

TALLADEGA COLLEGE

Talladega, Alabama

Savery Library Handbook



Dr. Billy C. Hawkins

President

Talladega College
MISSION STATEMENT

Talladega College is an institution rich in history whose mission is to equip its graduates for the global community through academic excellence, moral values, community service and professional development.

Talladega College
VISION STATEMENT

Talladega College aspires to be a center of academic excellence in liberal arts higher education; thus preparing students not only for graduate studies but also for the global community.

Talladega College
CORE VALUES

Talladega College promotes its core values through:

STUDENTS FIRST: The main stakeholders are students

ACCOUNTABILITY: Faculty and Staff promote planning that builds on a culture of responsibility and transparency, including the provision of benchmarks for measuring progress

INTEGRITY: Foster honesty by acting in a candid, fair, and ethical manner, creating a culture of trust that is evident in all College activities and decision making.

- DIVERSITY: Expose students to diversity inherent in the world in which we live.
- EXCELLENCE: To teach high-quality educational programs and perform innovative research, thus being preeminent in all that we do

Savery Library
MISSION STATEMENT

The mission of Savery Library is to provide students, faculty, and staff with the resources and opportunities to support the mission and goals of Talladega College by selecting, acquiring, and maintaining materials in all formats. Exemplary leadership in accessing, using, and evaluating the library's program is a commitment strongly valued for maintaining a quality academic support unity for all patrons.

FACTS ABOUT SAVERY LIBRARY

Savery Library was dedicated in 1939. Prior to that time, the library was on the site where Sumner Hall stands. At the entrance to the lobby is a plaque that provide information on the life of William Savery, for whom the library was named.

AMISTAD MURALS

The murals are a special attraction. These were painted by Hale Woodruff, a prominent Black artist, and unveiled at the dedication of the library. There are three panels on the west wall in the lobby; *The Mutiny*, *The Court Scene*, and *The Return to Africa*, which represent the *Amistad Incident*. On the east wall are three panels representing *An Underground Railroad Scene*, *The Opening Day of School at Talladega College*, and *The Building of Savery Library*.

What is depicted here eventually led to the founding of the American Missionary Association and Talladega College. A replica of the Amistad Ship is embedded in the center of the floor in the lobby. It has been a tradition, through the years, that no one walks on the ship's replica because of its historical significance to the college. A sketch of the Amistad is also found on the bookplate that is placed in front of each book in the library.

The Murals have been exposed worldwide as historical treasures. Steven Spielberg's movie, "The Amistad," is the subject of this incident. In addition to inclusion in a number of textbooks, art books, magazines, etc., they were listed by Southern Living magazine as one of the "40 Best Things to See in Alabama."

There are currently replicas on the walls of the library, with the originals being housed in the High Museum of Art in Atlanta, Georgia. Once the new museum is built they will be brought home and housed properly.

On the wall above the circulation desk is the college seal which bears the charter title of the college, *Collegium Talladegeneses*, and the legend, Pro Christo et Humanitate. On the opposite wall is the epitaph of Edward Courtenay, Earl of Devonshire, written in 1556 by an unknown author.

COLLECTION

Collection

Savery Library has a collection of over 50,000 items. The library has open stacks which means students may go into the stacks. The online catalog is provided by EBSCO Discovery, which enables patrons to access the library's book holdings. The remaining Dewey Decimal items are being converted into Library of Congress during academic year 2018-2019.

Reference books are located on the first floor of the library. Reference books, textbooks, and course material cannot be checked out. Electronic reference resources may be accessed from computers in the Computer Lab.

Periodicals are donated from time-to-time by loyal alumni or retirees of Savery Library. We are proud to display these donations on the 2nd floor in the magazine racks. If you have any questions, please ask the circulation desk.

Currently, the library has only three newspaper subscriptions, The Anniston Star, The Chicago Crusader and The Daily Home. They are housed in the Reference Room on the newspaper rack. The newest editions are at the top.

Archives and Archived Information

The institution ensures the availability of archived official catalogs, digital or print, with relevant information for course and degree requirements sufficient to serve former and returning students. These catalogs are available in Savery Library College Archives. A request form needs to be submitted to the College Librarian. These catalogs are available during normal library hours. If a digital catalog is requested, please allow up to 48 hours for processing, the item will then be emailed to the email address on the request form. The official catalogs that are available are from 1870-2018. (See page 7)

The archives are located on the 2nd floor and are open by appointment only. Patrons wishing to use archival materials must submit a request in advance to the College Librarian (see page 7). Materials must be used in the presence of a library staff member. The librarian can make copies of items in the archives.

Galangue Artifacts

The Galangue African Artifact Room is located on the 2nd floor. Tours and information are available upon request.

MISCELLANEOUS

Collection Development – Savery Library's Collection Development Policy is on file in the Office of the College Librarian. As a document, it aids in the acquisition and the coordination of selection of materials for the library as well as weeding materials from the collection. The library staff values your participation in this important phase of library policy. Your recommendations for materials that you would like to see in the library are always welcome and encouraged, please see the attached forms (page 9 and 10).

SERVICES PROVIDED

Library Instruction – Teachers are encouraged to schedule instruction with the College Librarian for their students each semester. Instruction is taught based on requesting teacher and their class materials. Students can also request one-on-one instruction (see page 11).

Circulating Materials – Talladega College ID cards (student, faculty or staff) must be used to check out materials. Alumni and citizens of Talladega are also able to check out items. Alumni and citizens of Talladega are able to use their driver's license and a piece of mail, dated within the past 30 days, with the individual's name on the mail item in addition to the Library Card Request Form (see page 12). This will enable the staff to create an account for the individual in our circulation system, after the account is created, only the Driver's License is needed to check out items. Circulating materials may be checked out for 14 days. Materials may be renewed if they have not been requested by another patron. All books must be brought in for renewal. A library user will be assessed a fine if an item is not returned by its due date. The fine for all users is \$0.25 per day, per item. The library user is responsible for paying all overdue fines, charges, and processing fees for damaged or lost items. Any lost materials should be reported to the library staff as soon as possible. If a book is lost, the student must pay the current list price of the book. If the book is out-of-print, the current list price will be assessed at \$25.00. Amazon.com is the vendor used to determine the current list price for books.

Non-Circulating Materials – Reference books, periodicals, newspapers, magazines, and reserve items may not be checked out to leave the library.

Reserve Materials – Reserve materials are those selected by the faculty for special assignments, or because the materials are in short supply. They are housed behind the circulation desk under the name of the faculty member reserving them. All reserve materials must be used in the library. In case of high demand, use will be limited to two hours.

Photocopier – A photocopier is located in the admin area. It allows for wireless printing and faxing services.

Interlibrary Loan – Materials that are not located in Savery Library and cannot be accessed through available databases may be secured through interlibrary loan. Make requests at the circulation desk (see form on page 8). Distance Education students may request Interlibrary Loan materials be mailed to their homes, the item will first come to Savery Library, then will be mailed from Talladega College Mailroom to the address, on file in the registrar's office, for the student. The student will still have to follow the circulation guidelines.

Macbook and Tablet – There are two Macbooks and four Samsung Nook Tablets available for in house use.

Library Computer Laboratory – At no time should computer users attempt to alter any software or hardware settings, attempt to breach computer security or damage equipment in any way. All computers will be signed off 15 minutes prior to the lab's closing.

Requests – Savery Library values the opinions of the students, faculty and staff at Talladega College. If you have an idea to better the library, please share it with us. See attached forms.

Library Staff

College Librarian-Director

Caitlin Cox

256-761-6377

Administrative Assistant

Teresa Garrett

256-761-6207

Computer Lab

256-761-6303

Reference and Programs Librarian

Allen McQueen

256-761-6284

Special Collections Librarian

Cassandra Burford

256-761-

2018-2019 LIBRARY HOURS

Monday-Thursday 8:00 a.m.—11:00 p.m.

Friday 8:00 a.m.—5:00 p.m.

Saturday-Sunday 11:00 a.m.—8:00 p.m.

The Computer Laboratory closes fifteen minutes before the above listed closing hour each day.

Contact Us

Ask-A-Librarian reference tool can be accessed on the library page via www.talladega.edu or through the MyTalladega Library page.

627 West Battle Street, Talladega, AL 35160

Phone: 256-761-6377

Email: cmcox@talladega.edu



Savery Library

Archives Item Request Form

Name: _____

Date: _____

Type of Request: (circle one) In-Person Online

Type of Item Requested: _____

Format Requested: (circle one) Physical Copy Digital (add email address to comments)

Date item needed: _____

Comment: _____

Signature: _____



Savery Library

Request Form

Name: _____

Date: _____

Type of Request: _____

Comment: _____

Signature: _____



Savery Library

Book Request Form

Name: _____

Date: _____

Title of Book: _____

ISBN of Book: _____

Type of Book: (please circle one) eBook PrintBook Audiobook

Additional Comments: _____

Signature: _____



**Savery Library
Required Textbook Information**

PLEASE TYPE

Name:

PLEASE NOTE IF NO TEXT REQUIRED

Semester:

Course Number	Title of Course	Title of Book	Author	ISBN	Publisher	Edition/Copyright



**Savery Library
Instruction Request Form**

Professor: _____

Class: _____

Preferred Date of Instruction: _____

Preferred Time of Instruction: _____

Number of Students (if unknown, put approximate): _____

Is there something specific you would like your students to learn?

Are there any specific subject areas you would like covered?

Contact Information

College Librarian-Library Director

Caitlin Cox

256-761-6377

cmcox@talladega.edu

Reference and Program Librarian

Allen McQueen

256-761-6284

amcqueen@talladega.edu



**Savery Library
Library Card Request Form**

Name: _____

Date of Birth: _____

Address: _____

Email Address: _____

Would you like to receive an email 2 days before your item is due? Yes or No

Home Phone: _____

Mobile Phone: _____

Mobile Phone Carrier: _____

Would you like to receive a text message 2 days before your item is due? Yes No

Type of Mail: _____