

March Agenda

February Minutes

11:00 a.m. Three Rivers Board of Trustees Luncheon, Employee Lounge, Westover Admin Building
12:00 p.m. Three Rivers Board of Trustees Meeting, Board Room, Westover Admin Building

A G E N D A
REGULAR SESSION
Wednesday, March 20, 2024
12:00 p.m.

- I. Invocation and Pledge of Allegiance**
- II. Approval of Agenda**
 1. Consideration and Approval of Agenda
 2. Consideration and Approval of Minutes of the February Board Meeting
- III. Consideration of College Financial Report**
 1. Statement of Revenues, Expenses, and Changes in Net Assets
 - a) Monthly Financial Statements
 - b) Budget to Actual Financial Statements
 2. Cash in Bank
 3. Certificates of Deposits
 4. Checks Issued
 5. Bid Report
- IV. President's Report**
- V. Executive Session** (Permissible under guidelines of MO Rev. Statute Section 610.021.1 Legal – Legal actions, causes of action or litigation involving a public governmental body and confidential and privileged communications between a public governmental body and its attorney; Section 610.021.2 – Real Estate – Leasing, purchase or sale of real estate by a public governmental body where public knowledge of the transaction might adversely affect the legal consideration therefore; section 610.021.3 – Personnel – Hiring, firing, disciplining or promoting of particular employees by a public governmental body when personal information about the employee is discussed or recorded.)
- VI. Items for Consideration, Discussion, and Vote**
 1. **Consideration and approval of IP 6220-Library Services**

*Representatives of the news media may obtain copies of this Agenda by contacting Melody Ducote, Executive Assistant to the President, 573-840-9698

VII. Consideration and Approval of all Personnel Actions and Associated Documents

1. Acceptance of Employment
 1. Caleb Booker-Facilitator Sikeston Campus
 2. Jeana Sanders-Financial Aid Advisor

2. Resignation
 1. Christopher Spivey-Part time Facilitator Sikeston
 2. Deborah Ward -Administrative Assistant Physical Plant

VIII. Appendix

1. Informational Items
 - a) IR 6221 – Library Operations Final
 - b) IR-6222-Circulation Privileges
 - c) IR-6223-Library Collection Development

2. Upcoming Events
3. Recent Newspaper Articles

IX. FY24 Board of Trustees Meeting Dates • Wednesday March 20, 2024

- Wednesday, April 17, 2024
- Wednesday, May 15, 2024
- Wednesday, June 19, 2024

X. Adjournment

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**BOARD OF TRUSTEES
THREE RIVERS COLLEGE
February 21, 2024**

The regular meeting of the Board of Trustees began at 12:03 p.m. on Wednesday, February 21, 2024

CALL TO ORDER

Those present included: Trustees: Eric Schalk, chair; Darren Garrison, vice-chair; Dr. Tim Hager, secretary; Dr. Amber Richardson, treasurer, Gary Featherston, member; Chris Williams member; college administrators: Dr. Wesley Payne, President; Mark Richardson, College Attorney; and Melody Dolle-Ducote, recording secretary.

ATTENDANCE

Trustee Hager delivered the invocation.

INVOCATION

Trustee Garrison made a motion to approve the agenda. On a second by Trustee Featherston, the motion passed unanimously.

**APPROVAL OF BOARD
MEETING AGENDA**

Trustee Featherston made the motion to approve the January Board Meeting Minutes. With a second by Trustee Hager, the motion passed unanimously.

**APPROVAL OF THE
JANUARY BOARD MEETING
MINUTES**

Charlotte Eubank, Chief Financial Officer, reviewed the Budget to Actuals as of the end of January 2024. Mrs. Eubank noted that we have recognized 70% of budgeted revenues. We have obligated 44% of our budgeted expenses at 58% of the fiscal year.

**PRESENTATION OF THE
FINANCIAL REPORT**

Trustee Garrison made the motion to accept the financial report as presented. With a second by Trustee Hager, the motion passed unanimously.

**APPROVAL OF
FINANCIAL REPORT AND
BUDGET AMENDMENTS**

Dr. Payne presented:

PRESIDENT'S REPORT

January 26, 2024, we hosted the SEMOSCA Conference in the Tinnin Fine Arts Center.

SEMOSCA CONFERENCE

TRC hosted students involved in FBLA on January 31st.

FBLA STUDENTS

On February 1, 2024, we hosted another blood drive with the RED CROSS. We host four of these a year through our Student Ambassador Program.

**AMERICAN RED CROSS
BLOOD DRIVE**

On February 2nd and 3rd, we brought AG Connect back to the campus of TRC. The Salute to AG dinner was sold out to a crowd of over 200 and held at the Westwood Center on Friday February 2, 2024. On Friday, we hosted over 300 students from FFA chapters across southeast Missouri. On Saturday the 3rd of February, we had a great deal of community support, and they enjoyed the family day. Thanks to Kathryn Clark for all her hard work on this event.

AG CONNECT 2024

Our 32nd Annual Jazz Fest was February 8-10th with performances from local Jazz Bands and a Patrons of the Arts Performance, Jubilation Jazz.

32ND ANNUAL JAZZFEST

On February 14th, we celebrated Valentines Day by offering a “Make your own Valentine” in Student Services, Singing Valentines from our music department and a Patrons of the Arts Performance with dinner, by “The Piano Man.” All were well attended.

VALENTINE’S DAY

Alumni Reunion will be this coming weekend on February 24th. A listing of the schedule for Saturday was included in the presentation.

UPCOMING EVENTS

ALUMNI WEEKEND

During Alumni weekend we will kick off the Alumni Art Exhibit. It will run through March 8, 2024.

ALUMNI ART EXHIBIT

February 26, 2024, we will co-host a Veteran’s Coffee Social in the Bess Conference Room. Thank you to the Veteran’s Administration at John J. Pershing Medical Center for their sponsorship.

VETERANS COFFEE SOCIAL

TRC Endowment Trust will host their annual trivia night on February 29, 2024, at the Holiday Inn in Poplar Bluff, Missouri. Proceeds benefit scholarships at Three Rivers College.

POPLAR BLUFF TRIVIA NIGHT

March 1 is the deadline for application to our RN Bridge Program. (Associates of Applied Sciences)

RN BRIDGE DEADLINE

March 2nd we will honor our sophomores and our area teachers at our last final game of the regular season.

SOPHOMORE AND TEACHER APPRECIATION NIGHT

March 5, we will host Alumni Elizabeth Enochs, reading from her book, "Leaving the House Unlocked". She will also be signing copies.

BOOK READING BY ELIZABETH ENOCHS

On March 7th, Patrons of the Arts will host An Evening of Classical Music. Dr. Dan Kubis, Cindy White, Daniel Atwood, and Malachi Williams will perform their favorite classical selections.

AN EVENING OF CLASSICAL MUSIC

Spring Breaks will be March 11-15 of this year.

SPRING BREAK

There were no items for executive session.

The Board of Trustees discussed and voted to reaffirm BP 0343 – Conflict of Interest Policy for Three Rivers College. With a motion by Trustee Richardson, and a second by Trustee Williams, the board was polled as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (yes); Trustee Garrison, (yes); Trustee Schalk, (yes); and Trustee Williams, (yes). Motion passed to renew BP 0343 Conflict of Interest Policy.

ITEMS FOR CONSIDERATION AND VOTE

Trustee Garrison made the motion to accept the personnel actions and associated documents as presented. With a second by Trustee Hager the board was polled as follows: Trustee Featherston, (yes); Trustee Richardson, (yes); Trustee Hager, (yes); Trustee Garrison, (yes); Trustee Schalk, (yes); Trustee Williams, (yes).

CONSIDERATION AND APPROVAL OF ALL PERSONNEL ACTIONS AND ASSOCIATED DOCUMENTS

There being no further business, Trustee Featherston, made the motion to adjourn the meeting at 12:22pm p.m. and with a second by Trustee Richardson, the motion passed unanimously.

ADJOURNMENT

CHAIRMAN

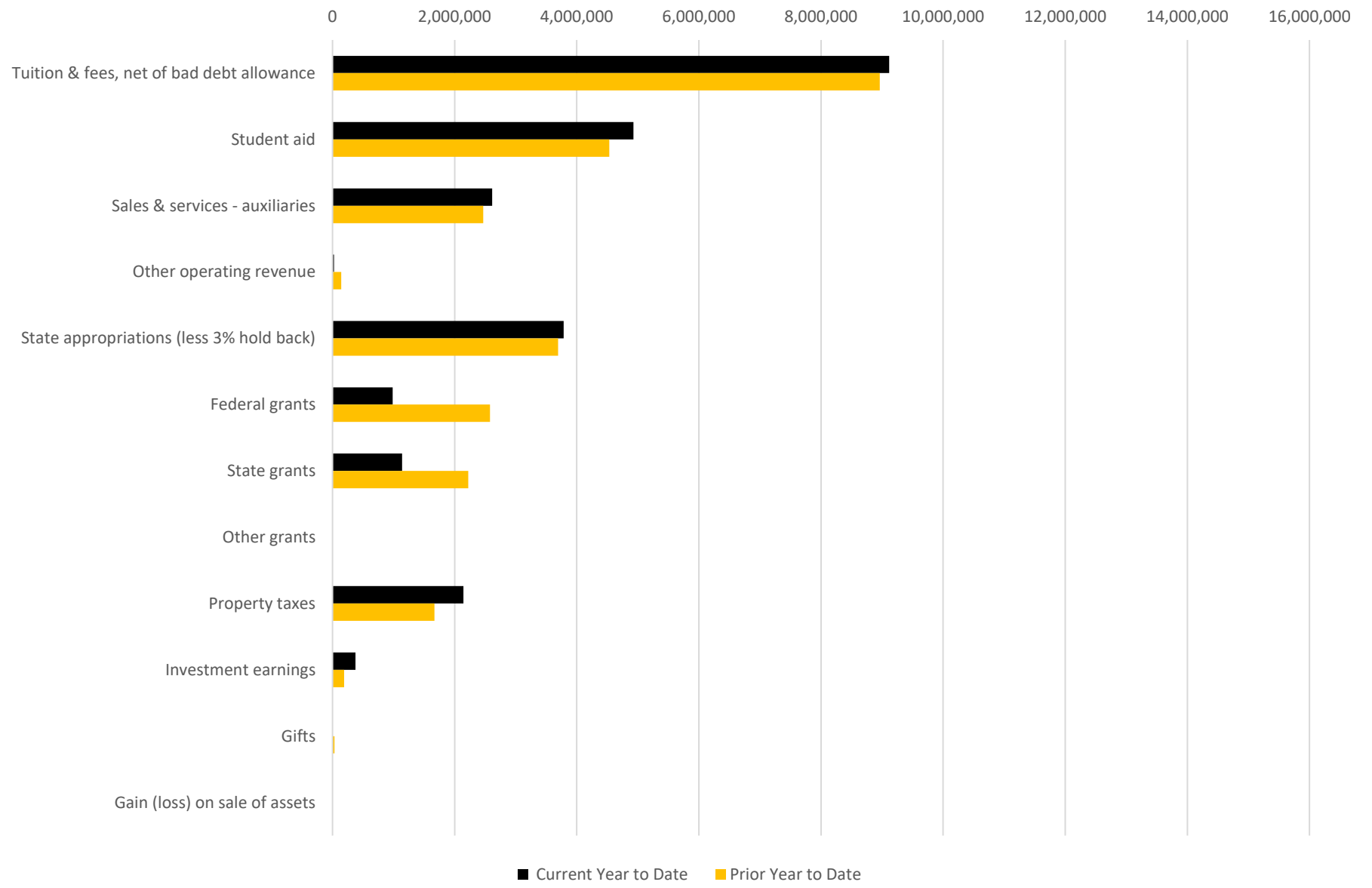
APPROVAL DATE

SECRETARY

APPROVAL DATE

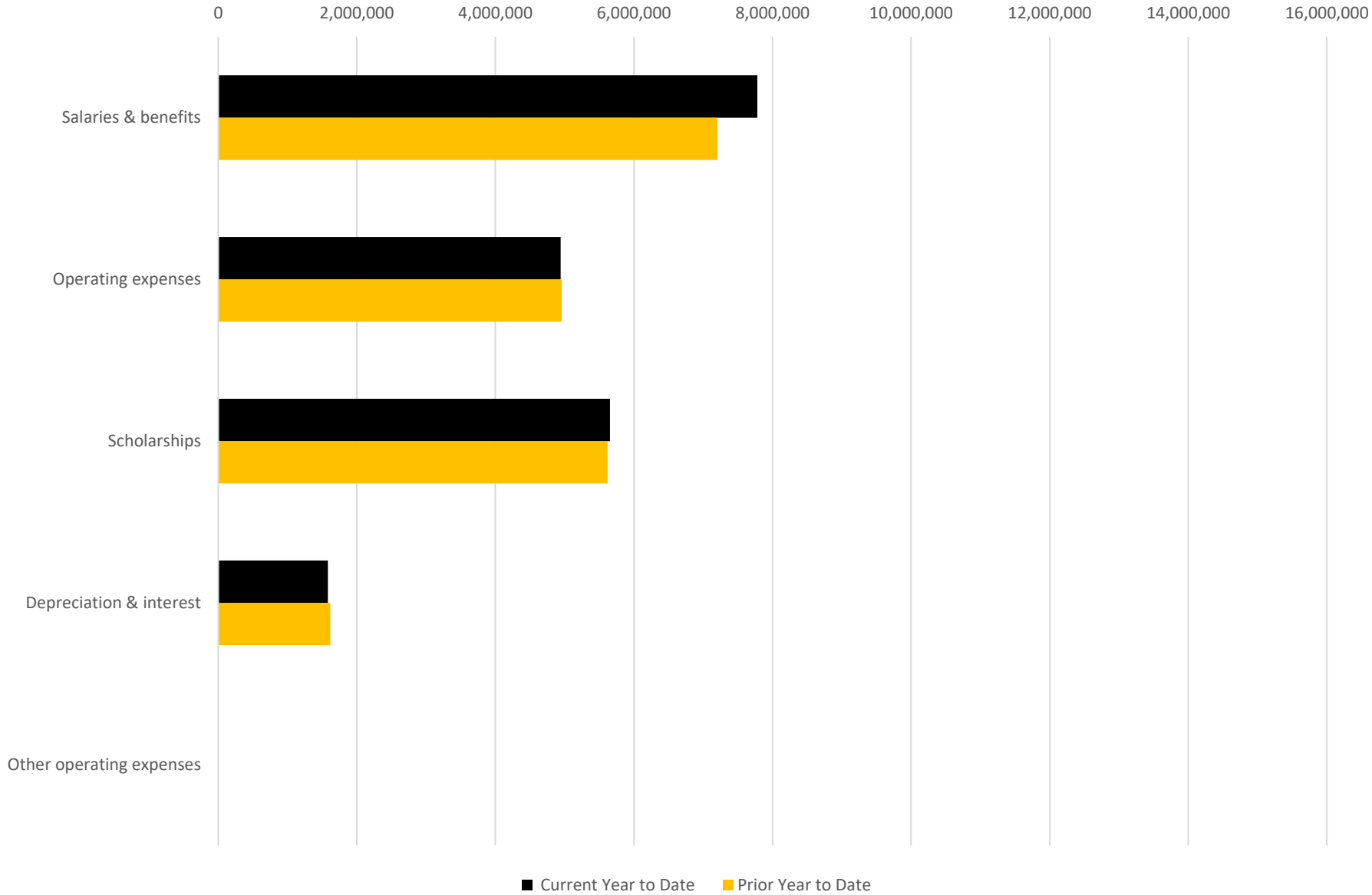
February Financial Report

YTD Comparison to Previous Year 01/31/2024

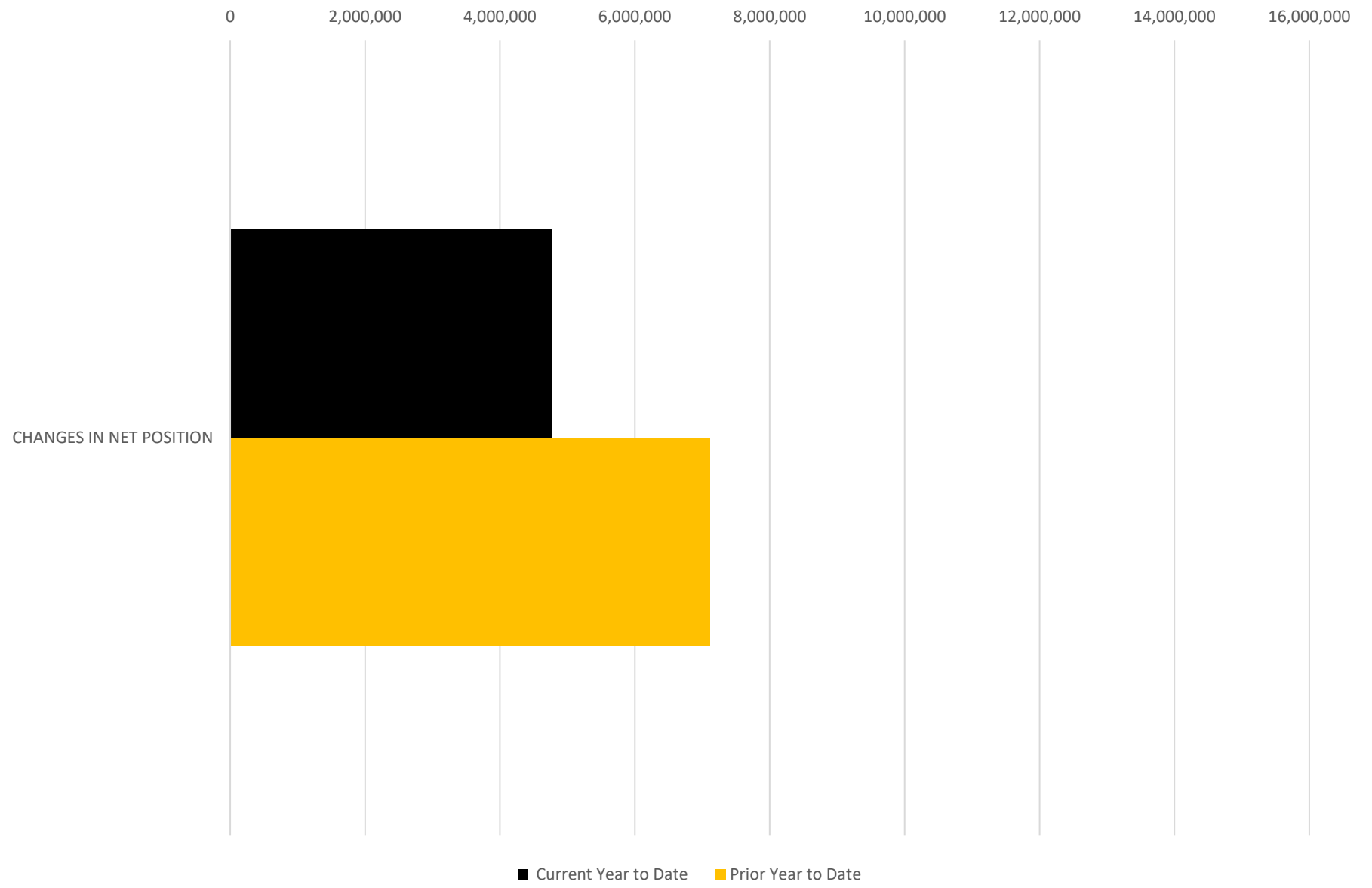


YTD Comparison to Previous Year

01/31/2024



YTD Comparison to Previous Year
01/31/2024



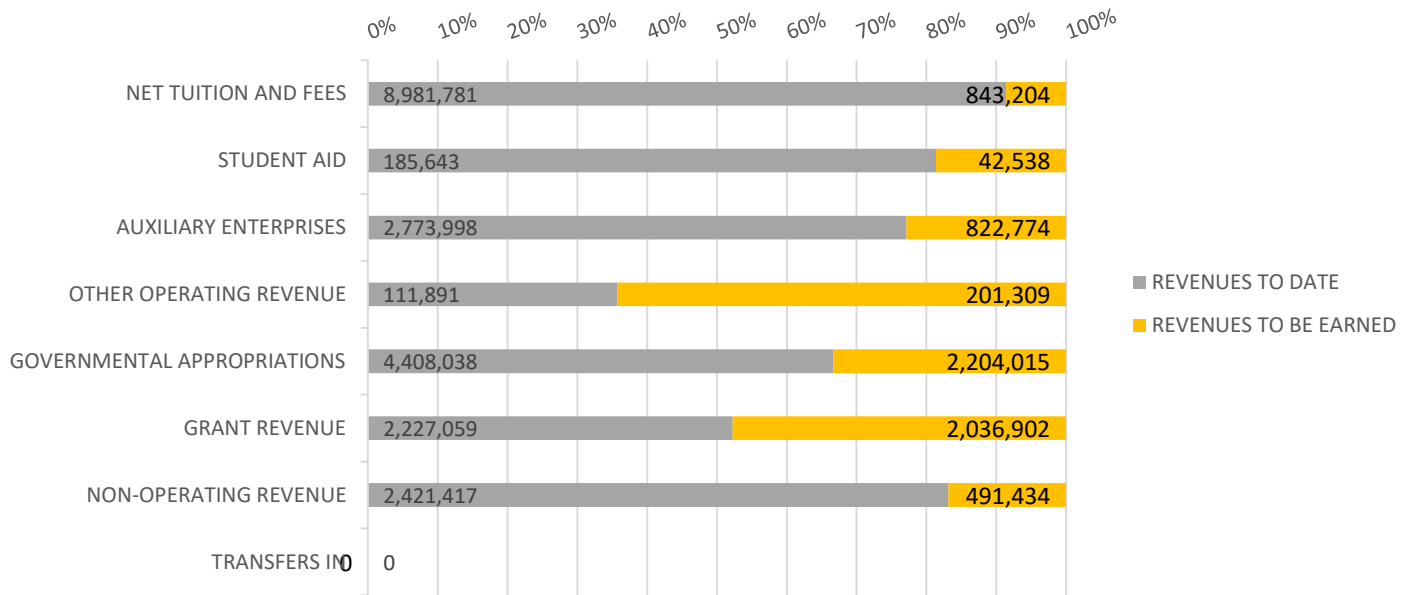
Three Rivers College
Statement of Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
January 31, 2024

ASSETS AND DEFERRED OUTFLOWS		LIABILITIES, DEFERRED INFLOWS AND NET POSITION	
CURRENT ASSETS			
Cash & Cash Equivalents	16,619,399	Accounts Payable	800,590
Student Account Receivables, net	7,153,618	Accrued Vacation	379,898
Property Tax Receivable	109,255	Student Deposits	31,450
Other Receivables	8,123,219	Deferred Tuition & Fees	80,380
Investments	0	Scholarships	59,725
Inventory	76,961	Total Current Liabilities	1,352,044
Prepaid Expenses	273,458	NON-CURRENT LIABILITIES	
Total Current Assets	32,355,910	Retirement Incentive Payable	0
NON-CURRENT ASSETS			
Land	5,490,786	Other Post Employment Benefits	13,532,710
Capital assets	83,674,415	Bonds, Notes and Leases Payable	8,871,033
Plus: Current year additions to capital assets	1,172,337	Accrued Interest	0
Accumulated Depreciation	(40,008,209)	Agency	507,328
Unamortized Bond Issue Costs	0	Total Non-Current Liabilities	22,911,071
Total Non-Current Assets	50,329,330	Total Liabilities	24,263,114
DEFERRED OUTFLOWS (Pensions, OPEB, Trusts, Leases)	11,840,369	DEFERRED INFLOWS (Pensions, OPEB, Trusts, Leases)	16,634,054
NET POSITION			
		Beginning Balance	48,857,001
		Changes in Net Position	4,771,439
		Total Net Position	53,628,440
TOTAL ASSETS AND DEFERRED OUTFLOWS	94,525,609	TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	94,525,609

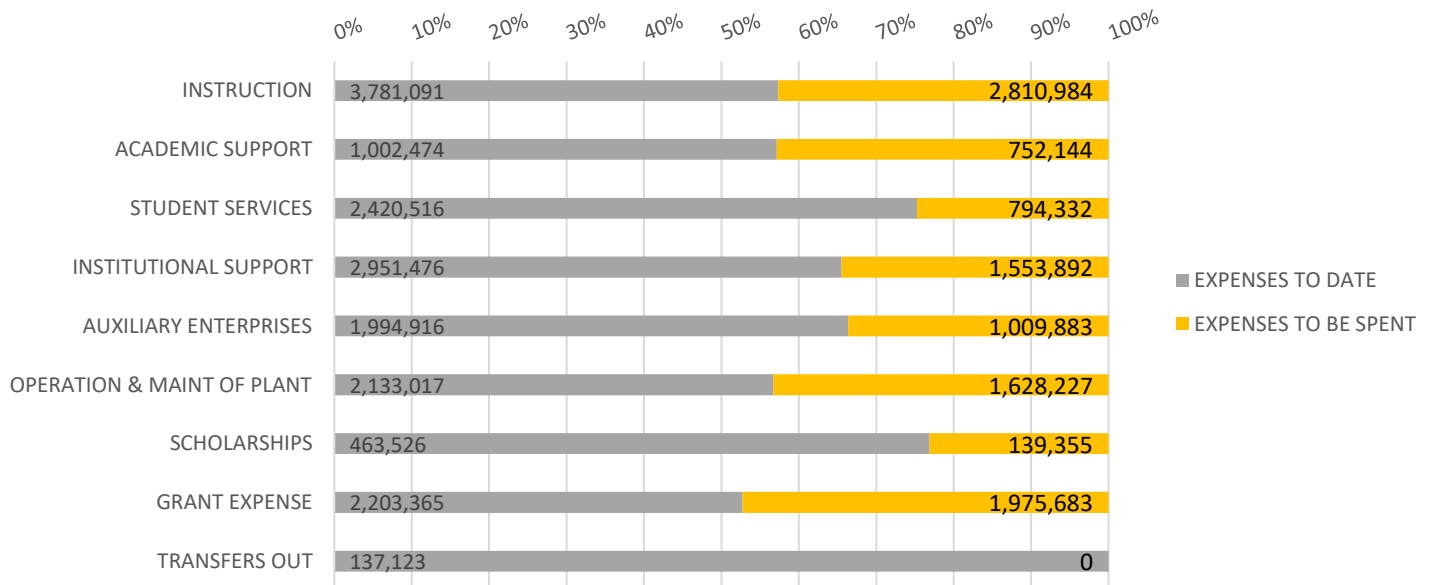
Three Rivers College
Statement of Revenues, Expenses and Changes in Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
January 31, 2024

	July	August	September	October	November	December	January	Current Year to Date	Prior Year to Date	\$ Change	% Change
OPERATING REVENUE											
Tuition & fees, net of bad debt allowance	4,417,553	1,315,268	(200,011)	1,335,597	195,111	1,323,719	729,953	9,117,192	8,964,730	152,461	1.70%
Student aid	154,887	19,016	3,974,629	493,598	153,535	116,053	17,695	4,929,413	4,532,181	397,232	8.76%
Sales & services - auxiliaries	891,173	185,516	312,817	284,192	502,592	297,084	140,130	2,613,503	2,467,233	146,270	5.93%
Other operating revenue	3,532	3,534	3,670	2,689	3,147	3,990	3,416	23,978	142,142	(118,164)	(83.13)%
Total Operating Revenue	5,467,145	1,523,334	4,091,105	2,116,077	854,385	1,740,847	891,194	16,684,086	16,106,287	577,799	3.59%
OPERATING EXPENSES											
Salaries & benefits	1,052,665	1,104,256	1,136,432	1,133,392	1,158,238	1,091,105	1,103,786	7,779,874	7,201,542	578,332	8.03%
Operating expenses	663,779	568,617	685,753	790,507	886,741	680,143	666,658	4,942,198	4,954,389	(12,191)	(0.25)%
Capital equipment	245,148	312,205	295,181	122,571	25,624	11,623	159,984	1,172,337	2,245,620	(1,073,283)	(47.79)%
Less: Transfer to capital assets	(245,148)	(312,205)	(295,181)	(122,571)	(25,624)	(11,623)	(159,984)	(1,172,337)	(2,245,620)	1,073,283	(47.79)%
Scholarships	209,718	49,245	4,453,154	560,796	190,168	139,383	49,692	5,652,155	5,616,495	35,660	0.63%
Depreciation & interest	223,701	235,423	228,522	224,557	223,412	224,095	223,046	1,582,756	1,616,764	(34,008)	(2.10)%
Other operating expenses	0	0	0	0	0	19	0	19	0	19	0.00%
Total Operating Expenses	2,149,864	1,957,541	6,503,860	2,709,252	2,458,558	2,134,745	2,043,182	19,957,001	19,389,190	567,811	2.93%
NON-OPERATING REVENUE (EXPENSES)											
State appropriations (less 3% hold back)	541,059	541,059	541,058	541,059	541,059	541,058	541,059	3,787,411	3,695,757	91,654	2.48%
Federal grants	49,786	129,901	288,693	649,708	(345,782)	88,509	124,244	985,060	2,581,073	(1,596,013)	(61.84)%
State grants	369,716	(349,824)	173,858	194,799	334,844	297,702	119,660	1,140,756	2,221,835	(1,081,079)	(48.66)%
Other grants	0	0	0	0	0	0	0	0	0	0	0.00%
Property taxes	22,669	21,750	20,008	8,370	32,107	468,058	1,569,696	2,142,657	1,668,743	473,914	28.40%
Investment earnings	60,778	58,289	55,026	62,815	56,301	40,437	42,750	376,397	190,862	185,535	97.21%
Gifts	3,700	0	1,000	27,500	(424,028)	0	0	(391,828)	31,710	(423,538)	(1,335.66)%
Gain (loss) on sale of assets	0	0	0	0	3,902	0	0	3,902	4,194	(292)	(6.97)%
Total Non-Operating Revenues (Expenses)	1,047,708	401,175	1,079,645	1,484,251	198,404	1,435,763	2,397,409	8,044,354	10,394,174	(2,349,819)	(22.61)%
CHANGES IN NET POSITION	4,364,989	(33,032)	(1,333,111)	891,076	(1,405,770)	1,041,865	1,245,421	4,771,439	7,111,270	(2,339,831)	(32.90)%

Budget to Actual Revenues 02/29/2024 (67%)



Budget to Actual Expenses 02/29/2024 (67%)



Three Rivers College
Statement of Revenues, Expenses and Changes In Net Position
Unrestricted Funds, Grants and Governmental Appropriations - Unaudited
February 29, 2024
Fiscal Year Benchmark: 67%

REVENUES	BUDGET	REVENUES TO DATE	REVENUES TO DATE %	REVENUES TO BE
				EARNED
NET TUITION AND FEES <i>Tuition, Student Registration Fees, Net of Bad Debt & Scholarship Allowances</i>	9,824,985	8,981,781	91%	843,204
STUDENT AID <i>Federal Pell, Student Loans, SEOG, ACG, Work Study</i>	228,181	185,643	81%	42,538
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Testing & Assessment, Tinnin Center Operations, License Bureau Rental</i>	3,596,772	2,773,998	77%	822,774
OTHER OPERATING REVENUE <i>Athletic Ticket Sales, Fines, Transcript Fees, Other Income</i>	313,200	111,891	36%	201,309
GOVERNMENTAL APPROPRIATIONS <i>State Aid, State Maint. & Repair</i>	6,612,053	4,408,038	67%	2,204,015
GRANT REVENUE <i>State Grants, Federal Grants</i>	4,263,961	2,227,059	52%	2,036,902
NON-OPERATING REVENUE <i>Taxes, Interest Earnings, Gifts</i>	2,912,851	2,421,417	83%	491,434
TRANSFERS IN <i>General funds-prior year transfers in (Reserves), current year transfers from capital</i>	0	0	0%	0
TOTAL REVENUES	27,752,003	21,109,827	76%	6,642,176

NOTE: We have recognized 76% of budgeted revenues. We have recognized 91% of our budgeted revenues from tuition and fees, comprised of a portion of summer 2023, fall 2023, and winter/spring 2024, net of estimated bad debt. The operating budget includes transfers in from prior year reserves to support one-time projects which do not meet criteria for inclusion in the capital budget, as amended. It also includes transfers out to the capital budget for for items funded with operating surplus.

EXPENSES	BUDGET	EXPENSES TO DATE	EXPENSES TO DATE %	EXPENSES TO BE SPENT
INSTRUCTION <i>Business, Education, Math, Science, Technology, Humanities, Social Science, Health & Human Services</i>	6,592,075	3,781,091	57%	2,810,984
ACADEMIC SUPPORT <i>Academic Resource Commons, Academic Outreach Services, Career Education, Off Campus Center Support</i>	1,754,618	1,002,474	57%	752,144
STUDENT SERVICES <i>Recruiting, Enrollment Services, Advising, Retention, Financial Aid, Student Life, Athletics, Disability Services</i>	3,214,848	2,420,516	75%	794,332
INSTITUTIONAL SUPPORT <i>Board of Trustees, Executive Management, Financial Services, Human Resources, Technology, Communications</i>	4,505,368	2,951,476	66%	1,553,892
AUXILIARY ENTERPRISES <i>Housing, Bookstore, Tinnin Center Operations, Testing & Assessment, License Bureau Rental</i>	3,004,798	1,994,916	66%	1,009,883
OPERATION & MAINT OF PLANT <i>Maintenance, Custodial, Groundskeeping, Campus Safety, Utilities, Insurance, Mail Services</i>	3,761,244	2,133,017	57%	1,628,227
SCHOLARSHIPS <i>Institutional Scholarships, Federal Student Aid Disbursed, Tuition Remission</i>	602,881	463,526	77%	139,355
GRANT EXPENSE <i>State Grants, Federal Grants</i>	4,179,048	2,203,365	53%	1,975,683
TRANSFERS OUT <i>General funds-current year transfers to capital</i>	137,123	137,123	100%	0
TOTAL EXPENSES	27,752,004	17,087,504	62%	10,664,500

NOTE: We have obligated 62% of our budgeted expenses at 67% into the fiscal year. February payroll is INCLUDED and credit card expenses are NOT INCLUDED as they were not yet available at the time of this report. . Budgeted increase in Net Position is a result of awarded funding sources exceeding estimates, as amended.

CHANGES IN NET POSITION	(0)	4,022,323
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Three Rivers College
 Capital Budget - Unaudited
 February 29, 2024
 Fiscal Year Benchmark: 67%

FUNDING SOURCES	BUDGET	SOURCES TO DATE		SOURCES TO BE EARNED
		SOURCES TO DATE	%	
RESTRICTED				
<i>HEERF (CARES) federal grant</i>	0	0	#DIV/0!	0
<i>Insurance proceeds</i>	1,000,000	2,440	0%	997,560
UNRESTRICTED				
<i>General funds - prior year transfers in (Reserves)</i>	2,742,514	805,664	29%	1,936,850
<i>General funds - current year transfers in</i>	137,123	88,398	64%	48,726
TOTAL FUNDING SOURCES	3,879,637	896,501	23%	2,983,136

USES OF FUNDS	BUDGET	USES TO DATE	USES TO DATE %	USES UNSPENT
<i>Academic Resource Commons roof</i>	74,382	82,330	111%	(7,948)
<i>Westover Administration Building repairs</i>	441,769	250,104	57%	191,665
<i>Libla Family Sports Complex</i>	266,798	16,798	6%	250,000
<i>Baseball Clubhouse</i>	266,000	0	0%	266,000
<i>Bess Activity Center repairs</i>	1,000,000	2,440	0%	997,560
<i>Tinnin Fine Arts Center refurbish</i>	35,000	14,159	40%	20,841
<i>Student Housing</i>	104,000	0	0%	104,000
<i>911 Center remodel</i>	50,000	0	0%	50,000
<i>Fleet vehicles</i>	145,320	109,820	76%	35,500
<i>Tent</i>	6,000	6,000	100%	0
TOTAL EXPENSES	3,879,637	896,501	23%	2,983,136
NET SURPLUS (DEFICIT)	0	0		

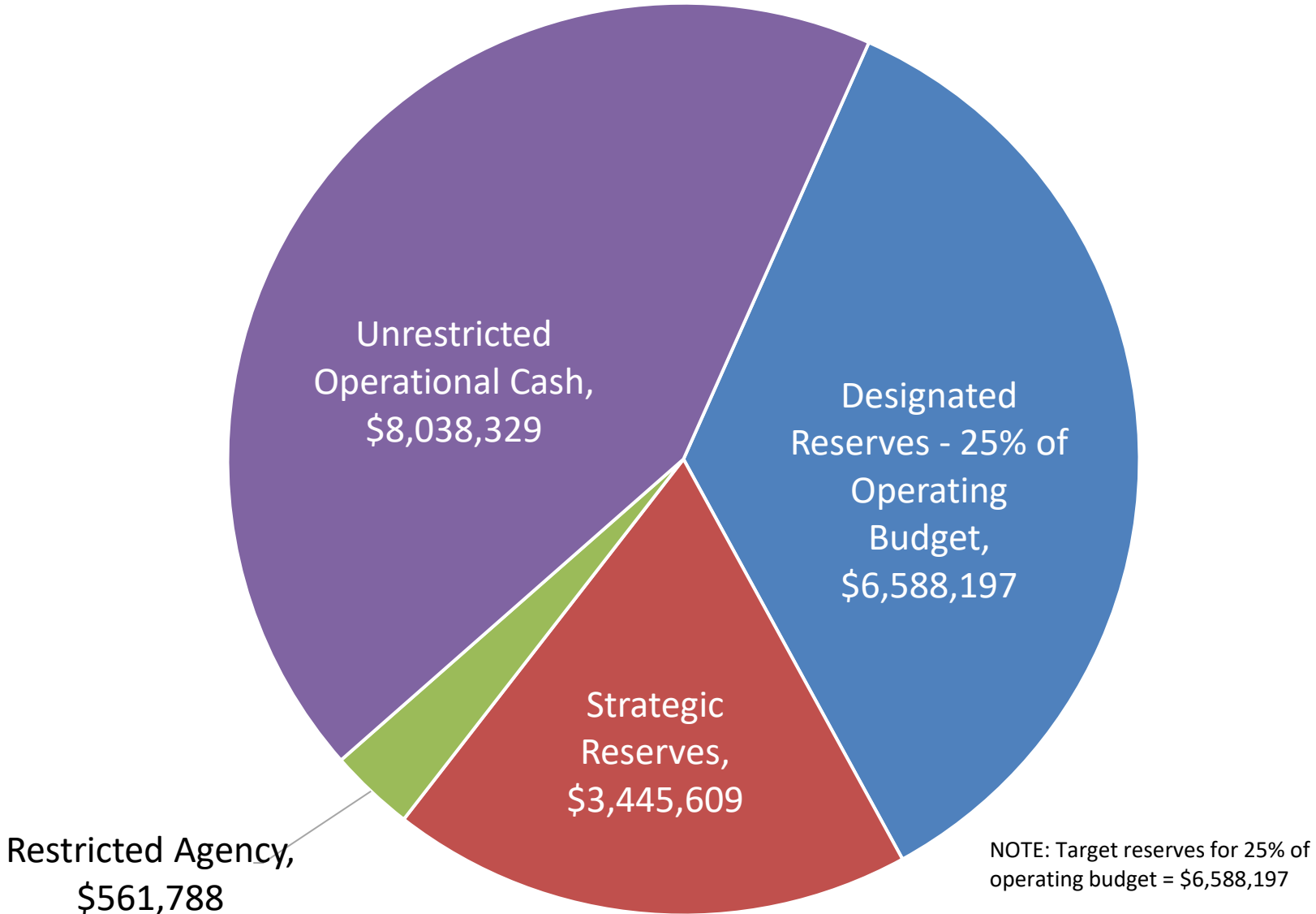
**THREE RIVERS COMMUNITY COLLEGE
CASH IN BANKS**

March 4, 2024

	<u>02/01/24</u>	<u>03/04/24</u>
CURRENT FUND		
<i>Cash Funds</i>		
Bookstore	600.00	600.00
Petty Cash	200.00	200.00
Vending Machines	137.00	137.00
Business Office	1,688.00	1,688.00
<i>Total Cash Funds</i>	2,625.00	2,625.00
<i>General Accounts</i>		
Southern Bank - General Funds	6,261,211.40	7,801,070.10
Southern Bank - Credit Cards	89,052.31	103,667.91
<i>Total General Accounts</i>	6,350,263.71	7,904,738.01
<i>Restricted Bank Accounts</i>		
Payroll Account - Southern Bank	20,906.93	21,112.14
Federal Clearing Account	94,036.13	-
Flexible Spending Account	5,673.20	5,691.99
<i>Total Restricted Accounts</i>	120,616.26	26,804.13
TOTAL CURRENT FUND	6,473,504.97	7,934,167.14
HOUSING FUND		
<i>General Accounts</i>		
Rivers Ridge Account - Southern Bank	51,909.17	52,081.07
<i>Total General Accounts</i>	51,909.17	52,081.07
TOTAL HOUSING FUND	103,818.34	104,162.14

	<u>02/01/24</u>	<u>03/04/24</u>
PLANT FUND		
<i>General Accounts</i>		
Plant Fund - Southern Bank	5,017,166.11	5,033,805.79
<i>Total Bank Accounts</i>	<u>5,017,166.11</u>	<u>5,033,805.79</u>
<i>Certificates of Deposit</i>		
People's Community Bank #0625	5,000,000.00	5,000,000.00
	-	-
<i>Total Certificates of Deposit</i>	<u>5,000,000.00</u>	<u>5,000,000.00</u>
TOTAL PLANT FUND	<u><u>10,017,166.11</u></u>	<u><u>10,033,805.79</u></u>
AGENCY FUND		
<i>Bank Accounts</i>		
Agency Account - Southern Bank	562,370.69	561,787.50
<i>Certificates of Deposit</i>		
Restricted CD's & Savings	-	-
TOTAL AGENCY FUND	<u><u>562,370.69</u></u>	<u><u>561,787.50</u></u>

**TOTAL CASH IN CHECKING AND CERTIFICATES OF DEPOSIT
\$18,633,923 AS OF 03/04/2024**



THREE RIVERS COLLEGE
CERTIFICATE OF DEPOSIT

CERTIFICATES OF DEPOSIT AS OF February 29, 2024

<u>CD#</u>	<u>BANK</u>	<u>RATE</u>	<u>DATE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
8070625	People's Community Bank	5.650	05/20/24	3 mths	5,000,000.00	Contingency
Total Contingency Fund					<u>5,000,000.00</u>	

SCHOLARSHIP/ENDOWMENT CERTIFICATES AS OF February 29, 2024

<u>CD#</u>	<u>BANK</u>	<u>RATE</u>	<u>DATE</u>	<u>TERM</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
Total Agency Fund CD's					<u>\$ -</u>	

Three Rivers College
CD Report
As of February 29, 2024

Investment CDs

Bank Account Interest Rate

Bank	Account	Interest Rate
Southern Bank	all except Federal Funds	80% of the 91 Day T Bill

CDs Maturing

Bank	Certificate Number	Endowment	Maturity Date	Amount
Total				-

Responses

Bank	Grandin	Southern	People's	Commerce	US Bank	The Bank of Missouri
Amount	2,500,000.00	any	5,000,000.00	any	250,000 or more	5,000,000.00
3 months			5.42%	4.48%	4.10%	
6 months	5.20%		5.38%	4.41%	4.00%	5.42%
9 months			5.22%	4.32%		
1 year	5.15%	5.00%	5.04%	4.07%	4.00%	5.11%

CDs Transferred

The CD was renewed at People's Bank @ 5.42% interest.

Endowment CDs Redeemed for Investment
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CDs Maturing

Bank	Certificate Number	Endowment	Amount
Total			-

Endowment CDs Transferred to Endowment Trust

CDs Maturing

Bank	Certificate Number	Endowment	Amount
Total			-

THREE RIVERS COMMUNITY COLLEGE
Summary of Checks Issued
Months of February 2024

Current Fund:	General Fund - Southern Bank	\$ 2,867,401.90
Housing Fund:	Rivers Ridge - Southern Bank	-
Plant Fund:	Construction Account - Southern Bank	-
Agency Fund:	Agency Account - Southern Bank	<u>12,671.96</u>
	Grand Total	<u><u>\$ 2,880,073.86</u></u>

This is to certify that the above is supported by invoices, purchase orders, and other pertinent data on file in the College Business Office. Approved by the Board of Trustees, this 20th day of March 2024.

_____ Chairman, Board of Trustees

_____ Secretary, Board of Trustees

**THREE RIVERS COLLEGE
BID REPORT
AS OF MARCH 8, 2024**

Custodial Services

Status:	Open
Open Date:	3/1/2024
Close Date:	3/18/2024
Funding Source:	General Revenue
Bids Submitted:	NA
Recommendation:	NA
Bid Awarded:	NA

President's Report

Executive Session Items

Items for Discussion Consideration and Vote

VI. Consideration and approval of IP 6220-Library Services

BACKGROUND INFORMATION--HISTORY

The library policy provides the overall framework governing the academic library operations of Three Rivers College. The policy being voted on and the associated regulations, which are provided as information items, were created by the library advisory council, whose members are Dr. Rita Gulstad- Provost of Central Methodist University, Mrs. Kathy Sanders - Retired Library Director of Three Rivers College, Mrs. Sue Szostak - Retired Library Director of Poplar Bluff Libraries, and Mrs. Shannon Midyett- Library Director of Poplar Bluff Libraries.

POSSIBLE ALTERNATIVES

Do not approve the proposed policy changes.

FINANCIAL IMPLICATIONS

NA

ADMINISTRATIVE RECOMMENDATIONS

Administration recommends the approval of the policy as presented.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6200 Curriculum Services and Support	
Title: IP 6220 Library Services	Page 1 of 3
Associated Policies: GAP 1205 Code of Ethics; SP 2610 Student Code of Conduct; SP 2620 Disciplinary Proceedings; ITP 8100 Acceptable Use; IP 6710 Faculty Rights and Responsibilities; IP 6112 Academic Freedom	
Associated Regulations: IR 6221 Library Operations; IR 6222 Library Circulation Privileges; IR 6223 Library Collection Development; SR 2610 Student Code of Conduct; SR 2620 Disciplinary Proceedings; ITR 8100 Acceptable Use	
References: American Library Association (ALA) "Professional Ethics," "Freedom to Read Statement," "Freedom to View Statement," and the "Library Bill of Rights" located on ALA website	
Supersedes: Library Handbook	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 03-20-2024	Last Revision:

Three Rivers College is committed to providing appropriate, high quality library services and materials in support of the learning environment. Therefore, in keeping with the College mission, the purpose of the Rutland Library is to support the academic, informational, and select recreational needs of Three Rivers College’s faculty, staff, and students by providing reliable, diverse, and innovative resources in a safe, comfortable, state-of-the-art environment. The library strives to encourage lifelong learning habits in all its patrons.

Three Rivers College Library Patrons

A library patron is a person that utilizes the Three Rivers College libraries and their services and are classified as follows:

- **Student:** full-time or part-time currently enrolled student of the College. A former student (Alumni) is considered a Community Member.
- **Faculty and Staff:** full-time or part-time currently employed Staff, Faculty or Adjunct Faculty.
- **Community Member:** a member of the public residing within the College service area or Alumni of the College. Community members must complete a Rutland Library User Application, be over the age of 18, and can **only** utilize the TRC Rutland Library located on the Poplar Bluff Campus.
- **Board of Trustees Member:** a current or former member of the Board of Trustees of the College.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

Section: 6000 Instruction	
Sub Section: 6200 Curriculum Services and Support	
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Supersedes: Library Handbook	
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Initial Approval: 03-20-2024	Last Revision:

Patron Behavior

Use of the library is consistent with GAP 1205 Code of Ethics and SP 2610/SR 2610 Student Code of Conduct. Patrons are responsible for their behavior and are expected to comply with campus rules and regulations, to use good judgment, common sense, and be considerate of others. Any individual violating this code or college policies may be denied use of the Library or its services. Further actions involving students will follow SP 2620/SR 2620 Disciplinary Proceedings.

- Disruptive behavior is not allowed, (e.g. abusive language or aggressive action directed to personnel or other library patrons).
- Noise, including conversations and phone calls, should be kept to a reasonable level in all areas.
- Do not leave behind wrappers, packaging, cups, lids, crumbs or any evidence of food or beverage.
- Children (under the age of 16 and not enrolled in classes) may not be left unattended.
- Drugs and alcohol are not permitted.
- Computers and electronic resources are intended for academic related activities:
 - Use is limited to legal activities.
 - No viewing of pornography.
 - Computer users are not allowed to install programs or alter system configurations, defaults, system settings, system files, program files, data files, desktop configuration or colors. See ITP 8100/ITR 8100 Acceptable Use.

**THREE RIVERS COLLEGE
INSTRUCTION POLICY**

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Supersedes: Library Handbook	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 03-20-2024	Last Revision:

DOCUMENT HISTORY:

03-20-2024: Initial approval of policy.

Consideration of Personnel Action

Consideration of Personnel Action
Employment of Personnel
Facilitator, Sikeston

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – replacement for PT Spivey and Moss; resignations 02 & 03/24

_____ Federal Program: _____

_____ Special Program _____

NAME: Caleb Booker

POSITION TITLE: Facilitator, Sikeston

SALARY: \$13.00 per hour

FULL-TIME X PART-TIME: _____

9 months _____ 10 months _____ 11 months _____ 12 months X

Other: _____

STARTING DATE: March 4, 2024

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AS	Three Rivers College Poplar Bluff, MO	Mass Communication
BS	Arkansas State University Jonesboro, AR	Creative Media Production

EXPERIENCE

<u>08/2022 – 01/2024</u>	<u>Wither's Broadcasting</u>	<u>Administrative Assistant/ Secretary/Social Media Specialist</u>
	<u>Cape Girardeau, MO</u>	
<u>02/2021 – 03/2022</u>	<u>Jimmy Johns</u>	<u>Delivery Driver</u>
	<u>Cape Girardeau, MO</u>	
<u>02/2022 – 05/2022</u>	<u>Baller TV</u>	<u>Team Member</u>
	<u>Cape Girardeau, MO</u>	

(03/20/2024)

Consideration of Personnel Action
Employment of Personnel
Financial Aid Advisor

PERSONNEL DATA SHEET

_____ Administrative Officer

_____ Professional Staff

_____ Faculty

X Support Staff – replacement/rehire; resignation approved 02/21/24

_____ Federal Program: _____

_____ Special Program _____

NAME: Jeana Sanders

POSITION TITLE: Financial Aid Advisor

SALARY: \$15.78 per hour

FULL-TIME X PART-TIME: _____

9 months _____ 10 months _____ 11 months _____ 12 months X

Other: _____

STARTING DATE: February 26, 2024

QUALIFICATIONS:

<u>Degree</u>	<u>Ed. Institution</u>	<u>Major</u>
AA	River Parishes Community College Gonzales, LA	AA LA Transfer

EXPERIENCE

<u>07/2021 – 02/2024</u>	<u>Three Rivers College Poplar Bluff, MO</u>	<u>Financial Aid Advisor</u>
<u>07/2020 – 12/2020</u>	<u>Advanced Welding School Walker, LA</u>	<u>Office Coordinator</u>
<u>01/2018 – 07/2020</u>	<u>Dan-Loc Group Gonzales, LA</u>	<u>Office Administrator</u>
<u>03/2017 – 10/2017</u>	<u>Baldwin Ford, Lincoln, Toyota Inc. Poplar Bluff, MO</u>	<u>Accounts Payable/Receivable Shop Assistant</u>

(03/20/2024)

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Part-time Facilitator in Sikeston

BACKGROUND INFORMATION

HISTORY

Christopher Spivey has been employed as a Part-time Facilitator in Sikeston since January 2023. He has submitted his request for resignation, effective February 12, 2024.

FINANCIAL IMPLICATIONS

This is a part-time, institutionally funded position.

ADMINISTRATIVE RECOMMENDATION

Accept Mr. Spivey's resignation and proceed with review of the position and the appropriate replacement process.

03.20.24

CONSIDERATION OF PERSONNEL ACTION

Acceptance of Resignation
Administrative Assistant/Physical Plant

BACKGROUND INFORMATION

HISTORY

Deborah Ward has been employed as an Administrative Assistant, Physical Plant since October 2021. She has submitted her request for resignation, effective April 2, 2024.

FINANCIAL IMPLICATIONS

This is a full-time, institutionally funded position.

ADMINISTRATIVE RECOMMENDATION

Accept Ms. Ward's resignation and proceed with review of the position and the appropriate replacement process.

03.20.24

March 7, 2024

Deborah Ward
4542 Hwy. 53
Poplar Bluff, MO 63901

Dear Dr. Payne:

Please accept this letter as formal notification that I am resigning from my position as Administrative Assistant/Physical Plant. My last day will be Tuesday, April 2nd, 2024.

While I am looking forward to being retired and spending more time with my family and grandchildren, I am certainly going to miss the Maintenance Team and all the faculty and staff of the TRC family.

Thank you for giving me the opportunity to work at TRC. My time here has been an enjoyable one and I wish everyone at Three Rivers College continued success. If I can be of any assistance in the future, please let me know.

Sincerely,



Deborah Ward
Administrative Assistant/Physical Plant
/DLW

APPENDIX

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6200 Curriculum Services and Support	
Title: IR 6221 Library Operations	Page 1 of 10
Primary Policy: IP 6220 Library Services	
Associated Policies: IP 6710 Faculty Rights and Responsibilities; SP 2610 Student Code of Conduct	
Associated Regulations: IR 6750 Intellectual Property; IR 6222 Library Circulation Privileges; IR 6223 Library Collection Development; ITR 8100 Acceptable Use; IR 6410 Electronic Devices in the Learning Environment	
References: American Library Association (ALA) "Professional Ethics," "Freedom to Read Statement," "Freedom to View Statement," and the "Library Bill of Rights" located on ALA website; The American Library Association Policy Manual, Section B.8.5 (pp. 38-40), "Confidentiality of Library Records,"; Revised Statutes of the State of Missouri, Title 11:182.815 and 817; The Family Education Rights and Privacy Act of 1974.	
Supersedes: Library Handbook	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 03-20-2024	Last Revision:

Library Operations

In an effort to provide appropriate, high quality library services and materials in support of the learning environment, library operations, processes, and procedures have been instituted. This regulation describes specific segments of the Three Rivers College Rutland Library operations. For additional information, see Library staff.

General Information

Confidentiality of Library Records

- All records identifying the names, Social Security numbers, or other identification numbers of library patrons are confidential in nature and will not be revealed to anyone other than the patron without either the express written permission of the patron in question, or when the library must adhere to proper legal procedures requesting access to such information.
- The libraries protect each library patron's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted.

Orientation

Rutland Library and the Rutland Library - Sikeston offer orientation tours to acquaint patrons with the variety of resources available to them. Orientation tours are available for all library patrons by request. Individuals wishing to participate in an orientation tour should contact library staff to schedule a date and time. Non-scheduled walk-in tours may be provided by library staff as requested and as time permits. Online orientations are also available by request.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

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Supersedes: Library Handbook	
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Initial Approval: 03-20-2024	Last Revision:

Finals Week

Library staff understand the need that students have during finals week for a comfortable, quiet atmosphere in which to study. Toward that end, we make every effort to reduce noise and to keep distractions to a minimum.

Study Rooms

The library's study rooms are for the use of Three Rivers College students, as well as students of other institutions with TRC consortial arrangements. Study room use is subject to the following:

- Study rooms may be used by students of Three Rivers College, or institutions specified above, in connection with their classwork or to study for a specialized test.
- Conduct that restricts or inhibits others from pursuing academic research or that violates College policies or state/federal law is not permitted.
- Abuse of the study rooms, failure to comply with reservation requirements, or violations of library policies may result in suspension of study room privileges.
- Study rooms reservations are handled on a first-come, first-served basis unless a reservation already exists.
- Students may reserve a room by calling the library at 573-840-9654 or by inquiring at the Circulation Desk.
- Rooms may be reserved no more than 2 days in advance.
- Reservations are available from 30 minutes up to 3 hours in a single day. The reservation time period applies to the group, not to each individual within the group.
- Students must confirm their reservation by email within 24 hours.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

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Supersedes: Library Handbook	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 03-20-2024	Last Revision:

- The student who booked the study room must present a valid photo ID when he or she arrives to use the room.
- The student who booked the study room must be present for a group to use the room.
- Study room reservations are not transferable.
- If a room reservation is not claimed within 15 minutes of the requested time, that reservation will be cancelled.
- Whiteboard markers, for use in the rooms, are available upon request at the Circulation Desk.
- Use of both TVs and HDMI cables are available upon request; volume should be kept low to prevent disturbing other students who are studying.
- Whiteboards that are used by a group should be cleaned after each reservation, leaving a clean board for the next group.

The Library at Three Rivers College – Sikeston Study Room

- Study rooms are available on a first-come, first-served basis
- Reservations are not required except in during peak usage time and determined at the discretion of library staff

Food and Drink

- Food and drink are allowed in all areas of the Rutland Library.
- Patrons are expected to clean up after themselves by placing garbage in receptacles provided for that purpose.
- Spills should be cleaned up and reported immediately.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

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Initial Approval: 03-20-2024	Last Revision:

- Food and drink should not be left unattended; food and drink left will be discarded.
- Food and drink privileges may be suspended in cases of health concerns.

Electronic Device Usage

- Cell phone usage is permitted in all areas of Rutland Library and the Rutland Library - Sikeston.
- Patrons with cell phones are requested to place their phones on silent or vibrate and to keep the volume of any calls to respectable levels. Calls placed on speaker phone are not allowed.
- Patrons with electronic devices must remember that other students are either studying, taking tests, or concentrating on their research efforts.
- Patrons using electronic devices to play music or watch videos (cell phones, MP3 players, CD players, portable DVD players, laptops, etc.) must use headphones.
- Cell phones or electronic devices that restrict or inhibit others from pursuing academic research or that violate College policies or state/federal law are not permitted.

Computer Lab

- Use is on a first-come, first-served basis.
- Conduct that restricts or inhibits others from pursuing academic research or that violates College policies or state/federal law is not permitted.
- Patrons may not change any computer or laptop settings, including installing software or plug-ins.
- Headphones must be used when listening to audio.
- Neither the Library nor the College will assume financial responsibility for unauthorized Internet-related expenditures.

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

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Initial Approval: 03-20-2024	Last Revision:

- Neither the library nor the College is responsible for any lost or corrupted files.
- When Three Rivers College personnel violate these rules, they will be reported to the appropriate College office for possible disciplinary action.
- Reference College Regulation ITR 8100 Acceptable Use for more information.

Community members may use designated public access computers at Rutland Library subject to the following:

- Computer use is on a first-come, first-served basis.
- Patrons must be 18 years of age or older to use the computers unaccompanied.
- Patrons under the age of 18 must have their parent or legal guardian sit next to them while they use a computer.
- Patrons must present a valid driver's license, state-issued ID card, military ID card or student ID card.
- Conduct that restricts or inhibits others from pursuing academic research or that violates College policies or state/federal law is not permitted.
- Patrons may not change any computer settings, including installing software or plug-ins.
- Headphones must be used when listening to audio.
- Neither the Library nor the College will assume financial responsibility for unauthorized Internet-related expenditures.
- Reference College Regulation ITR 8100 Acceptable Use for more information.

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Initial Approval: 03-20-2024	Last Revision:

Printing/Copying

- Rutland Library and the Rutland Library - Sikeston have self-service printers with black-and-white print capability that are available to all patrons of the library. These printers allow for copies to be made from the library’s computers, or from originals in the possession of the library patron.
- The cost to print is 10 cents per page.
- Printing costs are not refundable or transferable.
- All federal copyright laws are in effect when making copies. Contact the Circulation Desk if you have questions.

Copyright

As a college devoted to providing the highest level of instruction by its faculty and education for its students, Three Rivers College respects the rights of content creators and facilitates compliance with the provisions of the United States Copyright Law (Title 17, United States Code, Sect. 101 et. seq). Three Rivers College recognizes the Copyright Act of 1976, including the Fair Use doctrine (Section 107) and subsequent amendments including the TEACH Act, the Digital Millennium Copyright Act of 1998, Guidelines for Off-the-Air Recording of Broadcast Programming for Education Purposes, and Circular 21: Reproduction of Copyrighted Works by Educators and Librarians.

Specifically, the Three Rivers College Rutland Library:

- Informs and educates students, faculty, and staff about their rights and privileges in using copyright-restricted material, including the limited exclusive rights of copyright holders;

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

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Initial Approval: 03-20-2024	Last Revision:

- Provides resources and tools for members of the Three Rivers College community to facilitate the adoption of copyright materials into their classes;
- Facilitates the use of materials currently licensed by Three Rivers College;
- Identifies individuals at the college who can advise faculty and staff regarding application of copyright law.

The use of copyrighted material is allowable in each of the following instances:

- Fair Use: Copyrighted materials may be copied or otherwise used without the copyright owner's permission where such use meets the four-part test for fair use. This test considers:
 - (1) the purpose and character of the use;
 - (2) the nature of the copyrighted work;
 - (3) the amount, substantiality, and portion used;
 - (4) the effect of the use on the potential market. The test is fact-specific. If you have questions, please consult your Department Chairperson.
- The TEACH Act Circumstances (distance education): All portions of a non-dramatic work may be transmitted as long as the display is an integral part of the class and teaching content, the transmission is solely for students, the performance is live or asynchronous, and technological measures are implemented that prevent retention of the work in accessible form and prevent further dissemination of the work.
- Face-to-face teaching in a classroom or similar place: Generally, performance or display of a lawfully made copy of a non-dramatic performance in the classroom or similar place is permissible under 17 U.S.C. § 110.
- Library records: The Rutland Library has the authority to make certain copyrighted material available to faculty, staff, and students under 17 U.S.C. § 108. Faculty

**THREE RIVERS COLLEGE
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Initial Approval: 03-20-2024	Last Revision:

should, whenever possible, provide a hyperlink to library materials as part of any web-based instructional activity.

- With permission of the owner: In instances where faculty, staff, or students cannot legally use copyrighted material, they should seek permission of the owner.

Reference Services

The Three Rivers College libraries maintain a reference service which:

- Provides answers to specific questions.
- Provides guidance in locating material for patrons.
- Assists patrons with basic research methodology and/or a research strategy.

Reserve Materials

Rutland Library and the Rutland Library - Sikeston provide places to house materials that the faculty have chosen for use by students only in their classes. These areas are accessible by library staff but protected from direct contact by library patrons. Reserve materials must be requested from a library staff member; the staff member then retrieves the material and checks out the item or items to the waiting patron. The following guidelines apply to the use of these materials:

- Reserve materials may be used in-house for a period of 2 hours. They must then be returned to the Circulation Desk.
- Some reserve materials may also be checked out for 3 days, 1 week, and 2 weeks. These items may leave the library.

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Responsible Administrator: Chief Academic Officer	
Initial Approval: 03-20-2024	Last Revision:

- Faculty wishing to place materials on reserve are asked to choose which of the four options listed above apply to the materials they wish to place on reserve. The library staff will honor the faculty's choice.

Library Instruction Sessions

On-campus faculty may request instructional sessions for their classes by contacting the Circulation Desk. Instructors should request sessions as far in advance as possible, but not less than three school days before the requested session date. The instructor and library staff member will discuss any specific needs or resources the instructor wishes to have highlighted prior to the scheduled class.

Faculty at external locations may request an instruction session by contacting the library. Those types of sessions will highlight resources and services that can be accessed by students, faculty, and staff from remote sites. A personal visit from a library staff member can be scheduled at the convenience of both the instructor and the staff member.

Self-paced, online tutorials are also available covering a range of library-related topics including basic library instruction and information literacy.

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Associated Policies: IP 6710 Faculty Rights and Responsibilities; SP 2610 Student Code of Conduct	
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References: American Library Association (ALA) "Professional Ethics," "Freedom to Read Statement," "Freedom to View Statement," and the "Library Bill of Rights" located on ALA website; The American Library Association Policy Manual, Section B.8.5 (pp. 38-40), "Confidentiality of Library Records,"; Revised Statutes of the State of Missouri, Title 11:182.815 and 817; The Family Education Rights and Privacy Act of 1974.	
Supersedes: Library Handbook	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 03-20-2024	Last Revision:

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03-20-2024: Initial approval of regulation.

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Supersedes: Library Handbook	
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Initial Approval: 03-20-2024	Last Revision:

Circulation Privileges

Three Rivers College Current Students, Faculty, Staff, and Trustee Borrowing

- All Three Rivers College students, faculty, and staff can borrow materials.
- Three Rivers College students, faculty, and staff automatically have library accounts while they are enrolled in classes or have active employment status with the College.
- Retired college employees and past members of the College’s Board of Trustees retain full staff borrowing privileges.
- To check out materials patrons must present one of the following valid photo IDs: Three Rivers College ID, Missouri driver’s license or state ID card, or military ID Card.
- Three Rivers College students, faculty and staff may have a maximum of 15 items checked out at a time, with a maximum of 5 DVDs.

MOBIUS Borrowing

Only students, faculty, and staff at Three Rivers College can request materials owned by other libraries within the state MOBIUS network.

- The MOBIUS online catalog of holdings is available through the library’s web page.
- A campus ID is required to access this service.
- Some MOBIUS items are not available for loan; this is dependent upon the loan rules set for each institution.
- All fees, renewals, and lost/damaged charges are determined by the lending institution.
- Questions about MOBIUS and its operations can be answered by library staff.

Rutland Library Laptop Borrowing and Use: Current Students

- Laptops are available to currently enrolled students with a current College photo ID.
- Laptops are available for 2-hour periods and must remain in the TRC Rutland Library during use.

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Initial Approval: 03-20-2024	Last Revision:

- All patrons must have a signed "Library Laptop Checkout Agreement" form on file before being allowed to borrow a laptop. This agreement is signed once per semester and held by the library. Forms are available at the Circulation Desk.
- Students checking out laptops are responsible for all costs if the laptop is lost, stolen, damaged, or overdue. The laptop replacement fee and the costs of replacing peripherals are each based on current equipment costs (market price).
- Laptops are available on a first-come, first-served basis and may not be reserved in advance. Only one laptop at a time may be borrowed by an individual.
- Laptops may be checked out at the Circulation Desk until one hour before the library closes. Laptops must be returned at least one-half hour before closing. Patrons should stay at the Circulation Desk until the laptop and its peripherals are checked and the patron's record cleared.
- If a student patron does not return a laptop, the laptop will be considered lost after 24 hours and the borrower will be charged the market price to replace the item.
- Laptop checkouts may be renewed if there is no other student waiting. The library does not maintain a waiting list.
- The library is not responsible for files or viruses left on laptops.
- Laptops should never be left unattended.

Rutland Library Laptop Borrowing and Use: Current Employees

- Laptops are available, for a 2-week period, with one renewal (maximum of one month), to currently employed Three Rivers College individuals with a valid College photo ID.
- All patrons must have a signed "Library Laptop Checkout Agreement" on file before being allowed to borrow a laptop. This agreement is signed once per semester and held by the library. Forms are available at the Circulation Desk.

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Initial Approval: 03-20-2024	Last Revision:

- Employees checking out laptops are responsible for all costs if the laptop is lost, stolen, damaged, or overdue. The laptop replacement fee and the costs of replacing peripherals are each based on current equipment costs (market price).
- Laptops are available on a first-come, first-served basis and may not be reserved in advance. Only one laptop at a time may be borrowed by an individual.
- If the due date falls when the library is closed on weekends, for holidays, or because of inclement weather, laptops will be due on the first business day after the closing.
- Laptops may be checked out at the Circulation Desk until 30 minutes before the library closes. Laptop checkouts must be returned to a staff person at the Circulation Desk. Patrons should stay at the desk until the computer and its peripherals are checked and the patron's record cleared.
- Employees must wait one business day before checking out another laptop.
- The library is not responsible for files or viruses left on laptops.
- Laptops should never be left unattended.

Loan Periods

Item Type	Students	Faculty and Staff
Book	28 Days	112 Days
DVD or software	7 Days	28 Days
Reserve materials	Varies*	Varies*
Laptop	2 Hours	14 Days
Textbook or Study Aid	2 Hours	2 Hours

* Depends on item type and instructor preference: 2 hours, 3 days, 7 days, or 14 days.

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Renewals

- Non-reserve books, DVDs, study aids, and laptops may be renewed a maximum of 2 times.
- All other materials are ineligible for renewal.

Holds

- Only **current** Three Rivers College students, faculty, and staff (Patrons) may place holds on books and DVDs that are currently checked out by other patrons.
- Hold requests are filled on a first-come, first-served basis.
- Books and DVDs will be held for a maximum of 14 days before being released back to the collection.
- Laptops will be held for a maximum of 1 day before being released back to the collection.
- Patrons who frequently fail to pick up items on hold may have their borrowing or hold privileges suspended.

Returns

- Patrons should return all checked out library materials to either the Library Circulation Desk during regular hours or to the book drop when the library is closed. Rutland Library's book drop is located on the east side of the ARC building under the covered sidewalk.
- Materials will be inspected upon return to ensure that no damage has occurred to items.
- Materials having multiple components will not be checked in until all pieces have been returned.
- Items unable to be checked in because they are damaged or have missing components will be charged as outlined in the "Overdue Process" and "Damaged and Lost Items" sections of this regulation.
- Patrons who frequently fail to return items in a timely manner may have their borrowing privileges suspended.

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Supersedes: Library Handbook	
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Initial Approval: 03-20-2024	Last Revision:

Overdue Process

- After the 30th day books, DVDs, software, reserve materials, laptops, laptop peripherals, or study aids are overdue, the item is considered lost. The borrower will be charged the market price to replace the item.
- Patrons who have accumulated charges may have their borrowing privileges suspended.
- Borrowing privileges will only be reinstated and student account blocks removed when balances have been paid in full or the items in question are returned.
- Patrons with a history of turning in items late may have their borrowing privileges restricted or suspended.

Damaged and Lost Items

- **Current** Three Rivers College students, faculty, and staff are charged market price to replace damaged or lost books, DVDs, software, laptops, laptop peripherals, or study aids.
- The library will only accept replacement items in lieu of a damaged or lost item charge on a case-by-case basis.
- Refunds may be issued on a case-by-case basis.
- Patrons who have accumulated damaged or lost item charges will have their borrowing privileges suspended.
- Borrowing privileges will only be reinstated and account blocks on student accounts will only be removed when charges for damaged and lost items have been paid in full.
- Patrons with a history of losing items or returning damaged items may have their borrowing privileges restricted or suspended.

Overdue Notice Process

- Overdue notices are issued as a courtesy to all library patrons.
- Non-receipt of an overdue notice does not exempt a patron from applicable charges.
- To avoid notices of charges, materials should be returned or renewed by the due date.

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- The first overdue notice is issued on the **first day** an item is overdue.
- The second overdue notice is issued on the **10th day** an item is overdue.
- On the **30th day** that an item is overdue the item is considered lost, and a final notice is placed on the user account; charges for the market price of the lost item and blocks on the patron's record are also issued at this time.

Inter-Library Loan (ILL)

- Three Rivers College students, faculty, and staff may request materials through inter-library loan (ILL) that are not available in the Library's collection.
- Requests for ILL materials should be submitted in person or by phone; patrons should contact a library staff member about details.
- Delivery time for ILL requests is usually a minimum of two weeks.
- Patrons are required to pay any charges invoiced by the loaning institution or Mobius fees incurred for borrowed ILL materials.
- Patrons assume financial responsibility for ILL items that are lost, damaged, or late.
- Failure to pay any fines, fees, or charges will result in a block being placed on the patron's library record. Additionally, if the patron is a student, an account block will be placed on the student's file until such time as the charges are paid.

Community Members

Borrowing

- Only the TRC Rutland Library, located on the Poplar Bluff campus, allows community members to borrow books, DVDs, and software. The borrowing of laptop computers is not available to Community Members.

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- Community members over the age of 18 may obtain a User Account by completing a Rutland Library User Account Application.
- To check out materials patrons must present one of the following valid photo IDs: Three Rivers College ID, Missouri driver's license or state ID card, or military ID Card.
- Community members may have a maximum of 2 items checked out at a time.
- Library account holders are responsible for ensuring that the address and contact information on file is correct.
- The library's primary method of communication with account holders is via email. Therefore, a valid email address is required for all accounts.

Loan Periods

Item Type	Community Members
Book	28 Days
DVD or software	7 Days

Renewals

- Books and DVDs may be renewed a maximum of 2 times.

Returns

- Patrons should return all checked out library materials to either the Circulation Desk during regular hours or to the book drop when the library is closed. The library's book drop is located on the east side of the ARC building under the covered sidewalk.
- Materials will be inspected upon return to ensure that no damage has occurred to items.
- Materials having multiple components will not be checked in until all pieces have been returned.
- Patrons who frequently fail to return items in a timely manner may have their borrowing privileges suspended.

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Supersedes: Library Handbook	
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Initial Approval: 03-20-2024	Last Revision:

Damaged and Lost Items

- Community members are charged market price to replace damaged or lost books, DVDs, or software,
- The library will only accept replacement items in lieu of a damaged or lost item charge on a case-by-case basis.
- Refunds may be issued on a case-by-case basis.
- Patrons who have accumulated damaged or lost item charges may have their borrowing privileges suspended.
- Borrowing privileges will only be reinstated when charges for damaged and lost items have been paid in full.
- Patrons with a history of losing items or returning damaged items may have their borrowing privileges restricted or suspended.

Overdue Notice Process

- Overdue notices are issued as a courtesy to all library patrons.
- Non-receipt of an overdue notice does not exempt a patron from applicable lost item charges.
- To avoid lost item charges, materials should be returned or renewed by the due date.
- The first overdue notice is issued on the first day an item is overdue.
- The second overdue notice is issued on the 10th day an item is overdue.
- On the 30th day that an item is overdue the item is considered lost, and a final notice is placed on the user account; charges for the lost item's market price will be billed and blocks on the patron's record are also issued at this time.

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References: "CREW: a Weeding Manual for Modern Libraries," by the Texas State Library and Archives Commission; American Library Association (ALA) "Professional Ethics," "Freedom to Read Statement," "Freedom to View Statement," and the "Library Bill of Rights" located on ALA website	
Addendums: American Library Association (ALA) "Professional Ethics," "Freedom to Read Statement," "Freedom to View Statement," "Library Bill of Rights," and "Interpretations of the Library Bill of Rights"; Request for Reconsideration of Library Resources	
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Initial Approval: 03-20-2024	Last Revision:

Collection Development

This collection development regulation defines the scope, nature, and process of the Three Rivers College Rutland Library’s existing collections. The principles and plans for continuing development of resources as they relate to institutional goals, general selection criteria, and the rights of library users to receive information is central to the collection development policy. “Library collections” includes all resources in all formats acquired for use by students and faculty consistent with recognized education needs. Library resources will be provided through the College owned collection, membership in selected consortia, and/or through contracts with third-party vendors.

The collection priorities for the Three Rivers College Rutland Library are to:

- support the curricular needs of the education programs of the College and the students enrolled in those programs.
- support the professional growth and pedagogic needs of faculty within the scope of programs and degrees offered.
- encourage individual self-directed lifelong learning for professional and personal growth in the chosen career paths of our students.
- promote and teach information literacy skills to students.
- assist in supporting our higher education partner institution students’ needs to access library resources at their home institutions.
- develop partnerships with local public libraries extending student access to resources.

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- promote economic growth and community stability by providing resources for job seekers.

Collections

The collections consist of general circulating, reference, periodicals, reserves, special, and some miscellaneous collections. These collections may be physical or digital.

Responsibility for Selection

The ultimate responsibility for all library programs, collections, and services is vested in the Three Rivers College Board of Trustees (Board). The Board delegates through the President of the College the authority to assign this responsibility to qualified library staff and faculty. Library staff in partnership with the faculty determine the collection scope based upon the curriculum offered by the college. The library staff use proven, reliable vendors either directly or through consortia for the licensing of databases (eResources) and the purchase of physical items with weight given to providing access to all College locations.

The Library Administrator may in turn delegate day-to-day responsibility for overseeing resource selection and collection development, considering curricular, faculty, and student needs for completing assignments and educational growth. The staff are to employ their professional responsibility, training, experience, and knowledge of bibliography, publishing, and data platforms. They must use various recognized professional tools to evaluate and select resources in accordance with the criteria listed below. The Library Administrator has the authority to

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override recommendations and approve or disapprove any selection decision, based on professional judgment and expertise, or consultation with College administration.

Material Selection

Principles

The library operates within the framework of the principles of freedom of speech (and the corollary right to receive information) and personal responsibility set forth in the First Amendment to the United States Constitution, and Article One, Section Eight of the Missouri Constitution.

The library attempts to provide diverse perspectives on a wide range of topics, including political, social, and religious, no matter how controversial or objectionable those ideas may be to some people. Resources are not restricted or excluded because of partisan, doctrinal, or personal disapproval of the race, ethnicity, nationality, religion, gender, or sexual orientation of the content creator. Resources are not restricted or excluded because of the views expressed by the creator generally or in a specific resource. Selectors actively seek out resources representing different points of view and are responsive to the diverse needs and interests of the communities the library serves. No ideology should be collected and held to the exclusion of any other.

Resource selection may be limited by budget constraints and/or available shelf space. Resource sharing with other libraries provides an alternative means to fulfill library users' information needs and interests. Selection decisions are not based on the personal interests or preferences

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of library staff, faculty, employees, or volunteers. To do so would be a serious breach of professional responsibility and ethics. The selection of any resource should not be construed as an endorsement by the College of the content or views expressed therein.

Three Rivers College Rutland Library endorses and supports the American Library Associations (ALA) statements on the Freedom to Read/View, Ethics statement, and the Library Bill of Rights, which are incorporated as addendums.

The library has adopted as examples of best practices the following American Library Association documents (appended to this regulation):

- AMERICAN LIBRARY ASSOCIATION CODE OF ETHICS
- FREEDOM TO READ STATEMENT
- FREEDOM TO VIEW STATEMENT
- LIBRARY BILL OF RIGHTS and its INTERPRETATIONS

Criteria

The following list of criteria is to be considered in the selection of library materials. This list is not in priority order, nor is it meant to be exhaustive. Any given resource is not required to meet every criteria to qualify for selection.

- Alignment with curricular need
- Favorable reviews in professionally recognized journals, from recommended resource lists and/or award lists and from professional organizations

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- The quality and reputation of the work within the scope of the cognate field covered
- Subject, style, and reading level is appropriate for the intended audience
- Timeliness or permanent value and accuracy of material
- Diversity of sources; including new, small, independent publishers/distributors as well as long-established major publishers/distributors
- Presents alternative or diverse voices and viewpoints
- Price in relation to terms and conditions of access
- Budget constraints in relation to overall collection budget
- Intended usage and frequency of use in support of curriculum
- Accessibility and quality of physical or electronic format for library users with special needs
- Appropriateness of format for access, shelving, maintenance, and space
- Scope and depth of present library collection or availability of resources in other libraries via Interlibrary Loan or within the community
- Clarity, accuracy, comprehensiveness, and logic of subject treatment
- Vitality and originality
- Artistic presentation
- Demand for downloadable resources that can be remotely accessed online
- Authority or authenticity of materials
- Student access (technology availability)

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Requests for Purchase

Three Rivers Colleges Rutland Library encourages users to suggest resources to be added to library collections. User suggestions alert library staff to new authors, trends, or developing issues or interests among faculty and students. Assuming user suggestions meet selection criteria, these are accorded priority in purchasing. If approved for purchase, the user who suggested the resource is notified of its arrival.

Acquisitions Procedures

Item selection by library staff is in conjunction with faculty recommendations and support or expressed needs for the curriculum, information literacy development, and students. Each selector (faculty or librarian) is responsible for recommending material for purchase in their assigned subject areas. Library staff must work with faculty members to identify material and make purchasing decisions that best meet the needs of the curriculum.

Special Collections

Academic Library Special Collections

Special areas or collections reflect the College mission and state, local, and College history. Selection of materials can be in a variety of formats that support the curriculum and research needs unique to the institution. Librarians will set the standard for acquiring and accepting materials in these collections, considering the collection's storage needs, environmental preservation needs, and security requirements with possible limited access for users. Selection

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criteria should reflect the unique collection development needs of these "special areas" and include the consideration of donations.

Selecting and Excluding Controversial Materials

The library serves the curricular, educational, and information literacy needs of Three Rivers College. The library serves the faculty, students, and staff of the college. As a result, materials are selected with this audience and their educational goals in mind.

The Library Administrator is expressly charged with the responsibility to execute, in good faith and with the highest degree of professional skill, the collection development policy of the Rutland Library. The Library Administrator is professionally obligated to resist with equal good faith, skill and vigor, the efforts of any individual or group to compel the addition or withdrawal of library resources, or to limit free access to library resources, or to modify the selection process based upon criteria substantially in conflict with this policy. Resources that present a frank and uncompromising portrait of social conditions or intimate aspects of human experience shall not be excluded or restricted because of explicit language or description. The library acknowledges that such resources may offend some users. But if the content meets the standards of the written selection policy, responds to the curricular needs, and broadens the range and diversity of the collection, the selection is justified. Disapproval by an individual or group does not justify denying access to everyone else. Every user has the right to judge for him/herself, but not to impose his/her judgment on all other users. Separating collections based upon content is not allowed except in cases of faculty requests for reserve collections.

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The library does not provide textbooks or multiple copies of print resources for classrooms. The availability of simultaneous access to electronic resources for classrooms, reserves, or students in synchronous or asynchronous instruction will vary depending on the access rights included in the library's contract with the vendor.

Library resources are organized and maintained in collections for users to locate the resource(s) of their choice without constraint. The cataloging and shelving of resources does not reflect value judgments on their content. The library does not assign locations or include warning statements about specific resources in the public access catalog to discourage or restrict access.

All resources are shelved in their proper order on open shelves, except for rare or fragile materials, special collections, reserves, unique items, format (print, DVD, Audio, etc.), or over-sized formats.

The library ordinarily does not purchase costly specialized resources of limited interest. The Rutland Library collections are designed to support the lower division curriculum of the College; therefore, material designed for upper division courses or extensive research are not normally held. The library staff refers users to such specialized libraries in the region, assists with interlibrary loan services, or suggests online resources as suitable alternatives.

The library participates in regional and national resource sharing collaborations that expand access to other library collections by mutual interlibrary lending agreements. Resources made available through these collaborations are subject to the resource selection and development policies of the respective institutions and consortia.

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Copyright

All materials housed in or accessed from the Rutland Library must conform to copyright laws of the United States, adhere to public performance rights, provide licensed access to digital materials, and be acquired legally. Pirated materials will be removed immediately from the collection until ownership can be determined if a complaint is received. If it is found that the Rutland Library does not have legal ownership of items, the materials are to be destroyed.

Gifts and Donations

The acquisition/acceptance of library gifts and donations are evaluated based on the College mission and policies. Accepted material should support the curriculum, special collections, and research needs of the college community as outlined in the library's acquisition procedure and selection policy and shall be coordinated with the Office of Development. Gifts needing special care, preservation, and storage may not be accepted as the materials may be beyond the institution's available facilities and expertise. Items of significant value (to be determined by financial services) shall be reported to the Director of Procurement and Risk management. The library reserves the right to determine the retention, location, cataloging treatment, and other considerations related to the use or disposition of all gifts. The library assumes no responsibility for appraisal of gift items, nor can the library accept items under restricted conditions.

Regardless of monetary, historic, or cultural value of a gift, the library must resist quid pro quo stipulations regarding the selection or deselection of materials.

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Collection Maintenance and Weeding

Regular or sampled inventories should be conducted every two to three years. This allows for review of the collection for condition, availability, and usefulness. The Integrated Library System (ILS) must be maintained by removing weeded items and should reflect the collection accurately.

Weeding

The purpose of weeding is to continuously reevaluate and refresh the collection in conjunction with the selection of new and replacement resources or changes in college curriculum and teaching methods and modalities.

Library staff with faculty consultation determine which materials, databases, and other resources to retain and/or replace. Dated, worn, damaged or no longer relevant library items are weeded or deselected from the collections based on professional standards and procedures. Just as selectors are responsible for specific subjects, genres, or formats, they are also responsible for weeding those areas, in keeping with general standards for library collections.

Criteria for Weeding

The library employs professional collection management procedures, including CREW: a Weeding Manual for Modern Libraries (Austin, Texas: The Texas State Library and Archives Commission, 2012) to determine when resources should be withdrawn from the library collections. Factors considered when weeding include the physical condition of the item, number of copies available, frequency and currency of use, adequate coverage in the field, continuing relevance, alternative formats, and availability of updated content. The CREW method (Continuous Review, Evaluation,

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and Weeding) uses an acronym, MUSTIE, to indicate when an item should be removed from the collection.

MUSTIE stands for:

- M = Misleading (and/or factually inaccurate)
- U = Ugly (worn and beyond mending or rebinding)
- S = Superseded (by a truly new edition or by a much better book on the subject)
- T = Trivial (of no discernible literary or scientific merit; usually of ephemeral interest at some time in the past)
- I = Irrelevant to the needs and interests of institution
- E = The material or information may be obtained expeditiously Elsewhere through interlibrary loan, reciprocal borrowing, or in electronic format.

While the Three Rivers Colleges Rutland Library attempts to maintain copies of standard and important works relevant to the curriculum, it does not automatically replace all resources withdrawn. The same criteria that apply to original selection also apply to replacements. The library participates in regional and national resource sharing collaborations that expand access to collections by mutual lending agreements. Resources shared through these collaborations are subject to the weeding policies of their respective consortia.

College policy FP 3601 College Property and regulation FR 3620 Disposal of Surplus Property shall be followed for disposal of withdrawn resources or materials.

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College employees are prohibited from withdrawing or discarding library resources with the intent to resell them for personal profit. The library does not accept requests to hold discarded items for individuals.

Revision

This regulation shall be reviewed at least every five years and revised in accordance with BP 0510 Policy Development, Adoption, and Review and GAR 1110 Policy and Regulation Development.

Requests for Reconsideration of Material

The library welcomes comments on resources selected or not selected for inclusion in library collections. Such comments often bring to the Library Administrator’s attention to user needs and interests not being adequately met. Often concerns can be satisfied by inviting users to discuss them with the Library Administrator. However, if this does not suffice, the user (faculty, administration, or students) may address their concerns through the “Request for Reconsideration of Library Resources.” When these requests are received and signed by a TRC card holder (faculty, staff, student), the Library Administrator shall:

- consult with library staff examining the resource in question, check reviews, and determine whether it conforms to the priorities and criteria of the library selection and collection development policy.
- reconsider the classification of a resource in consultation with the appropriate faculty to determine if the existing classification is appropriate for its subject, style, theme, and intended audience.

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- present the reconsideration request, along with the written review and recommendation by the Library Administrator to the Chief Academic Officer. Upon consultation and approval/dissent of the Chief Academic Officer, the initiator of the request is informed of the decision. The requestor may appeal the decision to the President of the College. The President's decision is final.
- continue to insure items are available to the public, pending final disposition of the request for reconsideration.

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DOCUMENT HISTORY:

03-20-2024: Initial approval of regulation.

Professional Ethics

ALA's Code of Ethics is the responsibility of the Committee on Professional Ethics (/groups/committees/ala/ala-profethic) (COPE). The Code of Ethics is the document that translates the values of intellectual freedom that define the profession of librarianship into broad principles that may be used by individual members of that profession as well as by others employed in a library as a framework for dealing with situations involving ethical conflicts.

- Copyright: An Interpretation of the *Code of Ethics* (<http://www.ala.org/tools/ethics/copyright>) (amended January 29, 2019)
- Conflicts of Interest Q&A (<http://www.ala.org/tools/ethics/conflictsofinterestqa>) (amended April 30, 2019)
- Enforcement of the *Code of Ethics* Q&A (<http://www.ala.org/tools/ethics/enforcementqa>) (amended January 28, 2019)
- Ethics and Social Media Q&A (<http://www.ala.org/tools/ethics/socialmediaqa>) (amended January 28, 2019)
- Speech in the Workplace Q&A (<http://www.ala.org/tools/ethics/workplacespeechqa>) (amended April 30, 2019)

Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

1. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
2. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
3. 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.
4. We respect intellectual property rights and advocate balance between the interests of information

users and rights holders.

5. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
6. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
7. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
8. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.
9. We affirm the inherent dignity and rights of every person. We work to recognize and dismantle systemic and individual biases; to confront inequity and oppression; to enhance diversity and inclusion; and to advance racial and social justice in our libraries, communities, profession, and associations through awareness, advocacy, education, collaboration, services, and allocation of resources and spaces.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; January 22, 2008; and June 29, 2021.

The Freedom to Read Statement

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on

these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one

group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.

This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

A Joint Statement by:

American Library Association (/)

Association of American Publishers (<http://www.publishers.org/>)

Subsequently endorsed by:

American Booksellers for Free Expression (<http://www.bookweb.org/abfe>)

The Association of American University Presses (<http://www.aaupnet.org/>)

The Children's Book Council (<http://www.cbcbooks.org/>)

Freedom to Read Foundation (<http://www.ftrf.org>)

National Association of College Stores (<http://www.nacs.org/>)

National Coalition Against Censorship (<http://www.ncac.org/>)

National Council of Teachers of English (<http://www.ncte.org/>)

The Thomas Jefferson Center for the Protection of Free Expression

Freedom to View Statement

The **FREEDOM TO VIEW**, along with the freedom to speak, to hear, and to read, is protected by the First Amendment to the Constitution of the United States. In a free society, there is no place for censorship of any medium of expression. Therefore these principles are affirmed:

1. To provide the broadest access to film, video, and other audiovisual materials because they are a means for the communication of ideas. Liberty of circulation is essential to insure the constitutional guarantee of freedom of expression.
2. To protect the confidentiality of all individuals and institutions using film, video, and other audiovisual materials.
3. To provide film, video, and other audiovisual materials which represent a diversity of views and expression. Selection of a work does not constitute or imply agreement with or approval of the content.
4. To provide a diversity of viewpoints without the constraint of labeling or prejudging film, video, or other audiovisual materials on the basis of the moral, religious, or political beliefs of the producer or filmmaker or on the basis of controversial content.
5. To contest vigorously, by all lawful means, every encroachment upon the public's freedom to view.

This statement was originally drafted by the Freedom to View Committee of the American Film and Video Association (formerly the Educational Film Library Association) and was adopted by the AFVA Board of Directors in February 1979. This statement was updated and approved by the AFVA Board of Directors in 1989.

Endorsed January 10, 1990, by the ALA Council

(/offices/oif)

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as Interpretations of the Library Bill of Rights (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations>).

Interpretations of the Library Bill of Rights

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices.

Following are those documents designated by the Intellectual Freedom Committee as Interpretations of the *Library Bill of Rights* (</advocacy/intfreedom/librarybill>) and background statements detailing the philosophy and history of each. For convenience and easy reference, the documents are presented in alphabetical order. These documents are policies of the American Library Association, having been adopted by the ALA Council (</aboutala/governance/council>).

Access to Digital Resources and Services (</advocacy/intfreedom/librarybill/interpretations/digital>): Digital resources and services allow libraries to significantly expand the scope of information available to users. Like all resources and services provided by the library, provision of access to digital resources and services should follow the principles outlined in the *Library Bill of Rights* to ensure equitable access regardless of content or platform. Amended 2019

Access to Library Resources and Services for Minors (</advocacy/intfreedom/librarybill/interpretations/minors>): Library policies and procedures that effectively deny minors equal and equitable access to all library resources available to other users violate the *Library Bill of Rights*. The American Library Association opposes all attempts to restrict access to library services, materials, and facilities based on the age of library users. Amended 2019

Access to Library Resources and Services Regardless of Sex, Gender Identity, Gender Expression, or Sexual Orientation (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/accesslgbt>): The American Library Association stringently and unequivocally maintains that libraries and librarians have an obligation to resist efforts that systematically exclude materials dealing with any subject matter, including sex, gender identity, or sexual orientation. Amended 2020

Access to Resources and Services in the School Library (</advocacy/intfreedom/librarybill/interpretations/accessresources>): The school library plays a unique role in promoting intellectual freedom. It serves as a point of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed in a pluralistic society. Although the educational level and program of the school necessarily shapes the resources and services of a school library, the principles of the Library Bill of Rights apply equally to all libraries, including school libraries. Amended 2014

Challenged Resources (</advocacy/intfreedom/librarybill/interpretations/challenged-resources>): ALA declares as a matter of firm principle that it is the responsibility of every library to have a clearly defined written policy for collection development that includes a procedure for review of challenged resources. Amended 2019

Diverse Collections (</advocacy/intfreedom/librarybill/interpretations/diversecollections>): Collection development should reflect the philosophy inherent in Article I of the *Library Bill of Rights*: “Books and other library resources should be provided for the interest, information, and enlightenment of

all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.” A diverse collection should contain content by and about a wide array of people and cultures to authentically reflect a variety of ideas, information, stories, and experiences. Amended 2019

Economic Barriers to Information Access (</advocacy/intfreedom/librarybill/interpretations/economicbarriers>):

All resources provided directly or indirectly by the library, regardless of format or method of delivery, should be readily and equitably accessible to all library users. Imposing any financial barrier may disadvantage users, and libraries of all types—public, school, and academic—should consider eliminating barriers that limit access to library resources and other services. Amended 2019

Education and Information Literacy (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/education>):

Libraries and library workers foster education and lifelong learning by promoting free expression and facilitating the exchange of ideas among users. Libraries use resources, programming, and services to strengthen access to information and thus build a foundation of intellectual freedom. In their roles as educators, library workers create an environment that nurtures intellectual freedom in all library resources and services. Amended 2019

Equity, Diversity, Inclusion (</advocacy/intfreedom/librarybill/interpretations/EDI>): Libraries are essential to democracy and self-government, to personal development and social progress, and to every individual’s inalienable right to life, liberty, and the pursuit of happiness. To that end, libraries and library workers should embrace equity, diversity, and inclusion in everything that they do. Adopted 2017

Evaluating Library Collections (</advocacy/intfreedom/librarybill/interpretations/evaluatinglibrary>):

Libraries continually develop their collections by adding and removing resources to maintain collections of current interest and usefulness to their communities. Libraries should adopt collection development and maintenance policies that include criteria for evaluating materials. Amended 2019

Expurgation of Library Materials (</advocacy/intfreedom/librarybill/interpretations/expurgationlibrary>):

Expurgating library materials is a violation of the Library Bill of Rights. Expurgation as defined by this interpretation includes any deletion, excision, alteration, editing, or obliteration of any part(s) of books or other library resources by the library, its agent, or its parent institution (if any). Amended 2014

Internet Filtering (</advocacy/intfreedom/librarybill/interpretations/internet-filtering>):

The negative effects of content filters on Internet access in public libraries and schools are demonstrable and documented. Consequently, consistent with previous resolutions, the American Library Association cannot recommend filtering. However the ALA recognizes that local libraries and schools are governed by local decision makers and local considerations and often must rely on federal or state funding for computers and internet access. Because adults and, to a lesser degree minors, have First Amendment rights, libraries and schools that choose to use content filters should implement policies and procedures that mitigate the negative effects of filtering to the greatest extent possible. The process should encourage and allow users to ask for filtered websites and content to be unblocked, with minimal delay and due respect for user privacy. Adopted 2015

Intellectual Freedom Principles for Academic Libraries (</advocacy/intfreedom/librarybill/interpretations/intellectual>):

A strong intellectual freedom perspective is critical to the development of academic library collections and services that dispassionately meet the education and research needs of

a college or university community. The purpose of this statement is to outline how and where intellectual freedom principles fit into an academic library setting, thereby raising consciousness of the intellectual freedom context within which academic librarians work. Amended 2014

Labeling Systems (/advocacy/intfreedom/librarybill/interpretation/labeling-systems): Prejudicial labeling systems assume that the libraries have the institutional wisdom to determine what is appropriate or inappropriate for its users to access. They presuppose that individuals must be directed in making up their minds about the ideas they examine. The American Library Association opposes the use of prejudicial labeling systems and affirms the rights of individuals to form their own opinions about resources they choose to read, view, listen to, or otherwise access. Adopted 2015

Library-Initiated Programs and Displays as a Resource (/advocacy/intfreedom/librarybill/interpretations/programsdisplays): Library-initiated programs and displays utilize library worker expertise for community interests, collections, services, facilities, and providing access to information and information resources. They introduce users and potential users to library resources and the library's role as a facilitator of information access. Concerns, questions, or complaints about library-initiated programs and displays are handled according to the same written policy and procedures that govern reconsiderations of other library resources. These policies should apply equally to all people, including, but not limited to, library users, staff, and members of the governing body. Amended 2019

Meeting Rooms (/advocacy/intfreedom/librarybill/interpretations/meetingrooms): Many libraries provide meeting rooms and other spaces designated for use by the public for meetings and other events as a service to their communities. Article VI of the Library Bill of Rights states, "Libraries which make ... meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use." Amended 2019

Minors and Online Activity (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/minorsonlineactivity>): The online environment offers opportunities for accessing, creating, and sharing information. The rights of minors to retrieve, create, and interact with information posted on the Internet in schools and libraries are extensions of their First Amendment rights. Amended 2019

Politics in American Libraries (/advocacy/intfreedom/librarybill/interpretations/politics): The Library Bill of Rights specifically states that "all people" and "all points of view" should be included in library materials and information. There are no limiting qualifiers for viewpoint, origin, or politics. Adopted 2017

Prisoners' Right to Read (/advocacy/intfreedom/librarybill/interpretations/prisonersrightoread): ALA asserts a compelling public interest in the preservation of intellectual freedom for individuals of any age held in jails, prisons, detention facilities, juvenile facilities, immigration facilities, prison work camps, and segregated units within any facility, whether public or private. Amended 2019

Privacy (/advocacy/intfreedom/librarybill/interpretations/privacy): All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. The American Library Association affirms that rights of privacy are necessary for intellectual freedom and are fundamental to the ethical practice of librarianship. Amended 2019

Rating Systems (/advocacy/intfreedom/librarybill/interpretations/rating-systems): Rating systems

are tools or labels devised by individuals or organizations to advise people regarding suitability or content of materials. Rating systems appearing in library catalogs or discovery systems present distinct challenges to intellectual freedom principles. The American Library Association affirms the rights of individuals to form their own opinions about resources they choose to read or view. Amended 2019

Religion in American Libraries ([/advocacy/intfreedom/librarybill/interpretations/religion](#)): The First Amendment guarantees the right of individuals to believe and practice their religion or practice no religion at all and prohibits government from establishing or endorsing a religion or religions. Thus the freedom of, for and from religion, are similarly guaranteed. Adopted 2016

Restricted Access to Library Materials ([/advocacy/intfreedom/librarybill/interpretations/restrictedaccess](#)): Libraries are a traditional forum for the open exchange of information. Attempts to restrict access to library materials violate the basic tenets of the Library Bill of Rights. Amended 2014

Services to People with Disabilities ([/advocacy/intfreedom/librarybill/interpretations/servicespeoplewithdisabilities](#)): Libraries should be fully inclusive of all members of their community and strive to break down barriers to access. The library can play a transformational role in helping facilitate more complete participation in society by providing fully accessible resources and services. Amended 2018

Universal Right to Free Expression ([/advocacy/intfreedom/librarybill/interpretations/universalright](#)): Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the freedoms of speech, press, religion, assembly, and association, and the corollary right to receive information. Amended 2014

User-Generated Content in Library Discovery Systems ([/advocacy/user-generated-content-library-discovery-systems](#)): Libraries offer a variety of discovery systems to provide access to the resources in their collections. Such systems can include online public access catalogs (OPAC), library discovery products, institutional repositories, and archival systems. With the widespread use of library technology that incorporates social media components, intelligent objects, and knowledge-sharing tools comes the ability of libraries to provide greater opportunities for patron engagement in those discovery systems through user-generated content. These features may include the ability of users to contribute commentary such as reviews, simple point-and-click rating systems (e.g. one star to five stars), or to engage in extensive discussions or other social interactions. This kind of content could transform authoritative files, alter information architecture, and change the flow of information within the library discovery system. Amended 2019

User-Initiated Exhibits, Displays, and Bulletin Boards (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/exhibitsdisplaysbulletinboards>): Libraries may offer spaces for exhibits, displays, and bulletin boards in physical or digital formats as a benefit for their communities. The use of these spaces should conform to the American Library Association's *Library Bill of Rights*. Amended 2019

Visual and Performing Arts in Libraries (<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/arts>): Visual images and performances in the library should not be restricted based on content. Librarians and library staff should be proactive in seeking out a wide variety of representational and abstract artwork and performance art, with limitations or parameters set only with respect to space, installation, fiscal, and technical constraints. Adopted 2018

Three Rivers College Library Request for Reconsideration of Material Form

The Three Rivers College Board of Trustees has delegated, through the President of the College, the responsibility for selection and evaluation of library resources to the library staff in partnership with the faculty, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of library resources, please return the completed form to the Library Administrator. This request must be signed by a TRC card holder (faculty, staff, student).

Three Rivers College, Rutland Library, 2080 Three Rivers Blvd., Poplar Bluff, MO 63901

Date _____

Name _____

Address _____

City _____

State/Zip _____

Phone _____

Email _____

Do you represent self? Or an organization? Name of Organization _____

1. Resource on which you are commenting:

Book (e-book)

Database

Textbook

Game

Movie

Audio Recording

App

Streaming Media

Magazine

Digital Resource

Newspaper

Other

Title _____

Author/Producer _____

Is the resource part of the curriculum, library collection, or other?

2. What brought this resource to your attention?

3. Have you examined the entire resource? If not, what sections did you review?

4. What concerns you about the resource?

5. Are there resource(s) you suggest to provide additional information and/or other viewpoints on this topic?

6. What action are you requesting the committee consider?

Signature of Requester

Date

Signature of TRC card holder (faculty, staff, student)
(Only if Requester is not faculty, staff, or student)

Date

UPCOMING EVENTS

Greg Edmondson Art Exhibit: March 18 – April 12, Tinnin Center Art Gallery; 12 p.m. to 3 p.m. Monday – Friday.

Chicks Only Eggstravaganza: 4 - 6 p.m. March 23, Westwood Hills Country Club. Grab your girlfriends and join us for some eggcellent fun at the second annual Chicks Only Eggstravaganza. Brought to you by the Three Rivers Endowment Trust and a group of TRC Alumni & Friends. This event is sponsored by Breakthrough Wellness. Tickets are \$30 each, and include admission, one egg pull, one drink ticket, and snacks.

How to Spot a Sociopath: 6-7:30 p.m. March 20, 27, and April 3, Plaster. This free, three-part series will look at both ends of the spectrum concerning sociopathy, from the diverse perspectives of our presenters, to broaden participants understanding of this personality disorder. To register, please contact Corey Reynolds at 573-840-9631, ext. 8361, or creynolds@trcc.edu.

Poetry Slam: 6-7 p.m. April 4, Plaster Lecture Hall, hosted by the TRC English Department.

Spring Showcase: 7 p.m. April 4, TINN Theater. TRC Music Department vocal and instrumental students perform an eclectic program of classical repertoire and musical theater standards.

Eclipse Events: April 8, Tinnin Fine Arts Center

- Tom Akers: 10 a.m.
Hear from retired NASA Astronaut and Poplar Bluff resident, Tom Akers.
- Isaac Laseter: 11 a.m.
Listen to Poplar Bluff native and Ph.D. Candidate in Astrophysics at the University of Wisconsin – Madison, Isaac Laseter give a presentation related to the eclipse.
- Dr. Paul Larson: 12 p.m.
In this brief talk, Dr. Larson, Three Rivers College Instructor in Physics, will explain why eclipses occur by discussing the orbits of the Sun, Earth, and Moon. Also, attendees will learn how to watch the eclipse and when to expect the next one.
- Eclipse: 1:08 p.m.

College Transfer Fair: 10 a.m. – 2 p.m. April 11, Plaster. This College Transfer Fair will give students and the community a chance to meet with four-year colleges about their programs, transfer/admissions requirements, scholarships, and financial aid. More than a dozen colleges are expected to attend.

Job Fair and Career Expo 2024: 10 a.m. - 2 p.m. April 16, Libla. This is a free public event designed to help you find the perfect opportunity to advance your career. This event is brought to you by Three Rivers College and the Butler County Community Resource Council's Parents Working Committee.

An Evening with Mark Twain: 7 p.m. April 18, Tinnin. Veteran stage actor Richard Garey recreates the famous Mark Twain road shows with all the wit and wisdom of the man from Hannibal. Sponsored by Dental Arts Group and brought to you by the Patrons of the Arts. Tickets \$15; tinnin.ticketleap.com.

Raiders Baseball:

Mar. 21: 12 and 3 p.m., vs. St. Charles CC
Apr. 6: 12 and 3 p.m., vs. Mineral Area
Apr. 13: 1 and 4 p.m., vs. Jefferson College

Lady Raiders Softball:

Mar. 23: 12 and 2 p.m., vs. Metropolitan CC
Mar. 26: 12 and 2 p.m., vs. North Central Missouri
Mar. 27: 12 and 2 p.m., vs. North Central Missouri
Apr. 6: 2 and 4 p.m., vs. State Fair CC
Apr. 11: 2 and 4 p.m., vs. Mineral Area
Apr. 16: 2 and 4 p.m., vs. Crowder CC

For the most current information on upcoming events, view the College Calendar at trcc.edu/events.



DAR Articles

(dated February 9, 2024- February 8, 2024)

Feb. 9: Patrons of the Art presents Valentines show

Feb. 13: Second-half surge powers Raiders past State Fair
TRC rides fast start to big win over State Fair

Feb. 14: Lady Raiders ready for opener (Softball)

Feb. 15: Lady Raiders fall short in opener (Softball)
Lady Raiders move into first-place tie in region (Basketball)
MAC pulls away late to beat Raiders (Basketball)

Feb. 16: Raiders see silver linings after loss (Basketball)

Feb. 20: Raiders escape Jefferson with win (Basketball)
Lady Raiders pull away to be Jeffco (Basketball)
Raiders drop opening series to NIACC (Baseball)

Feb. 21: Lady Raiders begin home stretch (Basketball)
VA, TRC partner on coffee social

Feb. 22: Lady Raiders avoid trap, whip Crowder (Basketball)
Raiders take three of four Shawnee (Baseball)

Feb. 23: Raiders regroup after loss at West Plains (Basketball)

Feb. 27: TRC women pull away against Moberly (Basketball)
Moberly takes down shorthanded Raiders (Basketball)

Feb. 29: Lady Raiders win, Raiders lose at State Fair (Basketball)

Mar. 1: Lady Raiders set up showdown for top seed (Basketball)
Raiders fall at State Fair in battle for third in Region 16 (Basketball)

Mar. 5: TRC secures top seed (Basketball)
Undermanned Raiders show no quit in loss of region-leading Cardinals (Basketball)

Mar. 6: Moving On: Raiders turn back MSU-WP in region tournament (Basketball)

Mar. 8: Raiders go down swinging at MAC (Basketball)