

**Soka University of America, Ikeda Library
Library Policies**

Last updated: April, 2016

Contents

1. Mission Statement.....	4
2. Services.....	5
2.1 Library Instruction & Reference Services	5
2.1.1 Classroom Instruction	5
2.1.2 Reference Services and Individual Instruction	5
2.2 Physical & Electronic Reserve Services	5
2.2.1 Copyright and Fair Use Analysis.....	6
2.2.2 Placing Physical Reserve (Library)	6
2.2.3 Placing Electronic Reserve (Brightspace)	7
2.2.4 Accessing Reserve Items	7
2.3 Interlibrary Loan	7
2.3.1 Borrowing from Other Libraries	8
2.3.2 Lending to Other Libraries.....	9
2.3.3 Copyright Compliance	9
2.4 SUA Archives Research	10
2.5 SUA Photography Office.....	10
2.5.1 Photography Request Guidelines.....	10
2.5.2 Photography Usage Guidelines.....	11
3. Copyright and Intellectual Property.....	12
3.1 Permitted Uses (No permission required).....	12
3.2 Exemptions	12
3.2.1 Public Domain Exemption.....	12
3.2.2 Fair Use Doctrine.....	13
3.2.3 Classroom Exemption.....	13
3.2.4 Library Exemption	14
3.3 Obtaining Permission.....	15
3.4 Websites.....	15
3.4.1 Digital Millennium Copyright Act (DMCA).....	15
3.5 Video Recordings.....	16

3.6 Copiers, Printers, and Scanners	16
3.7 Copyright Ownership: Works Made by SUA Students and Employees.....	17
4. Confidentiality and Privacy	18
4.1 Circulation and Patron Records	18
4.2 Terminal Computers and Internet	19
5. Collection Development and Management.....	20
5.1 Selection Criteria	20
5.1.1 Circulating and Reference Collection.....	20
5.1.2 Periodical Subscription	20
5.1.3 Founders' Collection.....	21
5.1.4 Ikeda Collection	21
5.1.5 Young Adult and Children's Collections.....	21
5.1.6 MA Theses Collection	21
5.1.7 Media Collection (DVD, VHS, and CD).....	21
5.1.8 Database Subscription.....	22
5.1.9 Electronic book (E-book) Collection	22
5.1.10 Archive Collection.....	22
5.1.11 Special Collection	22
5.2 De-selection or Withdrawal	23
5.3 Replacement of Lost Items	23
5.4 Purchase Request by Faculty	23
5.5 Purchase Suggestion by Students and Staff	23
5.6 Gifts and Donations	23
5.6.1 Receipt of Gifts	24
5.6.2 Gift Valuation	24
5.6.3 Financial Contribution	24
5.7 Liaison Librarians / Subject Specialists.....	25
6. Loan Policies.....	26
6.1 Loan Policies for Students	26
6.1.1 Circulating Books	26
6.1.2 Media (DVD, VHS, and CD).....	27
6.1.3 Periodicals.....	27
6.1.4 Reserves	27

6.1.5 DVD Players/Writers, Audio Players, and Headphones.....	28
6.1.6 Internet Cables	28
6.2 Loan Policies for Faculty and Staff	28
6.2.1 Circulating books	28
6.2.2 Media (DVD, VHS, and CD).....	29
6.2.3 Periodicals.....	29
6.3 Placing a Hold/Requesting a Recall.....	29
6.4 Interlibrary Loan (ILL) Items	29
6.5 Reference Books	30
6.6 Ikeda Collection	30
6.7 Special Collection	30
6.8 Archives	30
7. Facility	31
7.1 Terminal Computers and Printers	31
7.1.1 Disclaimer	31
7.2 Copier/Scanner.....	32
7.3 Group Study Rooms.....	32
7.4 24-hour Study Rooms	32
7.5 4th Floor Grand Reading Room 400.....	32
7.6 Lockers in 24-hour Study Room.....	32
7.7 Lost and Found	32
7.8 Safety and Emergency Procedures.....	32
8. Environment.....	34
8.1 Noise Level	34
8.2 Food and Drink	34
8.3 Smoking and Tobacco Products.....	34
9. Library Services Available to the General Public.....	35

1. Mission Statement

Ikeda Library Mission Statement

The mission of the Daisaku and Kaneko Ikeda Library at Soka University of America (SUA) is to offer student-centered library services in support of SUA's mission. The Ikeda Library strives to meet the information needs of the SUA community by

- 1.) Disseminating academic resources that support the programs and courses at SUA,
- 2.) Providing personal reference services and information literacy instruction, and by
- 3.) Offering a functional space for students to read and study comfortably.

Soka University of America Mission Statement

The mission of Soka University of America is to foster a steady stream of global citizens committed to living a contributive life.

Soka University of America's Values

Soka University is founded upon the Buddhist principles of peace, human rights, and the sanctity of life. Educational objectives are fostered at the university through the commitment to rigorous academic endeavors, free and open dialogue, and an appreciation for human diversity. In the Buddhist view, education is an integrating process in which students gain an awareness of the interdependence of themselves, others, and the environment. Wisdom, courage, and compassion – values treasured by the university – do not exist in isolation. They emerge in individuals as they learn the importance of service to others, to the natural world around them, and to the great cause of peace and freedom.

2. Services

2.1 Library Instruction & Reference Services

2.1.1 Classroom Instruction

- Helping members of the SUA community develop their information literacy skills is an important part of the library's mission. The library promotes and supports strong information literacy skills campus-wide by offering out-of-class workshops each semester, and by coordinating with faculty to offer instructional sessions during class time. Instruction in finding and using library resources is also integrated into the required undergraduate Writing 101 class, which all first year students take.
- In-class instructional sessions can be tailored to the information literacy and research needs of a particular course. Faculty can request a library instructional session by filling out the [Request a Research Instruction](#) form or by contacting Lisa Polfer, the Reference and Instruction Librarian. She can be reached by email at lpolfer@soka.edu or by phone at x4108, or in person at her office.
- Instructional sessions are held in the library instruction room, Gandhi 303A. Faculty can request that instructional sessions during class time be given in the room where the class usually meets.

2.1.2 Reference Services and Individual Instruction

- All SUA students, faculty, and staff can take advantage of the library's reference services, which include personalized research sessions.
- To make an appointment, or to request an individual instruction session, contact Lisa Polfer, Reference and Instruction Librarian, by email at lpolfer@soka.edu or by phone at x4108.
- Members of the SUA community can [submit a reference question](#) or [make an appointment with a librarian](#). Reference questions can also be emailed directly to library@soka.edu. Questions asked by phone or email are answered in a timely manner.

2.2 Physical & Electronic Reserve Services

The purpose of the library reserve services is to support teaching and scholarship. Ikeda Library purchases materials and subscribes to electronic resources for the nonprofit educational use of SUA students and faculty. All library collections are acquired with the understanding that there will be multiple uses of an item.

Reserve items are separated from the regular library collection, and restrictive loan policy is assigned to them for the purpose of offering easier access by group of students. They are circulated to enrolled SUA students only, and usage is highly restricted. The loan period for physical reserves is typically limited to 2 to 6 hours, and the items are kept in a closed area behind the Circulation Desk.

Electronic reserves are placed in SUA's course management system, Brightspace. Brightspace Administrators implement technical security measures to guard against unauthorized access to the electronic contents. Login is required to enter Brightspace and students can only view the current courses in which they are enrolled. The instructors are directed to place persistent URL

links, rather than scanned documents, in Brightspace. The access to reading materials included in the course is restricted approximately four weeks after the end of the academic term.

The [Course Reserves Request form](#) must be submitted online, in person, or via campus mail at least 5 working days before the expected use. Rush orders may be accepted on a limited basis; however, placement in a timely manner is not guaranteed.

2.2.1 Copyright and Fair Use Analysis

In order to assure that the library staff and patrons comply with the United States Copyright Law, the following policies are implemented.

Based on the Fair Use Doctrine (see 3.2.2), only the section of reading that is absolutely necessary for educational use (i.e. meeting the teaching goal) should be placed on reserve.

In all reproduced materials, the library includes a copy of the copyright notice as it appears on the original publication and stamps a warning notice: “The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material; the person receiving this copy is liable for any infringement in its use.”

No charge is made for access to the reserve materials.

If the items are not owned by the library or accessible through library electronic resources, they will be purchased. Originals owned by professors may be reserved on a temporary basis.

The responsibility for a Fair Use analysis firmly rests with the individual faculty member. With the statement, the requested portion will be reproduced and placed on reserve for the requested block or semester.

The same reproduced reading (not owned or licensed by the library) is not placed on reserve more than one semester by the same instructor unless permission is granted by the copyright holder. If the professor wishes to put it on reserve again in the subsequent terms, the request should be made 2 months before students are expected to use them since obtaining permission typically takes time.

The library staff seek permission for the particular reserve usage and maintain appropriate records. Only if permission is granted, will the reserve request be fulfilled. Lack of response from the copyright holder is interpreted as “no permission granted.”

The only way to search reserve items on the library website is by the professor’s name or course title; the library does not allow search capability by article title or author. This is to limit accessibility to registered students only.

2.2.2 Placing Physical Reserve (Library)

- Whether acquired by the library or the professors, only legally purchased originals are accepted.
- Electronic reserve is not available for audio and visual items such as CD, DVD, and VHS. They are accepted to be placed on physical reserve.

- Typically, there are no more than 18 students enrolled in a course at SUA. The library does not place multiple copies of a requested item.
- If a substantial amount of an item needs to be on reserve, the whole original item (instead of copied pages) would be placed on reserve.
- At the end of each term, all library items are returned to the library shelves, and professors' personal copies are returned to them. The library does not store materials to be used in subsequent courses. Faculty members have to place a new reserve request at each academic term.

2.2.3 Placing Electronic Reserve (Brightspace)

- The library is actively reviewing and gaining access to increasing number of electronic resources including e-books, e-journals, and full-text databases. Many of the items requested for electronic reserve are accessible through library e-resources. When the library receives a reserve request for a full-text periodical article or a portion of an e-book, the persistent/durable URL is uploaded to Brightspace to be included in the course syllabus. Linking, rather than scanning, is promoted.
- The reserve staff prepares a print out of the e-resource to be filed and possibly used during the semester/block in case of internet connection interruption.
- Overview, guidelines, and statement by American Library Association:
 - [Fair Use and Electronic Reserves](#)
 - [Fair-Use Guidelines for Electronic Reserve Systems](#)
 - [Statement on Fair Use and Electronic Reserves](#)

2.2.4 Accessing Reserve Items

- When the library is open, any library staff member may retrieve the reserve items placed at the Circulation Desk. The loan period is usually 2 to 6 hours, unless specified by the professor. Reserve items must be returned directly to the Circulation Desk to avoid any late fees. The return boxes should not be used.
- To view what is on reserve or check the availability, students may [search by the class name](#) or [by the professor's name](#).
- Some professors make their reserve items available on the [Brightspace](#) course management system.
- Students can make only one copy of the reserve for individual use; no mass copying for the entire class is allowed.

Any questions related to the library reserve services may be directed to Gosha Domagala (480-4109, mdomagala@soka.edu).

2.3 Interlibrary Loan

Ikeda Library provides Interlibrary Loan (ILL) services to current SUA students, faculty, and staff. Through this service, the SUA community may borrow books or journal articles from other libraries. Ikeda Library makes the request to the lending libraries on behalf of our patrons, and by our participation in the Online Computer Library Center (OCLC) network, the number of resources that are accessible to the SUA community increases significantly.

Ikeda Library is in agreement with the guidelines of the Reference and User Services Association (RUSA), a division of the American Library Association (ALA). The [Interlibrary Loan Code for the United States Explanatory Supplement](#) states:

Interlibrary loan is intended to complement local collections and is not a substitute for good library collections intended to meet the routine needs of users. ILL is based on a tradition of sharing resources between various types and sizes of library and rests on the belief that no library, no matter how large or well supported, is self-sufficient in today's world. It is also evident that some libraries are net lenders and others are net borrowers, but the system of interlibrary loan still rests on the belief that all libraries should be willing to lend if they are willing to borrow.

In order to assure that the library staff and patrons comply with the copyright law of the United States, the following policies are implemented.

2.3.1 Borrowing from Other Libraries

- There is no charge to the SUA community for the use of ILL services as long as borrowed materials are returned before they are due. Because lending libraries might charge Ikeda Library up to \$20.00 per item, please search our catalog prior to submitting ILL requests and be selective in your requests.
- The following items cannot be requested for ILL:
 - Materials owned by Ikeda Library unless the materials are considered missing.
 - Journal articles owned by the Ikeda Library or accessible through the library's online databases
 - Entire periodicals, as opposed to an article from a periodical
 - Audio/visual, reference, rare, and new materials may be difficult or impossible to obtain. Most libraries do not loan them to other libraries.
- The turnaround time depends on the availability and location of the requested item. On average, books and physical materials arrive within 5 business days. Journal articles are typically received in 2 business days.
- The loan period is determined by the loaning library. It is usually 4 weeks. Renewals are also at the discretion of the loaning institutions. ILL materials are subject to recall at any time.
- When ILL requests arrive, you will be notified via email. Physical items can be picked up from the Circulation Desk on the 2nd floor of the library. Articles are usually delivered electronically.
- ILL requests cannot be transferred between patrons and will be checked out only to the person who originally requested it. Returnable items not picked up by their due date will be returned to the loaning library.
- ILL requests can be made by submitting the online forms.
 - [ILL: Request a Book Chapter](#)
 - [ILL: Request a Journal Article](#)
 - [ILL: Request Books](#)
- To request a renewal, an online ILL renewal form needs to be submitted at least two days before the item's due date by filling out the [Renew an ILL Item](#) form. You will be notified via email once the loaning institution has approved or denied the request.

- There is a \$0.25 per day fine on overdue ILL items. Damaged or lost items will be billed to the patron's account, and ILL privileges may be temporarily suspended until all items are returned and fees are paid.

2.3.2 Lending to Other Libraries

- All circulating books and periodical articles are available for lending. Requests are accepted only by the OCLC Resource Sharing Service. Payment must be made by using the OCLC's ILL Fee Management (IFM) system. The set fee is \$12 IFM. No charge will be made to libraries that have reciprocal agreements with Ikeda Library.
- The initial lending period is 4 weeks. Renewals are selective although usually one renewal is allowed. Ikeda Library reserves the right to recall loaned items at any time.
- Most returnable items are shipped via Media Mail unless otherwise specified. Articles are delivered electronically via the OCLC Article Exchange service.
- In the event of lost or damaged items, the ILL item's replacement costs plus a \$10.00 processing fee will be invoiced to the borrowing institution.
- All theses and fragile items must be returned by Priority Mail.

2.3.3 Copyright Compliance

- ILL items received from other libraries may not be shared with other people. The copyright exemption for ILL materials is based on the assumption that they are used for private study only. Therefore, a copied article obtained through ILL becomes the property of the patron and must be used only for study or research.
- Any use restrictions set by the lending library, such as no photocopying or library use only, will be strictly followed.
- Following the guidelines set by the National Commission on New Technological Uses of Copyrighted Works: [CONTU](#), the library keeps track of the borrowing request by reviewing OCLC usage statistics and pays the required royalty fees when the requests exceed the Rule of Five. The Rule of Five: For periodicals that are less than 5 years old, up to 5 articles from a single periodical may be borrowed in a calendar year. The payment is made through the Copyright Clearance Center.
- Ikeda Library posts the following notice, in a font size no smaller than 8 points, in a prominent area on the web page where ILLs are requested:

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "Fair Use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.
- In all ILL copied materials, the library includes a copy of the copyright notice as it appears on the original publication and stamps a warning notice: "The copyright law of the United States (Title 17, U.S. Code) governs the making of photocopies or other reproductions of copyrighted material; the person receiving this copy is liable for any infringement in its use."

2.4 SUA Archives Research

The mission of the University Archives is to gather and manage scholastic, historic, and cultural materials that reflect the actions, values, and founders of Soka University of America (SUA); the campus activities of students, faculty and staff; and the notable accomplishments of SUA alumni. We collect, preserve, and make accessible these official records and items that contribute to an understanding of the university's history according to the [University Archives Collection Development Policy](#).

SUA faculty, staff, and students are encouraged to inquire with an archives staff at archives@soka.edu regarding donation or transfer of records to the SUA Archives Office that represent the history and mission of SUA.

Many archives records are available for in-house study, however copyright compliance may not allow duplication requests. To inquire about SUA Archives holdings or to make a research appointment, please contact archives@soka.edu.

2.5 SUA Photography Office

The University Photography Office photographs, and provides photographs for, SUA events and projects. These photographs of student, faculty, and staff events and projects are most often used for SUA's numerous publications and websites. The University Photography Office also maintains an image archive of SUA-related photos. To request existing images, view samples of our work, or ask photography-related questions, please contact the University Photography staff.

For information on SUA's video recording requests and policies, please contact: Armando DuBon Jr., Manager of Audio Visual Services at the Information Technology department (adubon@soka.edu, x4258).

2.5.1 Photography Request Guidelines

The University Photography Office takes photographs for official university purposes only. The University events and projects [listed here](#) are photographed annually and do not require requests. For all other university-sponsored events or projects, SUA faculty and staff are asked to communicate their needs by using this [Photography Request Form](#). SUA students must have their student program photography requests approved and submitted by Julian Velarde (jvelarde@soka.edu, x4250). It is the requestor's responsibility to inform photographed individuals, including parents or legal guardians of minors, that images will be archived for future university purposes. The University Photography Policies comply with the [Family Educational Rights and Privacy Act \(FERPA\)](#) and [California Right of Publicity Law](#).

Should SUA event or project organizers determine that the photo subjects' consent is required, this [Photography Consent Form](#) must be submitted.

Examples of when consent forms for photographing would be required include:

- Photographing students in private settings, such as their residence halls.
- Photographing students in the classroom or in a training setting (confirmation from instructor).
- Photographing guest speakers or performers.

All the necessary request and consent forms must be submitted at least 5 business days before the photo shoot will take place. For more information, please review the [Planning Your Photo Shoot](#) document.

2.5.2 Photography Usage Guidelines

All images taken by the University Photography Office are for use by SUA students and employees for university purposes only. These include posting the pictures to the SUA website and social media and news outlets, or using them in printed promotional materials. The [Family Educational Rights and Privacy Act \(FERPA\)](#) and [California Right of Publicity Law](#) govern the university's and the University Photography Office's use of all pictures taken. The use of any of these images requires that:

- The published context and the caption of the images not imply information not known to be true.
- The images not be artificially altered, enhanced or manipulated in any way.
- The images be accurately credited when published in print or on the web as “Photo by [Staff photographer name], Soka University of America.”

SUA retains the licensing, reproduction, and copy rights to all images created by staff photographers. Permission to use these images must be obtained prior to any kind of public use, and commercial publication of these images such as in magazines or advertisements may require the payment of fees.

3. Copyright and Intellectual Property

Copyright is explained as “a form of protection provided by the laws of the United States ([title 17, U.S. Code](#)) to the authors of ‘original works of authorship,’ including literary, dramatic, musical, artistic, and certain other intellectual works” by the United States Copyright Office. This protection is applied to both published and unpublished works.

When it comes to copying material, what is *possible* is very different from what is *legal*. In these days of emailed articles and electronic reserves, it is up to all members of the SUA community to know and abide by the copyright laws. Individuals breaking the copyright rules risk exposing the university and themselves to large fines. Willful copyright infringement carries a fine of up to \$150,000 in civil statutory damages per item in the academic environment where there is no commercial gain ([17 U.S.C. § 504 \(c\)\(2\)](#)).

Although all library staff and patrons are advised to make a good faith effort and exercise good judgment to comply with the law, the responsibility of compliance rests with each individual. It is in the SUA community’s interest as authors and prospective authors to respect copyright restrictions. The copyright law guides library service policies and procedures. However, these policies do not have the force of law.

The 1976 Copyright Act gives the copyright holders the following exclusive rights: the rights to reproduce, modify, distribute, publicly perform, and publicly display their work. Others need permission from the copyright holder, pay for these rights, or qualify for an exemption.

3.1 Permitted Uses (No permission required)

The library pays annual institutional subscription fees for the SUA community to access electronic resources. As authorized users, current SUA students and employees are allowed to use the information for private study or share the link to the work with other authorized users without seeking permission. Such uses are permitted in the license agreement.

When information is accessible from a free website or a database subscribed to by the library, linking is the best practice. Because no copy is made in the process of linking, there is no need for concern about the copyright law. When sharing the information with other authorized users, providing a complete citation including a persistent Uniform Resource Locator (URL) is encouraged. The library staff offers help to anyone who wishes to obtain the durable URL for linking and sharing purposes.

3.2 Exemptions

There are several other situations in which asking for permission or paying fees are not necessary. They are exceptions to the copyright holder’s exclusive rights to reproduce a work. The following is a summary of the exemptions SUA students, faculty, and staff may use to copy or scan a copyrighted work without getting the permission of the copyright owner or paying royalties.

3.2.1 Public Domain Exemption

The majority of library items fall under works protected by copyrights, but there are some works NOT protected by copyrights as explained by the U.S. Copyright Office in their [Copyright Basics](#) document. Items are not covered by copyrights if they are in the public domain. Facts, ideas, works that have been timed out, or documents produced by the federal government are some examples.

3.2.2 Fair Use Doctrine

Fair Use is an exemption for copying material for “criticism, comment, news reporting, teaching, scholarship, or research.” It does not permit the copying of the entire work.

The library collections are purchased or licensed for non-profit educational use. All library staff and patrons use the measurements of Fair Use described in [Section 107 of the U.S. Code Title 17](#) when they exercise the right to use copyrighted works without asking for the copyright holder’s permission.

There are four factors used to judge if copying is within Fair Use parameter. Each one carries equal significance.

Because Fair Use exemption is interpretive, there are no black and white answers. Each case at hand must be examined carefully, taking the following factors into consideration.

- 1) The purpose of the use (commercial or non-profit, educational)
- 2) The nature of the copyrighted work (highly creative or factual)
- 3) The amount and substantiality of the portion used (substantial or small amount)
- 4) The effect on the potential market (significant or minimum)

The responsibility for a Fair Use analysis firmly rests with each individual. A Fair Use analysis does not have to be conducted if the particular use of an electronic resource is permitted in the license agreement.

3.2.3 Classroom Exemption

Performance or displays of copyrighted material are allowed in face-to-face classrooms. [§ 110. Limitations on exclusive rights: Exemption of certain performances and displays.](#) (<http://www.copyright.gov/title17/92chap1.html#110>)

Faculty can distribute small portions of journals or books to all students in their class for discussion and study.

The [TEACH Act](#) was enacted to give some copyright exemptions to distance learning courses for digital transmissions of items that would be legal in a physical classroom situation. Since SUA does not have any distance education components in the curricula, the library has not incorporated any TEACH Act exemptions into the policy. TEACH provisions do not apply to supplementary resources including e-reserves and digital library resources.

There are guidelines for 1) Single copying for teachers and 2) Multiple copies for classroom use. “Agreement on Guidelines for Classroom Copying in Not-For-Profit Educational Institutions with respect to books and periodicals” is included in the document, [Reproduction of Copyrighted Works by Educators and Librarians](#) by United States Copyright Office.

Ikeda Library holds a number of books on the subject of copyright. In addition, the Library recommends the following guides for faculty:

Teaching

- [Know Your Copy Rights – What You *Can* Do: A 2007 Brochure Aimed at Faculty and Teaching Assistants](#) by Association of Research Libraries
- [Using Copyrighted Works in Your Teaching – FAQ: Questions Faculty and Teaching Assistants *Need to Ask Themselves Frequently*](#) by Peggy Hoon, J.D., Visiting Scholar for Campus Copyright and Intellectual Property, Association of Research Libraries
- [Exceptions for Instructors](#) by Michael Brewer and ALA Office for Information Technology Policy
- [Reproduction of Copyrighted Works by Educators and Librarians](#) by United States Copyright Office

Public Domain

- [Public Domain Slider: Is it protected by Copyright?](#) by Michael Brewer and ALA Office for Information Technology Policy
- [Copyright Term and the Public Domain in the United States](#) by Peter B. Hirtle of Cornell University

Fair Use

- [Fair Use Evaluator](#) by Michael Brewer and ALA Office for Information Technology Policy
- [Fair Use Checklist](#) by Columbia University Libraries/Information Services Copyright Advisory Office

Copyright General Information

- [Copyright Basics](#) by United States Copyright Office
- [Frequently Asked Questions about Copyright](#) by United States Copyright Office
- [Ask a copyright question](#) by United States Copyright Office
- [Model Policy Concerning College and University Photocopying for Classroom, Research and Library Reserve Use](#) by the American Library Association [Ikeda Library received permission from ALA to reproduce this and include it on the library website.]

3.2.4 Library Exemption

Reproducing a copyrighted work without the consent of the copyright holder can be an infringement of copyright even if the individual owns a copy of the work. However, as a non-profit educational library, Ikeda Library is allowed to:

- Reproduce limited copies
[Title 17 of the U.S. Code § 108. Reproduction by libraries and archives](#)
In addition, [Section 108 Spinner](#) by Michael Brewer and the ALA Office for Information Technology Policy offers a supplemental guide to the library.
- Distribute a lawfully obtained copy through loan, rental or sale
[Title 17 of the U.S. Code § 109. Effect of transfer of particular copy or phonorecord](#)
The owner of a legally obtained copy of a book or serial is entitled to sell, rent, give away or dispose of that copy without the authority of the copyright owner. This exemption has

allowed libraries to lend books to their patrons. Items in the digital format such as music, online databases, and software are sold as licenses, not as copies. Therefore, libraries lose the right to be as free in distributing these items.

3.3 Obtaining Permission

When the copyright owner is unknown, the information may be retrieved by using the [Search Copyright Information database](#) provided by the U.S. Copyright Office. It is listed under “Copyright Claimant” in the bibliographic record. To seek permission for the use of a library reserve, [this letter](#) is used. In many cases, locating the copyright owner or getting response is very difficult. When necessary, payment will be made with the Copyright Clearance Center. The Copyright Clearance Center allows users to pay the respective publishers.

3.4 Websites

The images and text posted on the Internet are covered by copyright restrictions. The copyright statement can be found at the bottom of the web page. If there is no copyright notice, it is still automatically covered for the life of the author plus 70 years.

Copyright is international. The U.S. is signatory on the Berne Convention which binds U.S. citizens to copyright compliance on items posted in other countries ([Berne Convention for the Protection of Literary and Artistic Works](#), published by the World Intellectual Property Organization). If a particular use does not qualify as Fair Use (see 3.2.2), permission to use the work must be obtained from the copyright owner. Seeking permission is not necessary when sharing the contents of a free website by providing URL links.

The Web has spawned an alternative to copyright, sometimes called copyleft. At [Creative Commons](#), web authors let people know the level of sharing they will allow. It supersedes copyright laws. The website of Creative Commons is also a good place to find web content that is free to use.

Repeat offenders of illegally downloading copyrighted music and movies risk large fines, library account termination, or expulsion from the university.

3.4.1 Digital Millennium Copyright Act (DMCA)

The DMCA provides a limitation of liability for online service providers such as libraries and universities when their server stores and delivers items from third parties that are not in copyright compliance. This is clarified in [§ 512. Limitations on liability relating to material online](#).

Any concerns on the SUA website, including the library pages, should be directed to the Copyright Compliance Agent on campus: Director of Information Technology. He is the designated Copyright Compliance Agent to be contacted by copyright holders about infringements. This person is registered as the university’s agent at the Copyright Office and listed in the directory included in “[Service Provider Designation of Agent to Receive Notification of Claims of Infringement](#).”

SUA conforms to industry standards in the technological protection of digital information.

3.5 Video Recordings

Whether on VHS, CD-ROM, DVD, streaming, or other formats, video recordings are subject to copyright protection. The films in the library collection do not typically include Public Performance Rights (PPR). PPR are legal rights to publicly show a film. PPR is required for individuals or groups to obtain a public performance license to offer a screening of the film on campus.

There is no need to pay for the public performance license if a professor is showing a film to officially registered students in a face-to-face classroom and the content of the film is directly related to the course. This exemption is explained in the Copyright Law of the United States of America: [§ 110. Limitations on exclusive rights: Exemption of certain performances and displays](http://www.copyright.gov/title17/92chap1.html#110). (<http://www.copyright.gov/title17/92chap1.html#110>)

Obtaining PPR is necessary for all screenings of copyrighted films to audiences outside of the regular curriculum (e.g. extracurricular events, film series, and student club events). The rights usually belong to the producer or distributor. To obtain public performance rights, [Swank Motion Pictures, Inc.](#) or [Kino Lorber Inc.](#) may be contacted.

Frequently, the distributors of educational or documentary films do not allow libraries to purchase their films without PPR. In those cases, the library pays a higher price to acquire the film with PPR. The inserted library note "Includes Public Performance Rights" in the note field of the catalog record is used to identify films purchased with PPR. To determine whether or not the library purchased a film with PPR, please contact the library in person, by phone, or by email.

3.6 Copiers, Printers, and Scanners

As a reminder to all library staff and patrons, the library posts this notice on all copiers and printers that patrons may use:

NOTICE
WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specific conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "Fair Use," that user may be liable for copyright infringement.

This institution reserves the right to refuse a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

3.7 Copyright Ownership: Works Made by SUA Students and Employees

Students and Faculty retain sole copyright ownership or the right to assign it to a publisher. Non-faculty staff do not have copyright ownership of items made in the course of fulfilling their job requirements. Those items are considered work-for-hire and the university holds the copyrights to them.

The SUA logo is protected by copyright. The university's Information Technology department retains the logo to be used on university web pages and publications. The logo is not to be used without permission from the Director of Community Relations.

4. Confidentiality and Privacy

Ikeda Library is committed to protecting the privacy of its users and being in compliance with state and federal laws as well as maintaining professional standards.

The confidentiality of library records is a core part of library ethics, and the library abides by the [Code of Ethics of the American Library Association](#) which states, “We protect each library user’s right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted.”

The library protects information about borrowers, their requests for information and materials, the online sites and resources they access, and their loan transactions. To effectuate this protection, the following policies are put into effect:

4.1 Circulation and Patron Records

In order to provide borrowing privileges and library services, Ikeda Library must obtain personal information and identify its patrons. The library’s online system stores the patrons’ personal information and maintains it with the highest degree of security, only using the information for carrying out library operations and providing services to the patrons. No information is collected for commercial purposes.

The library shall not give out any information regarding a patron’s library account to any individual or to any private or public agency without a subpoena, search warrant, court order, or as otherwise required by law. The library agrees to the stance of the ALA in protecting patrons’ privacy and intellectual freedom: [The USA PATRIOT Act in the Library](#).

- Staff and student workers are given training in the ALA Code of Ethics to guide them in the decision making on privacy issues as they arise in daily work.
- The library does not disclose the identity of the patron who has an item another patron has requested. This includes items on reserve and when a hold is in place.
- Reference questions are not disclosed to anyone outside the library.
- Completed interlibrary loan records in the Millennium system are purged once a month.
- Manual checkout lists are shredded when items are returned.
- Sign-in sheets for group study rooms are shredded each day.
- Reserve request sheets are shredded at the end of the semester after the items are taken off reserve.
- The library staff does not disclose personal information such as ID numbers, home phone numbers, and birthdates of staff and patrons.
- Interlibrary loan paperwork is shredded after the transaction is complete, unless it is used for collection development purposes by librarians. Paperwork is shredded upon fulfillment of such purposes.
- The library staff handles students’ academic holds with PeopleSoft and discloses this information only to the university’s Registrar’s Office.
- The petty cash report of fines and fees collected is kept electronically and on paper to be submitted to the university’s Accounting Department. All information is kept confidential.

- Patrons' circulation records are deleted periodically when items are returned and fines have been paid. Staff check video and DVD boxes to verify media is present before checking in audio/visual media.

4.2 Terminal Computers and Internet

All Internet browsers in the library computers are set to delete cookies and to not cache any passwords. It is not possible for the library to retrieve any information, including websites visited, passwords, or other personal information entered. All terminal computers are set to reboot after each session.

- To preserve patrons' privacy, the library website is set up for them to navigate it intuitively. They can typically find information without the library staff's constant assistance.
- The library staff respect the patrons' right to search the Internet alone after offering assistance.

5. Collection Development and Management

Ikeda Library provides resources and services to support the teaching, learning, and research endeavors of the SUA community. The primary constituency of the library is SUA students; secondarily, faculty and staff.

The Collection Development policy seeks to ensure a coordinated and strategic approach to the development of the library's collections, embracing intellectual freedom and equitable access to all users.

The majority of the library materials are selected by subject specialists. Requests and recommendations from faculty are given high priority as well.

5.1 Selection Criteria

Library resources are purchased from a range of library suppliers. These chosen vendors best meet the services and financial considerations of the library. The selection criteria include relevance to teaching and research needs, scope and content, quality, currency, price, and durability.

Relevance to the curricula is an important criterion when purchasing new resources. The highest priority is given to the materials that are essential to the programs offered at SUA.

5.1.1 Circulating and Reference Collection

The library seeks to provide an international and global focus in order to support the curricula of all disciplines taught at SUA.

- Language: Primarily English; Titles in non-English languages taught at the university are selectively included.
- Date of Publication: Current titles (published within the past five years) are preferred in most areas. Seminal or classic titles are selectively included.
- Geographic Area: Pacific Rim focus, but titles from other geographic areas are collected when general in nature or pertinent to the curricula.
- Other factors considered are: reliability and credibility; intellectual level; relationship to the existing collection in terms of creating and preserving balance of viewpoints in subjects covered; relationship to other formats containing comparable information; cost; and reviews when available and appropriate.

5.1.2 Periodical Subscription

In addition to the criteria in 5.1.1, these are also considered for periodical subscription.

- Format: If articles are available in full text through a reliable aggregator, electronic access is preferred. If the cost of both online and print journal subscription is significantly higher than one format subscription, the library would choose the online subscription only option.
- The periodicals should be indexed in a major database to which the SUA community has access.
- Microform: Retrospective coverage in microform is sought out in a limited basis. It is not the library's intent to develop a microform collection. The existing collection consists of out-of-

print academic journals. Other microform collections will be added only on a highly selective basis and with exceptional reasons.

5.1.3 Founders' Collection

This collection contains books written by the founders of Soka Education: Tsunesaburō Makiguchi, Jōsei Toda, and Daisaku Ikeda. English titles and translated works in other languages are included. There are no restrictions in regard to the publication date. This collection is actively acquired.

5.1.4 Ikeda Collection

When SUA's Aliso Viejo campus opened, the founder Daisaku Ikeda donated about 4,250 books to the library. The subjects include art, anthology, philosophy, religion, history, literature, education and political science. Most titles are written in Japanese by scholars, educators, and intellectuals in the respective areas. Primary sources such as government documents, compilations of Japanese newspapers, and reproductions of various historical data are also included. Due to the nature of this collection, the library is not actively developing this collection.

5.1.5 Young Adult and Children's Collections

They consist of fiction and non-fiction books. The criteria set in 5.1.1 apply to these collections. In general, these collections are maintained, but not actively developed.

5.1.6 MA Theses Collection

The MA theses approved by the SUA Graduate School are added to the library.

5.1.7 Media Collection (DVD, VHS, and CD)

The feature film collection includes works that contribute to the teaching of all disciplines in the university curricula. A preference is given to titles that are interdisciplinary in nature and projected to be used frequently. Also, titles that present distinctive social, political, historical or economic themes or viewpoints are collected.

Popular feature films are purchased upon the recommendation of faculty or librarians with the assurance that they will be used for research or instruction.

Whether on VHS, CD-ROM, DVD, streaming, or other formats, video recordings are subject to copyright protection. The films in the library collection do not typically include Public Performance Rights (PPR). Frequently, the distributors of educational or documentary films do not allow libraries to purchase their films without PPR. In those cases, the library pays a higher price to acquire the film with PPR. The inserted library note "Includes Public Performance Rights" in the note field of the catalog record is used to identify films purchased with PPR.

- Language: Primarily English; Titles in non-English languages taught at the university are selectively included. Films in other languages must have English subtitles.
- Date of Production: Priority is given to documentary and educational films produced within the past five years. Older programs will be purchased only when it has been determined that there are no other recent productions that offer the same level of coverage and quality.

- Format: CDs and DVDs are preferred to audiocassettes and videocassettes. The streaming video format is chosen selectively.
- Cost: Expensive videos are previewed by the subject librarian or faculty before purchase. If the content and quality do not meet the librarians' expectations, they will be returned to the supplier. A rental option may be chosen when appropriate.
- Other factors considered are: accuracy and objectivity; reliability and credibility; intellectual level; relationship to the existing collection in terms of creating and preserving balance of viewpoints in subjects covered; relationship to other formats containing comparable information; and reviews when available and appropriate.

5.1.8 Database Subscription

As the users' expectations grow, publishers offer increasingly sophisticated and effective online databases to libraries. They are usually up-to-date and provide easy access to high-quality information. The library is actively reviewing new databases to subscribe to.

After testing and reviewing a free trial provided by the vendor, purchase decisions are made by all librarians. The library seeks to utilize the services and discounts offered by the Statewide California Electronic Library Consortium (SCELC). Changes in subscriptions are usually made once a year during the renewal time with the SCELC.

The authorized users include currently enrolled students, faculty, and staff of SUA as well as on-site visitors to the library.

In addition to the criteria in 5.1.1, these are also considered for database subscription.

- Full-text availabilities
- Ease of use
- Authenticating authorized users via IP address ranges
- Accessibility on campus and off campus
- Availability of usage statistics

5.1.9 Electronic book (E-book) Collection

Academic titles in e-book format are actively purchased and licensed. The criteria in 5.1.1 apply to this collection. As the technology improves and patrons' needs change, increasing numbers of titles will be acquired in this format.

5.1.10 Archive Collection

Materials judged appropriate for the archives are currently collected by the library. This includes such materials as commencement speeches and videos, yearbooks, student newspapers, course catalogs, works published by SUA employees, and other materials which may prove to have historical significance. These materials are for in-library use only.

5.1.11 Special Collection

At this time, materials for the Special Collection are not actively collected. Some donated materials or circulation materials judged to be too fragile or valuable for general circulation may be added.

5.2 De-selection or Withdrawal

Removing materials deemed no longer suitable to the library collection is an important part of collection management. Withdrawn materials may be transferred to the library storage, donated to another library, sold at a book sale, or discarded.

Withdrawal criteria:

- Duplicate materials
- Superseded editions
- Lack of subject relevance
- Availability of other materials in the field
- Lack of historical importance
- Poor condition
- Infrequency of use
- Space constraints

Academic journal back issues are retained. Popular magazines are discarded after one year, and newspapers are recycled after one month.

5.3 Replacement of Lost Items

When a library item appears missing, a search form will be filled out. A different library staff member searches for the item three times. If it is still missing, the inventory wand is utilized. Once an item has been determined lost, the subject librarian will decide whether to replace it or not, following the collection development criteria. Lost titles determined to be heavily used will be re-ordered as soon as possible.

5.4 Purchase Request by Faculty

The primary constituency of the library is SUA students; secondarily, faculty and staff. Using the curricula as the primary guide, the library seeks to collect and provide access to resources representing a balance of ideas useful to students attending SUA.

To that end, the library recognizes the need for close collaboration and communication with the faculty. Suggestions from faculty are encouraged; however, acquisition and withdrawal decisions are made by the library in accordance with the library policy.

To make a purchase request, faculty must fill out the [Purchase Request form](#) available at and send it to the Dean's Office for approval. The professor who made the request will be notified when the purchasing decision is made.

5.5 Purchase Suggestion by Students and Staff

SUA students and staff can use the [Book/Film Recommendations form](#) to make a purchase suggestion; however, acquisition decisions are made by the library in accordance with the collection development policy.

5.6 Gifts and Donations

Donations of materials that enhance the library collection are welcomed. They become the property of Ikeda Library, and donated items not added to the library are offered to other

institutions, sold at book sales, or discarded if in poor condition. Income from book sales is used for the university's benefit.

Because of the high cost of cataloging, processing, and storage, the library is unable to accept all donations. Before being accepted, a list of possible donations is required for the librarians to review and ascertain if they meet the collection development criteria.

In general, items that support the current and evolving curricula as well as those that support the research needs of students and faculty are accepted as long as they are NOT:

- Outdated titles
- Titles already owned by the library (unless they are in high demand)
- Scattered issues of periodicals (unless they fill gaps in the library collection)
- Popular trade paperbacks
- Popular magazines
- Materials in poor condition

Since cataloging and processing new books and rush orders are the cataloger's priority, it may take a long period of time before donated titles become ready for circulation.

A prior arrangement with the library and a list of possible donations are required. Please send the information to library@soka.edu.

For the Development Office to create a correct receipt acknowledgement, donors are asked to fill out the [Donating to the Library form](#) upon delivery. It is recommended that a detailed inventory be prepared before the delivery.

Ikeda Library does not appraise gifts. Determination of the fair market value of a gift to the library for tax purposes is the donor's responsibility. Book appraisers may be identified in local directories.

5.6.1 Receipt of Gifts

Gifts to the library are acknowledged by the Development Office after approval by the Director of the Library and the Vice President for Academic Affairs. For the Development Office to create a correct receipt of acknowledgement, donors are asked to provide a description of the gift items upon delivery. It is recommended that a detailed inventory be prepared before the delivery.

5.6.2 Gift Valuation

Ikeda Library does not appraise gifts. Determination of the fair market value of a gift to the library for tax purposes is the donor's responsibility. Book appraisers may be identified in local directories.

5.6.3 Financial Contribution

Gifts of money are accepted at the university's Development Office. A tax receipt will be sent to the donor from the Development Office. More information is available at the [webpage of the Development Office](#), and the staff can provide assistance at (949) 480-4073 or development@soka.edu

5.7 Liaison Librarians / Subject Specialists

Joy Wang (x4114) jwang@soka.edu

Economics and Chinese Language & Culture

Lisa Polfer (x4108) lpolfer@soka.edu

Anthropology, Environmental Studies, History, Literature, Mathematics, Political Science, Psychology, Science, and Sociology

Yuan Liang (x4113) yliang@soka.edu

Art, Music, Philosophy, and Religion

Hiroko Tomono (x4116) htomono@soka.edu

Education, Linguistics, Japanese Language & Culture, Spanish Language & Culture, French Language & Culture, Reference, and ESL.

6. Loan Policies

The library loan policies define the privileges and responsibilities of library users. The purpose of the outlined policies is to maximize the use of the library collection for the SUA community.

A valid SUA identification card is required to check out library materials. Library accounts are automatically established for all enrolled students and current SUA employees with an active SUA ID.

To borrow circulating items, patrons can use a self-check machine. It features interactive touch screen monitors. The Circulation Desk is always staffed to address any questions or problems.

Library return bins are only for returning books. Media, Interlibrary Loan, and Reserve items must be returned directly to the Circulation Desk. No library items are due on university holidays.

6.1 Loan Policies for Students

6.1.1 Circulating Books

- Loan period for Undergraduate Students: 42 days
Renewals: Items may be renewed three times when there are 14 or fewer days remaining in the current loan period. Each renewal is for 28 days.
Recall: Materials are subject to recall after 28 days.
- Loan period for Graduate Students: 90 days
Renewals: Items may be renewed two times when there are 42 or fewer days remaining in the current loan period. Each renewal is for 42 days.
Recall: Materials are subject to recall after 42 days.
- Renewals cannot be made for overdue, recalled, or items put on hold by another patron. A renewal request may be submitted either [online](#) or at the Circulation Desk.
- Late fine: 25 cents per day per item up to replacement cost or \$5 if the item is returned
- Academic hold will be placed when overdue library fines are applied. Borrowers with academic restrictions will not be able to register for classes or obtain transcripts or diplomas. To remove the hold, the payment must be made by check or cash at the Circulation Desk in the library.
- Additional Fees: A library item that is overdue longer than 20 days is assumed damaged/lost. Borrowers are responsible for \$5 of overdue fines and the following fees unless the item is returned in good condition.
 - Replacement cost: the amount listed in the order record or the list price suggested by library vendors
 - Processing fee: \$5 for acquiring and cataloging a replacement copy
- Courtesy overdue notices are sent 7 times: 3 days before the due date, 1 day after the due date, and subsequently every 4 days for five times.
- Recall:
 - When recalled, the items must be returned within 7 days. In other words, the due date is reduced to 7 days from the date the recall notice is issued.

- When recalled items are returned by another patron, they will be held at the Circulation Desk for 3 days. If they are not picked up within 3 days, they will be returned to the circulation stacks.

6.1.2 Media (DVD, VHS, and CD)

- Loan period for Undergraduate Students: 7 days
Renewals: Items may be renewed two times when there are 3 or fewer days remaining in the current loan period. Each renewal is for 4 days.
- Loan period for Graduate Students: 10 days
Renewals: Items may be renewed two times when there are 4 or fewer days remaining in the current loan period. Each renewal is for 7 days.
- Renewals cannot be made for overdue, recalled, or items put on hold by another patron. A request may be submitted either [online](#) or at the Circulation Desk.
- Late fine: 25 cents per day per item up to replacement cost or \$5 if the item is returned
- Academic hold will be placed when overdue library fines are applied. Borrowers with academic restrictions will not be able to register for classes or obtain transcripts or diplomas. To remove the hold, the payment must be made by check or cash at the Circulation Desk in the library.
- Additional Fees: A library item that is overdue longer than 10 days is assumed damaged/lost. Borrowers are responsible for \$5 of overdue fines and the following fees unless the item is returned in good condition.
 - Replacement cost: the amount listed in the order record or the list price suggested by library vendors
 - Processing fee: \$5 for acquiring and cataloging a replacement copy
- If a media item is returned with damage, the above additional fees will apply. The damage includes but is not limited to water, heat, and magnetic damage as well as scratches.
- The library assumes no responsibility if a patron's equipment becomes damaged when playing a library media item.
- Courtesy overdue notices are sent 7 times: 1 day before the due date, 1 day after the due date, and then subsequently every 2 days for five times.
- Recall:
 - Materials are subject to recall after 4 days. When recalled, the items must be returned within 3 days. In other words, the due date is reduced to 3 days from the date the recall notice is issued.
 - When recalled items are returned by another patron, they will be held at the Circulation Desk for 3 days. If they are not picked up within 3 days, they will be returned to the circulation stacks.

6.1.3 Periodicals

Loan period for Graduate Students is 5 days. Only manual check out at the Circulation Desk is available at this time. No online renewal is possible; a request should be made at the Circulation Desk. The fines and fees indicated in 6.1.2 apply to these items.

6.1.4 Reserves

- Loan period: 2, 4, or 6 hours; however there are some exceptions when requested by professors.
- Renewals: The online renewal form is not available for reserve items. However, they may be checked out again at the Circulation Desk if no one has requested them.
- Late fine: 25 cents per hour per item up to replacement cost or \$5 if the item is returned
- Academic hold will be placed when overdue library fines are applied. Borrowers with academic restrictions will not be able to register for classes or obtain transcripts or diplomas. To remove the hold, the payment must be made by check or cash at the Circulation Desk in the library.
- Additional Fees: A library item that is overdue longer than 10 hours is assumed damaged/lost. Borrowers are responsible for \$5 of overdue fines and the following fees unless the item is returned in good condition.
 - Replacement cost: the amount listed in the order record or the list price suggested by library vendors
 - Processing fee: \$5 for acquiring and cataloging a replacement copy
- Courtesy overdue notices are sent 7 times: 1 hour before the due time, 1 hour after the due time, and then subsequently every 2 hours for five times.
- Recall: Due to the short loan period, reserve items cannot be recalled.
- Reserve items must be returned to the Circulation Desk directly. They should not be dropped off in the return boxes since the boxes get checked only once every several hours.

6.1.5 DVD Players/Writers, Audio Players, and Headphones

A limited number of portable DVD players/writers, audio players, and headphones are available for check out. The loan period is 2 days.

6.1.6 Internet Cables

A limited number of Internet cables are available for check out. Patrons are required to provide an SUA ID or a driver's license card to a library staff member in exchange for a cable.

6.2 Loan Policies for Faculty and Staff

6.2.1 Circulating books

- Loan period: 90 days
- Renewals: Items may be renewed twice when there are 42 or fewer days remaining in the current loan period. Each renewal is for 42 days. Renewals cannot be made for overdue, recalled, or items put on hold by another patron. A request may be submitted either [online](#) or at the Circulation Desk.
- Fines and Fees: A library item that is overdue longer than 10 days is assumed damaged/lost. Borrowers are responsible for the following fees unless the item is returned in good condition.
 - Replacement cost: the amount listed in the order record or the list price suggested by library vendors
 - Processing fee: \$5 for acquiring and cataloging a replacement copy
- Courtesy overdue notices are sent 7 times: 3 days before the due date, 1 day after the due date, and then subsequently every 2 days for five times.
- Recall:

- Materials are subject to recall after 42 days. When recalled, the items must be returned within 7 days. In other words, the due date is reduced to 7 days from the date the recall notice is issued.
- When recalled items are returned by another patron, they will be held at the Circulation Desk for 3 days. If they are not picked up within 3 days, they will be returned to the circulation stacks.

6.2.2 Media (DVD, VHS, and CD)

- Loan period: 10 days
- Renewals: Items may be renewed two times when there are 4 or fewer days remaining in the current loan period. Each renewal is for 7 days. Renewals cannot be made for overdue, recalled, or items put on hold by another patron. A request may be submitted either [online](#) or at the Circulation Desk.
- Fines and Fees: A library item that is overdue longer than 10 days is assumed damaged/lost. The borrowers are responsible for the following fees unless it is returned in a good condition.
 - Replacement cost: the amount listed in the order record or the list price suggested by the library vendors
 - Processing fee: \$5 for acquiring and cataloging a replacement copy
- Courtesy overdue notices are sent 7 times: 3 days before the due date, 1 day after the due date, and then subsequently every 2 days for five times.
- Recall:
 - Materials are subject to recall after 7 days. When recalled, the items must be returned within 4 days. In other words, the due date is reduced to 4 days from the date the recall notice is issued.
 - When recalled items are returned by another patron, they will be held at the Circulation Desk for 3 days. If they are not picked up within 3 days, they will be returned to the circulation stacks.

6.2.3 Periodicals

Loan period is 10 days. Only manual check out at the Circulation Desk is available at this time. No online renewal is possible; a request should be made at the Circulation Desk. The fines and fees indicated in 6.2.2 apply to these items.

6.3 Placing a Hold/Requesting a Recall

- A hold can be placed on a title that is checked out by another patron. To do this online, click the “Request” icon on top of the specific title record. A hold request may also be made at the Circulation Desk.
- If the requested item has been checked out for longer than the guaranteed minimum loan period, the item will be recalled. The recalled item should be returned within 4 days.
- Once the item is returned and ready for check out, it will be held at the Circulation Desk. After 3 days it will be returned on the circulation stacks for others to use.

6.4 Interlibrary Loan (ILL) Items

- Loan period is set by the lending institution. The norm is 4 weeks.
- Renewals on ILL material are at the discretion of the lending institution. [Renewal requests](#) must be submitted at least 3 days prior to the due date.

- Late fine: 25 cents per day per item up to replacement cost or \$5 if the item is returned
- Additional Fees: The patron is responsible to pay any other fines and replacement fee accessed by the lending library.
- Courtesy overdue notices are sent 7 times: 3 days before the due date, 1 day after the due date, and then subsequently every 2 days for five times.
- ILL items are subject to recall from the lending institution at any time. Upon request, they must be returned immediately.
- ILL items must be returned to the Circulation Desk directly. Library return boxes should not be used to prevent items from being damaged.

6.5 Reference Books

Reference books do not circulate; they are for in-library use only. With the permission of a librarian, exceptions may be made.

6.6 Ikeda Collection

The items in the Ikeda Collection were donated by the founder Daisaku Ikeda at the university's opening and are housed on the 1st floor. Those that are identified as fragile are kept in the Special Collection room.

There are two types of items in this collection:

- Circulating items: The loan rules indicated in 6.1.1 and 6.2.1 will apply.
- Restricted in-house use items: loose books, items in containers, limited editions, fragile items, and private press publications may qualify as restricted materials and require an exchange of ID for its use. Use is limited for 1 hour in the library.

6.7 Special Collection

The Special Collection room houses donated art books and some Ikeda Collection items. The art books do not circulate. Professors may request some materials from this collection to be put on in-house reserve, but the request must be approved by the Library Director. One may also browse the collection pending prior arrangement and approval from the Director.

6.8 Archives

Materials judged appropriate for the archives are currently collected by the library. This includes such materials as commencement speeches and videos, yearbooks, student newspapers, course catalogs, works published by SUA employees, and other items which may prove to have historical significance.

7. Facility

7.1 Terminal Computers and Printers

- Terminal computers and printers in Ikeda Library are made available mainly to offer information that supports the research and education of SUA students.
- SUA login is required to access productivity software such as Microsoft Word, Excel, Power Point, and Access. In accordance with licensing and legal restrictions, they are not available to the general public.
- The databases subscribed by the library may be used only by enrolled SUA students, employees, and walk-in patrons. All individuals are to follow the strict copyright restrictions set by each publisher. Sharing documents or images obtained in the databases to someone other than those mentioned above are prohibited by the publishers.
- The online library catalog and the Internet are accessible to all library patrons.
- Use of laptop computers is allowed in the library. Unplugging any library equipment or cables is strictly prohibited.

7.1.1 Disclaimer

Ikeda Library is committed to the principles of freedom of thought, inquiry, and expression as set forth in the First Amendment in the United States Constitution. The library is also guided by the following ALA statements on access to information:

- [Library Bill of Rights and Interpretations](#)
- [The Freedom to Read](#)
- [Intellectual Freedom Principles for Academic Libraries: An Interpretation of the Library Bill of Rights](#)
- [Resolution on the Use of Filtering Software in Libraries](#)

Therefore, the library does not monitor, filter, or censor information available on the terminal computers. At the same time, the library has no control over information accessible on the Internet and is not responsible for its contents. The workstations in the library are not provided with filtering software that limits access to information.

Use of library computers indicates acceptance of this practice.

The Internet contains a wide variety of materials, expressing many points of view. Library patrons use the Internet at their discretion. Users should be aware that some information may be inaccurate, outdated, or offensive. They are advised to properly evaluate the resources according to their academic and research needs.

Websites that librarians believe to be dependable and trustworthy are accessible on the library website: [A-Z list](#) and [Subject list](#).

Patrons are expected to use the terminals in an appropriate and respectful manner. In the public forum of the library, no one should be inadvertently exposed to images that they find offensive. Displaying sexually explicit or other offensive images where others can see them may constitute sexual harassment according to university policies, and may otherwise violate university policies. Library staff or security personnel may intervene and direct users to cease their activity.

7.2 Copier/Scanner

A copier/scanner is available for SUA students' use in 24-hour Study Room.

7.3 Group Study Rooms

Study rooms are for use by a person or group viewing a video. Study rooms on the 3rd floor are reserved for the SUA community. The group study room on the 1st floor may be used by the general public. The study rooms are offered on a first-come, first-serve basis.

SUA students, faculty, and staff are asked to limit their use of study rooms to 3 hours at a time if other groups are waiting. The general public using the 1st floor study room will be asked to surrender the room after 1 hour from the time of occupancy if other patrons are waiting. A room left unoccupied for 30 minutes is considered abandoned. Any items left in the room will be turned over to campus security.

7.4 24-hour Study Rooms

The seats in the 24-hour study room on the 2nd/main floor and room #461 on the 4th floor of the library are reserved for the SUA community, primarily for the students.

7.5 4th Floor Grand Reading Room 400

To reserve the Grand Reading Room for campus events, the [request form](#) must be submitted in advance. The same library policies apply to these rooms; no food and drinks are allowed in these rooms. After the event is over, all chairs and tables must be put back to the original setting.

7.6 Lockers in 24-hour Study Room

- The lockers are available only to enrolled SUA students.
- Only the library's locks are allowed; no personal locks are accepted. All locks will remain on lockers at all times.
- The combinations will be changed between patrons.
- The locks must be returned by the last day of the semester even if the due date is later.
- More than one lock may be checked out to a student if available.
- The policies indicated in 6.1.1 apply to these items.

7.7 Lost and Found

Ikeda library is not responsible for any lost items. Lost and Found items are picked up by the campus security staff. They can be reached at 949-480-4100.

7.8 Safety and Emergency Procedures

The library follows the campus-wide emergency policies and procedures set by the university's security department. Excerpts from the Emergency Action Plan:

Policy Statement

Soka University of America (SUA) is dedicated to the protection of its students and employees from emergencies. When emergencies do occur, our Emergency Action Plan (EAP) is initiated. This EAP is in place to ensure campus personnel safety from emergencies during regular hours and after hours. It provides a written document detailing and organizing the actions and procedures to be followed by students and employees in case of a workplace emergency.

Emergency Reporting

In the Event of an Emergency Requiring Evacuation

When campus personnel detect an emergency that requires an evacuation, they should immediately call campus security, extension #4100 or #4117 and then follow all procedures as listed in SUA's *Emergency Evacuation Plan (EEP)*.

Any person who discovers a fire or other emergency will follow these reporting and escape procedures:

1. When a fire is seen, or another emergency condition becomes known, walk to a safe area and warn others along the way.
2. Immediately Activate the Nearest Emergency Alarm Pull Box and then call #911 to report the emergency. The caller will state his or her name, location, type of help needed and stay on the telephone until released by the dispatcher. Then if possible, call extension 4117 and report the emergency to Campus Security.
3. After activating the alarm, proceed to the emergency assembly area, which is included in SUA's Emergency Evacuation Plan.

Evacuation Procedures

Some emergencies require evacuation or escape procedures, while some require employees to stay indoors, or in a safe area. Our emergency escape procedures are designed to respond to many potential emergencies, depending on the degree of seriousness. Nothing in these procedures precludes the Plan Administrator's authority in determining whether employees should remain inside or evacuate.

All students and employees need to know what to do if they are alerted to a specific emergency. After an alarm is sounded to evacuate, employees should take the following steps:

1. When the alarm sounds, evacuate according to the designated primary routes or alternative routes to the predetermined assembly areas or as directed by an Evacuation Monitor. In the absence of a Monitor, supervisory personnel will assume the Monitor duties. All designated primary and alternative routes are posted in all areas. If the primary escape route is blocked, proceed to the secondary escape route. If all escape routes are blocked with smoke, fire or impassible objects:
2. Shelter in place in as enclosed room or other area that is free of smoke and fire, if possible.
3. Shut - but DO NOT lock - doors behind you. This will help smother the fire or block the flow of fumes, gases or smoke.
4. Stay low to the ground if near smoke and fire.
5. Use any means possible to get the attention of rescuers, including calling 911 on fixed or cell phones if functioning, banging on walls, yelling and other loud noises.
6. Do not move from the shelter area until directed by rescuers.

Once evacuated, students and employees are to head toward their designated exterior or safe area, where a head count will be performed, and further instructions given. Refer to SUA's Emergency Evacuation Plan for emergency assembly areas.

8. Environment

8.1 Noise Level

- The library is intended as a place of study. Library users are expected to show consideration for others using the library. On all floors, quiet is to be maintained. Quiet is defined as low hushed voices.
- Earphones must be worn to listen to audio output in all areas of the library except the group study rooms. If audio output is audible by another user, it is considered too loud. Headphones are available for check out at the Circulation Desk.
- Cell phone conversation is not allowed in the library.

8.2 Food and Drink

- Absolutely no food is allowed in the library. Tables and chairs are available outside of the library and cafeteria.
- Consuming drinks in tightly covered containers such as travel mugs and tightly sealed bottles is permissible.
- This policy is placed in order to protect the library resources, furniture, computers, and other equipment from damage and insect infestation.
- Patrons violating this library policy will be asked to leave the library immediately.

8.3 Smoking and Tobacco Products

- There is no smoking allowed in any part of the library at any time. The spitting of chewing tobacco or similar products into a container is prohibited in the library.
- The designated smoking areas on campus are set by the university to enhance the health of students and employees while protecting the individual rights of smokers.
- As defined in the university policy, smoking is not allowed in the following areas:
 - Near the entrance doors to reduce exposure by those entering or exiting the building
 - In heavily traveled pedestrian areas, including the foyer at the top of the stairs between the I.T. and Ikeda Library entrances
 - Near areas where people congregate to eat or study

9. Library Services Available to the General Public

Ikeda Library is open to members of general public during the regular university's business hours (from 9 a.m. to 5 p.m., Monday through Friday) when classes are in session. As a private university library, the primary constituency of the library is SUA students; secondarily, faculty and staff.

Library Resources

Library books and periodicals are available for browsing only. None of the library materials are available for the general public to check out as they are primarily for SUA student and faculty research.

Study Desks

The study desks on the 1st, 2nd, and 3rd floor are available for use by the general public.

24-hour Study Room

The seats in the 24-hour study room on the 2nd/main floor of the library are reserved for the current SUA students.

Internet Cables

See 6.1.6

Terminal Computers

See 7.1

On the 2nd/main floor of the library, there are four terminal computers for the general public. Printing from the terminals are not permissible.

Copiers

See 7.2

Group Study Room

See 7.3

Library Tours

Brief library tours can be scheduled as part of [the general campus tours](#). The tours are usually available at 10 a.m. and 2 p.m.

Lost and Found

Ikeda Library is not responsible for any lost items. Lost and Found items are picked up by the campus security staff (Tel: 949-480-4100).

This policy is subject to ongoing reviews.

Any questions or concerns about the library policies should be directed to the Library Director at htomono@soka.edu.