LEARNING RESOURCES CENTER/LIBRARY

POLICY MANUAL

INTRODUCTION

This manual is intended to identify basic policies that relate to the operation of the LRC/Library at Enterprise-Ozark Community College. It is a working document. The Learning Resources Center Director and staff are responsible for reviewing these guidelines and making additional revisions and changes as the need arises.

Enterprise – Ozark Community College provides LRC/Library facilities and services on the Enterprise campus, Ozark Aviation campus, and Mobile Center to serve all students regardless of the programs of study in which they are enrolled. Due to its close proximity, the Enterprise campus library serves students enrolled in classes at the Fort Rucker site. They also have library privileges at the Center Library on the military base. Upon the re-designation of the Wallace Aviation Ozark Campus by the Alabama State Board of Education in February 2003, a single site library at Enterprise State Junior College has become a multi-site LRC/library with the addition of a LRC on both the Ozark Aviation campus and the Mobile center. The institution was renamed Enterprise –Ozark Community College with Enterprise becoming the main campus. While the college views the LRC/Libraries and related services as one entity, each location retains an individual designation.

The main library/LRC, located on the Enterprise Campus, houses approximately 40,000 volumes and subscribes to 155 current periodicals. The LRC at Ozark campus houses approximately 7,200 volumes and subscribes to 55 periodicals; the Mobile Center facility houses 1800 volumes and maintains 29 periodical subscriptions. The combined collections provide support for both academic and technical programs.   The Enterprise campus library is a selective government publications depository; houses a small special collection of genealogical materials; and is a repository for state textbook adoption samples during the annual reviewing period.

Current and retrospective periodical information is available on all campuses in print and electronic format.   Subscriptions and online databases provide information in a number of general and specific subject areas. Information and articles can be printed through the computers/printers on which the databases are accessed or emailed to a location of choice. Periodical back files are available in unbound, bound and microfilm formats.

Audiovisuals for individual and classroom use are provided on each campus. Viewing is possible for users at all locations. The Ozark and Mobile centers have a combined collection of 1100 videotapes.

The Enterprise campus established it's first online library automation system in 1999 using the Sirsi integrated library system. The system includes circulation, cataloging, reserves, an online catalog and serials. (The serials module is next in line to be activated.) The book collections at Ozark and Mobile are to be extracted from an Endeavor system and added to the Sirsi system in use at Enterprise. Library users may access the on-line catalog, called *WebCat*, in the library or from any computer on either campus, as well as, with a computer anywhere through Internet access. Available at Http://.lib.esjc.cc.al.us/uhtbin/cgisirsi.exe/aej/0/49 or link from www.eocc.edu.

The Enterprise campus LRC/Library contains adequate space to house books, government documents, periodicals, computers, audiovisual materials, group study rooms, individual study carrels, tables, chairs, and the circulation and periodical service desks. Additional space is available for large group instruction, photocopier services, offices, and storage space for audiovisual equipment and supplies.

ENTERPRISE-OZARK COMMUNITY COLLEGE
LEARNING RESOURCES CENTER/LIBRARY
MISSION STATEMENT

The mission of EOCC Learning Resources Center/Library Division, an integral part of the College's instructional programs, is to provide resources, equipment, and services of highest quality to meet the educational, informational, and recreational needs of students, faculty, staff, and community.

In support of the institutional mission, the LRC/Library is committed to:

1. Providing an organized and readily accessible collection of materials and technological support necessary to meet institutional, instructional, and individual needs of students, faculty, and staff.

2. Encouraging innovation, learning and community service by providing essential facilities and resources that will make them possible.

3. Providing a staff who are qualified, involved, and concerned with serving the needs of students, faculty, staff, and community.

4. Providing a variety of technical services (including acquisition of materials, technical processing, reproduction, production of instructional materials) and user services (including reference, interlibrary loans, bibliographic instruction, circulation of print and non-print materials, and assistance in the use of all learning resources).

5. Evaluating information resources and services on a continuous basis and using the results for planning and improvement.

HOURS OF OPERATION

Hours of operation vary according to campus and are listed below. When classes are not in session, the LRC/Library is not open. Changes in the regular schedules are posted as necessary. The college calendar provides the official list of holidays, and days between semesters that the LRC is closed.

Enterprise Campus

Monday -Thursday	8:00 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 4:00 p.m.

Ozark Aviation Center

Monday – Thursday	7:30 a.m. – 5:00 p.m.

Mobile Center

Monday – Friday	7:30 a.m. – 4:00 p.m.

I.   Objectives

The primary goal of the Enterprise-Ozark Community College Learning Resources Center is to meet the information needs of the total college population. In order to carry out this goal, the LRC must first select and make accessible to students and faculty the best available resources to support the specific courses in the curriculum. Second, in order to stimulate and feed interests that transcend campus and classroom and that continue after graduation, the LRC should go beyond providing materials needed to perform class assignments, not in trying to build research collections in any department, but rather in building a good general collection. This collection should include standards works of the past and the best current output, whether directly related to the curriculum or not, and including materials concerned with current issues and controversies.

A third goal is to serve the scholarly needs of members of the local community who indicate interest in using the LRC collection by signing an agreement and by paying a small fee for a library card. A basic assumption is that, in most cases, the good general collection described above will meet the needs of the community users. When such is not the case, the LRC should strive to meet special needs of the community users as feasible after the needs of the institution have been satisfied.

In recognition of the necessity of following recognized guidelines to insure consistency in development of the collection, the staff of the LRC agreed on the statement below regarding selection of materials. Because the community college is not a static institution, the LRC, which operates within the framework of institutional goals, must be responsive to change. The increasing diversity among the student population in terms of age, educational background, and ethnicity is additional evidence in support of flexibility. The policy statement, which follows, should then be interpreted as one that will be updated as the interests of the college change.

II.   Selection of Printed Materials

Faculty and student assistance in selection of materials is extremely helpful in building a vital collection. Any member of the faculty or staff or student body may request that a book be added to the collection by filling out an order card supplied by a librarian, or, more directly, by giving to a librarian the flier, brochure, catalogue or review in which the book is listed or described. As long as funds are available, all requests will be honored.

Since faculty and students are not aware of the overall needs of the collection, the librarian with major responsibility for collection development must select materials in all subject areas to fill voids. Final authority for decisions regarding selection rests with the Director of the Learning Resources Center.

In accordance with standard acquisitions procedure, individual requests for books from different publishers are batched to be placed as one order with a book jobber or dealer. The process is much less expensive than placing direct orders to individual publishers. If time

constraints, however, dictate rapid acquisition of a particular title or titles, the requestor should indicate such on the request. In that case, the order will be sent directly to the publisher.

Selection aids are available in the LRC for use by librarians and others.   Many reputable periodicals, which include book reviews, have been used from time to time for selection; those titles used regularly by the LRC staff are as follows:

BOOKLIST
CHOICE
LIBRARY JOURNAL
NEW YORK TIMES BOOK REVIEW

The LRC staff has found Building Library Collections by Arthur Curley and Dorothy Broderick to be a useful guide in identifying selection aids.

During the early years of the LRC, standard basic junior college core collection tools such as Books for Junior College Libraries were consulted. Except for replacement of lost titles, currently the LRC staff eschews retrospective conversion in favor of adding as many current titles as possible to a collection that has become dated.

Whenever possible, the following factors should be considered in selection:

1.	qualification of the author in the subject field;
2.	scope and authority of the subject matter;
3.	availability of materials on the subject;
4.	timeliness or permanence of the material;
5.	quality of writing;
6.	reputation of the publishers; and
7.	price.

Unfortunately, in too many cases, realities such as lack of time to locate thorough, reliable reviews on individual titles, or, lack of any review at all, lead to selection by title, author, publisher and price, since these comprise the only available information.

Priority for books and other materials to be purchased for the library is given to those materials which meet direct curricular needs in the courses offered, including items needed for class assignments, collateral reading, reference made in the textbooks, supplemental individual study of research papers and reports, and those reference and bibliographical tools which will facilitate finding and using these materials. After these basic needs have been met, selection of materials for other needs will be considered in the order shown below:

1.	Materials to support the research needs of the faculty and to assist administrative and service personnel in the effective performance of their duties. (If possible, books, which have no value or use beyond an immediate need, should be borrowed through interlibrary loan rather than purchased.)
2.	Books with local (state, region, and county) interest.
3.	Books to satisfy the recreational needs of students and faculty.
4.	Genealogical materials—family histories, census records, indexes to census records, etc.

Types of books determined unsuitable for the LRC collection and therefore not usually purchased include:

1. Vanity press books, unless they are family histories or are similarly valuable as genealogical sources;
2. Religious materials which proselytize for a particular sect or denomination;
3. Textbooks, unless they are the best available titles on a particular subject. (Donations of recent editions of textbooks will be accepted if needed.)
4. Extremely technical books or books with reading level too advanced for freshman and sophomore students, with the exception of materials deemed appropriate for technical curriculum;
5. Out-of-print books, unless the title is a classic in its field or is for some other reason an important acquisition;
6. Rare books;
7. Duplicates, unless the requestor indicates a compelling need for additional copies.
8. Children's books.

Periodicals

Periodical subscriptions are reviewed each summer before the list of titles to be renewed is sent to the periodical jobber. Requests for new periodicals (accomplished in the same manner as for books) are decided upon and new titles are added to the list. Adherence to the procedure described insures that all periodical subscriptions begin and end with the calendar year, thus simplifying the task of overseeing renewals.

Factors considered in evaluating periodicals requested include

1. indexing in READER'S GUIDE TO PERIODICAL LITERATURE or other periodical indexes to which the LRLC has subscriptions;
2. relevance of subject matter to courses in the curriculum of the college or to the professional needs of faculty;
3. appropriateness of depth of coverage for freshman and sophomore students;
4. the number of students and faculty who would read the periodical;
5. availability or lack of similar periodicals in LRC's holdings; and
6. price of the subscription.

Newspapers

Newspapers are selected to represent the local area, the state, the region, and the nation, with emphasis on the local area and the state. On-line databases are also available.

Government Documents

The LRC is a partial (selective) government documents depository, thereby receiving approximately 26.31% of the publications available for distribution through the Library Programs Service of the U.S. Government Printing Office.

The primary purpose of the LRC government documents collection is to provide the general public with information about the activities of their government.   Meeting research needs of EOCC students and faculty, as well as, providing support for the curriculum of the school, is also a high priority. As mush as space and staff resources allow, information needs of significant segments of the local population—i.e., the agricultural community, the military and civil service employees at Fort Rucker, and small business owners—are met through items selected for the depository collection.

The Suggested Core Collection: Small Academic Library (Federal Depository Library Manual, Section 4) was used as the basis for government publications chosen for the LRC collection. Each item on the list was evaluated. Those items deemed inconsistent with the goals of the LRC collection or the selection guidelines were deleted. Items to be added to the core collection are selected biannually. In addition to information furnished by the Library Program Service, the following aids are used in the selection process:

Federal Depository Library Manual. Second edition. Edited by Ridley R. Kessler, Jr. and Margaret S. Powell. Washington D.C.: U.S. Government Printing Office, 1993.

Bailey, William G. Guide to Popular U.S. Government Publication. Third edition. Englewood, Colorado: Libraries Unlimited, 1993.

Guide to U.S. Government Publications. Edited by John L. Andriot. McLean Virginia; Documents Index, 1987.

Morehead, Joe. Introduction to United States Public Documents. Third edition. Littleton, Colorado; Libraries Unlimited, 1983.

Van Zant, Nancy Patton. Selected U.S. Government Series: A Guide for Public and Academic Libraries. Chicago: American Library Association, 1978.

Guidelines used in selecting government publications are listed below.

The LRC government documents collection should include publications from all branches and departments of our federal government. Areas in which the LRC should select in depth are as follows:

1.   Core materials as listed in the Federal Depository Manual;
2.   Non-technical agricultural materials;
3.   Census population reports of the U.S. as a whole, of Alabama and bordering states, and of special segments of the populations;
4.   Department of Defense materials, especially those related to the Army;
5.   Health and Human Services Department materials, especially those publications dealing with health issues and various sociological issues such as drug dependency, child abuse, etc.;
6.   Justice Department materials, especially those that provide crime statistics and information on criminal justice such as sentencing, drug law enforcement and juvenile delinquency;
7.   Labor statistics;

8.   Internal Revenue Service materials;
9.   Presidential papers and special reports;
10.   Department of State reports on foreign relations policy and treaties;
11.   Congressional materials of every type; and
12.   FAA materials pertaining to aviation maintenance.

The LRC will not select the following types of publications:

1.   Highly technical or esoteric items;
2.   Items already available in another library in the local area, unless those items are considered to be core materials or are requested frequently;
3.   Series, such as the Official Gazette of the U.S. Patent Office, which general large numbers of volumes or microcopy and which are requested only sporadically; and
4.   Departmental in-house publications such as organizational manuals and telephone directories.

Gifts

Gifts are welcomed; however, the same standards must be applied to donations as to purchased acquisitions. Generally, out-of-date textbooks will not be accepted; nor will condensations and titles which are already part of the collection. Depending on the wishes of the donor, items not kept by the LRC will be returned to the donor, offered to another library, or discarded.

Any appraisal for income tax purposes of a gift or book or other materials to the LRC is the responsibility of the donor.

Funds for the purchase of memorial books are accepted with the understanding that the responsibility for selection rests with the LRC staff. Attention is given to suggestions from the donor on any special field of interest that might be suitable.

Memorial books are shelved with the regular collection so that they will be accessible to potential users. A memorial plate is affixed to each memorial book and a thank you letter is sent to the donor.

III.   Selection of Non-Print Materials

The major purpose for audiovisual acquisitions in the EOCC LRC is curriculum support. Materials which faculty request are ordered for preview. These materials are reviewed by LRC staff and all interested faculty. Instructors often choose to review materials with their classes, allowing evaluation based on students' responses. Acquisitions are spread equally among divisions when worthwhile materials are available and when faculty interest warrants it.

The LRC staff uses various tools such as media journals, publisher's catalogs, directories of audiovisual materials, and brochures from university film centers as sources from which to suggest new materials to instructors.

Materials are evaluated on the bases of

1.   technical quality (sound, photography, color);
2.   authenticity, accuracy;
3.   effectiveness of presentation;
4.   usefulness (significance, lasting value);
5.   suitability of content to curriculum.

COLLECTION MAINTENANCE

Weeding

The LRC recognizes the need to continually evaluate its collection in response to the changing nature and needs of the college curriculum through the weeding, replacement, and repair of its titles. Weeding is a necessary component of selection since it will provide the following results: enhancement of the LRC's reputation for reliability; revitalization of the collection's appearance, updating of the collection, identification of books which need repairing, rebinding, or replacing, and overall improvement of library service through a collection of quality.

The following criteria should be considered in weeding materials from the collection:

1.   Obsolescence of information;
2.   Replacement by later edition;
3.   Duplicate copy of a title no longer in demand;
4.   Insufficient use;
5.   Poor physical condition: not suitable for rebinding;
6.   Broken files of serials no longer in demand; and
7.   Unindexed serials no longer current.

The guidelines for withdrawal of titles in specific collection areas are listed below:

Circulating Collection: All superseded editions, titles with obsolete information, duplicate titles no longer needed, and titles in poor physical condition become candidates for withdrawal. Titles, which have not circulated for five years, will also be considered for withdrawal. Decisions to withdraw are made on a title-by-title basis by the Reference Librarian.

Reference Materials: Reference titles for which revised or otherwise superceding editions are received become candidates for withdrawal or placement in the circulating collection, depending upon an evaluation of each title's potential demand.

Serials: Each year the LRC staff reviews serial holdings and evaluate titles that receive infrequent use. Recommendations for cancellation and retention are made based upon curriculum needs, requests by faculty and students, and budgetary constraints.

Replacement

Resources that are missing, lost, or withdrawn because of wear or damage will not be replaced automatically. The merit of the book, serial, or non-print material must be considered

before a replacement copy is purchased. The following are considered in making decisions on replacements:

1. continued value of the particular title;
2. demand for the specific title;
3. number of copies held;
4. existing coverage of the subject;
5. availability of newer, better materials on the subject;
6. price of the replacement copy

Binding

Decisions will be made continually on how to handle workbooks—whether to mend, bind, or withdraw them. In making decisions on binding, these determinations should be made:

1. value and use of the title;
2. cost of rebinding versus cost of replacement (if the title is still in print);
3. availability of a duplicate copy in the collection; and
4. amount allocated in the LRC budget for binding.

Duplication

More than one copy of a title may sometimes be required to meet special needs of the instructional program. While not encouraged because of budget limitations, purchase of duplicate copies may occur in accordance with the following guidelines:

Print Materials

1. Multiple demand and heavy continual use of individual titles will be primary reasons for duplication.
2. Reference titles that are in heavy demand will be given primary consideration for duplication.

Non-Print Materials

1. Frequent requests for use by faculty or multiple requests by faculty for use at the same class time will be reason.
2. The need of a title in a different format will warrant an additional purchase.

The cost of any item, together with the financial situation of the LRC, will be the overriding factor in applying these guidelines and in making ultimate decisions about duplication.

CLASSIFICATION, PROCESSING AND CIRCULATION

CLASSIFICATION

All books are classified and arranged by the Enterprise-Ozark Community College LRC/Library according to Library of Congress (LC) classification scheme and most are maintained in open stacks. Non print materials are classified by LC at the Enterprise Campus and are available in stacks designated A-V center.

Government publications are classified by the Superintendent of Documents Classification System and are maintained in open stacks for circulation to faculty, students, and community patrons. Selected documents are cataloged by the LC classification and are inter-shelved in open stacks. The majority of Hearings are cataloged by Superintendent of Documents classification and entered into the on-line catalog to increase use and awareness of document availability. All government publications are indexed by the Monthly Catalog of U.S. Government Publications, which is Internet accessible.

Current periodicals/magazines are arranged alphabetically by title and displayed in open stacks. Periodical back files are arranged alphabetically by title in closed stacks according to format (unbound, microfiche, and bound).   The LRC will move to electronic management of periodicals using the Sirsi serials module.

The LRC/Library maintains an Internet accessible on-line catalog, called *WebCat*. *WebCat* was established in July 1999 with a retrospective catalog of book & AV holdings on Enterprise Campus.   The institution has contracted Sirsi Corporation to load the Marc records for the Aviation Ozark/Mobile collections.

PROCESSING

Circulating, reference, special collections, and selected government documents are bar-coded. A security device is attached to materials in Enterprise LRC. Print materials are stamped with ownership; AV materials and containers are stamped or labeled with ownership. AV equipment is labeled for identification and inventoried manually.

Records of LRC/Library holdings on all campuses are to be cataloged and accessible via online catalog, *WebCat*. Location of holdings are designed in the holdings records. Statistics are maintained in Sirsi Unicorn system and are accessible for use in decision making and reporting.

Enterprise Campus entered into full membership with OCLC/Solinet in 1984 and began adding holding records as materials were acquired. Holding records for new acquisitions at the Ozark and Mobile libraries will be added to Solinet as cataloged.

CIRCULATION

Books and government publications are loaned for a 28-day period with renewal privileges. Reference, Special Collection and Genealogical materials do not circulate.

Periodicals, newspapers and vertical file materials do not circulate to students and community patrons; limited basis for college employees.

Non-print materials are loaned for a seven-day period. Faculty and staff are given an extended loan period for classroom use upon request.

All library users must acquire a bar-coded library card before they can check out materials. These cards may be obtained at the circulation desk on any campus. Currently enrolled student records are downloaded each semester from college records provided by the Computer Services department and loaded into the automation server. Employees and community patrons are manually entered into system.

FINES

Schedule of Fines assessed for over-due materials:

Circulating books, documents, and AV materials	$.10 per day up to $5.00 maximum
Reserve Materials & AV Reserves	$.25 per HOUR up to $5.00 maximum
A-V Materials	$.10 per day up to $5.00 maximum

One grace day is allowed for overdue books and documents. Fines are not charged for days during which the libraries are not open. Overdue fines are considered debts to the college. Student records for students with outstanding debts are flagged in the Office of Admission and Records, and students may not register for classes until the debt has been cleared.

FEES

Schedule of charges assessed for various services/materials:

Xerox copies	$.10 per copy
Printer(s)	$.10 per copy for curriculum-related by EOCC student(s)
	$.25 per copy for community patrons & for non-curriculum printing by EOCC student(s)
Microfiche/film copies	$.10 per copy students/faculty
	$.25 per copy community patron
Transparency film(Printed)	$1.00 per sheet
Fax transmission	$1.00 per page

All monies collected for fines, fees, and lost materials are counted and deposited monthly in the Business Office. A receipt is returned to LRC.

LOST OR DAMAGED RESOURCES REPLACEMENT POLICY

Students/patrons are responsible for returning borrowed resources. In the event RESOURCES are not returned, the borrower will pay for the lost item as outlined below:

LOST OR UNRETURNED BOOKS

Patrons must pay the current replacement costs obtained from a credible on-line source such as Amazon.com, plus a $10.00 processing fee. If a hardbound book is out-of-print, a fee of $25.00 plus $10.00 processing fee will be charged. If a paper bound book is out-of-print, a fee of $15.00 plus a $10.00 processing fee will be charged.

DAMAGED BOOKS

A fee of $15.00 will be charged for a damaged book if re-binding will restore the book to usable form. If the damaged book cannot be restored, a lost book fee will be charged.

RESERVE MATERIALS

If the materials on "Reserve" are owned by another department on campus, a reasonable fee will be accessed by the Director after consulting with person or department responsible for placing the materials on "Reserve."

INTERLIBRARY LOANS

The borrower will be responsible for paying the fee charged by the lending library on any lost item borrowed through interlibrary loan.

Replacement costs for unreturned materials are considered debts to the college, thereby student records are flagged until payment has been made and library staff has cleared the debt. College employees and community patrons must assume responsibility for borrowed interlibrary loan materials.

Aviation materials are not loaned on ILL but may be used intra-institutionally.

RESERVES

Materials may be placed on reserve at the request of an instructor or college staff member. The person requesting that materials be placed on reserve sets the circulation limits for the items. Instructors are asked to bring items to library 24 hours in advance and provide necessary information for reserve circulation. Fines are charged in accordance with fine policy. Reserves are available at all campus LRC's.