Central Alabama Community College Learning Resources Centers

Library Policy and Procedures Manual

LIBRARY MISSION STATEMENT AND GOALS

The role of the Central Alabama Community College (CACC) library system is to support the academic and career/technical curriculum needs of students, faculty, and community by providing access to materials, both print and electronic, in an environment conducive to intellectual, social, cultural, physical, and moral growth.

Based on this mission statement, the CACC libraries and the Talladega Center have adopted the following goals:

1. To seek the advice of administration, faculty, students, and library staff in selecting electronic and print materials for the libraries.
2. To provide professional guidance to students and faculty in the selection and navigation of the libraries’ holdings, including both print and electronic resources.
3. To maintain adequate hours to serve students, faculty, and administration.
4. To develop collaborative relationships with other agencies and institutions to supplement the libraries’ resources and services.
5. To conduct regular evaluation of the college libraries to ensure that the needs of their users are being met and that the programs and objectives of the college are being supported.

GENERAL LIBRARY POLICIES

- Community patrons are permitted one hour for computer usage. This policy is strictly enforced.
- Children under the age of 14 are not allowed computer privileges.
- Children must be supervised by an adult at all times.
- No cell phone conversations are allowed in the libraries. Study rooms on the Alexander City campus are available for this purpose. Conversations must be taken outside the building on the Childersburg campus.
- Both students and community patrons must sign in to activate computer usage.
- No food or drink is allowed in the libraries.
- Study rooms are available to students on a first come, first served basis.
- The Media Room on the Alexander City campus is available to faculty, staff, and community. Reservations are required with a three day notice.

LIBRARY HOURS

Faculty, staff, and students are encouraged to use the facilities and resources of the college libraries. The hours available for use are as follows:

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<th>Alexander City</th>
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<td>Fall &amp; Spring Semesters</td>
<td>7:30 a.m.-7:00 p.m.</td>
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<td>Summer Semester</td>
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The college libraries close at 4:30 p.m. between semesters and resume regular operating hours the first day of class.

COPYRIGHT

Central Alabama Community College (CACC) libraries strongly enforce the Digital Millennium Copyright Act. An agent has been appointed by the college to receive copyright infringement notifications. Should you find that your work is in jeopardy of this infringement, please notify the college copyright agent.

The Digital Millennium Copyright Act notification of infringement must include the following information in order for a claim to be completed:

- Identification of the copyrighted work claimed to have been infringed upon including ISBN, title, author, URL, etc.
- Contact information from the complainant including name, address, phone number, email address, and other information relevant to the claim.

INTERNET USAGE

Library computers are primarily for educational research. Patrons who use the computers for explicit social media and unauthorized sites will be asked to leave. Due to the limited number of computers, community patrons are limited to one hour of internet usage per day.

MEDIA ROOM AND COMPUTER ROOM RESERVATIONS FOR ALEXANDER CITY CAMPUS

Instructors, campus organizations, and the surrounding community may access the Media Room on the second floor of the library.

Instructors, elected officers of campus organizations, and community patrons must make reservations with the librarian at least one week prior to the scheduled event in order to use the Media Room and the Computer Testing Lab. The Media Room is to be used by faculty who wish to use the media equipment for instructional purposes. Campus organizations who need media equipment or seating accommodations for large groups may use this room as well. Community patrons will be granted usage by reservation only. The lab is equipped with 24 computer stations for internet testing or group instruction. Faculty may email reservation requests to the librarian. Campus organizations and community patrons must call and speak to library staff to make a reservation.

LIBRARY CLASS ACTIVITIES

Policy

Instructors must accompany and supervise classes in the library. Should an instructor be unavailable to accompany his or her class for library activities, the faculty member is responsible for scheduling a proctor to supervise the class.

Procedure

- All library activities MUST be scheduled with a library professional three days prior to the visit. Requests may be submitted via email or phone.
  - The request should include the following information:
    - Instructor’s name
    - Class
○ Class Size
○ Date and Time of visit
○ Purpose of visit

CIRCULATION

Students must provide their student identification numbers in order to check out a book. Students may check out up to five books. The lending period is two weeks and can be renewed for an additional two weeks unless the resource is on reserve. Renewals may be done by phone or in person. Reference and reserve materials are only used in the learning resource centers.

All library resources must be returned to their respective campus libraries before the last day of class. Library holds will be placed on the patron’s account if the resource is not returned. No renewals will be available to patrons after this date. Students will not be allowed to register, receive grades, or receive transcripts until all library obligations have been cleared with the learning resource centers.

OVERDUE BOOKS

The libraries charge a fee of 25 cents per day for overdue materials. The libraries at Central Alabama Community College are closed on weekends, holidays, and periodically for meetings and/or professional development. Overdue notices are sent either via postal mail or email near the end of each semester to notify students of their existing fines and overdue materials. Notification of overdue or lost material is a service provided by the library. Failure to receive a notice does not free the borrower of responsibilities.

Patrons will not be allowed to check out materials if there is a preexisting fine on their account.

LOST BOOKS

If a book is lost or damaged, the student is responsible for payment of the material and all overdue fines before the end of the semester. Failure to clear these charges with the learning resource centers will result in a library hold on the borrower. This hold prevents students from receiving grades and transcripts and registering for classes.

If a student should locate a resource for which he or she has paid as a lost item, the cost of the resource will be refunded by the learning resource centers. This refund will only be returned if the student returns the resource within a three day period after payment was received by the libraries. No refunds will be issued for overdue fines.

RESERVE BOOKS

Reserve and reference books are not available for checkout. However, copies from these resources can be made by students when needed. If a circulating material is needed by other students, that book is put on reserve by library staff and held at the circulation desk until the student can be notified either by phone or email.

ACQUISITIONS

Materials selected for library purchase at anytime should be those of the greatest use to Central Alabama Community College, its faculty, staff, and students. Judgment as to whether specific materials meet this criterion is exercised most frequently by consulting the opinions of knowledgeable people, either on the campus or in such publications as the standard bibliographies. Recommendations and requests from administrators, faculty, and students are strongly encouraged by the acting librarians. The library adheres to and supports the American Library Association's position on the freedom to read. It is important in modern society that knowledge and a diversity of ideas, regardless of point of view, be readily available in order to promote critical thinking and increase student learning.
Selection and Purchasing

- The library staff encourages administrators, faculty, staff, and students to participate in the selection of both print and electronic resources.
- The college libraries adopt the policy of selecting resources from the Library Bill of Rights.*
- Books and electronic resources should be provided for the interest, information, and enlightenment of all people of the community that encompass the library service area.
- Resources should not be excluded due to the origin, background, or views of those contributing to their creation.
- Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be removed because of partisan or doctrinal disapproval.
- Selection of library materials will be made based on the merits of the material in relation to building the collection and to serving the instructional programs of the institution. The final responsibility for selection of materials shall be vested in the college librarians.

Procedures

- Administrators, faculty, staff, and students are encouraged to submit requests for library materials and/or technology.
- Requests should be submitted to the library staff.
- Requested materials will be evaluated by the Library Bill of Rights and other professional sources.
- Requests are ranked by priority according to the needs and demands of the campus librarians and are considered for purchase based on available funds.
- Students who request materials will be contacted via college email or phone.


WEEDING

Weeding is the systematic evaluation of the library’s collection. It is highly recommended that departmental representatives participate in this activity. Weeding the library collection is done annually by the campus librarians. Weeded materials are placed in surplus storage and, after a period of time, property is sold to the general public. The following criteria are used for weeding materials:

- Materials that contain obsolete or outdated information
- Superseded editions
- Worn or badly damaged titles
- Duplicate copies of seldom-used titles

INTERLIBRARY LOAN SERVICE

In the interest of providing quality service, the Central Alabama Community College libraries strive to obtain material to meet the informational needs of users when local resources do not meet those needs. Students may request a resource from another library by providing both resource and contact information. The campus library is responsible for contacting the lending library for the requested resource and will notify the student when that resource is available.

GIFTS AND MEMORIALS

The libraries accept gifts with the understanding that materials not suited for academic use will be offered to other institutions or discarded. Gifts, such as books, will be evaluated by the same methods and standards as new materials. The libraries do not appraise gifts.

- Gifts may be submitted to any member of the library staff.
- Gifts are evaluated by the librarians to determine their suitability for the collection.
• Suitable materials are processed with an acknowledgement card placed with the book crediting the donor.

**COPIES**

A self-service copier is available on the Childersburg campus for all copy needs. The copier also has email and scan capabilities. The Alexander City library offers full-service copying. Black and white copies are 10 cents and color copies are 30 cents.

**ASK A LIBRARIAN**

Should students have any question pertaining to their research needs, the use of the library, and/or the materials available, they may contact a librarian in person, by email, or by phone. Contact information is on the CACC website under the library tab.