



UA RICH
MOUNTAIN

JOHNSON LEARNING COMMONS POLICY MANUAL

St. John Library
A Division of the Johnson Learning Commons

Policy Manual

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Organization

Introduction

Nestled in the heart of the Ouachita Mountain Region, the University of Arkansas at Rich Mountain was established in 1983 to serve the educational needs of students and residents in the area. The original college library was made possible by a generous donation from the St. John family to support the college's academic endeavors. Due to the donation, the library was aptly named the St. John Library. The library has seen tremendous growth since its early years and was renovated in 2012-2013 to accommodate the registered students, faculty, and staff at UA Rich Mountain. The renovated area was named the Johnson Learning Commons (JLC) which houses the original St. John Library as well as the Learning Enrichment Academic Center (LEAC), TRIO's Student Support Services (SSS), and the Coogan Special Collections. The renovation also included study rooms and a computer lab.

University of Arkansas at Rich Mountain Mission Statement

UA Rich Mountain provides transformative education to all learners.

St. John Library, a Division of the Johnson Learning Commons, Mission Statement

The Johnson Learning Commons provides information access and services to information seekers to support instruction and the curriculum of UA Rich Mountain.

Vision Statements

Johnson Learning Commons is every student's gateway to an expanding world of information.

JLC encourages student learning with a hands-on philosophy that inspires critical thinking and information literacy.

JLC works to instill competency skills in students so that they have the ability to access, retrieve, analyze, review, and utilize information and document sources.

By providing library services, the staff guides information seekers in their pursuit of knowledge and lifelong learning resulting in enriched lives and achievement of personal and academic goals.

Borrower Confidentiality

As required by law, the St. John Library, a division of JLC, protects the confidentiality of each patron. The library staff will not disclose information regarding any patron's circulation record, i.e., what materials are checked out to whom. If a book is urgently needed, the staff will attempt to contact the patron about returning the item.

Personnel

Staffing

The St. John Library is currently staffed by the Director of Library Services and the Library Technician. Any additional staffing is funded through the federal work study program. All planning, allocation of funds, and training of personnel must be approved by the Director of Library Services.

Cataloging

Classification System and Library of Congress (LC)

Classification System

The St. John Library's collection is cataloged electronically using the Library of Congress classification system (see below). The exceptions are the audio/visual materials and the periodicals, which are arranged by subject.

Library of Congress Classification

- A – General works
- B – Philosophy, Psychology, Religion
- C – Auxiliary Sciences of History
- D – History: General and Eastern Hemisphere
- E – History: United States (General)
- F – History: United States (Local)
- G – Geography, Anthropology, Recreation
- H – Social Science
- J – Political Science
- K – Law
- L – Education
- M – Music
- N – Fine Arts
- P – Language and Literature
- Q – Science
- R – Medicine
- S – Agriculture
- T – Technology
- U – Military Science
- V – Naval Science
- Z – Bibliography and Library Science

All materials added to the St. John Library's collection are searched through the Library of Congress (LC), where bibliographic records are edited and exported to the online catalog, ensuring that the records meet national bibliographic standards. 11

Intellectual Freedom

The St. John Library seeks to provide information to the UA Rich Mountain academic community that encourages the development of analytical, critical and creative thinking skills. To this end, the library assumes the responsibility for maintaining a collection which represents a wide range of viewpoints. In order to provide such a collection, the library supports the American Library Association's Library Bill of Rights , Academic Libraries and Intellectual Freedom | Advocacy, Legislation & Issues, Freedom to View Statement, and Freedom to Read Statement . Some library materials are controversial and may offend some people. For those patrons who desire that materials be removed must complete the Challenge Form. A committee will be formed to determine if the request will be granted or denied. Access will not be denied due to origin, age, background, or views.

Special Collections

The Coogan Special Collections serves as the repository for special collections materials in the Johnson Learning Commons at University of Arkansas Community College Rich Mountain. By promoting the use of these resources by the College community, scholars, and the public, its goal is to advance scholarship and further the educational, research, and service mission of the college.

Special Collections Mission

The Special Collections collects, organizes, preserves, maintains, and serves as a repository for heritage materials to advance scholarship and further the educational, research, and service mission of the College.

Vision Statements

By promoting the use of these resources by the College community, scholars, and the public, the Coogan Special Collections/Archive Room of the St. John Library houses historical records of Mena, Polk County as well as the UARM archives.

The archives serve to preserve the history of the College through the collection of college catalogs, yearbooks, newspaper articles, photographs, brochures, and programs and files of departments as well as organizations on campus.

Organization and History

A designated room within the Johnson Learning Commons of University of Arkansas Community College Rich Mountain, Special Collections is administratively under the St. John Library. The Director of Library Services directs the area. Support staff includes the Library Technician and student employees.

In its current form, Special Collections was created as one component of a re-organization of library services in 2013. The St. John Library became a component of the Johnson Learning Commons. In 2014, Harold Coogan, retired social science instructor, donated his collection of *The Mena Star* newspapers to the collection. Other items in the Special Collections consist of a campus history collection, partial book collection from the original St. John Library, modest faculty publications collection, partial collection of Ode Maddox's memorabilia (State Representative and native of Montgomery County who proposed the bill to establish community colleges in Arkansas), and a partial archival collection of the former Commonwealth College.

In 2014, the room was designated to Johnson Learning Commons (Maddox 216). Prior to that time, Special Collections included the campus history collection, faculty publications collection, the archival collections, and the photograph collection.

Copyright Law

Johnson Learning Commons adheres to the copyright laws found in sections 107 through 118 of the copyright law ([Title 17, U.S. Code](#)). One of the more important limitations is the doctrine of "fair use." The doctrine of fair use has developed through a substantial number of court decisions over the years and has been codified in section 107 of the copyright law. For further information about JLC's copyright adherence and procedures, please refer to the Johnson Learning Commons Procedure Manual.

Dissemination and Review of the Library Policy

Upon approval of the Library Policy by administrators, this document will be available to view in the library upon request. This policy will be reviewed annually and updated as needed.