



Textbook Policy

The Library will purchase materials which support the teaching and research interests of the American University of Malta. As a general policy, we do not purchase undergraduate textbooks for the collection. We add graduate level materials to the collection on a case-by-case basis, if the materials support long-term research or cover emerging research areas.

Textbook Characteristics

- Include discussion topics, problems and study questions at the end of individual chapters
- May be published in subsequent editions
- Designated to be used by students for introductory, intermediate and advanced courses of study
- Fit the definition of "textbook" in the [Online Dictionary for Library and Information Science](#) by Joan M. Reitz, ABC-CLIO

Exceptions

- A faculty member may place a personal copy of a textbook on course reserve
- A faculty member may request that the Library purchase a textbook that he or she has written and place it on course reserve*
- A faculty member may request that the Library purchase a single copy of a textbook and place it on course reserve
- A librarian may determine that a textbook significantly supports AUM's teaching/research interests

Course Materials

- Required textbook(s) and all supplemental readings (as defined below) that have been determined as necessary for the instruction of a specific course, by the faculty and stipulated in course syllabi

What is required reading?

Any reading assignment that students are formally assessed on and that is clearly integrated into the learning process per final syllabus.

What is supplemental reading?

Reading materials that are not essential to mastering the content of the class but, should be available and put on course reserve for students in the Library.

Textbook Affordability

Faculty should be mindful of the cost of required textbooks and consider open access textbooks that everyone can use and share freely (see appendix of websites for open access textbooks and educational resources).

Expectations for Students

Students are provided with a list of required textbooks, included as part of the course listing when registration opens for each semester. The university does not sell textbooks but, directs students to purchase books online. Students can obtain prepaid online credit cards with assistance from Student Affairs. Faculty expect students to come to class prepared having read required course materials.

*To avoid any potential conflict of interest, see the AAUP statement, On Professors Assigning Their Own Texts to Students- <https://www.aaup.org/AAUP/comm/rep/owntexts.htm>

Appendix: Open Access Textbook and Educational Resources

[American Institute of Mathematics Open Textbook Initiative](#)

The American Institute of Mathematics (AIM) seeks to encourage the adoption of open source and open access mathematics textbooks. The AIM Editorial Board has developed evaluation criteria to identify the books that are suitable for use in traditional university courses.

[arXiv.org](#)

Operated by Cornell University, arXiv.org provides open access to over one million e-prints in Physics, Mathematics, Computer Science, Quantitative Biology, Quantitative Finance, Statistics, Electrical Engineering and Systems Science, and Economics.

[BC Open Textbooks](#)

An initiative from BC Campus for open access textbooks for the university campus.

[Directory of Open Access Books \(DOAB\)](#)

The directory is open to all publishers who publish academic, peer reviewed books in Open Access.

[MERLOT II: Multimedia Educational Resource for Learning and Online Teaching](#)

The Multimedia Educational Resource for Online Teaching (MERLOT), developed by the California State University Center for Distributed Learning offers access to thousands of open educational materials.

[MIT OPENCOURSEWARE](#)

Some of these online textbooks are open-licensed electronic versions of print books. Others are self-published online books, or course notes which are so thorough that they serve as an alternative to a conventional textbook.

[OASIS](#)

Openly Available Sources Integrated Search (OASIS) is a search tool for finding open content, including textbooks, courses, course modules, audiobooks, video and more.

[OER Commons](#)

A large repository that includes all kinds of Open Educational Resources. Use the search limiters to narrow by education level, material type (i.e. textbooks) and subject.

[Open Textbook Library](#)

Complete textbooks that have been reviewed by a variety of college and university faculty, and can be downloaded for no cost, or printed at low cost. All textbooks are either used at multiple higher education institutions; or affiliated with an institution, scholarly society, or professional organization.

[OpenStax](#)

Rice University's open access initiative, with books organized by subject. OpenStax College is a nonprofit organization committed to improving student access to quality learning materials. OpenStax's open textbooks are developed and peer-reviewed by educators to ensure they are readable, accurate, and meet standard scope and sequence requirements.

[Saylor Academy](#)

List of open access books maintain by Saylor Academy, an online open course institution.



American University of Malta

Policy: Library Collection Development

AUM Policy Category: VI Library and Other Information Resources

Policy Title	Library Collection Development
Policy ID	2017.21-v1-LIR_Po
Effective Date	December 8, 2017
Responsible Office	Library
Responsible Executive(s)	Provost

Rationale:

The purpose of the collection development policy is to provide guidelines for the selection and maintenance of an appropriate and relevant library collection, ensuring that resources meet the university’s learning, teaching, and research requirements.

Scope:

To provide guidelines for the selection and maintenance of an appropriate and relevant library collection

Policy:

Responsibility

The University Librarian holds the primary responsibility for developing and maintaining the library’s collection. Materials are selected in collaboration with university faculty, staff, and students. The University Librarian ensures that appropriate processes are in place for the efficient and effective development of (and provision of access to) the collection.

All university faculty and community members are urged and encouraged to participate in the process of resource selection; providing recommendations on a regular basis; and ensuring that course syllabi list current and appropriate “Recommended Readings” for students. Library staff ensure that current publishing and review information is available for selection purposes by all participants.

Materials Selection

Materials are selected primarily to serve the learning, teaching and research needs of the university students and faculty. Research materials are selected in specific areas where student and faculty research needs are more demanding. Recreational and general interest material is selected at appropriate levels to ensure that university community’s general reading and lifelong learning needs are addressed. Textbooks are not purchased as part of the library’s general collection, unless explicit requests are made by the Chair of the academic department for the reserve collection to support specific courses.

Selection criteria

The following specific criteria are used in considering general material for the library collection:

- Relevance of the item to the curriculum and the teaching and learning function of the university
- Relationship of the item to the existing collection
- Requirements for program accreditation
- Appropriateness of the level of the material
- Authoritativeness and significance of the item, as evidenced by the reputation of the author and publisher, along with peer reviews of the material
- Currency of the publication
- Appropriateness of the format
- Cost

When evaluating electronic resources for acquisition, the following selection criteria are considered:

- Availability of other electronic resources in the subject area
- Availability of full text and/or images
- Significance and currency of the material
- Authoritativeness and significance of the material, as evidenced by the reputation of the provider and reviews of the resource
- Ease of use and reliability of access
- Cost – initial purchase, and projected annual subscription costs
- Regularity of updates (and access to new editions in the case of e-books)

When evaluating journals for acquisition, the following selection criteria are considered:

- Availability of other journal titles in the subject area
- Relevance of the journal title to student and faculty research needs
- Availability of full-text and/or image in existing library databases
- Availability of indexing
- Availability of access to full-text and/or image as part of the subscription
- Authoritativeness and significance of the material, as evidenced by the reputation of the provider and reviews of the resource
- Cost – annual subscription and projected annual increases

Languages

Library collection materials are predominantly English, but other languages will be considered, as appropriate.

Formats

A variety of formats are included in the library's collection. These can include, but are not limited to: print, audio streaming, video streaming, and other digital online resources. New technologies will be evaluated and considered as they become available to determine whether they will contribute to the library's collections and services.

Reserve Collections

The library maintains a reserve collection of materials identified by faculty as useful or required for their students' academic work. These materials may consist of textbooks, textbook

supplementary materials, journal articles, reports, papers, or other digitized materials. Library staff will make reserve items available to students registered in specific courses.

Gifts and Donations

The library accepts gifts and donations and assesses the appropriateness of items for addition to its collection. The library uses the same criteria for the acquisition of gifts as it does in the assessment of new purchased materials. If deemed appropriate, items are cataloged and added to the collection; if not suitable for the collection, items are discarded in accordance with regular discarding procedures.

Weeding and Storage

The library collection is periodically reviewed by the Library Committee to ensure that it is current, relevant and provides appropriate coverage. Materials deemed obsolete by the Committee are withdrawn. The following criteria are used to evaluate whether materials should be removed from the collection:

- Date of publication and availability of more recent editions
- Condition of the item (worn, damaged, and not repairable)
- Availability of multiple copies
- Inappropriate or inaccurate content

Items which are being permanently removed from the collection are listed and designated for discarding, in accordance with standard practice for de-accessioning and disposal of university property.



American University of Malta

Policy: Circulation Policy

AUM Policy Category: **Library Information and other Resources**

Policy Title	Library - Circulation
Policy ID	2021.15-v1-LIB_Po
Effective Date	February 2019
Last updated	Feb 2019
Responsible Office	University Library
Responsible Executive(s)	University Librarian

Rationale:

This policy provides a basis for giving users fair and equal usage of the collections.

Scope:

This policy applies to all students, faculty and staff at AUM.

Policy:

Borrowing

Items	AUM Graduate Students, Faculty & Staff	AUM Undergraduate Students	Reciprocal Borrowers
Books	4 months	2 weeks	2 weeks; limit of 10 items
Course Reserves	2 hours		
Unbound journals	Varies by item; usually in Library use only or 1 week		
Media items (CDs, DVDs, etc.)	Most items 4 months; videos and DVDs 1 week	Most items 2 weeks; videos and DVDs 1 week	
Laptops, calculators, etc.	Varies from 4 hours to 1 week; some items in Library use only		Not available for checkout to Reciprocal Borrowers

Circulation

Borrowing privileges are only available for authorized university students, faculty and staff.

All items are either checked out at the circulation desk by library staff using the Integrated Library System and RFID equipment to record loans and desensitize tags or by users at the self-check machine.

Users are responsible for returning material within the loan period, or earlier if items are recalled. Recalled items must be returned by the revised due date.

Items must be returned to the library and checked in by library staff at the circulation desk or by users at the self-check machine.

Overdue materials

Fines are assessed by the library and must be cleared before further loans are provided.

Reserve Collection

Items placed on reserve for a specific course may only be borrowed on short term loan for 2 hours. These can include: textbooks, supplementary textbook material, multimedia items, journals, journal articles and other items deemed by the faculty member as useful for or required by students registered in specific courses.

Responsibility for Library Account

Library users are responsible for all items borrowed on their account. Users are responsible to pay all fees associated with overdue, lost, or damaged materials on their account. Loss of an ID card must be reported to the library immediately, so the account can be blocked and therefore avoid misuse by unauthorized persons.



American University of Malta

Policy: Library - Equipment and Facilities Usage

AUM Policy Category: Library Equipment and Facilities

Policy Title	Library - Equipment and Facilities Usage
Policy ID	2021.15-v1-LIB_Po
Effective Date	Immediate
Last updated	Feb 2019
Responsible Office	University Library
Responsible Executive(s)	University Librarian

Rationale:

To keep Library equipment running well and the facilities looking good.

Scope:

To provide general rules of conduct and outline what is expected of AUM Library users inside the facility.

Policy:

General Usage Guidelines

The AUM Library is committed to providing an environment that is safe, comfortable and conducive to research for all library users. Library users are expected to exhibit behavior that respects the rights of others to research and study. Those users who do not respect the rights of others and are disruptive will be asked to modify their behavior or leave the library.

Computer Usage Guidelines

All library users are expected to use computer, online and internet resources in an effective, ethical and lawful manner. This is true whether a user is accessing library resources through computers located in the library or using personal computers remotely. Computers in the library are intended for accessing the library catalog, the library's digital resources, the internet, and software available on the computers (e.g., Microsoft Office). Library users are welcome to bring their own laptops and mobile devices into the library.

Copyright Regulations

Maltese and international copyright laws govern the making of photocopies or other reproduction of copyrighted material. All students are expected to familiarize themselves with policies on 'fair use.' Copies are not to be used by students for any purpose other than private

study, scholarship, or research. If copying or reproduction of copyrighted materials is more than what constitutes 'fair use', students may be liable for copyright infringement and risk losing their library privileges and/or be subject to legal action.

Drugs and Alcohol

The consumption of drugs or alcohol is not permitted within Library facilities.

Facilities and Equipment

Facilities and equipment are to be used for the purposes for which they are provided. Equipment, including public workstations, are intended to support university instruction and research programs, and such uses are given priority.

Food and Drinks

Food and drinks are not allowed in the Library unless the drinks are in spill proof cups or bottles.

Group Study Rooms

Group study rooms are available for group study use by AUM students, faculty, and staff. Rooms can be booked through the Library circulation desk for periods of two hours at a time. If another group is waiting for group study facilities, renewals will not be available. However, if no other groups need to use the facility, up to two renewals are possible.

All users are expected to respect Library property, maintain appropriate behavior while using group study rooms, and refrain from bringing food and drink into the group study rooms.

Identification

The library requires AUM photo identification card to borrow library materials.

Noise and Other Disruptive Behavior

The library is committed to providing an environment that is safe, comfortable and conducive to research for all library users. All users must be courteous to others and refrain from talking loudly; making noise, including the use of audio or electronic equipment; or engaging in other disruptive behavior. Those users who do not respect the rights of others and are disruptive will be asked to modify their behavior or leave the library.

Smoking and Tobacco Products

Library users may not smoke or use tobacco products in the Library.



American University of Malta

Policy: Library - Information Services

AUM Policy Category: Library and Other Information Resources

Policy Title	Library - Information Services
Policy ID	2021.15-v1-LIB_Po
Effective Date	Immediate
Last updated	Feb 2019
Responsible Office	University Library
Responsible Executive(s)	University Librarian

Rationale:

Information Services is the area of the library that is “public-facing.” This policy outlines the ways the library supports AUM through programs supporting the learning, teaching, and research goals of AUM.

Scope:

To outline where and in what ways the library can assist the AUM community.

Policy:

Library Orientation

The library provides a general orientation for all new students and faculty members during the Orientation week at the start of every semester. Orientation sessions provide users with a quick overview of collections and services available, and how to access them.

Information Literacy

The library provides information literacy training sessions. These sessions are provided in conjunction with faculty and assist students with general and subject-specific research skills. Students learn how to define their research needs, identify potential information sources, locate material in print and online, evaluate information, incorporate research into their academic work, and correctly cite their resources.

Interlibrary Loan (ILL)/ Document Delivery

The library provides interlibrary loan service to the extent possible through developing contractual relationships with other university libraries.