



TEXAS TECH UNIVERSITY

College of Education™

Policy and Procedures Sitton-Burkhart Collection

Since the Sitton-Burkhart Reading Room and Collection is a special collection, there are particular policies and procedures that need to be followed according to the Texas Tech Library System. Stipulations guide the practices of special collections. The following guidelines apply to the collection within the College of Education:

Checkout Policies/Procedures

1. Books may be checked out by faculty, staff, and instructors of the College of Education only.
 - Students are not allowed to check out books.
 - Picture books may be checked out for 3 days, chapter books for 7 days at one time.
 - Only five (5) books may be checked out at one time, unless they will be used for a particular class. They still need to be returned within 2 days.
 - Books need to be renewed in person, not on email or phone.
 - If the book has been renewed, and is requested by another faculty member, the book needs to be returned within 48 hours.
 - Books are checked out from the LRC.
2. Books used by the children's literature courses have priority for use during particular weeks throughout the semester. (i.e. "Traditional Literature" cannot be checked out during the week the children's literature courses are covering "Traditional Literature.")
3. Children's literature faculty members need to make arrangements at the beginning of the semester for reserving books to be used in their courses throughout the semester. Turn in the course outline to Katie Button or Jan Ward, either of whom will facilitate the reserved status of books.
4. Children's literature faculty members are invited to conduct their classes in the Sitton-Burkhart Reading Room, especially when wishing to utilize more than 20 books for their class period.

General Policies/Procedures

1. No eating or drinking in the Sitton-Burkhart Room.
2. No sleeping in the Sitton-Burkhart Room.
3. Students may keep chapter books on a reserve in the Collection room itself. The reserve will be on top of the file cabinet in the Sitton-Burkhart Room.
4. Reserving the room for functions will be facilitated by Jan Ward and/or Katie Button. Please check with them about reserving the room for book fairs, in-services, story hours, class periods, and receptions 48 hours in advance.
5. The room can be reserved for no more than two consecutive week days at a time so that students can have access to the children's literature for class assignments.

6. Copies of files kept in the collection can be made available to faculty, staff, and students.
7. Young children are welcome to read the books, but must be supervised at all times.
8. Replacement of damaged or lost books must be the responsibility of person who checked out the books.
9. When reserving the laptop cart the Network office, for use in the Sitton-Burkhart room, please also notify Jan Ward. Please reserve the cart for your class period only. This will open the room up for others to use after the cart has been removed.

Hours for the Sitton-Burkhart Room are the same as the LRC

Sitton-Burkhart Committee 5-06