

Salem State University

Library Use Policies

Fall 2020

Gathered from relevant sections of the [Berry Library](#)'s website as of October 1, 2020.

Access to and Use of the Building

Pre-pandemic: The library is open to SSU Students, faculty, and staff, the local community, and the general public.

As of September 2020: Due to the pandemic, the library access policy is the following:

- **SSU members need to present their Clipper Card to be admitted to the library and other offices in the learning commons.** Students will tap their card to a Navigate reader; faculty and staff will need to give their name and ID number to the staff member. Staff members will be wearing masks and face shields and will stay 6 ft or more apart during the check-in process.
- **Members of the general public will not be permitted to use the physical library spaces** until further notice, but members of the public with a NOBLE public library card may request books for check-out online and they may use Berry Library's contactless book-pickup service. The book pick-up table is located in the 1st floor lobby in the learning commons, just before the ID checkpoint.
- **All people entering the learning commons and the library must wear a mask per the [SSU safety protocols](#).**

Access to Online Databases and Electronic Resources

Direct access to the library's databases and online resources is available at salemstate.edu/library via all campus computers and any devices connected to the SSU wifi. If you are off campus and not connected to SSU wifi, you will be prompted to enter your SSU network ID and password. Your network ID is the same as your email username. For more information about getting a network ID or for problems, contact ITS at (email) or 978-542-2036.

Remote access to Berry Library databases is restricted to members of the university community, i.e. current students, faculty, and staff. Restrictions are due to the limitations of our licensing or subscription agreements. Anyone is welcome to unlimited use of the databases via the computers within the library.

ADA Access and Resources

The two entrances into the learning commons are fully accessible and equipped with automatic door openers. There are accessible restrooms located in both wings of the learning commons on every floor.

General help may be found at the Library Help Desk on the first floor. Please ask for any special assistance that you may need. Upon request, staff will retrieve items from shelves for you, assist with copying or printing materials, and provide other reasonable accommodation.

Special assistance with research is provided at the Library Help Desk. A portion of the service desk is lowered to accommodate patrons who use wheelchairs.

Assistive devices throughout the Library include:

- Height adjustable workstations
- Merlin LCD – provides 5x to 61x magnification of black/white or color pages projected on a 17” monitor
- Epson 1670 scanner – a flatbed color image scanner usable with text, graphics, or photos
- Kurzweil 3000 – software for text magnification
- JAWS 7.0 (Job Access with Speech) – screen reading software that enables visually impaired users to access online catalogs, databases, Internet sites, and Microsoft Windows applications. Complete documentation is included for the novice user. Multi-lingual synthesizer reads in English, German, Italian, French, and Spanish text.
- ZOOMText 9.0 – software that enables text magnification and speech synthesis of computer displays.
- Dragon NaturallySpeaking – speech recognition software and headset
- Merlin Enhanced Vision – digital text magnifier

For more information on SSU disability services, contact [Disability Services](#) on the ground floor of the Learning Commons.

Animals

Service animals are allowed in the library. Other animals or pets are not allowed in the library.

Archives

Pre-pandemic: The Reading Room is available year-round to researchers by appointment between the hours of 9:00 a.m. to 3:30 p.m., Monday - Friday.

As of September 2020: Due to the pandemic, the access policy for the Archives is the following:

The Salem State University Archives and Special Collections remains **closed to in-person research** and will continue to assist researchers remotely.

Behavior Guidelines: *See Code of Conduct*

Bicycles, Scooters, etc.

The use of bicycles, skateboards, scooters, and skates is not allowed in the library. Additionally, library users may not bring bicycles into the library. You must leave bicycles in the bicycle rack located outside of the Library. Skateboards, scooters, and skates may be carried into the library, but must be safely stored under your seat while in the Library.

Borrowing Privileges for Salem State University Collections

Members of the Salem State University community may borrow physical books and items, including:

- All Students (including continuing ed and graduate students): Must have a valid ClipperCard
- Faculty/Staff: Must have Faculty/Staff ClipperCard
- Faculty Emeritus: Must complete a Faculty Emeritus form
- Faculty Proxy: Faculty member must complete Proxy Form
- Alumni: Must have Alumni Card, or be listed in Alumni Directory, or verified by calling Alumni Affairs Office at 978-542-7530
- Thesis Students, not currently enrolled, but working on thesis: must have a letter from their advisor or department requesting privileges
- Special Friends: As requested by administration
- Library Specific Summer Reading Programs (Reading Clinic)
- Interlibrary Loan Requested by ILL staff

Salem State University enjoys reciprocal borrowing privileges with the following consortiums.

Reciprocal borrowing means that patrons/students of the following consortiums are granted regular public borrowing privileges (10 items, 21 days, 1 renewal) at the SSU Library.

Borrowing Privileges at Other Libraries

Salem State University students, faculty, and staff receive reciprocal borrowing privileges with the following consortiums. Reciprocal borrowing means that patrons/students of the following consortiums are granted regular public borrowing privileges (10 items, 21 days, 1 renewal) at the SSU Library. Salem State students, faculty, and staff are granted borrowing privileges at libraries in these consortiums.

- [NOBLE](#): students & faculty (must have valid ClipperCard)
- [NECCUM](#) (Northeast Consortium of Colleges and Universities in Massachusetts): students & faculty (must have valid ClipperCard)
- [MCCLPHEI](#) (Massachusetts Commonwealth Consortium of Public Higher Education Institutions): students & faculty (must have valid ClipperCard)

Databases at these member institutions may be used on-site at these institutions. Remote access to databases at other Massachusetts public colleges and universities is not possible at this time.

The Berry Library also grants borrowing privileges to some schools not affiliated in any way with Salem State University. SSU students may not have borrowing privileges at these schools. Please check directly with the library in question.

Code of Conduct and Behavior Guidelines

The Berry Library strives to maintain an environment that is conducive to study and research, in support of the University as a learning community.

All visitors and users of the library should observe the guidelines for behavior established in the [SSU Student Conduct Code](#). In addition, Berry Library adheres to established university policies regarding the possession and use of alcohol, drugs, and weapons.

All SSU community members and the general public are expected to act in ways that are socially appropriate to a learning environment.

Please treat library property, including computers or other technology and equipment, books, journals, and furniture, with respect. People who willfully commit vandalism will be required to pay repair or replacement costs and may be prosecuted. Parents can be held liable for damage done by children under age 18. All of the following constitute acts of vandalism: tearing out pages, writing on library property, damaging library property, or spilling food or drink.

Inappropriate behavior encompasses any activity that interferes with another library user's ability to use resources, collections, or services; violates another person's civil rights; or jeopardizes the safety or well-being of others. Inappropriate behavior includes: loud talking or music playing; cell phone use; offensive language; verbal or physical harassment; inappropriate physical contact; inappropriate use of computers or technology; smoking; use of illegal substances; drinking alcohol; vandalism; disorderly conduct; lack of personal hygiene; or any other behavior that does not comply with established guidelines.

Disruptive persons will be asked to cease their behavior and may be asked to leave the library. Staff will call Campus Police, as needed, to intervene and/or to escort disruptive persons out of the facility.

Please keep your personal belongings with you at all times, in the interest of the safety and security of all. Library staff members are not responsible for your property. Unattended belongings will be forwarded to Campus Police, for security reasons.

Children

Children 12 and under must be accompanied by an adult (a person aged 18 or over) in the library. Parents or caregivers must remain in close physical proximity to their children. Parents or caregivers are responsible for monitoring the activities and regulating the behavior of their children so that they do not disturb other library users. Children unattended by an adult may be asked to leave the library; Campus Police may be notified. Unaccompanied middle and high school students working on school assignments or other research may use the library, providing they do so in an orderly manner. Unaccompanied middle and high school students who are disruptive or who are not working on school assignments may be asked to leave the library.

Cell Phones

Please mute cell phone ringers and text alerts before entering the library and use the designated cell phone areas (enclosed stairwells) if you have to make or take a call.

Computer Audio

Please use earbuds or headphones for all computer audio and keep music at a level “for your ears only.”

Computer Use

Current Salem State University students and faculty have priority use over other library users at all times. Library staff may request library users to present their ClipperCards to verify university affiliation. People who are using computers inappropriately may be asked to relinquish them.

Inappropriate use of computers or technology includes: gambling; unauthorized use of computers for financial gain; disrupting the local networks; distributing media containing viruses; illegal uses of licensed databases; accessing materials or sites that may be prohibited by state or federal law; hacking; transmitting or displaying blatantly offensive visual or textual materials which constitute potential sources of sexual harassment of other people in the library.

The library follows policies created and maintained by Information Technology Services regarding computer use, such as the [Web Use Policy](https://records.salemstate.edu/policies), which can be found at <https://records.salemstate.edu/policies>.

Confidentiality

In support of the University's policy on confidentiality, the NOBLE Confidentiality Policy, FERPA regulations, and the ALA Library Bill of Rights, all Library transactions are considered confidential. We do not discuss with anyone, other than library staff, information about any materials checked out by any patrons. We cannot tell any patron, student, or faculty, who has specific material checked out, including Course Reserve material. If a patron comes to the desk, presents his or her ClipperCard, and asks what materials they themselves have checked out, we can look up their record and tell them. We cannot tell them what anyone else has checked out.

Copying and Scanning

- Copiers are located on the 1st, 2nd, and 3rd floors
- Copies are \$0.10 per page (black & white only)
- Copies can be paid with ClipperCard or by cash
- The copiers can also scan in PDF format, savable on a USB drive (user can bring their own, or we have a small number of loaners at the Library Help Desk), for no charge.
- Copiers have color scanning functionality and are located on the 1st, 2nd, and 3rd floors
 - Scan to PDF file format
 - Savable on USB drive (users can bring their own or borrow one from the Library Help Desk)
- Computer scanner is available on the 1st floor
 - Scan to any file format (JPG, TIF, PDF, etc.)
 - Savable on USB drive or sent via email on the computer
- Scanning is free of charge

Course Reserves

Pre-pandemic: Course reserves are available at the Library Help Desk. Policies are the following:

- Members of the SSU community with a current, valid ClipperCard may access reserves.
- Up to two reserve items can be borrowed at one time.
- Most items are borrowed for two hours for in-library use only.
- An instructor may donate or put their own copy of a textbook on reserve for the course they are teaching.
- All Reserve items must conform to U.S. Title 17 Copyright Law.

As of September 2020: All reserve materials must be digital; no print course reserves will be available for circulation.

- **For Students:** Print reserve materials will not be available, but check your Canvas course pages or the [Course Reserves database](#) to see if there are online copies of your readings for your courses.
- **For Faculty:** In order to support the current increase in remote learning, the Berry Library has launched a pilot project to support Salem State courses as they move online. Upon submitting an [E-Reserves Request Form](#), the Library can assist with creating e-reserves for courses by scanning print materials that fall within fair-use guidelines and creating ADA-compliant PDFs. These materials can be uploaded by faculty to Canvas or faculty can distribute them electronically to students via other means. For more information and guidelines, go to the [E-Reserves Request Form](#). E-Reserve guidelines are the following:

Consult The Fair Use Evaluator (<https://librarycopyright.net/resources/fairuse/index.php>) to determine if your request meets the guidelines for fair use.

- One chapter per book or up to 10% of a book's page count may be scanned for this purpose, whichever is greater.
- E-reserves are for required readings only.
- Up to five items may be requested to be scanned per course.
- Include the complete bibliographic information for all requests and specify the page range of the resource.
- Submit a separate form for each course.
- Allow 2 weeks for library staff to complete your request. For example, if you need e-reserves by day 1 of Fall semester, submit an e-reserves form on or before Monday, August 17, 2020.
- Requests will be processed on a first come first service basis once your form is received.
- If the Library owns the requested item as an e-book or e-journal article and if there is a stable proxy link available, library staff will email the correct proxy-embedded link to you.
- For accessibility requirements, please refer your students to the Disability Services Office at disability-services@saalemstate.edu.

- This pilot project is subject to change in the event that public health circumstances limit our capacity to provide it.

Denial of Borrowing Privileges

The Berry Library respects the delinquency statuses maintained automatically by the NOBLE system. Patrons may be denied borrowing privileges under any of the following circumstances:

- owes long overdue billed materials.
- owes long overdue ILL materials or fines.
- owes fines of \$50.01 or over.
- at the request of other consortium libraries.

Education Resources Area

A significant number of books from the Education Resources collection are shelved on the Second floor of the library as a unit. They have the designation "Educ. Res." preceding call numbers in the online catalog. These books can be checked out at the Information Desk. Some Psychology tests and education tests are located in Library Reserves at the Information Desk. The tests can be checked out by faculty or students with their valid ClipperCard. They can be checked out for 7 days, with no renewals.

Emergency Closings

If the University closes due to poor weather conditions or other emergency conditions, the Library will be closed. If the Library should close, a message will be left on the voicemail for the hours line at [978.542.6808](tel:978.542.6808). The Library will reopen when the University reopens for business. If the University announces a delayed opening the Library will open at the announced time. Occasionally, the University will close for day classes but reopen for night classes; in those cases, the Library will be open reduced hours (e.g. 5:00 pm - close) or hours approved by University administration.

University closures are announced on:

Radio: WEFX 1230 AM, WRKO 680 AM, WBZ 1030 AM, WMWM 91.7 FM

Television: Channel 4 WBZ, Channel 5 WCVB, Channel 7 WHDH, Channel 56 WLVI

Salem State University Web Page: salemstate.edu

University closures will also be announced via the Salem State Community email list.

Faculty Proxy Cards

A Faculty Proxy card is a second card issued in a faculty member's name. The card would be used by graduate/research assistants or any other designee. Items checked out on this card would receive faculty due dates (5/1, 12/1). The card could be used to request interlibrary loan material in the faculty's name, however the materials would receive the usual ILL due dates. The faculty member agrees to be responsible for all items checked out on this card. Faculty members are asked to inform staff if they wish to have borrowing privileges on the card rescinded for any reason (e.g. student no

longer works for them). Faculty Proxy cards are valid for one semester. The card may be used again, but a new form must be filled out if the proxy holder has changed.

Food and Drink

Pre-pandemic: Snacks are permitted and covered drinks are allowed. Food and drinks are not allowed in Archives and Special Collections. Other guidelines include:

- Delivery of food in the library is not permitted.
- Properly dispose of all trash and immediately report spills to library staff.
- Any food and drink left unattended may be discarded by library staff.

As of September 2020: Due to the pandemic, food and drink **may not** be brought into the library or consumed anywhere in the library. As an alternative, food can be eaten at the tables in the ground floor café area of the learning commons or outside the building away from high traffic areas and entry ways. Social distancing should be maintained in any location. This change in policy is necessary while mask requirements are in place.

Group Study Rooms: *See Study Rooms*

Hold

Holds are requests placed in the system on behalf of patrons for material they wish to borrow. Holds can be placed for material that is currently checked out and needs to be set aside for the patron at their preferred pickup location when it is returned. Holds can also be placed on material that is available and needs to be pulled from the shelf and set aside for the patron or sent to the patron's desired pickup location. Holds are placed in two ways: by staff in our records management system or by patrons requesting materials in the web catalog.

Hours

Pre-pandemic: During the Fall and Spring Semesters, the Salem State University Library is open 96 hours per week. Those hours are as follows:

Sunday 12 Noon - 12 am

Mon-Thursday 7:45 am- 12 am

Friday 7:45 am- 7 pm

Saturday 12 Noon - 5 pm

Hours vary for holidays and Summer Semester. See Library web page at

<https://www.salemstate.edu/library-hours>.

Changes to hours are recorded on the hours line at 978-542-6808 and on the web page.

As of September 2020: Due to the pandemic, the Salem State University Library is open 40 hours per week in the Fall Semester. Those hours are as follows:

Monday - Friday 9 AM - 5 PM

Instruction Room Use Policy

The primary purpose of the library instruction rooms is for librarians to provide information literacy instruction for academic departments. In order for this to happen, librarians must have priority over other bookings. Library classrooms may be available to faculty and staff, with the following provisions:

- Instruction rooms may be reserved only after the first five weeks of the semester. The first five weeks of the semester are reserved for librarian instruction use only.
- Rooms are also not available from Reading Day to the end of finals each semester, as they are used for extra student study space.
- Single, one-time bookings can up to be made for room 107 and 214 no more than 72 hours in advance. Room 107 has 20 computer stations for students, a large flat-screen display, and instructor's station. Room 214 has 42 computer stations for students, two large flat-screen displays, and an instructor's station.
- Faculty and staff should contact the Library Help Desk if any issues with the room arise.
- Rooms must be left in the condition in which they were found. This includes cleaning writing from walls and white boards, picking up trash, turning off the projector, and removing all handouts or course materials.
- Food is not allowed in the rooms, but closed container beverages are permissible.
- Failure to follow these provisions will result in loss of future room booking privileges.

Any other inquiries regarding library room use should be directed to the Library Administration Office.

Interlibrary Loan

Interlibrary Loan is a service in which libraries lend their collections to other libraries for their patrons. It is a way for libraries to offer access to many more items than their physical space or budget may allow. Salem State University both borrows material to meet our community's needs and lends out our materials to other libraries.

The fastest way to get the materials you need is from the library's collection. If we don't have what you need, you can request material that is available within the NOBLE network to be sent to SSU's Library. You will need your ClipperCard and a PIN to order items yourself from the NOBLE catalog. To obtain a PIN, visit the Library Help Desk. For items that show "available" in the catalog, we expect those items to arrive usually within 3-5 business days. For items that are currently checked out, you will be put on the "hold list" to wait for books to be returned, and then sent to the next patron waiting for them. Please plan ahead for when you need materials.

Before submitting your ILL request:

- You will need your ClipperCard number. This number is on the back of your ClipperCard and begins 21506... It is not your student ID number.

- Provide us with as much information about the material you're requesting as you can (e.g. title, author, volume, number, dates, page numbers, etc.). If your citation includes ISBN or ISSN numbers, please include those, however they are not required to complete your request.
- There is a limit of 5 requests per student at a given time. As requests are filled, we will continue to fill additional article/book requests.
- Most of the time we can borrow ILL items for free. However, some libraries charge for their ILL service. We will always try to fill your request for free. If we cannot, we will let you know what the range of prices may be and give you the option of paying for your item or cancelling your request.
- Please note that e-books and textbooks cannot be requested through ILL.

Loan Periods

	Students	Faculty	Public (NOBLE) patrons
Typical items	3 weeks; 2 renewals	Due May 1 or Dec 1; 5 renewals	3 weeks; 1 renewal
Course Reserves	Varies: 2 hrs, 24 hrs, or 7 days	Varies: 2 hrs, 24 hrs, or 7 days	n/a – SSU only
Audio Material	3 weeks, 1 renewal	3 weeks, 1 renewal	3 weeks, 1 renewal
Video Material	2 hours in-library use only	1 week	2 hours in-library use only
Software	Varies by item	Varies by item	Varies by item
Laptops	1 week	1 week	n/a – SSU only
iPads	2 days	2 days	n/a – SSU only
Kindles	3 weeks	3 weeks	n/a – SSU only
Headphones, cables, DVD drives	2 hrs in-library use only	2 hrs in-library use only	2 hrs in-library use only
Tests	7 days	7 days	n/a – SSU only
Museum Passes	Varies by subscription	Varies by subscription	Varies by subscription

The following materials do not circulate: reference materials and serials. Rare exceptions are made with the permission of Library staff. If permission is granted for an exception, staff will use a Circulating Reference Materials Form to record the transaction.

Lockers

The Berry Library has 42 lockers located on the ground floor that are available to all SSU students. There are also 26 lockers located in the Faculty Research Reading Room that are available to all SSU faculty. Current Salem State University Students may request to use a locker at the Library Help Desk.

- Lockers may be checked out for the current semester with your valid ClipperCard.
- The Library will not be responsible for articles left in locker.
- All library circulating materials must be checked out before being placed in the locker.
- No reference books, serials, or library use only reserve books may be kept in a locker.
- The Library retains the right to check lockers periodically for library materials.

- Key card must be returned before leaving campus for the semester and before graduation.
- You are responsible for a \$45 replacement fee if the key is lost or not returned according to the above terms, resulting in loss of locker privileges.
- Items left in locker after due date may be disposed.
- Failure to comply with these rules will mean suspension of locker privileges

Lost & Found

Unattended personal belongings such as keys, eyeglasses, notebooks, gloves, hats may be forwarded to Lost & Found at the Library Help Desk. Most unclaimed items will remain in Lost & Found until the end of the semester, after which they will be discarded. Any valuable items (jewelry, purse, money, credit cards, etc.) will be held in the Access Services office for 24 hours after which they will be turned over to the Campus Police. Every effort will be made to contact the owner of any lost ClipperCards using the information in our records. If the owner cannot be notified within 24 hours, the ClipperCard will be turned in to the ClipperCard Office.

Museum Passes

The Library has museum passes which can be checked out. In order to borrow a pass, patrons must present a current, valid Salem State University ClipperCard. Students are limited to two passes at any one time. Faculty members may reserve passes in advance for classroom use, by calling the Library Help Desk. The Library has passes to the following museums:

- **Peabody Essex Museum:** each pass admits two people and is due back in 48 hours. Salem State University faculty, staff, and students may also use their ClipperCard for free admission to the PEM.

Overdues, Fines & Lost Materials

Overdue Items: Material becomes "long overdue" after it has been overdue for 42 days. At this point the patron is sent a bill notice and is blocked in our records management system. The block prevents a student from being able to register for classes or to obtain grades or transcripts. We make every effort to remove all blocks within 24 hours after all materials have been returned.

Fines: Salem State University Library does not charge fines.

Payment for Lost Materials: Patrons who lose SSU Library materials must pay the replacement cost as indicated on their bill or as noted on their patron record. Most books have a standard (average) replacement cost of \$45.00, but some books and other media have other costs as shown on the bill or record.

- Payment for lost materials is non-refundable, even if the item is later found.
- Please pay cash or make checks or money orders payable to: Salem State University Library.

PIN/Password

If you are a registered borrower of a NOBLE library, you can create an account in order to:

Last updated: November 10, 2020

- View a list of items you have checked out
- Renew the items you have checked out
- View your outstanding fines
- Request items (place holds)
- View a list of items you have on hold
- Cancel or suspend your holds
- Create lists of items from the catalog
- Opt in to maintain a list of your check out history

To access your account, you will need to type in your library card barcode number and a Personal Identification Number (PIN)/password. To obtain a PIN/password, you can present identification at a NOBLE member library, or set it up online if your account has an email address on file. Visit [NOBLE's PIN info page](#) for instructions. Please note:

- You will be able to change your PIN/password at any time using the same methods.
- PIN/passwords will not be given out over the phone.

Printing

The print station is located on the first floor at the Library Help Desk and serves all the desktop computers in the library. Students print with their ClipperCards. Faculty and staff can use the faculty card provided at the Library Help Desk. Guests can pay cash or purchase \$5 refillable printing cards from the Library Help Desk. Patrons are advised to use Print Preview to make sure that they print desired information.

Print credits can be purchased by logging into Navigator account and adding print credits by using a credit card.

- Salem State University adds \$5 each semester on each student's Clipper Card for printing and photocopying purposes.
- Black & white prints: \$0.10 per page
- Color prints: \$0.20 per page
- When printing a document in the library, look for the monitor number on your computer monitor and select that number at the printing station monitor. Also, select Library B/W for the black & white printer and Color Library for the color printer. Select your documents at the printing station monitor and swipe your Clipper Card to print the document.

Restrooms

Accessible restrooms are located on all floors of the Berry Library. Gender-neutral restrooms are available on the 3rd floor and the ground floor.

Study Rooms

Pre-pandemic: For all group study rooms in the Frederick E. Berry Library, you will need to check out a key card from the front desk to access the room. Study room reservations can be made here:

<http://salemstate.libcal.com/rooms.php?i=12871>

- Only current SSU members with a valid ClipperCard may reserve the rooms.
- Reservations for a group study room can be made online up to 1 week in advance.
- Rooms may be reserved for up to 2 hours at a time (4 half-hour time slots).
- Only one reservation per day is allowed, although users can stay longer if nobody else is waiting.
- The person who checks out the key card is responsible for returning it. The key card must not leave the library.
- Room reservations will be held for 15 minutes only past the beginning of the reserved period.
- Group study (two or more students) has priority over individual use.
- Rooms that are not reserved may be assigned to any user on a first-come, first-serve basis.
- Faculty, staff, community members, and the general public may request to use a room on a first-come, first-served basis during non-peak study periods. Inquire at the help desk on the 1st floor for availability.
- Personal belongings should not be left unattended in the room.
- Write with erasable markers on the glossy white walls only. Clean walls when done.
- If you need a cable or headphones to use the TV, request them from help desk on the 1st floor or call 978-542-6230.

As of September 2020:

- No more than 2 people may use a study room at any one time.
- No erasable markers are available for check out at this time.