

LIBRARY

Located in the George T. Richardson Centre, with a second entrance from the Queen Elizabeth II Music Building, the John E. Robbins Library holds books, journals, and microforms as well as sound recordings, video recordings, and other non-print materials. It is a selective depository for Canadian government publications and a full depository for Manitoba government publications. The collections are intended primarily to support the Brandon University curriculum. Reference services and other information services are provided on site. Library services to students for off-campus courses, including reference services, are provided by the Off-Campus Library Services department. One of the Library's goals is to acquaint users with information technology and the techniques of electronic research. The Library catalogue provides access to Brandon-based collections as well as to world-wide information resources.

University Librarian

Office Files

Files regarding budget and general financial activities, correspondence, policies and procedures, minutes, Central Subject Files, Professional Association Files, and other administrative records.

Acquisitions

The Acquisitions section acquires materials requested by faculty, librarians, and students of the University.

Office Files

Files regarding general financial activities, correspondence, policies and procedures, minutes, statistics, order & receiving records, vendor files, and other administrative records.



Donor Files

Authority: *The Brandon University Act.*

Purpose of Collection: To maintain a record of library donors.

Information: Personal information may include name; home address; telephone number; home fax number; e-mail address.

Other Uses and Disclosures: May be used to publicise individual gifts or donations. May be used to develop a list of donors for future contact.

Retention and Disposition: To be retained indefinitely.

Automated Systems

The Automated Systems section is responsible for the administration and maintenance of the library's automated systems.

Office Files

Files regarding policies and procedures, correspondence, minutes, contracts and other administrative records.

Cataloguing

The Cataloguing section creates and maintains records in the University's online catalogue.

Office Files

Files include policies and procedures, correspondence, minutes, statistics, and other administrative records.

Circulation

The Circulation section administers the two circulation desks.

Office Files

Files regarding budget and general financial activities, correspondence, policies and procedures, minutes, statistics, circulation notices and other administrative records.



Patron Database

Authority: *The Brandon University Act.*

Purpose of Collection: To maintain a record of library patrons.

Information: Both electronic and hard copies. Personal information may include: name; home address; home telephone number; home fax number; home e-mail number; student number; and employee number.

Other Uses and Disclosures: Information is forwarded to Financial & Registration Services to process invoices for delinquent library fines.

Retention and Disposition: To be retained indefinitely.

Documents

The Documents section maintains the government publications for which the Library is a selective depository (Canadian government publications) and a full depository (Manitoba government publications).

Office Files

Files regarding correspondence, minutes, statistics, monthly checklists, and other administrative records.

Inter-Library Loans

The Inter-Library Loans (ILL) section enables Brandon University patrons to borrow materials from other libraries and lends John E. Robbins Library materials to other libraries.

Office Files

Files regarding budget and general financial activities, correspondence, policies and procedures, minutes, statistics, circulation notices and other administrative records.



Inter-Library Loans (ILL) Patron Files

Authority: *The Brandon University Act.*

Purpose of Collection: To maintain a record of document delivery patrons.

Information: Personal information may include: name; home address; telephone number; home fax number; e-mail address; employee number; student number; items borrowed.

Other Uses and Disclosures: None.

Retention and Disposition: To be retained indefinitely.

Off-Campus Library Services

Off-Campus Library Services (OCLS) provides circulation and reference services to students and faculty who are off campus.

Office Files

Files regarding correspondence, minutes, statistics, shipping lists, course lists, outstanding collections, and other administrative records.



Off-Campus Library Services (OCLS) Patron Files

Authority: *The Brandon University Act.*

Purpose of Collection: To maintain a record of off-campus students and faculty.

Information: Personal information may include: name; home address; telephone number; home fax number; e-mail address; employee number; student number; items borrowed.

Other Uses and Disclosures: None.

Retention and Disposition: To be retained indefinitely.

Processing

The processing section prepares catalogued items for circulation and references.

Office Files

Files include policies and procedures, correspondence, minutes and other administrative records.

Public Services

The Public Services department is responsible for the circulation and reference functions for both on and off campus users.

Office Files

Files regarding budget and general financial activities, correspondence, policies and procedures, minutes, Professional Association Files, and other administrative records.



Student-Assistant Personnel Files

Authority: *The Brandon University Act.*

Purpose of Collection: To maintain a record of past, present, and prospective library student assistants.

Information: Personal information may include name; home address; home telephone number; home fax number; e-mail address; student number; employee number.

Other Uses and Disclosures: None.

Retention and Disposition: To be retained indefinitely.



Delinquent Patron Files

Authority: *The Brandon University Act.*

Purpose of Collection: To maintain a record of those Library patrons who have been sent overdue notices or fine notices.

Information: Personal information may include: name; home address; home telephone number; home fax number; e-mail address; student number; employee number.

Other Uses and Disclosures: Information is provided to Financial & Registration Services to deal with unpaid accounts.

Retention and Disposition: To be retained indefinitely.

Reference

Reference Services maintains the Reference Collection and assists patrons in effectively using the Library's information resources.

Office Files

Files regarding general financial activities, correspondence, policies and procedures, minutes, statistics and other administrative records.

Serials

The Serials section maintains control of the serials to which the Library subscribes.

Office Files

Files include policies and procedures, correspondence, minutes, serials lists, vendor files, and other administrative records.

Technical Services

The Technical Services department is responsible for acquiring Library materials and preparing them for circulation and reference.

MCKEE ARCHIVES & RARE BOOKS

The McKee Archives evolved from the Rural Resources Centre established by the University in association with the Manitoba Pool Elevators in 1975. The University Archives was established in 1980. It was named the McKee Archives in 1992.

The McKee Archives serves as the sole repository for all records of archival value created by the University (or Brandon College), which relate to the history and mandate of Brandon College and Brandon University. The Archives collects, describes, arranges, and preserves records of selected Brandon College and Brandon University faculty members and alumni. It also acquires records of individuals and organizations which support the research and teaching programs offered at Brandon University. Consistent with its general mission, McKee Archives also acquires special collections of published materials.

Office Files

Files regarding budgets and financial activity records, policies and procedures, correspondence, minutes, donor records, acquisition files, collection records and other administrative records.



Donor Files

Authority: *The Brandon University Act.*

Purpose of Collection: To maintain a record of contact information for individuals who have donated archival material to the Archives.

Information: Personal Information may include: name; home address; home telephone number; home fax number; home e-mail address; collection appraisal information, and financial information.

Other Uses and Disclosures: None.

Retention and Disposition: To be retained indefinitely.



Professional Staff Personnel Files

Authority: *The Brandon University Act.*

Purpose of Collection: To maintain a record of employment of Archives' staff.

Information: Personal Information may include: name; home address; home telephone number; home fax number; home e-mail address; date of birth; gender; SIN; employee number; education history; employment history; reference letters; performance appraisals; absence reports; vacation/leave reports and pay and benefits information.

Other Uses and Disclosures: None.

Retention and Disposition: To be retained indefinitely.



Support/Contract Staff Files

Authority: *The Brandon University Act.*

Purpose of Collection: To maintain a record of employment of Archives support staff.

Information: Personal Information may include: name; home address home e-mail address; date of birth; gender; SIN; student number and pay and benefits information.

Other Uses and Disclosures: None.

Retention and Disposition: To be retained indefinitely.