Location and Hours

The Instructional Media Library (IML) is located on the second floor of the Hagan Memorial Library. The IML public service desk maintains the same hours as the rest of the library.

Holdings

IML holdings consist of the following formats: video cassettes (VHS), digital video disks (DVD), compact discs (CD), records, audio tapes, microfilm, and microfiche. The IML holdings are shelved behind the IML public service desk. Staff assistance is required to remove these items from the shelves. IML holdings are currently listed on the online catalog (UC cat). The catalog is available via internet across several platforms to provide access to campus patrons as well as off campus patrons. All IML holdings (except vinyl recordings) are cataloged using the Library of Congress format.

Circulation

IML materials are available to the following users: University of the Cumberlands faculty, University of the Cumberlands staff, University of the Cumberlands students and townspersons. All circulation transactions require a valid user I.D. Faculty may borrow IML materials for a period of one week. If needed longer, they may borrow items for up to a full semester. Staff and students may check out video tapes, DVD’s, CD’s, and music scores. Microfiche and Microfilm do not circulate outside of the library. A digital microfilm and microfiche reader/printer is available for reading and printing. All exceptions to circulation policies should be cleared with the instructional media librarian or the library director.

Equipment

The IML has VCRs, TVs, video projectors, opaque projectors, overhead projectors, tape decks, CD players, DVD player, record players, tape recorders, projection screens, podiums and a public address system. The administration may borrow IML equipment for their purposes. The IML staff will deliver and pick up these items. Faculty and staff may borrow IML for use in their classrooms or other college functions. Reservations will be taken over the phone, in person, or via email. Students and townsperson card holders may use IML equipment within the library. They may not take equipment out of the library. All equipment can be borrowed for one day. If more time is needed it must be approved by the IML supervisor or the library director.
Acquisitions

Orders for IML materials are initiated by the Instructional Media Librarian and approval by the Library Director. In light of our commitment to support the curriculum of the college, faculty requests are given a high priority. Each department has an annual budget that they may use to build the IML collection to meet their instructional and research needs. Students’ requests are evaluated in relationship to the collection development policy of the library. Final decisions are made by the Library Director.

Interlibrary Loan of IML Materials

Interlibrary loan of IML materials are allowed at the discretion of the IML supervisor or Library Director.

Personnel

The IML is staffed by one FTE support staff, and 10-12 work study students. The FTE support staff is hired through the college personnel office upon recommendation of the Library Director. This person reports to the Library Director and assists in the following tasks: ordering, copy cataloging (OCLC), accomplishing various circulation tasks, training and supervising IML work study students. Work study students are selected at the beginning of each fall semester. They need to have some computer proficiency (word processing) and be willing to follow the expectations set for them in the IML Handbook. They assist in the following tasks: staffing the IML public service desk, reserving classrooms and equipment, checking in and out IML materials, answering patron questions and inquiries, assisting patrons in the use of IML computers and duplication equipment, maintaining IML and periodical facilities, checking in periodicals, and performing other miscellaneous tasks as needed.

UC IML

Circulation Policies and Procedures

<table>
<thead>
<tr>
<th>Patron</th>
<th>Material</th>
<th>Circulation Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty</td>
<td>P.A. System</td>
<td>1 day</td>
</tr>
<tr>
<td></td>
<td>VCRs</td>
<td>1 day</td>
</tr>
<tr>
<td></td>
<td>TVs</td>
<td>1 day</td>
</tr>
<tr>
<td></td>
<td>Overhead projectors</td>
<td>1 day</td>
</tr>
<tr>
<td></td>
<td>Podiums</td>
<td>2 days</td>
</tr>
<tr>
<td></td>
<td>CD Players</td>
<td>2 days</td>
</tr>
<tr>
<td></td>
<td>Tape Decks</td>
<td>1 week - 1 semester</td>
</tr>
<tr>
<td></td>
<td>Tape Recorders</td>
<td>1 week - 1 semester</td>
</tr>
<tr>
<td></td>
<td>DVD Players</td>
<td>1 week - 1 semester</td>
</tr>
<tr>
<td>Staff</td>
<td>Staff may check out</td>
<td>for college functions</td>
</tr>
<tr>
<td></td>
<td>equipment same as above.</td>
<td></td>
</tr>
</tbody>
</table>
### Students

Students may only use equipment in the Library. Any exceptions to this must be cleared by the IML Supervisor, Library Director, or permission slip from a faculty member.

### Townspersons

Students may only use equipment in the Library. Any exceptions to this must be cleared by the IML Supervisor, Library Director, or permission slip from a faculty member.

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Equipment is to be picked up and dropped off by the requesting faculty member (or one of their students). The exception to this rule is the administrative offices.

### Media:

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Music Scores</th>
<th>Video Tapes</th>
<th>Records</th>
<th>CDs</th>
<th>DVDs</th>
<th>14 days</th>
<th>3 days</th>
<th>3 days</th>
<th>3 days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students/Staff</td>
<td>Music Scores</td>
<td>Video Tapes</td>
<td>Records</td>
<td>CDs</td>
<td>DVDs</td>
<td>14 days</td>
<td>Room Use Only</td>
<td>3 days</td>
<td>3 days</td>
</tr>
</tbody>
</table>

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**UC IML**

1. **Laptop Rental Policies and Procedures**

**Student Services Laptop Rentals**

The Instructional Media Library (IML) has laptops available for student rentals. Students must read and sign the laptop rental agreement. Laptops that are checked out after 9:00am are due back at 3:00pm that same day. Laptops that are checked out after 3:00pm are due at 9:00am the next morning. When laptops are returned, they are inspected, cleaned, updated and scanned by the graduate assistant or the IML supervisor before they are checked out to another student. A full scan of the virus protection is performed on every student laptop regardless of checkouts each month. If a laptop is late, the student is contacted by phone and/or email. All contact is documented. After 24 hours, if the student cannot be contacted and/or the laptop is not returned then the documentation is passed on to IML supervision.
Upon inspection, if physical damage is detected, the laptop record is updated and the laptop is pulled from service and given to the supervisor.

Library Support Services

The library provides the following support services:

• Cold lamination - $2.00 per linear foot
• Hot lamination - $0.50 per sheet
• Comb binding – varies from $0.10 to $1.20 each depending on size of document
• Steel-back binding - $0.66 - $0.84 each depending on size of document
• Black and white photo-copies - $0.10 per copy
• Color photo-copies - $0.15 per copy
• Glossy photo paper - $0.05 per sheet