

# STUDENT POLICY MANUAL

## Folke Bernadotte Memorial Library

*Dear Students,*

*Welcome to the other side of the Library! You will find that a lot of behind-the-scenes work goes on to select and organize resources and to create the research and study space that most people think of as the Library. It is important work and what may be a surprise to some—much of it is time critical. We all work under many deadlines.*

*The contributions of the student library employees are very important. Whether your assignment is at a public service desk or in one of our processing departments, we depend on you to take your work seriously. This manual was written to underscore that point. It is an attempt to clarify our expectations of you as employees and to give you some guidance.*

*We are happy to have you working with us in the Folke Bernadotte Memorial Library, and look forward to getting to know you.*

*Dan Mollner  
Library Chair*

### **Mission Statement**

Folke Bernadotte Memorial Library develops and promotes access to information in support of the mission of Gustavus Adolphus College. The Library provides resources and information services to meet the needs of curriculum and research, the administration, and the intellectual life of the college and wider community. The library advances the teaching mission of the College through selecting and facilitating access to all forms and formats of information, and instructing in the use, interpretation and evaluation of information. The Library participates actively in the development and integration of evolving technologies for information access.

The Library endeavors to create and nurture a learning environment that promotes respect, fairness, diversity, and intellectual growth and excellence.

**Work Schedules and Attendance** ~ The student employee and the supervisor will create a schedule that works for the department, but does not conflict with his/her class schedule.

- Arrive for work on time.
- Work the total number of hours scheduled.
- You are expected to report for work according to the schedule, unless you have made previous arrangements with your supervisor.
- When you are unable to work due to a sickness or an emergency, it is YOUR responsibility to let your supervisor know as soon as possible.
- The first unexcused absence will receive a verbal warning. A second will result in a written dismissal warning. A copy of the completed form will be sent to the Financial Aid Office. The third occurrence will result in termination of library employment. It could also lead to loss of your student employment award.

- Scheduled work hours occur during Christmas in Christ Chapel, Greek Rush, and all break periods when school is in session, including Nobel Conference, May Day, Fall Break, Reading Day and Finals. Regular work schedules should be followed unless you have made prior arrangements with your supervisor.

**Time Cards** ~ Clock in and out on a computer time clock when arriving for and leaving work.

- If you forget to clock in or out, or if the Time Clock is not working, fill out a Time Clock Correction Form and turn it into your supervisor or go to <http://tinyurl.com/mxzsta> which is found on the library home page > more > Employment > Student Employment > Time Correction Form.  
**Only department supervisors may alter time clock records.**
- Students working during the academic year are paid on the 15<sup>th</sup> of each month.
- Student assistants working four consecutive hours are entitled to a 15-minute paid break.
- Students working full days when classes are not in session are to punch out for at least a 30-minute lunch break. These students are also entitled to two 15-minute paid breaks, one in the morning and one in the afternoon.

**Work Responsibilities** ~ When you are assigned to the library, you are expected to perform the job assignment in a responsible manner. You will receive training and assignments from your supervisor. Some general rules of conduct would be:

- **Socializing** ~ The library atmosphere should be conducive to research and work. Please do your part by avoiding extended or loud conversations with your friends or fellow workers that interfere with your library duties and with the work of other library users.
- **Dress** ~ Although there is not a rigid dress code for working in the library, you are expected to dress appropriately. Shoes must be worn. Halter tops or swimsuits, for example are not considered suitable. No Greek initiation clothing should be worn during your shift.
- **Food** ~ Food is not allowed in your work area. Beverages are allowed only if they are in covered containers. Our collections and especially our computers are at risk of insects and possible damage. Individual departments may have specific food and beverage guidelines – check with your supervisor.
- **Telephones** ~ Personal calls should not be made on telephones in the library, nor should you receive personal calls unless it is an emergency. A telephone is located outside the entrance of the library and may be used without charge for personal calls during non-work hours. Your supervisor will inform you if staff phones should be answered in your work area.
- **Cell Phones & Headphones** ~ Cell phones should be turned off while you are at work in the library. Headphones are not allowed in public work areas. No personal music devices may be played in public service areas.
- **Email & Internet Use** ~ You may use the Internet to assist patrons and for your various jobs as assigned. Other applications such as email, games, instant messaging, etc. should not be used during working hours.
- **Homework** ~ Homework may not be done while you are at work in the library. Exceptions to this would be those working Circulation and the AV Desk that require you be available to provide service on demand, and then, only when there is no other departmental work to do. It is expected that all Circulation and AV

workers will complete all library work before beginning homework. Group studying is not allowed.

**Evaluation** ~ Your supervisor will assess your work performance by conducting an annual review during spring semester. You will be evaluated on attendance, dependability, punctuality, initiative, cooperation, quality and quantity of work. This is an opportunity for you and your supervisor to converse about your work at the library, as well as an opportunity for you to offer suggestions.

This review will become part of your employment record and may be a significant factor if you seek a recommendation for employment elsewhere.

**Dismissal & Resignation** ~ It is possible for you to be dismissed from your library employment for failure to perform the above expectations. A written Probationary Warning and/or oral warnings generally precede any such action except in cases of unexcused absences and major offenses such as theft. If you choose to resign your position, we require that you give your supervisor two weeks written or oral notice of resignation. Failure to do so or to keep the two-week commitment can result in denial of future library employment.

**Discrimination & Sexual Harassment Policy** ~ Please refer to College Policy.

**Privacy of Library Records** ~ It is Minnesota state law and therefore the policy of Folke Bernadotte Memorial Library to maintain confidentiality of library records: personal information in these records shall not be disclosed except pursuant to a valid court order.

The American Library Association's Statement of Professional Ethics stipulates "librarians must protect each user's right to privacy with respect to information sought or received, and materials consulted, borrowed, or acquired."

Personal information in library registration, circulation and acquisitions is confidential. Protecting the integrity of these files and the confidentiality of information about library users is an obligation of every employee of the library. Negligent or intentional misuse of these files is considered a serious violation of the employee's responsibilities. Violation includes trying to find out to whom an item is charged out; looking at patron records to see what a patron has charged out; or trying to determine who has requested material through interlibrary loan or for purchase by the library.

Disciplinary action may result from misuse of library information files.

### **Safety Issues** ~

#### **Fire:**

Know every regular and emergency exit from the building. Know how to activate the fire alarm system.

Steps to follow if you see a fire:

1. Activate the nearest fire alarm. The alarm will sound throughout the building. (Your supervisor will identify alarm locations during your training).

2. From a safe phone, call Safety & Security at 8888 and the St. Peter Fire Department at 9,911. Give your name, location, and extent of the fire.
3. Alert your supervisor or the reference librarian and evacuate the building by following EXIT signs. **DO NOT USE THE ELEVATORS.**
4. Remain outside the building at a safe distance. Do not go back into the building until told to by Safety & Security.
5. Meet Safety & Security or fire personnel upon arrival to direct them to the fire.

**Severe Weather:** When the siren sounds, go to the lowest floor in the building to an area without windows. **DO NOT TAKE THE ELEVATOR.**

**Power Outage:** Consult with your supervisor. In the event of a power failure, emergency lights will turn on in the stairways. If the power failure occurs when library staff are not present, the circulation peer supervisors will evacuate the building if power has not been restored in 20 minutes.

Report any hazards or safety concerns to your supervisor. If an emergency arises when your supervisor or other library staff are not present, call Safety & Security at ext. 8888 to report the problem.

### **Library Staff** ~

<b>Name</b>	<b>Area</b>	<b>Phone Number</b>	<b>E-Mail</b>
<a href="#">Anderson, Mary</a>	Reference	933-7552	<a href="mailto:mander23@gac.edu">mander23@gac.edu</a>
<a href="#">Burg, Lynn</a>	Cataloging	933-7690	<a href="mailto:lbarg@gac.edu">lbarg@gac.edu</a>
<a href="#">Christensen, Diane</a>	Acquisitions	933-7560	<a href="mailto:dchriste@gac.edu">dchriste@gac.edu</a>
<a href="#">Coonan, Maura</a>	Reference	933-7578	<a href="mailto:mcoonan2@gac.edu">mcoonan2@gac.edu</a>
<a href="#">Darden, Adrianna</a>	Archives Specialist	933-7554	<a href="mailto:adarden@gac.edu">adarden@gac.edu</a>
<a href="#">Fister, Barbara</a>	Librarian	933-7553	<a href="mailto:fister@gac.edu">fister@gac.edu</a>
<a href="#">Gilbert, Julie</a>	Librarian / Systems	933-7552	<a href="mailto:jgilber2@gac.edu">jgilber2@gac.edu</a>
<a href="#">Hanson, Paul</a>	Tech. Services	933-7175	<a href="mailto:phanson@gac.edu">phanson@gac.edu</a>
<a href="#">Hulseberg, Anna</a>	Librarian / E-resources	933-7566	<a href="mailto:ahulsebe@gac.edu">ahulsebe@gac.edu</a>
<a href="#">Jenson, Jeff</a>	Librarian / Archivist	933-7572	<a href="mailto:jjenson@gac.edu">jjenson@gac.edu</a>
<a href="#">Kump, Mark</a>	Audio Visual	933-7571	<a href="mailto:mkump@gac.edu">mkump@gac.edu</a>
<a href="#">Moeller, Amanda</a>	Serials	933-7562	<a href="mailto:amoelle2@gac.edu">amoelle2@gac.edu</a>
<a href="#">Mollner, Dan</a>	Library Chair / Collection Development	933-7569	<a href="mailto:dmollner@gac.edu">dmollner@gac.edu</a>
<a href="#">Nordstrom, Jay</a>	Circulation	933-7558	<a href="mailto:jay@gac.edu">jay@gac.edu</a>
<a href="#">Perron, Melissa</a>	Collections Manager	933-7561	<a href="mailto:mperron@gac.edu">mperron@gac.edu</a>
<a href="#">Peterson, Jeannie</a>	Administration / Budget	933-7556	<a href="mailto:jpeter13@gac.edu">jpeter13@gac.edu</a>
<a href="#">Timmerman, Sonja</a>	ILL / E-reserves	933-7564	<a href="mailto:stimmer2@gac.edu">stimmer2@gac.edu</a>
<a href="#">Twaddle, Jessie</a>	User Services Coordinator	933-7443	<a href="mailto:jtwaddle@gac.edu">jtwaddle@gac.edu</a>
<a href="#">Twait, Michelle</a>	Librarian / Reference	933-7563	<a href="mailto:mtwait@gac.edu">mtwait@gac.edu</a>

**Summer Employment** ~ The Library hires student employees for full-time employment during the summer months. If you are interested in summer employment, please inform your immediate supervisor and request an application.

# GUSTAVUS

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## GUSTAVUS ADOLPHUS COLLEGE

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### FOLKE BERNADOTTE MEMORIAL LIBRARY

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Dear Student Employee,

Thank you for the work you do here. The way you do your work impacts how our patrons perceive the library and, no matter what your job, it affects the kind of service we are able to give.

This manual was developed by your library supervisors in order to maintain high standards. Please read it during one of your work shifts; then sign below and return this sheet to your supervisor.

I have read the Library Student Manual

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Date \_\_\_\_\_