

# 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.*

*Julie Gilbert  
Library Chair*

### **Mission**

The library advances the teaching mission and intellectual life of the College by selecting and facilitating access to information and by instructing in its use, interpretation, and evaluation.

### **Vision**

The library will play an essential role in engaging students in critical inquiry and developing the skills and dispositions of life-long learners, prepared for lives of leadership and service in a diverse and fast-changing world. To do this, the library will support the curriculum with materials and opportunities for course-related and independent learning; will provide leadership in fostering information literacy across the curriculum; will inform the community of emerging issues in information policy and trends; and will support the intellectual and cultural life of the college by developing programs, collections, and an engaging physical and virtual space for exploration.

**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, alert your supervisor. You can 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 > Library Information > Employment > Time Correction Form.
- Only department supervisors may alter time clock records.**
- Students working during the academic year are paid around the 15<sup>th</sup> of each month.
  - Student assistants working four consecutive hours are entitled to a 15-minute paid break.
  - Students working 8-hour days are to punch out for at least a 45-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 professionally. Revealing clothing such as halter tops/tube tops/spaghetti straps/short shorts/muscle shirts, etc. are not appropriate. Shoes must be worn. 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 not be a distraction - please silence them or turn them off. Check with your supervisor about specific department guidelines. Headphones and personal music devices are not allowed at public service desks.
- **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** ~ Do not expect to be able to complete homework while working at the library. There are exceptions to this rule for AV and Circulation students if all departmental work is complete. Check with your supervisor about specifics for your department. Group studying while on duty is not allowed.

**Evaluation** ~ Your supervisor will assess your work performance and may conduct 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 verbal 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 verbal 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 location, call Campus Safety at 8888 and/or the St. Peter Fire Department at 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 notified by Campus Safety.
5. Meet Campus Safety 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. Inform patrons along the way, leave front doors unlocked. **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.

Emergency Response Procedures - Your supervisor will also inform you of the closest posted Emergency Response Procedures. Please take the time to read this information and ask questions, if needed.

Report any hazards or safety concerns to your supervisor. If an emergency arises when your supervisor or other library staff are not present, call Campus Safety 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="#">Christensen, Diane</a>	Acquisitions	933-7560	<a href="mailto:dchriste@gac.edu">dchriste@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="#">Flynn, Rachel</a>	Visiting Librarian	933-7429	<a href="mailto:rflynn@gac.edu">rflynn@gac.edu</a>
<a href="#">Gilbert, Julie</a>	Library Chair	933-7552	<a href="mailto:jgilber2@gac.edu">jgilber2@gac.edu</a>
<a href="#">Hanson, Paul</a>	GTS/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="#">Mollner, Dan</a>	Librarian	933-7569	<a href="mailto:dmollner@gac.edu">dmollner@gac.edu</a>
<a href="#">Nickras, James</a>	Serials	933-7562	<a href="mailto:jnickras@gac.edu">jnickras@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>	ILS/Metadata 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>	Interlibrary Loan	933-7564	<a href="mailto:stimmer2@gac.edu">stimmer2@gac.edu</a>
<a href="#">Twait, Michelle</a>	(sabbatical 2018-19)	9363-7563	<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

GUSTAVUS ADOLPHUS COLLEGE

FOLKE BERNADOTTE MEMORIAL LIBRARY

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 first work shifts; then sign below and return this sheet to your supervisor.

I have read the Library Student Manual and posted Emergency Response Procedures.

Date \_\_\_\_\_