered at The Cardinal Beran Library, at Saint Mary's Seminary.

BORROWING:

Borrowing library items using Interlibrary Loan (ILL) is a free service at the Cardinal Beran Library (CBL), open to current students, staff and faculty members at Saint Mary's Seminary. All ILL transactions use OCLC WorldShare software; no ILL transactions are performed outside of WorldShare.

Borrower

Materials obtained through Interlibrary Loan are for the borrower's exclusive use. The borrower honors all borrowing rules set forth by the Cardinal Beran Library and the lending library. The borrower is responsible for any replacement costs for lost materials, late fees, and costs for damages to borrowed ILL items. The borrower should immediately report any lost or damaged ILL items to the Cardinal Beran Library, and the CBL will contact the lending library and report the situation.

Loan Duration and Restriction

The loan period and any restrictions on borrowing an item are determined by the lending library. Renewals of borrowed items are submitted by CBL Librarians and are honored by the lending library. The Cardinal Beran Library Interlibrary Loan Department honors all rules established by the lending library. Abuse of the interlibrary service may result in the loss of Interlibrary Loan borrowing privileges and may result in a suspension of CBL participation in ILL services. The Cardinal Beran Library is dedicated to building healthy relationships with our Interlibrary Loan partner libraries.

Loss or Damage of ILL Items

In the event that an Interlibrary Loan item is lost or damaged, the borrower should immediately report any lost or damaged ILL item to the Cardinal Beran Library, and the CBL contacts the lending library immediately to report the situation. The lending library dictates the process for loss or damage items.

Postage

Some ILL participating libraries charge postage to the borrowing library. The Cardinal Beran Library does not pay any lending library postage for ILL requested items.

Items Available to Borrowers Using ILL Services Include

- Books
- Photocopies of newspaper and journal articles (limit: Five articles per journal title, per year, per copyright restrictions)
- Audio/Video
- Microforms

Borrowers cannot request an item that is owned by, or accessible at, the Cardinal Beran Library.

All loans are subject to recall.

LENDING:

Lending items to Interlibrary Loan participating libraries is a free service that the Cardinal Beran Library offers to all academic libraries and military base libraries in the United States of America, to all public libraries in the state of Texas, and to prison libraries in the state of Texas. The Cardinal Beran Library does not honor ILL requests from public libraries outside of the state of Texas, or any library outside the United States of America. The Cardinal Beran Library Chair reviews all requests that are outside of the CBL ILL lending parameters.

Loan Duration and Restriction

The CBL offers library items to lend for a period of six weeks. An additional three weeks is offered if an item renewal request is submitted by the borrowing library. CBL does not accept renewal requests directly from patrons; the WorldShare system is where the renewal transaction takes place. It is CBL's responsibility to update all item records in the integrated library system (ILS).

After Due Date, Loss, or Damage of ILL Items

A \$75 cost to replace an item is assessed for all lost or damaged items. At the discretion of the Library Chair, a replacement of the exact same edition of the item may be submitted in lieu of \$75.

Postage

The Cardinal Beran Library does not charge borrowing libraries postage for Interlibrary Loan items. Postage instructions are located in the procedures manual at the CBL.

Electronic Delivery of Copied Item

CBL uses Article Exchange in the WorldShare software to fulfill all article and copy requests. Articles are submitted as a .pdf and placed in Article Exchange. A unique password and URL are created by Article Exchange. The password and URL information is e-mailed to the borrowing library and they may gain access to the item using Article Exchange.

Items the Cardinal Beran Library Offers to ILL Include

- Books
- Photocopies of newspaper and journal articles (limit: Five articles per journal title, per year, per copyright restrictions)

All loans are subject to recall.

The limitations for ILL items that the Cardinal Beran Library lends are:

- No more than five copies of articles, chapters, or other portions of non-periodical work per library, per year, during the entire period of copyright of the book.
- No more than five articles from a single periodical title (as opposed to a single issue) per year.

Collection Development Policy:

Updated February 2023

Prior versions 2016, 2013, 2008, 2005, 1998, 1992, 1989

Collection Development Responsibilities

The Library Chair is responsible for maintaining an overall view of the total collection, especially with respect to curriculum resources. The library staff research gaps in the collection and input from the faculty with expertise in a specific area is sought. Collection guides and bibliographies in the specific areas are consulted when new courses are added. The Library Chair or collection development librarian works with the faculty member involved in the course to identify core titles.

The Library Chair sets the broad collection priorities; faculty, staff, and users make recommendations to the Library Chair who has the final responsibility for selection. The Library Chair in consultation with the Dean of Libraries or Rector if necessary resolves conflicts.

Objective

Satisfying its mission, the objective of collection development for the Cardinal Beran Library is to acquire materials, regardless of format, that support and supplement the academic objectives and programs of the University of St. Thomas School of Theology and the formation programs of St. Mary's Seminary. Areas of emphasis reflect academic and formation needs: scripture, sacraments, church history, systematic and moral theology, Middle Eastern & Eastern religions, dogma, homiletics, liturgy, chaplaincy, counseling, ethics & social justice, pastoral & spiritual formation, and catechesis.

Scope of Coverage

For both books and periodicals (serials), the primary language acquired is English. Theological titles in Spanish are acquired as a second priority. Additionally, relevant titles in Latin, French, German, Italian, Greek, and Vietnamese are purchased.

Format

Traditionally, the library has focused on **paper resources**. Cost and usability of electronic resources in web-based formats are considered before purchase. Accessibility to both on- and off-campus users is now an important factor. As such, electronic resources (eBooks) are an increasing aspect of the collection.

The library has a fairly large pamphlet collection but additional pamphlets are not intentionally acquired. When the format of a useful item is a pamphlet, it is included in the pamphlet collection.

DVDs are acquired. Some DVDs are used to supplement teaching. Theatrical movies with religious themes are added for general use.

CDs of music to support the courses in liturgy are collected. Some CDs of sacred music for general use are added. CDs of lectures on pertinent topics for the seminarians may sometimes be added.

Laboratory manuals, workbooks, games, tests, microforms or kits are not collected. Obsolete formats are no longer being supported.

Periodical Collection

In 1982/83, the Library Committee undertook an extensive review and evaluation of the periodical collection with the objective of eliminating titles which were deemed of little or no value for our academic programs, or which duplicated titles are held by and/or are more useful to Doherty Library. In 2008, the titles were again screened by the Library staff. Indexing was a key factor in retention. The availability of full text online resources was a new factor for this review. In 2013 the bound periodical collection was weeded of non-theological titles. The bound periodical collection is now perceived as mainly a repository for print versions of Catholic periodicals.

Recommendations for titles are encouraged, and Faculty input is sought. New titles require a review by library staff, to ascertain indexing or appropriateness. Faculty, staff, and students make suggestions. Representative local, national and international newspapers that reflect formation and academic needs are acquired. The Library primarily relies on Ebsco to manage serial and standing orders. Back issues of most indexed titles are bound.

Archives

The library acquires and preserves material relating to the history, development and character of the Cardinal Beran Library at St. Mary's Seminary. Secondly, the archives may collect materials relating to St. Mary's Seminary. The primary repository for these materials is the archives of the Galveston Houston Archdiocese. Refer to the archives collection policy for more information.

Selectors

Recommendations are welcome from all users of the library. Materials are acquired at the discretion of the Library Chair with consideration of the collection development policy. Faculty in their particular area of study, as well as the Dean of the School of Theology and/or the Rector are consulted as needed, and all Faculty (Academic and Formation) are encouraged to make recommendations.

Criteria for Selection

There are various points to consider in deciding on titles to acquire for purchase. These are also issues to weigh when deciding on accepting gifts, or deciding to withdraw titles. Among them are: author, content, publisher, reviews, inclusion in bibliographies, price and availability, potential use, relationship to other items in the collection, availability in other locations, format, ease of use, space and ongoing expenses, including maintenance and equipment.

Bibliographic Selection Resources

Various different resources aid in the selection of materials. Some useful print titles for retrospective collection checking:

Dulles, Avery and Patrick Granfield. *The Theology of the Church: A Bibliography*. New York: Paulist Press. 1998.

Gorman, G. E. and Lyn. *Theological and Religious Reference Materials*. 3 vol. Westport Connecticut: Greenwood. 1984.

Johnston, William M. *Recent Reference Books in Religion; a guide for students, scholars, researchers, buyers, & readers*. Downers Grove, Illinois: Intervarsity Pr. 1996.

McCabe, James Patrick. *Critical Guide to Catholic Reference Books*. 3rd ed Englewood, Colorado: Libraries Unlimited. 1989.

Stewart, David R. *The Literature of Theology: A Guide for Students and Pastors*. Rev. and updated. Louisville: Westminster John Knox Press. 2003.

Censorship

The library seeks to provide opposing sides of controversial issues, as advocated by the American Library Association. Resources are acquired with the awareness that it is important to understand opposing viewpoints in order to engage in theological dialogue.

Gifts

Donations are accepted with the understanding on the part of the donor that the Library Chair will decide which titles are to be added to the collection, and that duplicate titles, or those not suitable for addition to the collection will be disposed of in an appropriate manner. If they request, donors receive a statement identifying the size of the donation, but not the value.

Weeding

Background note

The library began a retro conversion of its print catalog to marc records in 1995. The final phase of this project was completed in 2004-05. In 2006-07, the library initiated an on-going inventory project. The process involved a comparison of the computer record, the shelf list, and the items on the shelf. The Shelf List was closed at the conclusion of the 2006-07 academic year. Weeding that occurred was primarily based on duplication and physical condition of the material. Other considerations were age and relevancy of information. Beginning in the summer of 2012 almost all duplicates were removed from the collection unless the material showed a pattern of significant use. This gave the library one to two years of growth space.

The Beran Library is the primary graduate Catholic theological library in this region. As such, it has a responsibility to acquire and maintain materials that might be of historical value to a researcher. Thus, the Beran Library may retain titles that are not current, but reflect the trends and attitudes of the relevant period. Availability of the resource in the region is also a factor. This is an important factor in a decision to withdraw or retain an item in the collection.

The following are criteria for consideration to weed, withdraw, update, or replace items in the collection. No one criterion is necessarily the determining factor.

- Value and relationship to the collection

- Physical condition of the item
- Prominence of author or publisher in the field
- Historical significance of the information
- Primary source material
- Duplication of information

Conspectus

Spanish materials	3
Vietnamese materials	3
History	3a
Sociology/Psychology	3
Medicine/Medical Ethics	3a
Literature	2
Catholic fiction	4a
Art	3a
Music	4
Biology	3a
Political Science	3
International Studies	3
Philosophy	3a
Theology	5

Archives Policy:

I. Organization and Goals

The Cardinal Beran Library, located on the campus of St. Mary's Seminary, Houston, is a central resource for learning and research in theological scholarship for the University of St. Thomas Graduate School of Theology and St. Mary's Seminary. The library also serves as a resource for the Catholic clerical, religious, and lay ecclesial ministries of the Galveston-Houston Archdiocese. The library provides resources useful in enriching the academic, pastoral, spiritual and personal skills of the communities it serves.

The Library is governed by the beliefs of the Roman Catholic Church which also apply to the Archives. The Archives is a private organization, subordinate to the Beran Library, and exists to serve the needs and to preserve the unique history of the Library.

II. Scope of Collection

The Beran Library Archives has been collecting since 2012. The collection contains financial, inventory, collection, and other business records from the establishment of the Library in 1964 to the present day. Of particular interest is the collection of library artifacts and ephemera.

III. Process of Collecting

IIIA. Methods of Acquisition

IIIB. Seminary, University, or Archdiocese Records

Records and materials exclusively pertaining to St. Mary's Seminary, the University of St. Thomas, and/or the Archdiocese of Galveston-Houston are not collected. Only records and materials pertaining to the Cardinal Beran Library are collected. Original records and materials pertaining to the Seminary and Archdiocese will be forwarded to the Archivist of the Archdiocese of Galveston-Houston. Original records and materials pertaining to the University will be forwarded to the Doherty Library Director or Archivist. The Beran Archives may keep a facsimile of the records if deemed applicable to the collection. Beran Archives may also keep duplicates of such information with the permission of the Archivist of the Archdiocese of Galveston-Houston. If ownership of materials is unclear, it is the policy of the Archives to forward materials to the applicable institution.

IIIC. Donations

Due to limited space, staff, overall resources, and scope of collection, donations are generally not accepted. To be accepted donations must have a strong connection to the Library and have demonstrable value in documenting the Library's efforts to attain its goals or recording its progress toward those goals. The Archives reserves the right to reject any potential donations without explanation. The Library Chair must be contacted in advance of any potential donation so that the collection can be reviewed and a determination made if the donation is acceptable. Materials with personal financial information, particularly Social Security numbers, are unacceptable. Any accepted donations, if found later to be unsuitable for any reason, may be deaccessioned by transfer to another archives or disposal. All such decisions are final.

No items will be accepted without clear and valid proof of ownership. A donor must sign a deed of gift as legal proof of transfer of ownership. Whenever possible, the donor will identify the copyright holder of any donated materials.

Unrestricted gifts are preferred but restricted gifts will be considered.

IIID. Retention Policy

Occasionally, materials may be selected for disposal from the collection. The authority to dispose of archival material is vested in the Library Chair.

IV. Access

Access to the original medium is contingent upon the condition of the material. If the original medium is designated too fragile for public use, a reference copy may be created.

Finding aids will be available for public access whenever possible.

V. Final Authority

In all matters, the Library Chair will enforce this policy and make the final decisions.

Cardinal Beran Library Instruction Plan and Goals:

Cardinal Beran Library serves the Graduate School of Theology of the University of St. Thomas and St. Mary's Seminary of the Archdiocese of Galveston-Houston. Although our patrons include the faculty and staff of the University of St. Thomas as well as Catholics throughout the Archdiocese, our instruction is directed to those enrolled in the School of Theology and/or the Seminary.

Our student population is made up of graduate students only. They pursue a variety of degrees such as the Masters of Theology, the STB (a canonical degree authorized by the Congregation for Education of the Catholic Church), the Masters in Divinity, the Masters of Pastoral Studies and a Diaconate certificate. Each of these degrees has a different level of requirements and rigor. Our students include those who are interested in further study and those interested in ministry immediately following graduation. Some students enroll immediately following their undergraduate degree and some haven't been in a classroom in 20-30 years. Some are full-time seminarians who reside on campus, some work all day and attend classes in the evening and on weekends, and some are distance students who live in dioceses across Texas. Some students are native English speakers, and some are recent immigrants who have difficulty writing in English. The one common denominator among our students is that they are all pressed for time.

Because we have students who are well versed in research and students who have limited skills, Beran Library's Instruction Plan is two-pronged. We teach basic information literacy (such as might be taught to incoming undergraduates) and higher order research skills at a Masters level. We also use a variety of methods including presentations to large groups, in-class instruction, short workshops on one specific skill for very small groups, embedded librarian positions in Blackboard, online instruction via LibGuides (particularly for working and distance students) and Zoom, and one-on-one research consultations. We also continue to have instruction at the point of need during a reference interview.

Assessment of each element of the program is included as a part of the instruction while assessment of the program is done through surveys of the faculty and students at the end of each academic year.

The Cardinal Beran Library instruction goals are:

- To support the academic curriculum of The School of Theology
- To support the formation curriculum of St. Mary's Seminary
- To be a significant part of the education of the Diaconate
- To be a familiar presence to the students in the distance programs
- To become embedded in the research-intensive courses
- To prepare scholarly students for further education in Rome or other graduate programs
- To teach lifelong information finding and evaluation skills to future pastors and other ministers
- To promote the Catholic Intellectual Tradition

Information Literacy Plan Goals and Objectives:

- Inculcate life-long reading and learning habits in all students:
 - 50% of students will participate in lectures and reading groups and/or use readers' advisory
 - Students will converse with librarians and faculty about their reading
 - Students will subscribe to various publications (Homily Helps, America, US Catholic, etc.) after graduation
- Provide students wishing to attend further graduate study or assigned to further graduate study with necessary graduate level research skills:
 - Students will create the usual scholarly apparatus such as annotated bibliographies, literature reviews, and footnotes (as well as works cited).
 - Students will write reviews of newly published books based on its relationship to similar texts
 - Students will create a work of significant length in the last two semesters of their program
 - 10% of students will submit a work for publication (review or article)
- Provide students who will work "in the trenches" as pastors, deacons, employees of the diocese or parish volunteers with basic level research skills:
 - At the end of each workshop, participants will be able to perform skill successfully
 - Student papers in intro to theology studies classes will contain appropriate number and variety of resources cited correctly
- Provide an organized, multi-pronged program of information literacy using different methods of reaching each student:
 - Classroom instruction
 - Workshops
 - Webinars
 - LibGuides
 - Embedded librarians
- Provide an organized, tiered program of information literacy increasing the students' skills as they proceed through their various programs.
 - Begin with classroom instruction in first theology courses
 - Supplement classroom instruction with workshops and webinars
 - Participate as embedded librarians in later courses for more advanced skills
 - Create class for those designated as going on for more study

Public Services Policy:

Beran Library Social Media Policy:

- Purpose of the Library's Social Media Sites:

The Beran Library ("Library") has established social media sites to inform Library users about Library programs, events and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials. All postings related to this mission statement (as so determined by the Library in its sole discretion) are permitted except as otherwise stated in this policy.

- Agreement:

By joining, utilizing and/or posting on the Library's social media sites, user agrees to comply with this policy and the Beran Library's Computer Use Policy as applicable.

- Definitions:

- "Library" shall mean the Beran Library.

- "Posting" shall mean any writing, image, video, download, audio file, and hyperlinks to other websites [or media which is downloaded, referenced, inserted, or] placed upon any Library social media site.

- "Social media site" shall include any online forum/site, web application or account created and/or maintained by the Library, which permits users to communicate with other users through postings, including without limitation, Facebook, Twitter, blogs, YouTube, Flickr, and LinkedIn

- Disclaimer:

The Library is not responsible or liable for the content of postings by third parties on any Library sponsored social media site, and third-party postings do not reflect the opinions or positions of the Beran Library or its employees.

- Ownership:

By posting on the Library's social media sites, you give the Library permission to use your name, profile picture, and the content of any posting you make without compensation to you or liability on the part of the Library. This permission ends when you delete your posting.

- Postings:

The purpose of the Library's social media sites is to inform Library users about Library programs, events and materials, and to encourage dialogue and the exchange of information and knowledge between users and Library staff about these programs, events and materials. Accordingly, any postings inconsistent with this stated purpose, as determined by the Library in its sole discretion may be removed in accordance with the process set forth in this policy. Examples of postings not permitted include, but are not limited to:

- Advertisements and Spam

- Postings which contain obscene matter

- Disparaging, harassing, abusive, profane or offensive postings

- Postings that are hateful, threatening, pornographic, that contain graphic or gratuitous violence
 - Potentially libelous or defamatory postings
 - Postings which contain privileged, proprietary, or confidential information about any person, business, or entity, including, without limitation, patrons, vendors, the Library, or Library partners
 - Postings which violate or potentially violate local, state, or federal laws, including, without limitation, intellectual property and copyright laws
 - Postings which discriminate based on race, color, religion, national origin, sex, handicap, age, sexual orientation, creed, or ancestry
 - Postings which are harmful to the University of St. Thomas's identity as a private institution committed to the liberal arts and to the religious, ethical and intellectual tradition of Catholic higher education
- **Violations of this policy:**

Postings which the Library deems unpermitted under this policy may be removed in whole or in part by the Library or its agents immediately upon discovery by the Library without prior notice.

 - **Reporting Violations:**

Users may report violations of the Library's social media site's policies to the Library by contacting the administrators of Beran's social media sites by emailing renea@stthom.edu.

Technical Services Policy:

The Technical Services Department of Beran Library is the administrative unit of the library that catalogs and classifies materials. The Technical Services Department delivers a fundamental public service by providing intellectual access to the Library's collections. It is the function of cataloging to organize library materials for access by patrons, which includes other library staff as well as the users of the library. Access by patrons includes both physical browsing of the shelved materials as well as access by means of the catalog. The Technical Services Department strikes a balance between following national and international standards for bibliographic records versus adapting and enhancing records to best meet the needs of local patrons and for inclusion in the Beran Library catalog.

In addition to these primary duties, the Technical Services Department performs physical processing, monographic binding and rebinding, bar coding, security stripping, retrospective conversion, transfers and withdrawals, and re-cataloging duties.

Cataloging Standards

In order to make the cataloging of individual items as inexpensive and expeditious as possible, and recognizing that conforming to national standards is essential for any library in a shared cataloging environment, the Technical Services Department follows Library of Congress (LC) practice whenever it can be ascertained. Anglo-American Cataloging Rules, 2nd edition, 2002 revision (AACR2) and the Library of Congress' interpretations of AACR2 are followed.

The department attempts to edit local catalog records to reflect full-level AACR2 description. The LC classification schedules and their updates are followed for all current cataloging and re-cataloging. LC authority files and practice are followed if available.

Special Collections/Rare

The Special Collections consist of those materials selected by the Chair of Beran Library. These materials are to be kept in mint condition. This means that all library designations (such as barcode, call number, etc.) are to be placed on an index card, and then placed inside the book. No markings should be made on the book itself. The security strip may be placed inside the book itself.

Bindery

Complete volumes of periodicals are sent to the bindery once a year. Paperback monographs determined to receive a lot of use will be bound to ensure long term survival. Books in disrepair are also to be sent to the bindery to be rebound if feasible. Otherwise these materials are to be withdrawn. The Chair of Beran will decide if replacement copies should be ordered.

Inventory

The library's monograph collection is to be maintained by a year-round inventory process. The inventory schedule will be determined by the Chair of Beran Library.

Electronic Resources Policy:

Objective: Electronic resources made available through the Doherty and Beran Libraries, are licensed by the University of St. Thomas for educational or research purposes only. The terms and conditions of the University of St. Thomas agreement with the vendors and publishers of these electronic resources regulate the use of these resources. Each user is responsible for complying with the terms and conditions of these licenses.

Authorized Users and Use:

- An authorized user is a current student, faculty or staff member of St. Mary's Seminary or University of St. Thomas.
- Off-campus/remote use is only available to current faculty, staff and currently enrolled students at St. Mary's Seminary or the University of St. Thomas.
- ATLA for UST Alumni database does consider UST Alumni is good standing as authorized users including off-campus/remote use.

Downloading or Printing of Electronic Resources:

Reproductions made by users of the University of St. Thomas' electronic resources are governed by the Fair Use Section of the U.S. Copyright Law, except when the resources are covered by license agreements. Reproductions made through printing or downloading are considered fair use if:

- The use of the reproduced material is academic in nature, and for nonprofit, educational purposes.
- The reproduction is for a single copy as opposed to multiple copies.
- The reproduction is reasonable in length in relation to the copyright work as a whole.

Unacceptable Use of Electronic Resources:

The use of electronic resources is governed by licenses and generally prohibits the following:

- Allowing anyone other than authorized users to access the electronic resources, this includes sharing passwords.
- Violating any copyright, trademark, patent, or other intellectual property right associated with the electronic resources.
- Using the electronic resources for commercial purpose.
- Distributing copies of material to individuals or groups outside the University of St. Thomas, unless the license for the resource specifically allows it.
- Doherty and Beran Libraries will not be held liable for any unauthorized use of electronic resources.

Exhibit Policy:

The Beran Library accepts exhibits from students, faculty, staff and student organizations associated with St. Mary's Seminary and the University of St. Thomas. Members of the general community may also submit a request to reserve space for the exhibition. The Chair of Beran Library has the right to accept or deny a request for space, and exhibits must adhere to the following criteria:

- The exhibit must have some inherent educational or aesthetic value in accordance with the values of St. Mary's Seminary. The Chair of Beran Library will evaluate a potential exhibit based upon whether or not the exhibit is in accordance with, or supports in some way, the educational and/or religious mission of the University of St. Thomas.
- An exhibit must be set up and subsequently removed during regular library hours.
- St. Mary's Seminary and the Beran Library, are not responsible for any damage or theft to an exhibit while it is on display in the library.
- No exhibit shall be held in storage in the library.
- No exhibit shall display items for sale.
- The Chair of Beran Library reserves the right to remove a display before the originally agreed to dates.

Hiring Policies:

Full-Time Library Faculty:

- Hiring of full-time library faculty will occur in accordance with the University hiring policies for faculty that are posted on the University MyStThom portal. The University policies and procedures for hiring new faculty include timelines, search committee membership, and hiring procedures.
- The Dean of Libraries will write the employment vacancy announcement and post the advertisements. The employment vacancy announcement is based on the job description for the position. All library positions have had prior approval from the Provost.
- All full-time library faculty must possess a Master's degree in Library or Information Science. This degree must be accredited by the American Library Association.
- Employment vacancy announcements will be posted, at a minimum, on the University Human Resources web and at least two other regional or national employment web sites. Announcements must be posted for a minimum of three weeks. At the discretion of the Dean of Libraries, the posting may be active for up to two months. Extensions beyond two months require consultation with the Provost.

Part-Time Librarians:

- All part-time librarians are categorized as library staff, not faculty. All part-time librarians must possess at least a bachelor's degree and have prior library experience, although an MLS is preferred. Potential part-time librarians are interviewed by the Library Chair and the Dean of Libraries.
- The Dean of Libraries will write the employment vacancy announcement and post the advertisements. The employment vacancy announcement is based on the job description for the position. The postings are typically active for three to four weeks. All library positions have had prior approval from the Provost.

Library Staff: Number and Quality:

- The number and quality of the library staff shall be sufficient so that the library meets the collections, services and instructional needs of the Seminary and the School of Theology. The library staff will be of adequate number and quality so that the library's vision and mission are successfully fulfilled.

Assessment Policy:

Assessment of library collections, services, and instructional efforts will occur annually. Assessment tools will include student and faculty library satisfaction surveys, peer institution comparisons, annual statistical reports, annual library reports, annual Institutional Effectiveness Reports, and annual staff evaluations. The goal of the annual assessment is to review and improve all aspects of the library so that its vision and mission are better met and that students and faculty are better served by the library.

Library Confidentiality Policy:

Employees of the Cardinal Beran Library will keep confidential all library patron's personal information, circulation records and library use history. These confidential records include such information as:

- Name, address, telephone numbers, e-mail address and other personal information;
- The patron's history of the books and other library material that has been checked out;
- Information regarding overdue material and fines;
- Material requested for acquisition;
- Material requested through interlibrary loan;
- Databases used a patron's research topics and the type of reference questions asked.

Library records may only be disclosed in accordance with St. Mary's Seminary policies and the *USA Patriot Act*.

This policy does not prohibit communication among the library staff regarding patron records and library use, if that communication is necessary to assist that same patron with their library needs. This policy will be given to employees of the library as part of their orientation to the library.

Library Security: Guidelines and Protocols:

Level of Incident	Definition / Examples	Response
Low (Minor disturbance)	<p>Patron irritated or annoyed by another patron.</p> <p>No threat to any individuals or property.</p> <p>May be ambiguous (not clear-cut; subjective) or unambiguous.</p> <p>E.g. Noise, talking, coughing etc.,</p>	<p>Library staff walk past, assess situation.</p> <p>Library staff can politely inform offender that their actions are disturbing other patrons and request they cease and desist.</p>
Medium (Perceived threat)	<p>Patron feels <i>uncomfortable</i> by actions of another patron, or <i>suspicious</i> of their activities/intentions.</p> <p>Possible threat to individuals or property.</p> <p>Ambiguous.</p> <p>Suspicion of accessing 'unsavory' or unscholarly websites.</p> <p>E.g. Staring, following, hanging around restrooms; acting 'shifty'.</p>	<p>Library staff <u>do not</u> intervene.</p> <p>Security is called and a 'patrol' requested (walk through of library; surveillance as needed, 'show of force').</p> <p>No confrontation or apprehension of 'suspect' required.</p> <p>Patron making complaint to be asked if they would provide Security staff with a statement outlining their concerns.</p> <p>If no statement is forthcoming, no further action can be taken.</p> <p>Security to examine statement to determine if further action is warranted.</p>
High (Serious incident)	<p>Patron/staff observes violent, threatening, or criminal behavior.</p> <p>Clear threat to individuals or property.</p> <p>Unambiguous.</p> <p>Includes the overt display of pornographic images on public</p>	<p>Library staff <u>do not</u> intervene.</p> <p>Security is called and requested to deal with the incident (confrontation, apprehension of suspects; eviction from the library).</p> <p>Patrons/staff may be required to make statements to Security.</p>

	<p>computers.</p> <p>E.g. Stealing/vandalizing library or patron property; verbal threats, loud arguments; accessing internet pornography; physical violence.</p>	<p>Library staff to write incident reports for the attention of the Library Director.</p> <p>Library Director to be immediately informed of any extremely serious incidents (e.g. involving law enforcement).</p>
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