

Special Schedule #5

Records of the Stockwell-Mudd Libraries

The Stockwell-Mudd Libraries make available to students and faculty approximately 550,000 books and non-print items, over 900 current print journal subscriptions and more than 700 electronic journal subscriptions. The collections are distributed between two buildings connected by an enclosed walkway: The Stockwell Memorial Library (1938) and the Seeley G. Mudd Learning Center (1980). The Mudd building houses the Reference, Circulation, Special Collections and Technical Services departments; the Madelon Stockwell Turner Memorial Room; video, language and music viewing and listening facilities; a computer laboratory/classroom; the Foundation for Undergraduate Research, Scholarship, and Creative Activity (FURSCA), and the Academic Skills Center. The Stockwell building houses the periodicals collection and extensive collections of U.S. government documents, maps, and foreign and domestic newspapers.

The library's online catalog is available to students and faculty from public computers located throughout the library, from across campus and from homes and offices anywhere in the world via the Internet.

The Friends of the Stockwell-Mudd Libraries sponsor a variety of displays and programs, such as readings and lectures. These programs provide a public forum for authors reading from their works and for speakers making presentations on a variety of topics.

The book collections, developed over more than a century, are extensive and provide support across the curriculum. A large collection of classic motion pictures on videotape and DVD is available. The library provides an interlibrary loan service that utilizes an international computer network and electronic transmission to locate and rapidly retrieve materials not in the local collections. In addition, the library is a participant in InMich, a pilot project in which patrons directly request materials from other participating libraries.

The Special Collections department contains the College's archives, United Methodist Church West Michigan Conference archives, student honors theses and a rare books collection. These

are closed stacks, but access to these collections and research assistance are available by appointment.

The libraries are open 104 hours a week. Reference assistance is available at the Mudd Reference Desk 53 hours per week. Librarians are available to help students develop their research projects and find appropriate materials.

A strong program of library instruction has been developed in which librarians teach not only the use of resources in the library, but also how to gain access to information in society generally. The library offers a variety of library instruction, such as general library orientation and research strategy sessions. Librarians provide course-specific and assignment-specific instruction sessions in which relevant research tools, appropriate research strategies and the evaluation of sources are discussed. Librarians work with faculty to tailor these sessions to the specific information and research needs of the students in their classes. The library also offers a basic library skills course, Library Science 201: Library Research Methods. This one-half unit course, taught by a librarian, introduces students to the organization and evaluation of library materials and information resources. [From the Academic Catalog 2002-2003]

Within the Stockwell-Mudd Libraries there are fifteen positions, including Director of Libraries; Assistant Director of Libraries & Head of Public Services; Assistant Director of Libraries & Head of Technical Services; Head of Periodicals & Documents; Bibliographic Instruction & Reference Librarian; Document Access Librarian; Marilyn Crandell Schleg Archivist & Special Collections Librarian/United Methodist Church West Michigan Conference Archivist; Cataloging Operations Coordinator; Acquisitions Accounting & Operations Coordinator; Government Documents & Stockwell Public Services Coordinator; Circulation Services Coordinator; OCLC Copy Cataloger; Library Serials Assistant; Acquisitions Assistant; and Administrative Secretary.

GENERAL FILES. The files include College publications, annual budgets/reports, and other reference materials.

ADMINISTRATIVE FILES. The files include official correspondence, meeting minutes, vitae and other working documents concerning the activities of the office.

Description	Retention Period	Disposition
Electronic Documents	Depends on subject (See following descriptions)	Depends on subject
Annual Budgets	5 years	Destruction
Correspondence		
General/Subject Files	Permanent	Archives
(Communication that documents the planning, implementation, and evaluation of the major activities, functions, projects and programs of the office. This communication has historical, long-term value.)		
Routine Files	1 year	Destruction
(General inter/intra and non-institutional office communication that deals with the operation of a campus unit and its personnel. This communication can be in the form of notes, memos, or letters that have only short-term value.)		
Memoranda	2 years	Archives
Meeting Minutes	Permanent	Archives
Planning Files	Reference Value Period	Destruction
Policy and Procedure Statements		
Office Copy	Until Superseded	Destruction
Official Copy	Permanent	Archives
Publications		
Office Copy	Reference Value Period	Destruction
Official Copy (Library is creator)	Permanent	Archives
External Reports/Self-Study	10 years	Archives
Internal Reports/Special Studies		
Official Copy	Permanent	Archives
Office Copy	Reference Value Period	Destruction
Vitae/Personnel Info.		
Official Copy	Permanent	Archives
Supervisors Copy	Term + 3 years	Destruction
Promotion/Tenure/Evaluation	Permanent	Archives
Recruitment	5 years	Destruction

Disposition Instructions: Maintain in office one year current and one year past, keep inactive files (i.e., records with retention periods beyond 1-2 years) in separate area of office for eventual appraisal and disposition; transfer materials for permanent retention to the College Archives. Destroy in office when life cycle of the document ends.