

## **FAC 720. Classrooms**

Teachers should see that the classrooms in which they teach remain tidy. Teachers should erase blackboards after class sessions and close laboratory and office windows when they leave for the day. All first floor office and laboratory windows, except fire-escape windows, should be locked in the evening.

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## **FAC 725. Supplies**

Faculty offices will include furniture, a computer and printer. Faculty members should obtain all classroom and office supplies from the Campus Bookstore. If items are not available there, faculty members may initiate purchases by filling out a requisition form, available in the Business Office, and getting the department chair's approval. Approved requisitions are taken to the Business Office where the Business Manager contacts the various supply sources and places the order, subject always to the specifications provided by the department. Faculty members may also purchase supplies off-campus with approval of their department chair and/or supervisor. Faculty members will be reimbursed for these purchases through a check requisition.

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# **FAC 730. Departmental Budgets**

The Provost and Dean of the Faculty, usually in early December, will request the department chair to develop a departmental budget for the upcoming year. To help persons in this process, a budget request worksheet will be provided. Should requested budget increases exceed the consumer price index, persons should provide a rationale as to why the department cannot live within the budget planning guidelines. The institution's strategic planning process requires persons to explain how increases in expenditures are necessary to meet departmental goals and objectives, as printed in the *McPherson College Catalog* and articulated in annual departmental assessment reports.

The budget requests are to be returned to the Provost's Office in January. At that time, the Faculty Executive Committee will review budget requests and forward them with their recommendations to the Cabinet, where the final institutional budget will be developed.

All faculty should check with their department chair regarding departmental purchase practices and budget for faculty needs.

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# **FAC 740. Library**

## **Mission Statement**

The mission of Miller Library is to provide access to information and to instruct and assist stakeholders in locating, using, and evaluating this information.

In order to fulfill this commitment, the staff strives to:

1. build and maintain a well-balanced collection of materials, both print and non-print,
2. provide access through bibliographic tools, instruction, and required equipment,
3. provide reference assistance as needed,
4. expand in-house resources through cooperative arrangements such as interlibrary loan and library consortia,
5. promote use by providing a welcoming environment conducive to study and collaboration, and,
6. support the achievement of information literacy in all students.

## **Location of Materials**

The online catalog is available through the campus network and on the web. Access it through the library's home page at <https://www.mcpherson.edu/academics/library/> and via the Library tab on Bulldog Connect.

With the exception of the special collections, print materials are arranged on open shelves on upper level by Dewey Decimal Classification. Fiction, Graphic Novel, Rotating, and DVD collections are located on the main floor, and Juvenile and Curriculum collections are located on the north side of the lower level. Special collection materials are designated by location symbols:

B Brethren Collection (lower level, Brethren Archives)

GN Graphic Novel (main floor, entry)

J Juvenile Collection (lower level, north)

CUR Curriculum (lower level, north)

S Center for Science & Religion (Melhorn Science Hall)

AR Automotive Restoration (Paul Russel and Company Center for Automotive Research-upper level, south)

Periodical databases and online reference materials are available on library workstations (main level) and through the campus network. For a detailed listing of these resources, please consult the Online Resources page in the Miller Library Online Resources web site, <https://www.mcpherson.edu/academics/library/> or the Library tab on Bulldog Connect, using the link *A to Z Databases*.

Older periodical resources in print format are located on the upper level, northwest side.

If you have difficulty locating materials, please inquire at the Public Services desk.

## **Circulation of Materials**

All materials are circulated through the Public Services desk, with loan periods determined by type of material. See [Library Policies](#) for more information regarding loan periods.

Materials are borrowed by presenting the materials and McPherson College identification card at the Public Services desk.

## **Reserve Materials**

It is the faculty member's responsibility to provide materials to be placed "on reserve." Personal copies of materials belonging to faculty members may be placed on reserve but will have barcodes affixed. It is suggested that rather than placing multiple copies of photocopied materials on reserve, faculty members consider placing that material on their LMS class sites for students to access. Reserve materials are on

two-hour loan, for use in the library only.

We require notice of at least 24 hours in order to collect and process reserve materials. Please do not tell a class that materials are on reserve before you tell us to place them on reserve.

Faculty members are welcome to review their portion of the shelf at any time.

When reserve materials become significantly overdue, the faculty member having placed them on reserve will be notified so that the appropriate adjustments in assignments, etc., can be made.

## **Orientation/Instruction Services**

The library staff provides orientation and instruction in use of available resources and services to faculty and students in a classroom setting or individually, as requested. Library staff members will conduct individual and class tours of our facility; it is necessary, however, to schedule class tours at least 24 hours in advance to assure that a staff member will be available for an extended period of time. Information concerning the number of students, the areas of special interest and the amount of time allotted for the tour will assist our planning. The librarian is also available to go to your classroom to demonstrate online searching techniques. We appreciate receiving copies of assignments requiring library research. Library instruction sessions should be scheduled by visiting this [page](#).

## **Interlibrary Loan**

Participation in the Online Computer Library Catalog (OCLC), an international bibliographic records and holdings database, and the Kansas Interlibrary Loan Circuit provides excellent interlibrary loan service to McPherson College students and

employees. To request such materials, fill out this [form](#).

## **Classrooms and Meeting Rooms**

Maker Space, Main Floor, Paul Russell and Company Center, Miller 103, 105, and 106 are all scheduled through the Facilities Management Office using this [form](#).