

ACADEMIC SERVICES

12.1 Thomas G. Carpenter Library

The UNF Library, named in honor of the University's first president, is a full-service, technologically supported library and information center, whose primary mission is to support the University's academic programs. It houses a collection of approximately 800,000 books, periodicals, government documents, electronic resources, audio and video materials, and more than 1,300,000 microforms. Twenty three professional librarians and twenty four support personnel promote an innovative outlook in providing services common to a large research library, including reference and information services, interlibrary loans, photo duplication facilities, and electronic full text databases via the Internet.

The Library's collections are accessed through an online catalog, ExLibris Aleph, maintained by the Florida Center for Library Automation (FCLA) for the state university libraries. The UNF bibliographic database currently consists of almost 675,000 records and provides remote access to the holdings of the other ten state university libraries, totaling more than 12,000,000 bibliographic records. Additionally, the Library is linked both to the OCLC computerized database (OCLC, Inc.) through the Southeastern Library Network (SOLINET) and to the RLIN (Research Libraries Network) database, offering instant access to over 50,000,000 bibliographic records and holdings information of affiliated libraries. The combined advantages of these networks provide rapid access to materials available in the UNF collection, the state university libraries, the Florida Library Information Network (FLIN), and national and international interlibrary loan channels. The Library's online public access catalog (opac) is accessible not only in-house but also from campus offices and from remote locations. All Library policies, guides, hours information, and other services can be reached on the Library's home page at <http://www.unf.edu/library>.

The Library building underwent an expansion and complete renovation in 2005-2006. With a seating capacity of 2,000, it is equipped with group study rooms, graduate study carrels, 300 public computer workstations, linked to the Internet, and offers wireless access throughout the 199,000 square foot building.

Except for holidays and semester breaks, the Library is open seven days a week. The operating schedule for the Library and its individual units is posted at the entrances, and on the Library's web page at <http://www.unf.edu/library>.

Library Hours

Monday - Thursday	7 A.M. - 2 A.M.
Friday	7 A.M. - 6 P.M.
Saturday	8 A.M. - 6 P.M.
Sunday	1 P.M. - 2 A.M.

Special hours are announced for term breaks, and before each holiday.

Selected Services and Regulations

Full descriptions of Library services and regulations are available through the Library's web page at <http://www.unf.edu/library>. Highlights of the Library's services and policies are summarized for your convenience below:

Loan Regulations.

LIBRARY CARDS

For current faculty, including visiting faculty and part-time faculty (adjuncts), the OspreyCard ID is the required library borrowing card. This card is issued by the ID Card Office, and must be presented by all UNF faculty to check out library materials at the Thomas G. Carpenter Library and to use the licensed databases from off campus.

Protect your Osprey ID number. This card is not transferable (don't lend it to anyone else to use). The person to whom the card was issued is responsible for any and all materials charged to the assigned account number. Faculty members may borrow by proxy upon advance written notice to the Library for each occurrence. Until the Library is notified of a lost UNF ID card, the borrower is responsible for all loans and transactions made with the card.

LOAN PERIODS

Loans for UNF faculty are made for eighteen (18) weeks. Faculty loans are subject to recall for use by other borrowers after 2 weeks. Certain materials are ineligible for the faculty loan period:

- * Class reserve materials -- 2 hour; 3 or 7 day loans only
- * Interlibrary loan materials -- due date as assigned by lending library
- * Leisure reading books -- 2 week loans
- * Special exception loans for materials which are normally non-circulating – due date as arranged with the lending library department
- * Certain audiovisual materials

OVERDUE FINES (UNF Board of Trustees fee schedule)

Overdue fines apply to ALL borrowers: students, faculty, staff, and non-UNF borrowers

\$.25 per day on regular loans.

Special fines apply in the following instances:

Course Reserve, overdue hourly loan, \$1.00 per hour
Course Reserve, overdue daily loan, \$1.00 per day
Recalled overdue item, \$1.00 per day in addition to any other fine
Interlibrary Loan overdue, \$1.00 per day (no maximum)

Minimum fine charged per overdue items is \$2.00.

All partial day and partial hour fines are rounded up. For example, an item 8 days and one minute late is charged as 9 days overdue.

REPLACEMENT COSTS

Costs are charged in addition to any accrued fines. Library items that are 20 days overdue are assumed lost and the borrower is billed for replacement of the item. Generally, the average cost of a book within a specific subject area is charged, but not less than the average cost of all North America hardback books as found in *The Bowker Annual of Library Book Trade Information*. Alternately, the Library may charge the current retail price of a title as found in *Books In Print*.

The minimum replacement charge will never be less than the average cost of all North America Hardback Books, currently \$57.65.

Borrowers' accounts are credited for books returned after billing. Replacement costs are automatically removed from the account if returned within 180 days of the due date, but the borrower still must pay any overdue fine.

APPEALS AND REFUNDS

Appeals for library fines and charges must be received *IN WRITING* within *90 days* of the *billing date*. Verbal appeals do not protect your rights under this time limitation. Appeals must contain the borrower's name and university ID number (N number) as it appears on University records, the invoice numbers of the charges being appealed, and an explanation of the extraordinary circumstances why the charges should be waived or adjusted. Inclusion of substantiating documentation is recommended.

Should an item be returned more than *180 days* after the *due date*, the replacement value is *not refundable*.

If the borrower appeals the amount of the replacement charge, the library will research the exact amount to replace the item, including out-of-print and shipping charges. Presenting an exact usable replacement copy may be substituted for paying the replacement charge, although cataloging and binding charges may still apply.

COURSE RESERVES.

To ensure swift turnaround, requests for placing materials on Reserve should be initiated well in advance of a new semester or use by a specific class. Copyright issues may delay processing of materials.

Materials are accepted for Course Reserve at the Access Services Desk (1st floor) during all hours the library is open.

A completed Course Reserve Material Request form is required.

Supplies and photocopies needed for processing and circulating materials must be provided by the faculty member (i.e. notebooks or binders or other unique containers).

Presenting the item with the reserve request will expedite processing.

Materials removed from Reserve by faculty will not be placed on reserve again during that semester.

Limitations: Due to space and staffing considerations, the size of the Course Reserve Collection must be restricted to a manageable volume. The following limits are necessary to adequately process, maintain, and provide access to the collection. Any faculty request to exceed these limitations must be justified in writing.

A maximum of 25 titles per course/instructor.

A maximum of 5 copies per title.

Types of materials accepted for Course Reserves

Books, Media, and other materials

- Books, audio-visual materials, and curriculum items from the Library's collections may be placed on Course Reserve.
- Personally-owned books and other printed materials are also accepted for Course Reserve.

- Other non-print materials may be accepted if adequate marking, protection, and circulation are possible.

Periodicals: Journal Issues & bound periodical volumes

- The Periodicals Service Desk (3rd floor) will administer controlled circulation of entire issues or runs of bound volumes of serials owned by the Library upon request of the instructor.

Photocopies

Photocopies will be accepted by the Library only if the copy meets one of the following conditions:

- The copy meets the fair use guidelines as outlined by copyright law and/or CONTU Guidelines.
- The copy has been lawfully purchased.
- Specific permission for reserve use has been granted by the copyright holder (written verification required)
- Royalties have been paid (written verification required)

Library Purchase of Items for Reserve use

The Library will purchase one (1) copy of a book/media item needed for course reserve use. Request for more than one copy must be justified in writing. Any requests for purchases must be received at least five weeks before class begins.

Loan Periods

Faculty must select the circulation cycle for each item placed on reserve. The following factors should be considered when selecting a loan period:

- The general availability of the information.
- The number of students enrolled in the class.
- The number of duplicates on reserve.
- The anticipated use level based on class assignments.
- Loan periods are 2 hours, 24 hours, 3 days and 7 days.

Personal Copies (Non-Library Owned Items)

Faculty may place personally owned items on Course Reserve with the following understanding:

- The Library makes a reasonable effort to protect all materials in its possession, but cannot be held liable for loss, damage, or replacement costs of personal items placed on reserve.
- While the material is on reserve, the owner relinquishes control over the use of the material to the library.
- Use of personally-owned materials is controlled by existing library course reserve policy.
- The material may be marked for reserve identification. Indelible ink, tape, adhesive, or staples may be used.

Types of materials not accepted for the Course Reserves Collection:

- Textbooks and required books which the student is expected to buy (except when personal copies are provided by the requestor at no expense to the Library).
- Entire journal volumes/issues (except when administered through the Periodicals Service Desk).
- Sets of books exceeding 4 volumes.
- Bulky, fragile or unwieldy items whose physical characteristics prevent proper marking or processing for reserve circulation.
- Materials which bear the ownership marking of another library or institution.
- Materials unacceptable or unlawful for circulation due to copyright or license restrictions.
- Personal copies with special conditions or restrictions attached to their handling or use.

REFERENCE AND BIBLIOGRAPHIC INSTRUCTION. These services are available at the Reference desk on the second floor. Reference staff conducts both class tours and in-class lectures upon faculty request.

COPIERS. Copiers accepting Osprey and/or copy cards are available on all floors.

INTERLIBRARY LOAN SERVICES. These services are available to faculty at the Circulation desk. Faculty may also send ILL requests through the Library Request System at <http://www.unf.edu/library>. Interlibrary loan requests are subject to the regulations of the networks utilized. Charges may be applicable.

STUDY CARRELS. Carrel applications are considered on the basis of a need for space to carry out a long term research project requiring frequent use of a significant quantity of **circulating** library materials by faculty **who do not have assigned, private, secured space on campus**. Application forms require justification for need and must be signed by the faculty member's dean. Applications must be submitted to the Library Dean's office no later than Friday of the first week of classes each semester. The carrels are assigned the following Monday. All Library rules apply, i.e., no smoking, food, or beverages are permitted in the study carrels. Non-circulating library materials may not be kept in the carrels overnight.

RECOMMENDATIONS FOR THE PURCHASE OF LIBRARY RESOURCES. While the Library subscribes to a subject approval program customized to the UNF curriculum, faculty requests are given priority in the selection of books, journals, and other resources. Because of the high cost of library materials and the continuing obligations to maintain periodicals and other serials, the current library budget may not be able to support fully the perceived needs for all resources requests. Likewise, cost, license restrictions, and format may delay or impair the Library's ability to purchase recommended electronic and media resources. Ordering information may be directed to the Acquisitions Librarian or the Serials Librarian, as appropriate. Purchase requests may also be made through the online request form at <http://www.unf.edu/library>. While the Library accepts and acknowledges gifts, it cannot provide appraisals for gifts.

BORROWING PRIVILEGES AT OTHER FLORIDA STATE UNIVERSITY LIBRARIES AND JACKSONVILLE AREA COLLEGES AND UNIVERSITIES. Upon presentation of validated identification demonstrating current affiliation with UNF, any UNF student, faculty or staff member

may obtain borrowing privileges at the **main library on the main campus only** at any of the other Florida state university libraries:

Florida A & M University	University of Central Florida
Florida Atlantic University	University of Florida
Florida International University	University of South Florida
Florida State University	University of West Florida
Florida Gulf Coast University	
New College	

By special University agreement and similar procedures, full-time faculty (only) may obtain reciprocal borrowing privileges at the libraries of Edward Waters College, Florida Community College of Jacksonville (FCCJ), and Jacksonville University.

BE SURE TO TAKE SUFFICIENT IDENTIFICATION. The following types of identification may be required:

- a) Proof of eligibility: e.g., official UNF ID card or letter of introduction verifying current affiliate status.
- b) Proof of name/address: e.g., driver's license, voter's registration.
- c) Proof of employee number: OspreyCard ID.
- d) Photo identification and/or signature identification.
- e) State Attorney required (Florida Statutes, Chapter 832) check cashing data: full name, current residence address, home phone number, business phone number, place of employment, sex, date of birth, height, race, driver's license number.

It is a good idea to make application immediately upon arrival at the library you are visiting to allow sufficient time to verify, process, and approve your application before you actually need to check out books. Association with the University of North Florida does not necessarily guarantee your privileges, but merely speeds up the procedure for approval for a special borrowing card for that institution. You must also be in good standing with the lending institution, i.e., no charges outstanding, etc.

Loans made to you by another institution are governed by that institution's rules, regulations, policies, and charges. Certain services normally reserved for that library's primary clientele may not be available to you, and other limitations may be imposed. If you should encounter difficulty in obtaining borrowing privileges at another SUS library and you wish to use sources available there, copy down the complete citation (author, title, journal title, pages, etc.) and use the interlibrary loan network upon your return to UNF.

Changes in Library Policy

The foregoing policies and information are subject to change from time to time. Such changes and reminders will be announced by the Dean of the Library. Complete information on policies and services is available at <http://www.unf.edu/library> .

12.2 Academic Testing

The Office of Academic Testing administers and/or provides information about Independent Study examinations and such tests as the : Allied Health Professional Admissions Test (AHPAT), American College Test (ACT), College-Level Academic Skills Test (CLAST), College-Level Examination Program (CLEP), Florida Teacher Certification Exam (FTCE), Florida College Entry-Level Placement Test (FCELP), Graduate Record Exam (GRE), Law School Admission Test (LSAT), Medical College Admission Test (MCAT), National Counselor Exam (NCE), NLN Nursing Mobility Profile II (NLN), Pharmacy College Admission Test (PCAT), Scholastic Aptitude Test (SAT), Test of English as a Foreign Language Examination (TOEFL), and the Veterinary College Admission Test (VCAT).

The College-Level Examination Program (CLEP) is offered by appointment only each semester to students who desire to take subject area exams for college credit. Students register in the Office of Academic Testing, Founders Hall, Room 2056. The NBCC National Counselor Exam for Licensure and Certification is offered twice per year through registration in the College of Education and Human Services Counselor Education Program. The NLN Nursing Mobility Profile II exam is offered once per semester by registering in the Office of Academic Testing. Contact the Office of Academic Testing for a schedule of test dates and registration deadlines.

The College-Level Academic Skills Test (CLAST) is required of all undergraduate students who seek admission to upper level programs at UNF, unless they have received a CLAST exemption. CLAST was developed by the State of Florida to test communication and computational skills that are judged by state university and community college faculty to be essential for college students to have achieved by the end of the sophomore year. The test is required by Florida Statutes and rules of the State Board of Education for the awarding of the Associate in Arts and baccalaureate degrees. In Spring 1995, Florida's Legislature approved alternatives to CLAST which became effective January 1, 1996. For additional information, please refer to the [Course Schedule Booklet and Registration Schedule](#) and the Academic Policies and Regulations section of the current University catalog. CLAST is offered for first-time examinees each February, June and October. A computerized CLAST lab is available for UNF students and non-students to take the English Language Skills, Reading Comprehension, and Mathematics subtests (for a fee) by appointment only each term. Students are eligible to take subtest(s) every 31 days.

The Office of Academic Testing is located in Founders Hall, Room 2056, and may be reached at ext. 2927.

12.3 Financial Aid

Student financial aid is coordinated through the collective offices of Enrollment Services. Enrollment Services is comprised of six units:

- 1) Enrollment Services Processing handles all of the behind-the-scenes processing functions;
- 2) One Stop Student Services helps students with a wide array of issues including admissions, academic records, registration, financial aid, and veteran's affairs and serves as the public face of Enrollment Services;
- 3) Admissions is responsible for recruiting diverse and talented students;
- 4) Enrollment Services Compliance maintains quality assurance and handles all State and Federal reporting for Enrollment Services;
- 5) Enrollment Services Technology & Training support the rest of the unit with technological services; and
- 6) Administrative functions are handled by the office of the Associate Vice President of Enrollment Services.

Working together, Enrollment Services provides assistance to students by coordinating all Federal, State and institutional student aid programs. Faculty are reminded that all scholarship awards to UNF students, regardless of the origin of the funds, must be coordinated through Enrollment Services Processing.

A variety of grants, loans, and employment programs are available. Eligibility criteria vary. Students should be referred to One Stop Student Services for information and application procedures. For additional information students should call the One Stop, ext. 5555. A faculty and staff "hotline" has been established for contacting the One Stop, ext. 2224, but students should go through our main switchboard. The Office is located on the first floor of Founders Hall.

12.4 Classroom Assignment

Classroom spaces are assigned by the University Scheduler in Enrollment Services Processing during the scheduling period of each semester. All changes in classroom space assignment or relocation of classes after completion of schedule must come in the form of a request from the College Scheduler to the University Scheduler in Enrollment Services Processing (x 2708). It may be necessary to re-assign classrooms prior to the start of classes in order to maximize classroom usage.

12.5 Office of Research and Sponsored Programs

The Office of Research and Sponsored Programs (ORSP) serves as the University's central administrative unit responsible for securing external resources through grants and contracts and providing financial and contractual stewardship of awards. ORSP provides dynamic and proactive services to cultivate and maximize external resources for relevant research, scholarly and creative pursuits. ORSP provides guidance and support to the university community in an environment that fosters the creative process and the enrichment of students and teaching, while ensuring protection of the university's financial, contractual, and regulatory obligations as well as accountability to external funding sources.

ORSP services include pre-award advice and assistance, award negotiations, post-award administration, accounting services, and financial administration for faculty interested in grants and contracts. Through the programs which it administers, ORSP contributes to professional development of faculty, enhances the educational experiences of students and facilitates the addressing of critical concerns of the community and region.

12.6 Usage Rules for Faculty Association Meeting Rooms

The Faculty Association Meeting Rooms have been set aside to provide space for meetings and other activities of Faculty Association committees, subcommittees, task forces and other groups. The Faculty Commons is a lounge for faculty study, relaxation, "brown-bag lunches" and small-group discussion. The Faculty Association maintains a meeting room inside its office suite in 10/1120 (capable of holding about 15 people) and also maintains the Faculty Commons (10/1102).

The following rules have been developed to maximize the use of the Faculty Association Meeting Room (10/1120), to enhance its maintenance and availability, and to prevent foreseeable conflicts between users. Users who fail to abide by these usage rules will be denied subsequent access to this space:

1. This meeting room may be reserved only by faculty and only for academically oriented professional seminars, workshops, conferences, presentations, committee/department meetings or other meetings under the direct supervision and for which they will be present. The room may NOT be used for UNF classes. Reservations may be made by faculty through the Faculty Association Office (620-2872). In the event of conflicts between requesting parties, the Faculty Association Executive Secretary will consult with the Faculty Association President or designee to resolve the conflict.

2. Faculty members reserving this space are entirely responsible for its care and cleanup. All garbage and trash **MUST** be gathered and disposed of properly in wastebins prior to leaving. Food debris on the floor must be picked up, counters and/or tables wiped off, and spills immediately cleaned up.
3. Faculty planning an event involving food should plan to access the vacuum cleaner in advance. In the event that the custodial services must be called in order to clean up the room(s) after an activity, a \$50 clean-up charge will be made against the reserving department/unit. If food has been catered, the responsible faculty person must call Food Services as soon as the event is over so that they can come and retrieve their equipment promptly. If they are **NOT** coming back to retrieve any equipment, the reserving faculty are totally responsible for cleanup. Either way, be sure to unplug coffee pots before leaving!
4. Personal items may **NOT** be stored in any part of this space. Personal items are defined as items used only or primarily by a single user or group of users and not available to or of interest to others. All the items assigned to this space must be available for the use of all faculty members. Personal items left in this space for more than 24 hours will be turned over to the Campus Police Lost and Found.
5. If faculty members have checked out keys for early morning or special evening access, they should be sure to return the keys to the Faculty Association Office (10/1120) as soon as possible but no later than 9:00 a.m. the next morning so that they are available for the next reservation holders.

12.7 Usage Rules for the Faculty Commons

1. This space is for study, relaxation and quiet conversation among Faculty Association members and adjunct faculty of the University of North Florida.
2. No classes may be held in the Commons at any time.
3. No students (graduate or undergraduate) may be brought into the Commons by any faculty member except for special events where student attendance is permitted.
4. The Commons may **only** be reserved evenings after 5 p.m. and weekends for faculty functions that might include students, parents, alumni, and non-faculty. Such events are limited to those approved in advance by the President of the Faculty Association or his/her designee. Persons seeking to schedule events must submit a written request, to the Faculty Association President, in which the nature of the event and its relevance to faculty is clearly articulated.
5. The Bulletin Board should only be for announcements of a general nature likely to be of interest to most faculty members.
6. Faculty members using the Commons agree to take responsibility for maintaining the Commons in accordance with some basic rules of etiquette which are posted in the Commons.

The basic rules of etiquette for use of the Faculty Commons are posted in the room located in Honors Hall, Room 1102.