



**Office of Provost and Vice President
For Academic Affairs**

MISSISSIPPI STATE UNIVERSITY

ACADEMIC OPERATING POLICY AND PROCEDURE

MEMORANDUM TO: All Holders of Mississippi State University Academic Operating Policy and Procedure Manual

DATE: April 17, 1989

SUBJECT: AOP 32.01 - Mississippi State University Library

PURPOSE

The purpose of this Academic Operating Policy and Procedure (AOP) is to ensure an understanding of policies and procedures relating to the Mississippi State University Libraries.

REVIEW

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Associate Provost for Academic Affairs (APAA) with recommendations for revision presented to the Provost and Vice President for Academic Affairs.

POLICY/PROCEDURE

The Mississippi State University Library System is composed of the main library (Mitchell Memorial Library) and four branch libraries (Architecture Branch Library, Meridian Campus Library, the Jackson Center Library of the School of Architecture and the Veterinary Medicine Branch Library). Facilities and collections of all libraries are available to all students and faculty. The library system contains an extensive collection of manuscripts, maps, pamphlets, and books. Its subscriptions to periodicals, serials and newspapers are chosen to support the mission of the University's program of teaching, research and service. The Library serves as a selective depository for the publications of the U.S. Government. This collection of documents has been augmented by the acquisition of selected publications of other public agencies, including the reports of state and territorial agricultural experiment stations, Mississippi State documents, the United Nations, and the National Aeronautical and Space Administration (NASA). The Library also acquires the publications of the Atomic Energy Commission, now expanded into the United States Department of Energy. The resources of the Special Collections Department, devoted to collections of local, state, regional and general historical value, are comprised of manuscript collections in the original form or on microfilm.

During the regular sessions, the libraries observe set hours, which are published through the media and posted throughout the library system. Shorter hours and partial services are maintained during vacation and holiday periods. These schedules will be announced each time and will be posted accordingly. Faculty members may borrow books on long-term loan for an entire semester. A system of reserve books is operated for the benefit of faculty members who wish to place materials on reserve for class use. Reserve books usually are restricted for use in the Library and overnight use, but may be reserved for a longer period of time. A collection of previously given tests is maintained as a part of the reserve section, and faculty members are encouraged to place their old tests in these files. Faculty members may also schedule special tours and seminars for their classes. Bibliographic online search services and CD-ROM Databases are also available.

THIS POLICY HAS BEEN RESCINDED

RESPONSIBILITIES

Position

Section
Review

Year
2010

Associate Provost for Academic Affairs

REVIEWED BY:

/s/ Jerome Gilbert
Associate Provost for Academic Affairs

10-23-06
Date

/s/ Peter Rabideau
Provost and Vice President
for Academic Affairs

11-01-06
Date

/s/ Robert Wolverton
President, Robert Holland Faculty Senate

11-02-06
Date

/s/ Don Zant
Director, Office of Internal Audit

11-03-06
Date

/s/ Charles Guest
General Counsel

11-09-06
Date

APPROVED:

/s/ Robert H. Fournier
President

12-01-06
Date

THIS POLICY HAS BEEN RESCINDED