

California Arts University

Library Handbook 2020-2021

Effective Date: July 1, 2020 – June 30, 2021

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California Arts University (CAU)
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Welcome!

Welcome to the Library! This handbook is designed to make your use of the Library more productive and efficient as you begin and continue your education at California Arts University.

The handbook not only describes the varied material contained in the Library but ways of finding them easily and the regulations governing their use. All library resources are linked by computer network for research and circulation.

Refer to your handbook often, but always feel free to ask questions if you become confused or uncertain. The Library is here to support you in your educational and personal endeavors; please allow us to help you use it most effectively!

Institutional Mission

The mission of California Arts University is to create a musical community that offers students excellent professional education in their musical disciplines.

Institutional Objectives

California Arts University strives to achieve the following four institutional objectives.

1. An understanding of theory, history, and performance of musical practice.
2. The ability to play selected musical pieces.
3. A professional level of technical and artistic achievement in performance and composition occupations.
4. Other music business skills, including praise leadership in religious settings.

LIBRARY PURPOSE STATEMENT

The mission of the California Arts University Library is to provide students, faculty, and staff with the bibliographic resources, research tools, and study environment necessary for the academic training of students to fulfill the mission of the school. We develop collections, catalogs, staff, services, policies, and facilities to support this task.

This mission is supported by the following goals:

Bibliographic Resources

- To provide well organized collection of books, periodicals, audiovisual and electronic media which effectively supports the curriculum, course offerings, and usage of the institution
- To develop a collection that is comparable to accredited colleges which is similar with our size

Technology and Electronic Resources

- To provide technological tool, software, and hardware that facilitate research and easy access to information

- To provide access to an electronic catalog of materials, organized according to nationally recognized and accepted standards, which includes access to databases and full-text materials and provides a gateway to a wide variety of external resources

Research Guides and Information Literacy Instruction

- To provide reference and research assistance in order to support students' learning and faculty's instruction
- To provide training in information literacy and research skills such as academic style, plagiarism, copyrights, fair use, information retrieval, etc.
- To provide competent professionals and support staff in adequate numbers to meet the needs of faculty and students

Network and Inter-Library Loan

- To provide access to additional resources from other collections such as cooperative agreements, inter-library loan, resource sharing programs
- To partner with faculty in developing and implementing possibilities of using library resources to better support their instruction

Facilities

- To provide comfortable, well-lit, and attractively furnished study space for users to be able to fully use the library services and materials within the library
- To provide sufficient, safe, and attractive space for display, processing, and storage of the collection

Assessment and Plan

- To assess library usage and survey user satisfaction for improvement of library services
- To regularly evaluate library services in order to reflect the result into a strategic action plan

LIBRARIAN JOB DESCRIPTION

Librarian is responsible for management of the library resources and services and reports to and consults with Academic Dean. Responsibilities include:

- Develops and enforces policies concerning the development of library resources and services, in consultation with the faculty.
- Develops and implements plans for the library and information technology.
- Manages the selection, acquisition and cataloging of books, periodicals and other library materials to support the school's curricula.
- Manages the various services of the library.
- Assist in the educational use of technology
- Prepares the annual library budget.

GENERAL INFORMATION

TELEPHONE CONTACT INFORMATION

TOLL-FREE NUMBER ALL CAMPUSES 213-700-7575

LIBRARY HOURS OF OPERATION

Monday through Friday 9:00 a.m. - 9:00 p.m.

CLOSED

Saturday and Sunday

**Closed nightly during semester breaks and holiday breaks.
Any change in hours is posted on the Library circulation desk.**

LIBRARY LOCATION

The California Arts University library is located on the main floor. Library hours are during weekdays are 9AM to 9PM. Times are posted outside of the Library entrance. The California Arts University library contains a wide variety of resource materials for student use in addition to computer stations with Wi-Fi Internet access, and study tables. The library contains in excess of 10,000 volumes in addition to online resources. Students may use textbooks, dictionaries, encyclopedias newspapers, and periodicals to research topics inside and outside of class and stay abreast of current events and industry trends. We have a professional librarian who is available to assist you with learning resources and data search. In addition, we also provide quiet places to study in our on-campus library.

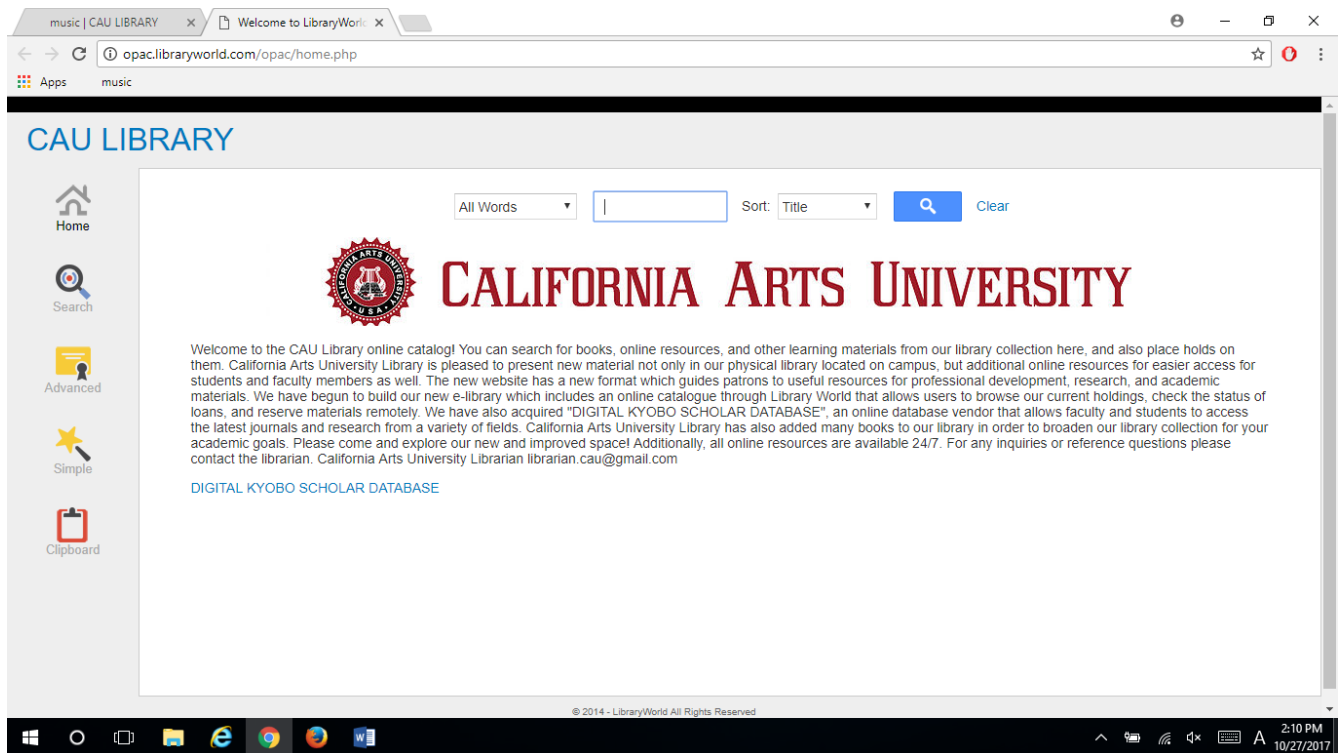
ONLINE PUBLIC ACCESS CATALOG

The California Arts University Library uses the Library World Automated System for its online public access catalog (OPAC). The following inserts show how the screen will appear on the computer. Click on the "CAU Library" menu at the California Arts University website. This will take you to the Library webpage. Click on the "LIBRARY" menu at the California Arts University website. This will take you to the Library Online Catalog.

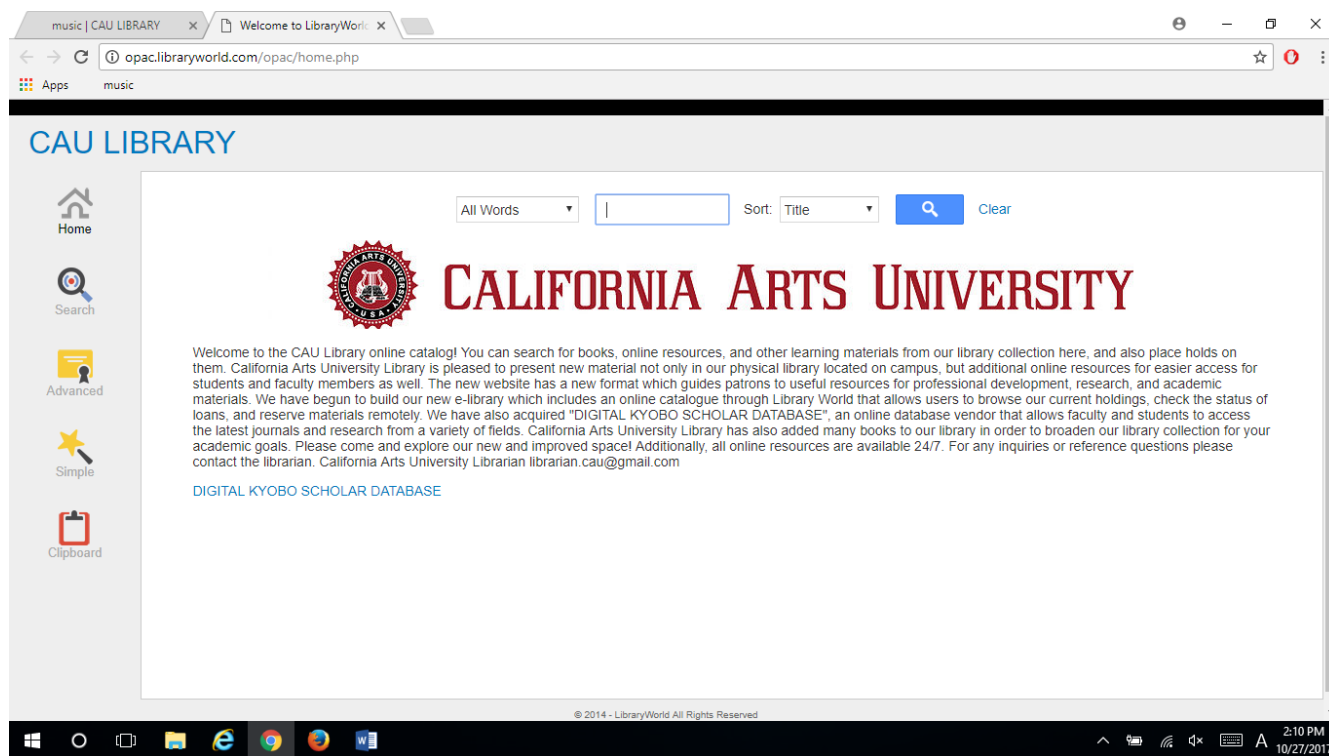
Choose the Library on the California Arts University homepage (www.cauniv.edu). You may search the books by author, title, or subject. Borrower ID and password are not required to search the library catalog of in-house materials.

California Arts University Library web page can be accessed outside the library through:

<http://opac.libraryworld.com/opac/signin?libraryname=CAU%20LIBRARY>



The next screen is the basic search screen. Enter the word or search term you wish to search. A **KEY-WORD** search is the default search mechanism, and may be faster if you do not have specific information. If you wish to search by **AUTHOR**, **TITLE**, or **SUBJECT**, click the appropriate radio button. An **AUTHOR**, **TITLE**, or **SUBJECT** search is good to use when you know specific information. Feel free to ask the librarian for specific subject headings. In the case of authors, the last name should be given first.



The search system is extremely spelling sensitive, so if you do obtain results when you execute your search, please check your spelling.

Once you've made your selections, click "search" to begin your search.

You will then see a list of your search results. From here, you may look at the detail of each particular item. The shelf status (whether the item is on the shelf or checked out) will display to the right.

By selecting one of the titles from the results list, you will see more detail regarding the item. The author and title information is given, as is the call number and other bibliographic information. From here, you can select "Show card" to see the information about the item in a card-catalog format. You may select "Show copies" to see additional information about a particular item, including shelf status, due date, and other information.

From this screen, you can also place an item that is checked out, on hold, or create a list of titles for a bibliography by clicking on the appropriate buttons to the right.

If you cannot find the materials you are looking for, please ask Library staff member for assistance.

THE CLASSIFICATION SYSTEM

The California Arts University Library uses the Library of Congress classification system (LC). This system of classification is used by most college and university libraries. The LC system arranges materials into subject areas and allows books or media on the same subject to be placed together on the

shelves. Each item is assigned a call number which consists of a series of letters and numbers:

EXAMPLE: GV broad subject--RECREATION

995 further identifies the subject

.B37 B is the first letter of the author's last name, 37 further identifies the Author

Once you have identified a call number, you can locate materials in separate areas of the Library. Generally, these areas are circulation, reference (REF or R) and media (VCR, VCT, DVD, EQ). NOTE: Oversize books are shelved in a separate area. Ask for assistance when looking for these books.

Reference and audiovisual materials let you know that they are shelved separately from circulating books because they have REF or other collection code above the call number. When you find the correct area, each shelf has designated signs with letters/numbers on the end panels. Locate the first letter of the call number (B for example) on the end panel. Then look for the second letter, if there is one. A single letter B would come before BC. BJ would come before BT, etc.

Follow these two rules when you encounter decimals in a call number:

1. Numbers that follow a decimal are read as whole numbers.
2. Numbers that follow a decimal are read as decimals.

EXAMPLE:

B	BC	BJ	BT	BT	MT
123	11	222	160.4	16.48	881.7
.R4	.K2	.T31	.T62	.Z21	.A43

GUIDE TO THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

A. General Works

AE - Encyclopedias
AI - Indexes
AM - Museums
AP - Periodicals
AS - Academics
AY - Yearbooks, almanacs

B. Philosophy, Psychology, Religion

B - History & systems of
philosophy
BC - Logic
BD - Speculative philosophy
BF - Psychology
BH - Aesthetics
BJ - Ethics
BL - Religions, mythology,

rationalism
BM - Judaism
BP - Islam, Bahaism,
Theosophy
BR - Christianity (General)
BS - The Bible
BT - Doctrinal theology
BV - Practical theology
BX - Denominations and
Sects

C. Auxiliary Sciences of History

CB - History of civilization &
culture
CC - Archaeology (General)
CD - Diplomacy, archives,
seals
CE - Chronology
CJ - Numismatics
CN - Epigraphy
CR - Heraldry
CS - Genealogy
CT - Biography (General)

D. History - General & Eastern

D - History (General)
DA - Great Britain
DB - Austria,
Czechoslovakia, Hungary
DC - France
DD - Germany
DE - Mediterranean, Greco-
Roman world
DF - Greece
DG - Italy
DH - DJ: The Benelux
DK - Russia
DL - Northern Europe
DP - Spain, Portugal
DQ - Switzerland
DR - Eastern Europe; Turkey
DS - Asia
DS520-DS689: Southeast
Asia
DT - Africa
DU - Oceania, Australia, N.Z.
DX - Gypsies

E & F. History - Western Hemisphere

E - America (General), U.S.
F1-F975 – U.S. local history
F1001-F1140 - Canada
F1201-F1392 - Mexico
F1401-F3799 - Central and

South American, the
Caribbean area

G. Geography, Anthropology, Recreation

5G - Atlases, Globes, Maps
GA - Mathematical
geography, cartography
GB - Physical geography
GC - Oceanography
GF - Human ecology
GN - Anthropology
GR - Folklore
GT - Manners and customs
GV - Sports and recreation
GV1580-GV1799 – Dance

H. Social Sciences and Business

H - Social Sciences (General)
HA - Statistics
HB - Economic theory
HC - Economic history
HD - Land, agriculture,
communication
HE - Transportation
HF - Commerce
HG - Finance
HJ - Public finance
HM - Sociology
HN - Social history
HQ - Social groups; the
family, marriage, women
HS - Societies and clubs
HV - Social pathology,
criminology, welfare
HX - Socialism, communism,
anarchism

J. Political Science

J - Official documents
JA - Collections and general
works
JC - Political theory
JF - Constitutional history
JK - U.S. constitutional
history
JS - Local government
JX - International law &
Relations

L. Education

L - Education (General)
LA - History of education
LB - Theory and practice
LC - Special aspects
LD - Individual U.S.

institutions
LH – College/school
publications
LJ - Student fraternities &
societies
LT - Textbooks (General)

M. Music

M - Music (General)
ML - Literature of music
MT - Music instruction and
Study

N. Fine Arts

N - Visual arts (General)
NA - Architecture
NB - Sculpture
NC - Drawing, design,
illustration
ND - Painting
NE - Print media
NK - Decorative arts, applied
arts
NX - Arts in general

P. Language and Literature

P - Linguistics
PA - Greek and Latin
PB - Modern European
languages; Celtic languages
PC - Romance languages
PD - Old Germanic and
Scandinavian languages
PE - English language
PF - Dutch, Flemish, German
languages
PG - Slavic languages and
literature
PJ - Middle Eastern
languages and literature
PK - Indo-Iranian languages
and literature
PL - East Asian, African, and
Oceanic languages and
literature
PM - American Indian;
artificial languages
PN - Literature, literary
history and collections
PN1993-PN1996 - Motion
Pictures
PQ - Romance literature
PR - English literature
PS - American literature
PT - Germanic literature
PZ - Children's literature

Q. Science

Q - Science (General)
QA - Mathematics
QB - Astronomy
QC - Physics
QD - Chemistry
QE - Geology
QH - Natural History
(General)
QK - Botany
QL - Zoology
QM - Human Anatomy
QP - Physiology
QR - Microbiology

R. Medicine

R - Medicine
RA - Public aspects of
medicine
RB - Pathology
RC - Internal Medicine
RD - Surgery
RE - Ophthalmology
RF - Otorhinolaryngology
RG - Gynecology and
obstetrics
RJ - Pediatrics
RK - Dentistry
RL - Dermatology
RM - Therapeutics;
pharmacology
RS - Pharmacy and materia
medica
RT - Nursing
RX - Homeopathy
RZ - Other systems of
Medicine

S. Agriculture

S - Agriculture (General)
SB - Plant culture
SD - Forestry
SF - Animal culture
SH - Aquaculture, fisheries,
fishing
SK - Hunting

T. Technology

T - Technology (General)
TA - Engineering (General)
TC - Hydraulic engineering
TD - Environmental
technology
TE - Railroad engineering
TG - Bridge engineering
TH - Building engineering

TJ - Mechanical engineering and machinery
TK - Electrical engineering; electronics
TL - Motor vehicles; aeronautics; astronautics
TN - Mining engineering; metallurgy
TP - Chemical technology
TR - Photography
TS - Manufactures
TT - Handicrafts; arts and crafts
TX - Home economics; Cooking

U. Military Service

UA - Armies
UB - Military administration
UC - Maintenance and transportation
UD - Infantry
UE - Cavalry; armored and mechanized Cavalry
UF - Artillery
UG - Military engineering
UH - Other services

V. Naval Science

VA - Navies
VB - Naval administration
VC - Naval maintenance
VD - Naval seamen
VE - Marines
VF - Naval ordinance
VG - Minor services of navies
VK - Navigation. Merchant marine
VM - Naval architecture. Shipbuilding. Marine engineering.

Z. Library Science

If you cannot locate the books you want, remember:

1. Double check the call number.
2. The book may be slightly out of place; look in the vicinity of its placement.
3. The book may be checked out; you may want to put a tracer on it if you cannot locate a suitable substitute in the stacks.
4. Ask the library staff for assistance.

CIRCULATION SERVICES

CIRCULATION PERIOD

Students Circulation Period-books can be checked out for four weeks.

Faculty is asked to return items as soon as possible once they have completed using them. Reference books and periodicals do not circulate. They are in library use only.

Media-Audio Visual materials - can be checked out by faculty and staff members only. These items are loaned until the end of the term. Faculty is asked to return items as soon as possible once they have completed using them. These items cannot be checked out to students, but may be used by students in the library.

Reserve books -books are "in-library use only", overnight (due by 9:00 a.m. the following day), or as specified by instructor.

PERSONAL HOLD REQUESTS

Students, faculty, and staff may request that a circulation item be held for them if the item has been checked out and unavailable. These holds can be placed by asking the librarian. You will be notified when the item is returned to the Library and is available to you.

FINES AND OVERDUE MATERIALS

At the end of each semester, faculty overdue notices are sent to those faculty members who have failed to return books and other materials to the library. However, faculty and staff borrowing privileges may be suspended when materials have not been returned after one academic year. The prompt return of materials is necessary if the library is to give you and others quality service. Fines are imposed on the late materials as follows:

- Four-week check-out of Books-.25 cents per day per book
- Reserve check-out of materials - \$2.00 per hour, per item

LOST ITEMS

If a book is lost, the user should inform the library staff immediately. The student will be charged the replacement cost of the book plus a \$10.00 processing fee.

COPIER

Copiers with enlarging and reduction features are located in main school office. The cost is ten cents per page.

REFERENCE SERVICES

REFERENCE COLLECTION

Books in this area contain specific factual information and are not usually read cover-to-cover. Information in a reference work, which may be single or multi-volume, is usually presented alphabetically or topically, often with thorough indexes at the end of the work and instructions for use at the beginning. The staff will gladly assist students in locating reference materials.

Using Reference Materials – What are reference materials?

Reference materials are books that can be used by itself as a source of information without use of a second source of information. (Although a reference book may refer or lead to another source information, which is not its main purpose.) Reference books usually include access components such as indexes that lead to information elsewhere in the book itself, rather than to other sources of information. In many cases, reference books cannot be used effectively without using access points included in the included in the reference book. It is therefore, important to look for indexes and other access keys in reference books. The library's reference collection contains many books that will be useful in research. The librarians can help you identify and use the most useful of reference books such as Dictionaries, Encyclopedias, Biographical Sources, Almanacs, Statistics, Specialized Encyclopedias, Chronologies, Atlases, Handbooks, Directories, and Compilations.

PERIODICAL COLLECTION

The library currently subscribes to a variety of periodicals, including professional and technical journals, newspapers and popular magazines, which support the college's curricula and assignment. Current periodical issues are on display. Faculty is encouraged to work with the Library to develop assignments that will introduce students to the professional journals in their area of study. A list is also available in the library.

Periodicals are works which appear "periodically", such as newspapers, magazines ("popular") and journals ("scholarly"). Such sources will provide more up-to-date information than books.

MULTIMEDIA SERVICES

Multi-media items available for use in the library include DVDs, VCR Cassettes, transparencies, audio-cassettes, slides, records, and other items. These are for use in the Library, and can be located like any other item through use of the OPAC card catalog. Please contact with the library staffs for assistance in finding these materials.

Equipment items are loaned to faculty for classroom use. An AV Materials Reservation Form is available for faculty use on the library web site. Faculty is encouraged to reserve equipment at least two days in advance. Please ask your campus librarian for additional information.

SPECIAL LIBRARY SERVICES

INTERLIBRARY LOAN

Interlibrary loan is the process by which a library requests material from or provides material to another library. The purpose of interlibrary loan is to obtain material not available in the user's local library.

Eligible Users

Interlibrary loan service is available to all current students, faculty, and staff. Guest borrowers and alumni should use interlibrary loan service available at their local public library or the academic library at their place of study.

Borrowing Restrictions

The library determined borrowing restrictions by the type of materials or any other conditions to allow circulation. Most books, magazine, and journal articles can be requested through interlibrary loan.

Copyright Issues

Copyright law limits the number of photocopied articles that can be borrowed through Inter Library Loan. Once we have reached our limit, we will inform you what the closest library owning that title is.

Initiating Requests

Borrowers are expected to check the CAU Library catalog and periodical databases prior to initiating a request to make sure we do not already own or have access to the item. Submit an interlibrary loan form for each item requested. Give complete and accurate information. Turn in your form at the Circulation desk. Student requests are limited to 5 items per month. The length of time needed to obtain materials varies. Most items can be obtained in about 10 days. There are times when materials arrive earlier and times when it takes longer. Please plan accordingly.

Note: Faculty, staff, and students enrolled at other institutions of higher education are encouraged to explore the availability of collections and services at their place of study.

Notification & Use of Items

When your interlibrary loan arrives, we will call you. You can pick up your item at the Circulation desk. The loan period and any restrictions are set by the lending library. The loan period is usually about 3 weeks. Photocopies of articles are yours to keep.

Interlibrary loan items must be returned to the Circulation desk. Patrons are responsible for any damaged or lost materials. Abuse of interlibrary loan policies by any patron will result in suspension of all library privileges.

Renewals

Renewals may or may not be granted, depending on the policy of the lending library. Renewal requests must be made at least four working days before the due date.

Charges

In general, there is no charge. We make every effort to borrow from the library that does not charge; however, there are cases when this is not possible. In this case, we will notify you of any charges before we process your request. You are responsible for all costs incurred.

Library Catalog

The Library catalog is available online, and will allow you to search for and find many books.

Books Requests

You can have books sent from the Library to one that is closer to your home by email or phone call to the library circulation desk. You will be charged for the postage or delivery fee.

Ask a Librarian

Have a question? This service is available to all CAU students. You ask question in person, by phone, or by email.

Library Card

Your Student ID Card is your library card to borrow materials from the library. You will need to come by the library to get a barcode added ID Card.

LIBRARY ORIENTATIONS / INFORMATION LITERACY INSTRUCTION

The University Librarians offer Orientation Programs and Information Literacy Instruction for classes and individuals upon the request. Basic information about the library, general policies, the Library of Congress Classification system, copyright, plagiarism, research methods and the various services provided are discussed during this instructional sessions. Faculty members are asked to give a written notice to the librarian at least one week before the date for instruction.

COURSE RESERVES

Faculty may place items from the library collections on reserve, or offer items to be held on reserve for student use as related to a specific course. Faculty members should meet with the Campus Librarian to make any necessary arrangements.

PURCHASE RECOMMENDATIONS

Faculty members are encouraged to recommend items to be added to the collections. Forms to make such recommendations are available on the California Arts University Library website in the *Personnel Handbook*. All purchases made will be consistent with the college's collection development/management policies.

It is the policy of the California Arts University that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefit of, or be subjected to discrimination under any program, activity, or employment.



KYOBO Scholar Databases

URL: <http://scholar.dkyobobook.co.kr/main.laf>

Institution: CALIFORNIA ARTS UNIVERSITY

ID/PW:

art1 / a1234567

art2 / a1234567

art3 / a1234567

To access your subscription, go to the KYOBO Scholar homepage at <http://scholar.dkyobobook.co.kr/main.laf>; enter your Institution's ID and password when prompted. Once you have logged in, the resources you have subscribed to will appear on the screen.

Note that on the Menu, there is a search box that allows your students to directly query across vendors using our federated search service.

Our Librarian staff has composed an instructional materials that you might find useful. This can be found on the library desk.

If you have any questions, please contact us at librarian.cau@gmail.com or call 213-700-7575.