



Frazar Memorial Library



Public Policies
Effective July 12, 2022

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General Information

Frazar Memorial Library's Mission

Frazar Memorial Library's Mission is to:

- Provide carefully chosen information services and resources to support the university's mission and goals.
- Provide educational opportunities and programs that support information literacy among students, faculty, and staff
- Provide a student-centered and collaborative environment to enhance and support excellence in life-long learning for the McNeese community, the Southwest Louisiana community, and the citizens of the State of Louisiana.

Related:

- McNeese State University's [Core Values](#)
- McNeese State University's [Mission Statement](#)

Accessible Participation Policy

- Frazar Memorial Library exists primarily to meet the needs of the students, faculty, and staff of McNeese State University. Other visitors are welcome to use library facilities for research or educational purposes, generally for limited periods of time depending upon individual needs.
- Access to library resources
 - Library faculty and staff will assist all patrons in using the library's resources as time and workload permit.
- Visitors
 - During times of high use by MSU students, visitor access may be limited.
 - An individual visitor's library privileges may be terminated or limited at the discretion of the Library Director for violation of policies, disruptive behavior, or any activity deemed detrimental to the library or to its primary users.
- Computer usage
 - Computers in the library are for use by MSU students, faculty, and staff. Visitors may use the computers for limited periods of time as long as no MSU students, faculty, or staff need to use them.
- Federal Depository Library Program (Government Documents)
 - Free, open, and equal access to government information is crucial in a free society. The mission of the Government Information Department at Frazar Memorial Library is to preserve government information to benefit everyone, including those in the 3rd Congressional District of Louisiana and the McNeese State University Community.
 - Our goal is to facilitate public access to government resources in a variety of formats. As a selective Federal Depository Library, we collect about 60% of the information distributed at no cost by the U.S. Government Printing Office (GPO). As a Selective Depository for Louisiana government publications, we receive most of the information distributed at no cost via the Louisiana State Documents Depository Program. The collection also includes some international, regional, and local government information.

Government Information is available in many formats, including print, online, and microfilm.

- Per depository regulations, the Library is required to provide free access to materials in the depository collections. Title 44, section 1911 of the United States Code requires Federal Depository Libraries to make documents “available for the free use of the general public.” Title 25, section 124.1 of the Louisiana Revised Statutes requires State Depository Libraries to “make public documents accessible to the public, and to render free service in their use.” Both Federal and State of Louisiana documents are housed on the fourth floor of the library. Any member of the public may access the materials during the hours that the library is open. Any member of the public may use the computers on the fourth floor to access government information.

Related Policies:

- [Frazar Memorial Library Computer Access Policy](#)
- [McNeese State University Accessible Participation Policy](#): It is each student’s responsibility to register with the Office of Services for Students with Disabilities when requesting an accommodation. Any student with a disability is encouraged to contact the Office of Services for Students with Disabilities, Drew Hall, Room 200, (337) 475-5916 Voice, (337) 475-5878 FAX, (337) 562-4227 TDD/TTY, Hearing Impaired. 475-5722.

Archives and Special Collections Policies

Public Service Policy (Effective: 08/16/2010)

The Archives and Special Collections Department remains committed to excellent public service and an appropriate level of security for its collections. With that goal in mind, Departmental staff and Frazar Memorial Library staff will use the following policy for access to the Archives and Special Collections materials. Note: much of this policy stems from Michael J. Kurtz' Managing Archival & Manuscript Repositories.

Patron Use Policies

Like all archives and special collections libraries, we have very specific rules about how people can use our materials. We encourage researchers to use our materials, but we need to preserve them for future scholars to use as well. To that end, we ask that all patrons sign and complete a registration form, submit photo identification, and please follow these rules as listed on the registration form:

- Do not bring food or drinks into the Archives Reading Room.
- Stow personal belongings (bags, purses, etc.) in the wooden cabinet in the Archives Reading Room.
- Fill out a "pull sheet" to request materials. Some materials may require 24-hours' notice for retrieval.
- Use pencils, not pens
- Turn pages carefully
- Make no marks or folds on materials
- Do not lean on materials or rest books or other objects on top of materials
- Hold photographic prints and negatives with cotton gloves
- Preserve the existing order and arrangement of all unbound materials
- Handle all materials carefully so as not to damage them.
- Keep conversations to a minimum so as not to disturb other patrons.
- Ask the Receptionist before making photocopies. Please submit payment to Receptionist for any copying charges incurred.

Patron digital image requests (Effective: 03/08/2012)

The Archives and Special Collections Department catalogs and provides access to digital images through the Louisiana Digital Library (LDL). The images in the LDL are lower resolution files. Patrons may request higher quality versions of digital images for a donation of \$2.00 per image.

Archives FAQ (Effective: 03/08/2012)

How do I get to the Archives Department and when are you open?

The Archives and Special Collections Department Reading Room is located on the first floor of the Library on the campus of McNeese State University in Lake Charles, Louisiana. Please call or email for an appointment **at least 24 hours in advance** to use the collections.

Telephone: (337) 475-5731

E-mail: archivesdept@mcneese.edu

Does the Archives Department have special rules?

Like all special collections libraries, we have very specific rules about how people can use our materials. We encourage researchers to use our materials, but we need to preserve them for future scholars to use as well. For this reason, we do not allow patrons to take materials out of the archives department. We also have rules about how patrons handle our materials. See the *Reading Room Rules* for more information.

How do I start researching a historical subject?

Historical research can be a long and complicated undertaking. In general, the steps are:

- State the question you are trying to answer or the thesis you are trying to prove as specifically as possible.
- Search for published materials (books and journal articles) on your subject. See the library's database list to search for published materials.
- Refine your question or thesis, if necessary.
- Consult secondary sources such as newspapers, city directories, yearbooks, etc.
- Finally, search for primary sources in archives repositories. No one source exists to search for archives nationwide. Here are some places to start:

Please see the "Archives Links" tab on the Archives web page for suggestions.

The librarians at Frazar Memorial Library can help you find specific resources to help in your research.

How do I research a particular house?

The Archives staff can help you find information about houses and buildings in Southwest Louisiana. In the Archives, you can:

Please see the “House History Research” tab on the Archives web page for more information.

What kinds of material can I find in Archives & Special Collections?

We collect materials useful for studying the history of Southwest Louisiana. These materials come in just about any format, including unpublished records and papers, books, pamphlets, periodicals, maps, architectural drawings and blueprints, paintings, photographic negatives and prints, audio recordings, video recordings, microfilm, clothing, and artifacts of a manageable size and weight. Most of our materials fall into the following categories:

Archives -- We have about 275 collections of archives. You can find them through the library's Online Public Access Catalog or through our list of finding aids.

Books -- We have several different collections of rare and special books. You can find specific titles through the library's Online Public Access Catalog

Oral Histories -- Over the years, the McNeese State University archives has participated in various oral history projects yielding many recordings of interviews with local citizens.

Photographs -- We have thousands of photographs of people and places in Southwest Louisiana. You can find some of our more popular photographs in the *Louisiana Digital Library*. For a complete listing of our photographs, contact the archives staff or visit the reading room.

Maps -- We have a strong collection of maps of Southwest Louisiana throughout history. Contact the archives staff or visit the reading room for access to our map collection.

How do I find information on genealogy?

While we do not specifically collect genealogy materials, we do have some resources that could prove helpful. Please visit our homepage to search our collections. To learn more about how to get started in genealogy, contact the fabulous librarians at the *Southwest Louisiana Genealogical and Historical Library*.

How do I find photographs?

The McNeese Archives holds thousands of photographs of people and places of Southwest Louisiana. You can find our most popular images in the *Louisiana Digital Library*. We have a complete list of our photographs in the Archives office. Please contact the Archives staff for help in searching the list.

How can I find out how much my rare book is worth?

The staff of the MSU Archives cannot appraise materials. We can point you to several resources to perform your own research to see how other seller's price books.

Where can I find someone to repair my old book?

See the "Preservation and Appraisal" tab on the web Page.

I have some old family papers - what should I do with them?

We would be happy to talk with you about donating your papers to our archives or any other repository. Please contact a staff member for more information. Also, please see the *Society of American Archivists' Guide to Donating your Personal or Family Papers*.

What are archives, anyway?

Different people define archives in different ways. The most widely accepted definition is Dr. David B. Gracy II's: "Archives are the records, organically related, of an entity, systematically maintained because they contain information of continuing value." In other words, archives aren't just old, dusty papers lying around, but rather the body of documents created by a person or organization over its lifetime. In reality, though, people rarely keep every document, so most archives collections consist of only one or a few items of historical significance. To learn more about archives and archivists, see: O'Toole, James M. *Understanding Archives and Manuscripts*. Chicago: Society of American Archivists, 1990.

How do I contact the Archives Department staff?

Telephone: (337) 475-5731 or 5734

Fax: (337) 475-5719

E-mail: archivesdept@mcneese.edu

Archives & Special Collections
Box 91445
Frazar Memorial Library
McNeese State University
Lake Charles, LA 70609

Who started the archives?

The Frazar Memorial Library Archives and Special Collections Department began in 1980 when Richard Reid was the Director of the Library. Reid began the Department at the request of Dr. Robert D. Hebert who later became the President of McNeese State University. When it began, it consisted of one collection - the Rosa Hart scrapbooks that were saved from a fire at the Lake Charles Little Theatre. Kathie Bordelon volunteered to work with the collection on a part-time basis. Since then, the Department has flourished, proving Dr. Hebert's premise that there was a need for an archives in the University that would serve the entire Southwest Louisiana community. Kathie directed the Archives from its inception until her retirement in May, 2010. The current Archivist and Special Collections Librarian is Pati Threatt, a Lake Charles native and McNeese faculty member since 2003.

Billing and Overdue Notices Policy

Overdue Notices

Overdue notices are issued and sent out via email one week and two weeks after the original due date. There is no penalty if materials are returned at this time.

Bills

Bills (replacement cost of a flat \$75 and \$25 processing fee) are issued and sent out via email at four weeks after due date.

Penalties for all users with outstanding bills are:

- Blocked from checking out other materials.
- Bills may be sent to a collection agency.
- Students may be unable to register for classes.
- Students may be unable to obtain transcripts.

The cost for billed items that are returned to the library within 6 months of the original due date are entitled to a full refund. Materials returned within 12 months of the original due date may be refunded for the replacement costs, but not the processing fee.

Related Policy:

- [Frazar Memorial Library Circulation / Loan Policy](#)

Circulation / Loan Policy

General

- All patrons must present a photo identification to borrow materials. This is usually a McNeese ID. However, the library will accept other forms of photo identification. These include: driver's license, state ID, passport, military ID, or employer badge.

Friends of the Library

- Friends of the Library circulate materials for 21 days (3 weeks).
- Friends are allowed three renewals on items. Only one renewal is allowed via email or telephone. Renewals can be done online under the "My Account" option on the library homepage under the Services column.
- Reserve materials and items on hold for another patron may not be renewed.
- Friends are allowed to circulate up to 20 items provided that no more than 10 items are overdue at the time they wish to check out an item.
- When a Friend has an outstanding bill of at least \$60 they are blocked in the system. They cannot check out materials until the bill is paid. Replacement costs are \$75 per item and a \$25 processing fee.
- Members of the Rowdy Club of alumni are entitled to free membership in the Friends of the Library. Rowdy Club card holders need to present their cards to the Library Director's Office for their benefit.
- [Join or renew membership in Friends of the Library Program.](#)

McNeese Faculty and Staff

- McNeese faculty and staff may circulate materials for a semester (Fall, Spring, Summer).
- Faculty and staff are allowed one renewal per item. They can renew materials over the telephone or through email. Renewals can be done online under the "My Account" option on the library homepage under the Services column.
- Reserve materials and items on hold for another patron may not be renewed.
- Faculty and staff are allowed to circulate up to 50 items provided that no more than 25 items are overdue at the time they wish to check out an item.

- Faculty and staff are called if they have a bill. They are called a second time one week later if their materials are still long overdue. When a faculty or staff member has an outstanding bill of at least \$200 they are blocked in the system. The Library Director may contact department heads and deans for outstanding bills among their faculty and staff. They cannot check out materials until the bill is paid. Replacement costs are \$75 per item and a \$25 processing fee. Materials not returned or billed may be taken from wages when separating from the university.

Students

- Students circulate materials for 21 days (3 weeks).
- Students are allowed three renewals on items. Only one renewal is allowed via email or telephone. Renewals can be done online under the “My Account” option on the library homepage under the Services column.
- Reserve materials and items on hold for another patron may not be renewed.
- Students are allowed to circulate up to 25 items provided that no more than 15 items are overdue at the time they wish to check out an item.
- When a student has an outstanding bill of at least \$100 they are blocked in the system. They cannot check out materials until the bill is paid. Replacement costs are \$75 per item and a \$25 processing fee. The Library requests that the university Cashier’s Office place a hold on their account. If more than \$200 is owed, the Library will request a transcript and registration hold on the student’s account.
- Students who have paid the fees and return items within one year of the original due date, may request a refund. The student will not be refunded for the processing fee if the item is so long overdue, and / or it has been removed from the catalog.

Materials that can circulate

- Ready Reference Books do not circulate.
- Reference books circulate
 - Items circulate for 24 hours for students and 1 week for faculty and staff.
 - Exceptions are the Beilstein (chemistry) books and the Literary Criticism (Gale) books. These materials do not circulate.
- Government Documents generally do not circulate. Many documents are now available online, and staff are available to assist students, employees, and visitors in locating those sources on the web. For those who would like copies of paper

documents, a high quality (300 dpi) scanner is available for all students, employees, and visitors to use. Files may be emailed or saved to a flash drive.

- The Calcasieu Estuary Collection contains research materials not available elsewhere. Materials in this collection are therefore limited to “in-house” use only. These materials may be scanned.
- The EPA Documents Collection materials do not circulate per the request of the Environmental Protection Agency. Materials in this collection are therefore limited to “in-house” use only. These materials may be scanned.

Related Policy:

- [Frazar Memorial Library Billing and Overdue Notice Policy](#)

Technical Services Policies

This policy outlines the principles and guidelines developed by Frazar Memorial Library in the selection, acquisition, evaluation, and maintenance of library materials in all formats. It is intended to provide consistency for librarians in developing and maintaining the collection and in communicating library policies and services to students, faculty, staff, and community users. This policy is in accordance with the mission of Frazar Memorial Library and of McNeese State University. It is understood that as the university's programs and information needs change, this policy may be amended to meet those needs.

Terminology and Limitations

- Frazar Memorial Library may be referred to throughout this policy as simply the library.
- Unless specified otherwise, the word *books* is used interchangeably to indicate not only books but also nonbook materials, including but not limited to periodicals, newspapers, electronic resources (databases, ebooks), video and sound recordings, and microforms.
- Because federal and state depository programs have their own requirements regarding what types of materials can be selected and retained, government documents are beyond the scope of this policy, with the exception of those that are integrated into the regular collection.
- Policy exceptions for Archival and Special Collections materials are noted throughout.

Purposes and Goals of Collection Development

Collection development is the process of building and maintaining the library's collections in both print and non-print formats. As such, collection development is one of the primary purposes of a library. The collection development process includes the formulation of policies and procedures, budget allocation, needs assessment, selection and deselection, collection maintenance and evaluation, and resource sharing.

The primary goal of Frazar Memorial Library's collection development efforts is to build collections that support the informational needs of the instructional, research, and programmatic missions of the university. This collection development policy strives to reinforce the university's missions.

Standards

Frazar Memorial Library strives to meet or exceed the criteria for libraries defined by the Association of College and Research Libraries (ACRL) Standards for Libraries in Higher

Education (<http://www.ala.org/acrl/standards/standardslibraries>) and by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and other accrediting agencies to which McNeese's degree-granting programs are subject.

Intellectual Freedom and Censorship

Frazar Memorial Library recognizes that free access to ideas and freedom of expression are fundamental to the education process. Therefore, the library purchases or otherwise adds materials that represent a wide range of viewpoints. The library subscribes to and complies with the American Library Association (ALA) Library Bill of Rights (<http://ala.org/advocacy/intfreedom/librarybill>) and its accompanying statements of interpretation. These statements include:

- Intellectual Freedom: <http://www.ala.org/advocacy/intfreedom>
- Freedom to Read: <http://www.ala.org/advocacy/intfreedom/freedomreadstatement>
- Freedom to View:
<http://www.ala.org/rt/vrt/professionalresources/vrtresources/freedomtoview>
- Access to Digital Information, Services, and Networks:
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accessdigital>
- Coping with Challenges to Library Materials:
<http://www.ala.org/advocacy/bbooks/challengedmaterials/preparation/coping>
- Labeling and Rating Systems:
<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/labelingrating>

The library does not withdraw, at the request of any individual or group, material that has been chosen or excluded on the basis of stated selection criteria outlined in this policy. An individual or group questioning the appropriateness of material held in the collection will be referred to the Library Director, who will appoint an ad hoc committee to examine the material and determine its appropriateness for the collection. The judgement of the Library Director will be final.

Confidentiality

The library subscribes to the ALA Code of Ethics (<http://www.ala.org/advocacy/proethics/codeofethics/codeethics>), which states that librarians “protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.” In addition, Frazar Memorial Library adheres to the ALA Policy on Confidentiality of Library Records and Confidentiality of Library Users (<http://www.ala.org/offices/oif/statementspols/otherpolicies/policyconcerning>).

Copyright

Frazar Memorial Library complies with the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The library strongly supports the “Fair Use” section of the Copyright Law (17 U.S.C. 107) that permits and protects the rights to reproduce and make other uses of copyrighted works for the purposes of teaching, scholarship, and research.

Electronic vs. Print Resources

Several factors may contribute to librarians’ preference for selecting electronic (web-based) content over print or vice versa. Financial considerations can be expected to remain an ongoing primary factor. Whenever there are large price differences between print and electronic versions of the same materials, budgetary limitations must be considered. Factors influencing the decision to purchase electronic over print titles include:

- Around the clock (24/7) access
- Off as well as on campus access
- Multiple concurrent user access (ebooks excepted unless specifically purchased for multiple concurrent users)
- Searchable text
- Ability to search across a wide array of content (i.e., federated searching)
- Immediacy of access following publication
- Value-added content unavailable in print version
- Space savings

On the other hand, some materials may simply not be available electronically. In such cases, print versions are the only viable alternative. As a general rule, the library will not purchase the same title in both print and electronic formats; however, as funds permit, exceptions may be made for high-demand titles. Frazar Memorial Library librarians, exercising their role as subject specialists and departmental library liaisons, will exercise judgment as to which format is most appropriate for the subject at hand.

Criteria Used for Selecting Materials

The following criteria may be taken into consideration in the selection of materials:

- Relevance to the curriculum and appropriateness to the user
- Timeliness and lasting value of the material
- Reputation of the author, issuing body, and/or publisher
- Presentation (style and clarity)
- Aesthetic considerations:
 - Literary, artistic, social value

- Literary, artistic, social value
- Appeal to the imagination, senses, intellect
- Special features:
 - Detailed, logical, accurate indexing
 - Bibliography
 - Footnotes
 - Pictorial representations
- Physical and technical quality:
 - Paper, typography, design
 - Physical size
 - Binding
 - Durability
- Suitability of content to form
- Strength of present holdings in the same or similar subject
- Need to increase holdings in subjects where current titles are deemed inadequate
- Demand and frequency of interlibrary loan requests for materials on the same or similar subject
- Price/relative cost of material in relation to the budget and other available material
- For electronic materials, additional considerations include (see also “Electronic vs. Print Resources”):
 - One-time purchase vs. ongoing subscription required
 - Depth and breadth of holdings
 - Single- vs. multiple-user access
 - Availability of off-campus access

Policies for Specific Types of Materials

The following paragraphs describe the specific collection development policies for specific materials. This is not an exhaustive list and new policies will be added as needed to meet the needs of the Frazar Memorial Library.

Duplicates

Duplicate materials will be added to the collection when warranted by heavy usage of copies already held or when heavy usage is anticipated. Otherwise duplicates are not normally purchased or added.

Fiction

The library attempts to select literary works and new works of promise in the literary field, especially works that support literature and creative writing courses. Such works should be evaluated in terms of the author’s earlier writings and current reader interest.

The library provides popular fiction as part of its book leasing program. The library does not normally purchase fiction of short-term interest such as bestsellers. However, such works may be accepted as gifts.

Foreign Language Materials

Except for dictionaries and other materials required to support the university's foreign language courses, Frazar Memorial Library collects primarily English language materials.

Reference Works

Reference works are intended for quick retrieval of information and not for cover-to-cover reading. They are often but not always updated regularly. Except in rare cases, reference works do not circulate. Reference materials include but are not limited to:

- Almanacs
- Annual reports
- Atlases
- Bibliographies
- Catalogs
- Concordances
- Dictionaries
- Directories
- Encyclopedias
- Handbooks
- Indexes and abstracts
- Plot summaries
- Statistical summaries
- Style manuals
- Telephone books
- Yearbooks

In recent years, the electronic versions of many of these types of materials have largely supplanted the print versions. Nevertheless, a "ready reference" collection depends on maintaining up-to-date print versions of basic reference works. Therefore, the library will continue to maintain a balanced collection of print and electronic reference works. In general, the same criteria used to select other materials also apply to the selection of reference works (see "Criteria Used for Selecting Materials").

Although anyone may suggest possible reference purchases, Public Services Department staff has the primary responsibility for selecting reference materials.

Gifts

Gifts to Frazar Memorial Library are encouraged but will be added to the collection only after the items have been evaluated to determine if they meet collection development requirements. Generally, the library accepts only books, DVDs, and journals as gifts. Short runs of journals that are not indexed will not be added to the collection.

Donors should contact the Technical Services Librarian if they have material they wish to donate or have questions about the appropriateness of their gifts. The library will acknowledge the number of items donated but cannot legally provide an appraisal or estimate of their value. Gifts that are not added to the collection may be given away,

donated to other libraries, or offered for sale at the Friends of the Library book sale.¹ Proceeds from book sales are used to purchase new library materials.

Purchasing Books from Faculty

Frazar Memorial Library does not purchase individual titles or collections of books directly from McNeese faculty members. The library purchases books from commercial vendors or directly from the publisher. The library may purchase used and new books that are no longer in print from out-of-print vendors. Faculty members may submit requests for books for the library to purchase from commercial vendors.

Many faculty authors and editors receive free copies of their own books or review copies from their publishers. To avoid an obvious conflict of interest, the library cannot purchase these titles. Similarly, the library will not purchase books or collections of books from McNeese faculty members. Faculty members are encouraged to donate to the library individual titles or collections of books provided they are appropriate for the collection. In certain exceptional circumstances, the library may purchase a copy of a rare book or manuscript from a faculty member for placement in the Archives.

Out-of-Print Materials

Because of funding limitations and the difficulties involved, hard-to-find, out-of-print, reprint, and print-on-demand titles are typically not purchased except at the request of faculty or librarians who can demonstrate an overriding need for such material.

Paperback vs. Hardback

To increase the purchasing power of the materials budget, paperback monographs will be preferred if there is a significant price difference between the hardcover and paperback editions. When making a choice between paperback and hardcover, the long-term value and expected use of the title should be considered. Titles expected to receive higher-than-normal circulation or use should be purchased in hardcover.

State and Regional Materials

The library makes an effort to collect current materials about Lake Charles and the surrounding southwest Louisiana area.

Textbooks, Programming, and Lab Manuals

Frazar Memorial Library normally does not purchase materials of this kind. Exceptions may be made for those titles that have earned a reputation as “classics” in their

¹Effective fall semester 2012, the book sale is on indefinite hiatus; see “Book Sale” section.

field or are the only or best sources of information on a particular topic. Such titles will be evaluated and added to the collection based on the guidelines for selecting materials outlined elsewhere in this document.

The library does not purchase textbooks currently used for classes but may accept them as donations.

Advance Reading Copies

Advance reading copies—also called uncorrected or galley proofs—are books given to reviewers from which to write reviews before the book is published. They often lack indexes or pagination and may otherwise differ significantly from the edition that is ultimately published, even to the extent of having a different title or subtitle. For these reasons, Frazar Memorial Library does not collect advance reading copies.

Obsolete Formats

Normally Frazar Memorial Library will not add materials in obsolete formats to the collection. Any addition of such materials will be at the discretion of the Technical Services Librarian in consultation with the appropriate subject specialists. The primary criteria for consideration will be the availability of equipment for use of the material and the availability of storage or shelving space.

The decision to withdraw such material will be based on the obsolescence of the format and the physical condition of the necessary equipment. If funds are available and the contents warrant preservation, materials may be transferred to another format instead of being withdrawn as permitted by copyright laws.

Selection and Evaluation Tools

Librarians should consult subject-specific and standard library reviewing sources when making selection decisions. Appropriate reviewing sources include but are not limited to:

- *Booklist*
- *Choice*
- *Library Journal*
- *The New York Times Book Review*
- *Resources for College Libraries* (RCLweb)
- Reviews appearing in professional journals in disciplines taught by the university

In addition, departmental liaisons are encouraged to use faculty expertise as a resource for selection and evaluation of the collection.

Serials

Serials are publications issued in successive parts bearing numeric or chronological designations intended to be continued indefinitely. They may be issued in print, nonprint (microform), and electronic formats. The Frazar Memorial Library serials collection supports the research needs of the McNeese community. In selecting new subscriptions, preference will be given to online, web-based serials for their convenience and the ease with which they support both on- and off-campus coursework. However, circumstances may call for the acquisition of other formats in certain cases.

The selection of serials implies a continuing commitment to the base cost of the title, including maintenance, equipment, and (for print titles) storage space. Escalating costs for serials demand that care be taken in reviewing serial titles before they are purchased for the collection and that an ongoing evaluation of current subscriptions be conducted. The serials collection is reviewed and title decisions made by the Technical Services Librarian in consultation with departmental liaisons after obtaining faculty input.

Selection of Serials:

Because of budget limitations, selection and weeding decisions for serials must be made with care. Curriculum support for students, undergraduate and graduate research, and faculty research are factors considered in the selection and weeding process. Serials are selected and weeded based primarily on their relevance to current information needs of the McNeese community. Factors to be considered include:

- Support of academic programs
- Cost, including such data as rate of price increases, cost of storage, document delivery services, and delivery time
- Uniqueness of subject coverage for Frazar Memorial Library
- Interdisciplinary vs. narrow scope, as appropriate for the subject
- Accessibility within resource sharing agencies and/or through document delivery services
- Full-text availability through electronic means
- Professional reputation
- Usage or projected usage
- Indexing and abstracting in sources accessible to library users

Location of Materials

Information resources purchased with library funds or gifts become part of the permanent collection. Location of these resources is determined by Frazar Memorial Library staff. Access to electronic information will be in compliance with licensing agreements.

Weeding [Print]

Weeding (also called deselection) is the process of removing items from the collection. Occasional weeding is essential for the maintenance of an active, academically useful collection. Weeding provides quality control for the collection by eliminating outdated, inaccurate, and worn-out materials. Weeding also involves the removal of lost or long-missing titles from the catalog and indexing sources. The Technical Services Librarian is ultimately responsible for weeding decisions in consultation with librarians acting in their liaison capacity.

In general the following print materials may be weeded:

- Superseded editions.
- Duplicates, except in cases of continued high demand (particularly when there are no newer editions available) or when the library holds rare copies. Duplicate issues of periodicals and journals are discarded when a volume has been bound unless heavy usage indicates a need for duplicates.
- Materials in poor physical condition that cannot be repaired or rebound or for which the cost of preservation exceeds the usefulness of the information contained therein.
- Outdated materials in subject areas where currency of information is extremely important; example subjects include but are not limited to health sciences and technology. Exceptions may be made to keep materials for historical purposes. (See “Weeding Guidelines for Specific Subjects” for more details.)
- Materials that have not been used for a predetermined length of time based on circulation and in-house use statistics, unless such materials are identifiable as classics in their field or otherwise have long-term value.
- Incomplete or short runs of serials, particularly those that are not indexed.
- Serial titles that contain information of very limited long-term value, such as newsletters and trade magazines. Such materials often have automatic discard patterns established such as “retain current year only.”
- Annuals, biennials, and regularly updated editions of guidebooks, handbooks, almanacs, and directories, depending on the value of the information contained in earlier editions. Such material may be retained if it contains information of local interest.

Weeding Guidelines for Specific Subjects

Weeding is, like much of collection development, a subjective activity. Nevertheless, certain weeding “best practices” are common in academic libraries, particularly as they apply to specific subject areas where currency of information is critical and materials go out of date quickly. The following guidelines are adapted from *Fundamentals of Collection Development and Management*, 2nd ed. (2009), by Peggy Johnson; *Building Library Collections*, 6th ed. (1992), by Arthur Curley and Dorothy M. Broderick; and from selected weeding policies of other academic libraries, as well as past practice at Frazar Memorial Library.

The parameters of any weeding project are dependent upon additional factors such as how much of the collection is expected to be weeded; how long ago the most recent weeding project was conducted and how much was weeded at that time; and how much of the collection in a given subject will be left after the weeding is completed. Therefore, these guidelines are intended as a starting point not only for the weeding process but for stimulating discussion among library staff during the planning phase. Except as noted, the following materials may be weeded:

- Computer science older than 5 years. Retain guides to programming languages still in use; also histories and biographies.
- Pure science older than 5 years. Discard books with obsolete information or theories; also general works that have been superseded, unless they are classics in their field. Botany and natural history should be inspected carefully before discarding.
- Technology and applied science older than 5 years. Includes agriculture, medicine, nursing, nutrition, pharmacology, engineering (all disciplines), inventions, and mass media. Retain historical works and biographies.
- Occupational, career, and résumé guides older than 5 years.
- Travel guides older than 10 years.
- Study prep guides (GRE, MCAT, etc.) older than 5 years. Replace if heavily used.
- Music, fine arts, theatre, language, and literature should be discarded sparingly. Watch usage patterns. Discard old grammars. Journalism should be inspected carefully before discarding.
- Religion and philosophy except for systems of philosophy and classic works. Discard historical and explanatory text when superseded; also old commentaries on the Bible and books on the conduct of life that are no longer popular.
- Best-selling fiction older than 10 years other than authors still publishing, unless taught as part of the university curriculum.
- Psychology older than 10 years except for biographies, histories of psychology, and psychological theory. Discard popular self-help psychology and other guides to living that are outdated.
- Physical education and sports older than 10 years. Keep historical works and biographies.
- Financial management and real estate guides older than 5 years.
- Library science older than 10 years except theory and history.
- Atlases older than 10 years.
- History, geography, and anthropology should be discarded sparingly. Keep anything related to local and regional history.
- Material in any academic discipline no longer offered by the university.
- Material in any subject containing information deemed so obsolete or factually inaccurate as to be potentially dangerous.

The following materials should never be weeded unless they are in poor physical condition, in which case they should be repaired or replaced as funding permits:

- Regional materials (history, literature, geography, art, music, etc.)
- Authors on the McNeese faculty (past and present)
- Works considered classics in each field
- Core materials in each discipline (consult Resources for College Libraries and similar sources for core works)
- Literary classics
- Primary sources
- Works deemed to be of historical value by the library professional staff

If the weeding of a needed subject will be so extensive that it essentially eliminates the library's holdings in that discipline, and funds for replacing the weeded items are not available, those materials should be retained and flagged for weeding when they can be replaced.

Missing and Lost Items

Library employees will make the preliminary search for titles known to be missing or lost. Acquisitions staff will then perform a secondary search. The Technical Services Librarian will make the ultimate decision as to whether the items are truly missing or lost and, if so, whether they should be replaced. Once a determination has been made, Technical Services staff will work closely with Cataloging to insure that missing and lost items are removed from the catalog in a timely manner.

When the missing or lost items can be traced to an individual user, Public Services will charge the user a replacement fee of \$100.00 (\$75.00 for a replacement title and a \$25.00 processing fee). This fee applies to all types of circulating materials and all classes of users.

Conservation, Preservation and Restoration

Library materials are expensive to purchase, process, and house. Therefore, Frazar Memorial Library acknowledges the necessity of preserving holdings regardless of format and supports the American Library Association's Preservation Policy (2008) <http://www.ala.org/alcts/resources/preserv/o8alaprespolicy>

The Acquisitions Librarian, in consultation with Frazar Memorial Library librarians, will determine what action should be taken regarding the replacement, repair, or withdrawal of damaged materials.

- **General Principles:**

- Librarians, library staff, and library users will be informed of the proper care and handling of library materials.
 - Temperature and humidity controls are essential for maintenance of library materials, and efforts to maintain proper levels are supported to preserve the collection.
 - It may be possible to perform in-house book repair on slightly or moderately damaged materials. Extensively damaged materials that are needed in the collection should be replaced.
 - Contract binding is used to preserve print periodicals and other materials as needed.
- **Binding:**
 - In general, print periodicals and journals are bound on a regular basis as funding permits. The number of issues bound together is determined on a title-by-title basis depending on the size and number of issues per volume or year.
 - Titles that are anticipated to be heavily used should be purchased in hardcover. Paperback publications that are heavily used may be sent away for binding.
 - Materials that are needed but extensively damaged, are expensive or difficult to replace, and can be repaired through binding should be sent to the bindery.

Replacement of Print Library Materials

Departmental liaisons make recommendations to the Technical Services Librarian regarding the replacement of lost, damaged, missing, or worn-out monographs and serials. The Technical Services Librarian will determine whether to replace or repair such materials. Decisions to replace or repair will be made according to the policies and guidelines set forth elsewhere in this document.

In addition, the following print serial types will not be replaced:

- Newspapers and newsletters, unless a special need exists or can be demonstrated (e.g., required by certain disciplines for accreditation purposes)
- Titles that are not held permanently
- Titles that are not indexed
- Titles routinely replaced by microforms (i.e., the library discards the print version when the microform version is received)

Book Sale

At the end of fall semester 2012, Frazar Memorial Library staff and functions were relocated to Parra Ballroom while the library building underwent structural renovation. As a result of drastically reduced space, the library's Friends of the Library Annual Book Sale was suspended indefinitely. Should the sale be resumed at a future date, this section will be revised to reflect book sale policies and procedures.

Acquisitions Policies Evaluation

This document will be reviewed annually by the Technical Services Librarian and updated as needed to insure that the document is timely and sets forth policies that meet the needs of the university community. The Technical Services Librarian will solicit input from the relevant Frazar Memorial Library staff in the evaluation of this document.

Complaints Policy

Complaints about Resources in the Collection:

To address concerns about library resources (book, video, etc.), the library has established reconsideration procedures. Ask the person making the complaint to write a formal letter to the Library Director. Or they can print a “Request to Reconsider Library Acquisitions Form.” An electronic copy of this form is available at the bottom of this page and on the Documents portion of the website.

Once there is a written complaint, the Library Director will appoint a committee to review the resource and make a recommendation of action to the Library Director. The Library Director, or proxy, may then communicate the Library Director’s decision on the matter.

Complaints about Other Library Patron(s):

A library employee will investigate the complaint and make a decision as to whether the complaint warrants further intervention. If library policies are being violated, the employee will inform patrons of the policies. Subsequent violations of the policies may result in Campus Police escorting offenders from the library.

Attachments:

- [Library Security Report](#) (2014)
- [Request for Reconsideration of Library Resources](#) (2010)

Computer Access Policy

Frazar Memorial Library endorses the *Library Bill of Rights* and *The Freedom to Read Statement* of the American Library Association (ALA). Accordingly, library services and equipment are designed to facilitate patron access to information and ideas in both print and electronic form.

- **Acceptable Usage:** Frazar Memorial Library adheres to the McNeese State University Acceptable Use of Information Technology Resources Policy.
 - Computers may not be used for illegal or unauthorized purposes.
 - Under no circumstances are the library computers to be used with the intent to intimidate, harass, or display hostility toward others (e.g. hate literature, pornography).
 - Library personnel have the right to determine the appropriateness of workstation use and can, if necessary, require a patron to relinquish use of a computer.
 - Internet usage is monitored to enforce copyright laws.
 - The use of library computers and the campus network for conducting commercial operations is prohibited.
 - Manipulation of hardware or software beyond its intended purpose is also prohibited.

- **Computers:** Frazar Memorial Library has walk-in access computers available on the first, second, and fourth floors for visitors to use. McNeese students, faculty, and staff conducting course-related activities have priority for their usage. Members of the public may be asked to limit their use during busy times (e.g. finals). There is also a TASC lab on the first floor across from the coffee shop. The TASC lab is for McNeese student use only. Students must show a valid McNeese ID before entering.

- **Printing:** Printing is free for the first 20 pages. The library suggests a donation of \$0.10 per page for additional printouts, payable in cash at the Public Services Desk on the first floor. All public printing in the library building is routed to the TASC computer lab on the 1st floor across from the coffee shop. Patrons do not need a student ID to enter the TASC Lab if they are obtaining prints from a computer elsewhere in the library.

- **Priorities for Usage:**

- The priority usage for library computers is, in descending order of importance, academics (classwork), research, university-related activities, networking (social media).
- Workstations connected to scanners, microfilm / microfiche reader-printers, or other similar hardware have priority usage for those purposes.

Related Policies:

- Frazar Memorial Library's [Conduct in the Library Policy](#)
- Frazar Memorial Library's [Printing and Copying Policy](#)
- Frazar Memorial Library's [User Rights and Responsibilities Policy](#)
- McNeese State University's [Acceptable Use of Information Technology Resources Policy](#)
- McNeese State University's [Civility and Personal Conduct Policy](#)
- McNeese State University's [Copyright Infringement and Peer to Peer File Sharing Policy](#)

Conduct in the Library

Lether E. Frazar Memorial Library (Frazar Library) is committed to providing the faculty, staff, and students of McNeese State University an environment supportive of academic research. The general public is welcome to utilize library resources providing such use does not conflict with the library's primary responsibility to serve the students of McNeese State University. As a depository library, the government documents collection is accessible to any member of the general public without any impediments, such as age limitations, technology barriers, or residency status limitations. All library users must respect the rights of other library users. Frazar Memorial Library will neither restrict access to lawful materials nor shield library users from exposure to materials they may find offensive.

- Patrons are expected to respect the environment of the library as a place of learning and study.
 - Patrons are expected to follow rules and signage.
 - Patrons are expected to be courteous to others.
 - Patrons may be given a warning if the circumstances warrant consideration. However, they may be asked to leave the library if their actions are clearly objectionable by the common standards of the community.
 - The first warning may be followed by the intervention of the McNeese Police.
- Library staff and / or McNeese Police personnel may ask a person using the library to show identification. If the person refuses, he or she may be asked to leave the building. McNeese Police will be called any time a person refuses to leave after being asked to do so by the library staff. McNeese Police will be called any time there is a disturbance or suspicious activity.
- Any person who willfully mutilates, defaces, tears, writes upon, or mars any library material(s) or facility will lose all library privileges and may be subject to administrative action by the university.
- Individuals wishing to film or photograph within the library must obtain permission from the university's Public Relations and University Events Office and the Library Director's Office. Such requests will be accommodated only if there is minimal impact on the environment for research and study.
- The displaying of posters, distribution of literature, or solicitation are prohibited except in designated areas and with the permission of the Library Director's Office and an approved stamp (with expiration date clearly identified) from the Office of Student Services.
- Patrons are asked to refrain from viewing material that may be considered objectionable or pornographic.

Related policies:

Frazar Memorial Library's [Food and Drink Policy](#)

Frazar Memorial Library's [User Rights and Responsibilities Policy](#)

McNeese State University's [Civility and Personal Conduct Policy](#)

McNeese State University's [Student Handbook](#)

Food and Drink Policy

(Updated July 12, 2022)

The Food and Drink Policy of Frazar Memorial Library attempts to balance the comfort and convenience of patrons with responsible stewardship of the collection, equipment, and facilities.

Consumption of food is only allowed in the lobby area by the coffee shop between the front doors and the security gates.

Allowances:

- Food consumption is allowed in the McNeese Room and the Library Director's Conference Room, if approved by the Library Director or designee.
- Drinks may be consumed in the library (except inside the Archives) only if they are in containers with sealed lids. Users are responsible for cleaning up any spills. Contact library staff if help is needed.
- Sealed, uneaten food may be brought into the library if it remains inside bags, backpacks, purses, etc. Food should not be visible.

Special Notes:

- Food and drink may not be brought into the Archives.
- Care should be taken to keep food and drinks well away from library materials (books, journals, microfilm, etc.) and computers and electronic equipment.
- Unattended food and drinks are subject to disposal by staff.
- Library staff should be firm but courteous in dealing with violators. Repeat violators may face restrictions on library privileges.
- Spillage of food and drink can result in damage to books, journals, electrical equipment, and furniture leading to replacement costs and unavailability of items to users. It can also lead to insect infestation which is also damaging to property.
- The sight and smell of food can be distracting to library users.

Related Policies:

- [McNeese State University Alcohol and Other Drug Policy](#):
- [McNeese State University Tobacco Use Policy](#):

Interlibrary Loan Policy

Purposes and Goals of Interlibrary Loan

Interlibrary loan (ILL) is the process by which a library borrows material from or lends material to another library. Frazar Memorial Library subscribes to the “Interlibrary Loan Code for the United States” of the Reference and User Services Association of the American Library Association (<http://www.ala.org/rusa/guidelines/interlibrary>).

Eligibility

McNeese faculty, students, staff, Friends of the Library, and distance education students from Louisiana colleges and universities participating in LOUIS: The Louisiana Library Network are extended borrowing privileges.

Limitations (What Can and Cannot be Borrowed)

Books, DVDs, audiocassettes, CDs, government documents, newspapers on microfilm, and theses and dissertations can usually be borrowed. Photocopies of journal or magazine articles and microfilm copies of newspaper articles may also be obtained through interlibrary loan. Requests are subject to the policies of the lending library and U.S. copyright laws.

Electronic books are not available through interlibrary loan. Textbooks currently adopted and in use by McNeese classes cannot be requested. Most libraries will not loan whole issues or bound volumes of periodicals, reference books, rare books and manuscripts, and genealogy materials. If you need any of these, consult with the Interlibrary Loan Librarian.

Cost

Normally there is no charge to obtain books, photocopies, and other material through interlibrary loan services. The cost to the library is about \$18.00 per request. The library absorbs this cost.

Although most items may be obtained in-state, some out-of-state libraries charge an additional \$15.00 to \$20.00 per request. If the cost of receiving an item exceeds \$15.00, Interlibrary Loan staff usually will not order it. Users should speak to the Interlibrary Loan Librarian about requests that involve cost. If the user requesting the material is willing to pay extra to obtain the item, that user is responsible for the charges regardless of the time of the arrival of the material.

Delivery

Every request is different, so there is no set time that materials to arrive. Requests are normally processed on the day they are submitted. Copy requests arrive on average in three to four business days. Loans from other Louisiana libraries usually arrive within one week. Books and other loans from libraries outside Louisiana take more time to arrive through the U.S. mail and average ten to twelve business days to receive.

Notification

Borrowers will be notified by phone or email when the requested material arrives. Materials should be picked up at the Public Services Desk as soon as possible during regular library hours. Materials that cannot leave the library, such as microforms, are normally held at the Public Services Desk.

Loan Period

Interlibrary loan material has a band around it with the user's name, title of material, and due date. Please do not remove this band.

The loan period varies with each lending library, but generally it is about three weeks. Audiovisual materials can be as short as one week. Semester-long loans of materials are not possible through interlibrary loan.

If you request a journal article or chapter from a book, a photocopy of that material will be made for you. The photocopy is yours to keep.

Loan Return and Renewal

One renewal may be allowed at the discretion of the lending library. No renewals are allowed if the item is already overdue. If you wish to renew an interlibrary loan book, please contact the inter Interlibrary Loan office at (337) 475-5726 between the hours of 7:45 a.m. and 4:30 p.m., Monday through Friday, or send e-mail to the Interlibrary Loan Librarian (illdept@mcneese.edu) before the due date.

Overdue Materials

Borrowers will receive an overdue notice for delinquent items. Failure to return overdue materials will result in the loss of borrowing privileges. Users are responsible for the return of materials in good condition and any replacement costs for lost materials.

We strive to return materials on time. Other libraries may limit or prohibit future loans to Frazar Memorial Library if materials are not returned within a reasonable time.

Copyright

Interlibrary Loan services are provided in compliance with United States Copyright Law (Title 17, U.S. Code). Please observe the Warning Concerning Copyright Restrictions on the request form when submitting periodical requests.

Articles older than five years are not limited by this copyright guideline.

For additional information, please consult Frazar Memorial Library's Copyright InfoGuide (<http://libguides.mcneese.edu/copyright>).

Library and Information Instruction (LII)

Tour Requests Policy

- Professors typically telephone the Public Services Desk to schedule Library and Information Instruction (LII) sessions.
 - Video tutorial modules are available for FFND, ENG 101, and ENG 102
- The Library will continue to consider LIIs for all other classes. The department head will make the decision on this topic.
- If a faculty member contacts the public services desk with questions pertaining to library instruction, direct them to the Instruction Librarian.
- Faculty members must schedule their classes at least one week in advance.
- Other faculty may request an LII with specific instructors. In that case, refer them to the requested librarian for scheduling.
- If a requested LII is to take place outside of the library, the faculty member requesting library instruction is responsible for securing equipment suitable to give a presentation. At a minimum this requires a computer with internet access and a projector.

Related policies:

[McNeese State University Accessible Participation Policy](#): It is each student's responsibility to register with the Office of Services for Students with Disabilities when requesting an accommodation. Any student with a disability is encouraged to contact the Office of Services for Students with Disabilities, Drew Hall, Room 200, (337) 475-5916 Voice, (337) 475-5878 FAX, (337) 562-4227 TDD/TTY, Hearing Impaired. 475-5722.

A student with a disability is responsible for locating the designated emergency exits, the areas of refuge in a classroom building, and is encouraged to develop and discuss the evacuation plan with the faculty member.

Lost and Found Policy

Approved April 21, 2020

Lost and found is located in the Public Services Department. Please take any unclaimed articles to the circulation desk and ask for them to be put in lost and found.

- Small items, such as flash drives and sunglasses, are kept in the top drawer on the west side of the 1st floor public services desk.
- Larger items, such as jackets and textbooks, are kept in the same drawer until space runs out. It is to the discretion of the Department Head and the Library Specialist III where to store items.
- Sensitive items, like cell phones and driver's licenses, are kept locked in the desk of the Library Specialist III. That person tries to contact the owners.
- Lost and Found items not claimed by the end of the semester will be turned over to Student Services.

LOUIS Borrowing Card (Lalinc) Policy

The LOUIS (formerly LALINC – Louisiana Academic Library Information Network Corporation) Borrowing Card allows McNeese faculty, staff, graduate students, and anyone enrolled in a Distance Education course to borrow books and use the services and resources of all LOUIS member libraries when visiting those libraries. LOUIS Borrowing Cards are issued for one semester at a time. For more information please contact the Public Services Department at (337) 475-5729.

Printing and Copying Policy

Printers

- It is free to print from the Public Services Department computer workstations, however, we ask for a \$0.10 per page donation beyond the first 20 pages.
- All public printing in the library building is routed to the TASC computer lab on the 1st floor across from the coffee shop. Patrons do not need a student ID to enter the TASC Lab if they are obtaining prints from a computer elsewhere in the library.

Copy Machines

- It costs \$0.10 per page to make copies. The copy machines accept dollar bills. However, the library is not able to make change for larger bills.

Troubleshooting

- TASC is responsible for maintaining the printers.
- If patrons experience problems with the copy machines, the Public Services Department will attempt to help. If they are unable to resolve the problem, they will contact the Technical Services Department for further assistance.
- If patrons are charged for a copy that was not produced or the copy is illegible, patrons may request a refund at the public services desk on the first floor.

Room Reservations Policy

Meeting Rooms in Frazar Memorial Library are not part of the university meeting room reservation system. The principal meeting rooms are the Instruction Lab (Room A / Room 203) and the McNeese Room (Room 101). The Library Director grants authority for room reservations on a case-by-case basis.

Room A

- The Public Services Department has authority to schedule Room A.
- Most scheduling is for library instruction purposes

McNeese Room

- The Library Director must approve all events in the McNeese Room

Study Rooms

- The Public Services Department manages the study rooms.
- Rooms are available only to McNeese students with a valid student ID card.
- Rooms are available for groups of 2 – 10 individuals.
- Rooms are not reserved.
- Rooms are available first-come, first-served.
- Rooms circulate for three (3) hours
- The windows into the rooms must remain unobstructed.

Other rooms

- The Library has on rare occasions allowed special events in seating areas on 1st and 3rd floor. These are rare events that require the approval and support of the Library Director.
- Examples of these events include art exhibitions and poetry readings.

Related Policy:

- [Frazar Memorial Library Study Room Policy](#)

Study Rooms

- Frazar Memorial Library has five study rooms available only for group study. “Group” is defined as a minimum of “two” to a maximum of “10 – 12” students, depending upon the size of the room. (This is consistent with other ULS schools)
- Study rooms are located:
 - One on first floor
 - Two on second floor
 - Two on third floor
- The study rooms are checked out from the Public Services Desk (first floor) on a first-come, first serve basis. No waiting list is maintained.
- Rooms are checked out for three (3) hours.
- No renewals!
- Study rooms are available only to McNeese students. Students will need a current McNeese ID in order to check out the rooms. Rooms cannot be checked out to Friends of the Library or community users.
- Study rooms are to be locked at all times (students are asked to close the doors behind them).
- No food is allowed in the study room. However, covered drinks are allowed.
- The library is not responsible for items left behind or stolen.
- Copies of the Study Room Policy are available for review at the Public Services Desk on the first floor and on the study room door.

Related policy:

[Frazar Memorial Library Room Reservation Policy](#)

User Rights and Responsibilities Policy:²

As a library user, you have the right to:

- A welcoming research and study space
- A clean, comfortable, and safe building
- Courteous assistance from librarians and staff
- Access to library resources without any form of discrimination
- Ask others to refrain from behavior that is not conducive to research and study
- Request assistance from librarians and staff to maintain a scholarly environment

User Responsibilities:

As a library user, you have the responsibility to:

- Interact with other users, librarians, and staff
- Refrain from disruptive behavior that hinders research, study, or work such as (but not limited to):
 - Generating excessive noise
 - Using cellphones, tablets, computers, and other equipment in a way that distracts other patrons.
 - Engaging in rowdy behavior
 - Obstructing pedestrian traffic
 - Soliciting goods or services
 - Distributing non-library materials without permission from library administration
- Maintain a quiet atmosphere in designated quiet areas
- Preserve library property
- Comply with directions and requests from librarians and staff
- Comply with library and university policies

Related policies:

- Frazar Memorial Library's [Computer Access Policy](#)
- McNeese State University's [Civility and Personal Conduct Policy](#)
- McNeese State University's [Student Handbook](#)

² Adapted from Oakland University Libraries