

Policy: Library Information Services Policy

Policy Title	Library Information Services Policy
Policy ID	2024-v3-LIR_Po
Effective Date	June 2024
Responsible Office	Provost
Responsible Executive(s)	Librarian

**Rationale:**

Information Services is the area of the library that is “public-facing”. This procedure 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.

**Information Literacy Services**

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.

**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.

**Introduction to WorldCat Discovery:**

Attendance at Orientation Sessions is mandatory for new students as it will provide them with vital information on data search, course resources and AUM antiplagiarism policies.

Orientation Sessions deliver information on the use of AUM data searching Software and print resources, antiplagiarism rules and regulations, the use of Turnitin, referencing systems and the setting up of students’ AUM profile on Microsoft 365. The duration of these sessions ranges from 30 to 45 mins.

**Getting Started at the Library:**

This workshop delivers a brief Introduction to the Library (Check-in/out system, print books, Library facilities, opening-hours, activities held at AUM Library, study rooms, desks). The duration of these sessions is 30 mins.

**EndNote Essentials:**

This workshop introduces students into the basic technical aspects of creating a personal database of references using EndNote. Students learn to organize references, produce bibliographies, insert bibliographic citations by a chosen style). The duration of these sessions is 30 mins.

Location: Library Workshops can be delivered on a one-to-one basis (COVID-19 procedures permitting) and online via Microsoft Teams.

**Description of Resources**

**Textbooks.**

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 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
- A faculty member may donate to the library a textbook that he or she has written and place it on course reserve (*\*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>*).
- A librarian follows the Curriculum Committee decision on the acquisition of new resources as per Faculty and programmatic needs (*see, Procedure for the Acquisition and Update of AUM Library Resources on page*).

### 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.

### Circulation of print resources:

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

### Scope:

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

### Borrowing:

Items	AUM Faculty & Staff	AUM Students	Reciprocal Borrowers
Books	1 month	1 week	2 weeks; limit to 5 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 1 month; videos and DVDs 1 week	Most items 1 week; 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 charged by the library and must be cleared before further loans are provided.

### Charges:

**The late fee** is €1 per day, €5 per week. Total charge not to exceed the cost of the item + €10.

**Lost items** A charge of the cost of a new replacement of the item + €10 restocking fee.

## **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 from their account. Users are responsible to pay all fees associated with overdue, lost, or damaged materials on their account. The 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.

## **Databases**

AUM partners content with different providers:

**WorldCat** is a worldwide database which allows Universities to share high-quality library metadata and bibliographic records. In 2019, WorldCat reported the amount of 17. 860,638 titles available online. Worldcat OCLC's is built of a team of expert cataloguers and data quality specialists who are constantly enriching WorldCat records with new and corrected information to ensure that WorldCat contains the highest quality records possible. Library staff members also enhance records through the OCLC Cataloguing and Metadata Subscription (previously the OCLC Cataloguing Subscription), making these records the industry standard for quality.

**Academic Search Complete** supports high-level research and offers nearly 6,600 active full-text journals and magazines, and 6,000 active full-text peer-reviewed journals, providing faculty and students access critical information from many sources unique to this database. In addition, it includes peer-reviewed full text for STEM research and the social sciences and humanities.

## **Subjects Include:**

Animal science  
Anthropology  
Astronomy Biology  
Chemistry Engineering  
Ethnic and multicultural studies  
General science

Geography  
Geology  
Law  
Mathematics  
Music  
Pharmaceutical sciences  
Physics  
Psychology  
Religion and philosophy  
Science and technology  
Veterinary science  
Women's studies  
Zoology

**Business Source Complete** gathers premium full-text content and peer-reviewed business journals, (more than 2,230 active full-text journals and magazines and 1,320 active full-text peer-reviewed journals). It covers all disciplines of business, including marketing, management, accounting, banking, finance, and study cases.

**Content Includes:**

Company View & Reports

The Company View component provides detailed company information. Data includes financials, subsidiaries, products, employees, and industry information.

Case studies

Industry profiles

SWOT analyses

Books/Monographs

Articles from business journals, magazines, and trade publications

Market research reports

Product reviews

News articles

Country reports

**Ebook Central® by PROQUEST**

This platform provides access to more than a million e-books, with 100,000 new titles added each year. ProQuest's collections span six centuries, all disciplines and the diverse content types needed by researchers, providing the world's largest collection of dissertations and theses; three centuries of newspapers; more than 450,000 academic eBooks; collections of important scholarly journals and other content researchers need such as data; and unique digital vaults of primary source materials.

**Turnitin Software**

Turnitin is an online application software that provides comprehensive protection against copy/paste plagiarism, student collusion, and academic cheating by students.

- Turnitin ensures Faculty Members that students' work is original and protects against even the most sophisticated forms of student misconduct.
- Equips faculty with tools that take the burden of time-consuming, repetitive tasks off instructors, so they can spend more time on student learning.
- Helps instructors deliver personalized feedback and offer more learning opportunities.

- Reduces bias and delivers objective, actionable, timely feedback with dynamic rubrics that maximize student growth.

Components:

- Dashboards help identify risks and conduct cohort analysis.
- Reports show results within the context of students' assignments.
- Clear and actionable data points provided for every submission (flags, similarity scores)
- Checks for similarity against our industry-leading content database.
- Reveals text manipulations meant to bypass integrity checks.
- Identifies code plagiarism in student programming assignments.
- Verifies originality of student work in possible contract cheating cases.
- Students can check text similarity and grammar before submitting.
- Citation assistant finds missing citations and teaches proper citation style.
- Turnitin Draft Coach checks for similarity while students draft work.

Software itself in cloud,

<https://aum.turnitin.com/home/sign-in>

Integrated in Moodle Software.

Student Access:

<https://aum.turnitin.com/home/sign-in>

log-in credentials (user and password)

Faculty Access:

<https://aum.turnitin.com/home/sign-in>

log-in credentials (user and password)