

# ORANGE COUNTY FIRE SERVICE LIBRARY

## OPERATING POLICIES AND PROCEDURES

AND

## CATALOG OF MATERIALS

LOCATION

## SANTA ANA COLLEGE

1530 W. 17<sup>TH</sup> STREET

SANTA ANA, CA 92706

TELEPHONE (714) 564-6845

**Date: September 1, 1982**

**Revised: July 1, 1999**

An effort is being made to provide you with a current catalog during a period when many changes are being made.

To provide needed Library storage space and because of inactivity for a 6-10 year period, many videos and slide sets have been removed from the main library storage shelves. They are now being stored at the Garden Grove Facility. Descriptive information will still remain in the catalog and an Asterisk (\*) will be provided to denote removal. If needed, contact Ken Mitchell (714) 835-4084.

At the present time, both American Heat and Working Fire are subscribed to, and their videos are available monthly.

A new set of transparencies have been purchased. Since they have been used extensively by academy instructors, the transparencies will be housed at Central Net. To acquire and use these, you need to contact the Academy Commander.

If you have purchase suggestions or requests please fill out and submit a purchase recommendation form (copy enclosed in catalog available in Fire Technology Office)

### **INTRODUCTION:**

The Orange County Fire Service Library is a joint effort of many individuals and organizations designed to produce the most comprehensive collection of visual aids possible. This Library has come about as a result of a spirit of cooperation among all of the fire agencies in Orange County. The Fire Service Library is administered by a joint committee composed of representatives from or designated by:

- ✍ The Orange County Fire Chief's Association Education Committee.
- ✍ The Training Officer's Section of the Orange County Fire Chief's Association.
- ✍ Santa Ana College– Fire Technology Department.

These representatives will serve for a year or longer at the pleasure of the designating agency. The Committee will designate its own chairperson and vice-chairperson, and Santa Ana College will provide administrative support.

The present members are:

- ✍ Richard Bridges, Director, Fire Technology Department, Santa Ana College
- ✍ Kathe Todd, Secretary, Fire Technology Department, Santa Ana College
- ✍ Ken Mitchell, OCFSL Representative
- ✍ Representative of Santa Ana College Library

#### **ADMINISTRATION:**

The Orange County Fire Service Library is operated as a joint effort of the participating fire service agencies of Orange County and the Santa Ana College Foundation. The Orange County Fire Service Library Committee (here-after referred to as the Committee) is designated as the Administrator of this program. The Committee is responsible to review all receipts and disbursements of the program. The Committee is responsible to inspect all material that is sent to the Library by the various agencies. The Committee shall reserve the right to accept or reject any loaned materials. In order to bring the Library into initial operation, each participating fire department has provided at least one training film. This film has been loaned for long-term use. Santa Ana College has contributed the resources of the Fire Technology Department Visual Aids. In addition, most departments have loaned the remaining visual aids in their libraries so as to create one pool of resources rather than maintaining two separate circulation systems.

Each participating agency will be assessed a fee yearly to support the Library. September 1 of each year, the agencies will be assessed a sum of \$2.00 for each paid firefighter on their department. Normally this fee will include all uniformed personnel. It does not include secretaries and non-sworn personnel in the organization. Additionally, those departments that maintain reserve, paid-call, or volunteer firefighters will be assessed an equivalent of \$2.00 for each four such active firefighters in their department. Failure to comply with the yearly assessment within sixty (60) days of billing shall be considered as grounds for termination of the Library Contract.

The Orange County Firemen's Association has contributed an initial operating fund of \$1,000.00 to start the Library. This money, plus the monies collected through assessment, will be used to support the Library in many ways. A contingency fund of \$1,000.00 has been set aside for the first two to three years to replace or repair worn out or damaged materials. In addition, the money will be utilized to purchase, store and distribute materials such as mailing labels, postage, etc. From time to time money will be budgeted to purchase the newest and most modern visual aids for the Library. It is the plan of the Library to continue the assessment on a year to year basis until enough visual aids have been acquired to supply the needs of the fire service.

The Santa Ana College Library will actually operate the program. They will provide storage, record keeping, maintenance, minor repairs, and other administrative support. The Committee will hold periodic meetings to supervise the conduct of the Library. Participating departments will be invited to preview new materials before purchase. Recommendations are desired from all participating departments regarding visual aids to be considered.

### **LIBRARY MEMBERSHIP:**

All fire service agencies that conduct operations in Orange County are eligible for membership. A contract between the cities and the Santa Ana College Foundation is required. A copy of the standard contract is included in this catalog. At any time an agency may withdraw, taking with them any visual aids that they may have contributed. All assessments are due and payable to the Orange County Fire Service Library Fund on or before December 10<sup>th</sup> of each year. These funds will be deposited in the Santa Ana College Foundation, Orange County Fire Services Library Account.

### **BORROWING MATERIALS:**

Only participating agencies are eligible to borrow materials from the Library. The borrowing procedure shall be in accordance with the provisions outlined in this section. All of the materials contained in the Library are stored in the Santa Ana College Library. Members may borrow at the reservation/circulation desk. The Library is open Monday through Thursday 7:30 a.m. to 10:00 p.m., Friday 7:30 a.m. to 6:00 p.m., and Saturday from 8:30 a.m. to 12:30 p.m. During the Summer session the hours are Monday through Thursday from 7:30 a.m. to 10:00 p.m., and Friday 7:30 a.m. to 5:00 p.m. Normally materials are borrowed for a period of one week, with option to renew, subject to prior reservations. Upon notification to the Library materials may be picked up personally. The following procedures should be utilized:

### **PERSONAL PICK-UP:**

1. Look up and note the title and the accession number in the catalog.
2. Call in advance\* (714) 564-6700 to check availability and to reserve material.

*\*If requesting multiple orders, please make your request in writing to the OCFS librarian, c/o Santa Ana College. Include your telephone number and alternate days and materials when possible. Your request will be handled the day it is received and will be confirmed by phone.*

3. Go to the reservation/circulation desk in the Library.
4. Identify yourself as being from the \_\_\_\_\_(name)\_\_\_\_\_ Fire Department, and advise the clerk that you wish to borrow Fire Service materials. Give the title and the accession number.
5. The librarian will ask the individual picking up the material to display his Fire Department I.D. card. In order to complete the records, the librarian will want to know the name of the person picking up the material, a telephone number where the person can be reached, and the date the person expects to return the material.

### **REQUESTING BY MAIL:**

***DUE TO BUDGET RESTRAINTS AV MATERIALS WILL NO LONGER BE SENT BY MAIL. ITEMS MUST BE PICKED UP IN PERSON.***

### **RETURNING MATERIALS:**

All materials that are to be returned to the Library, either mailed or delivered, are at the borrower's expense. It is hoped that

that all participating agencies will return the materials in the same fashion in which they were acquired. It is possible to pick up a film personally and return it by mail. The borrower should utilize certified mail, **return receipt requested**. This is for the protection of all the members of the Library. In accordance with the policies and procedures adopted by this Committee, borrowing departments are responsible for replacing materials that are lost, damaged or destroyed while in their possession. A special assessment of \$1.00 for each working day of the O.C.F.S.L. will be levied for materials that are not returned when due. It is incumbent on any borrowing department to notify the Santa Ana College Library of any physical damage to visual aids that they discover. This shall include torn sprocket holes, broken film, etc. This is to ensure that materials are in good condition for subsequent users.

### **REPLACEMENT:**

The Santa Ana College librarian shall cause each visual aid to be periodically inspected. Where appropriate, films shall be cleaned, coated, and leaders attached. The librarian shall, base upon the condition of individual materials, recommend to the Committee actions on worn out or outdated materials. The Committee is the authority for all purchases and disbursements of the Library funds. They shall repair, replace, return to the original lender, or discard damaged worn-out materials.

### **AMENDMENTS TO THESE RULES:**

The Orange County Fire Service Committee desires to produce a system that functions for all its members. Recommendations on policy and procedure may be forwarded to the various representatives of the Committee. The Committee may amend this catalog upon thirty days written notice to the participating Library members.

### **CATALOGING:**

All visual aids included in this catalog will be identified by:

1. Format: The format shall be either films, transparencies, 35 mm slides, film strips, video tapes, or props.
2. By title in alphabetical order
3. Accession number: The accession number is used by the Library for filing purposes and is composed of three things.
  - a. The initials – O.C.F.S. L. identify the materials as coming from the Orange County Fire Service Library.
  - b. A letter, such as F, S, V, P, T, or AT which identifies the format material.

(F = Film, S = Slides, V = Video Tape, P = Prop, and T = Transparencies, AT = Audio Tape).

- c. The last is the accession number which is a serial number that is used to store and retrieve the materials.

### **NOTICE**

There is no penalty associated with a damaged film, however; if you bring a damaged film back to the Library and don't inform the librarian of the damage you affect the next department in line to use the film. We cannot inspect each film after it is returned, so it would be an aid to the Library if you would inform the librarian of any problem associated with the film use, both verbally and on the use card.

### **SPECIAL NOTICE:**

**ALL FILMS ARE NOW AVAILABLE IN BETA VIDEO FORMAT. THE VIDEOS HAVE BEEN ASSIGNED NUMBERING IN THE 300 SERIES. FILM #1 BECOMES #301 FILM #2 BECOMES #302, Etc.**

**PURCHASE RECOMMENDATIONS**

As a Training Officer or user of this facility, you have the option of submitting recommendations to the Committee of films to be purchased by the Orange County Fire Service Library.

**FILM/SLIDE TITLE:** \_\_\_\_\_

\_\_\_\_\_

**AVAILABLE FROM:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COST:** \_\_\_\_\_

**PRIMARY USE:** \_\_\_\_\_

\_\_\_\_\_

**BRIEF DESCRIPTION/ANNOTATION:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE ATTACH BROCHURE OR FLYER IF AVAILABLE.

Complete and forward this form to the Fire Technology Department, Santa Ana College.

Submitted by: \_\_\_\_\_

Department: \_\_\_\_\_

Committee Comments: \_\_\_\_\_

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