

**LEARNING RESOURCES
CENTER/LIBRARY
POLICY MANUAL**

Revised December 2018

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INTRODUCTION

This manual is intended to identify basic policies that relate to the operation of the Learning Resources Center/Library at campuses of Enterprise State 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 State Community College LRC/Library is a member of the Alabama Two-Year College Library Association.

GENERAL INFORMATION

Enterprise State Community College provides Learning Resources Center/Library facilities and services on the Enterprise campus (Snuggs Hall), Ozark Aviation campus (Steagall Hall), and provides assistance at other sites to serve all students regardless of the programs of study in which they are enrolled. ESCC students by agreement have library privileges at the Center Library on the Fort Rucker 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 became a multi-site LRC/library with the addition of the facilities on both the Ozark Aviation campus and the Mobile Center. The institution was renamed Enterprise State Community College in 2010 with Enterprise as the main campus. While the college views the LRC/Libraries and related services as one entity, each location retains an individual designation. During Spring semester 2018 the Mobile Aviation Center transitioned to being a unit of Coastal Alabama Community College.

The main library/LRC, located on the Enterprise campus in Fall 2018, housed approximately 66,000 volumes and subscribes to 27 current periodicals. The LRC at Ozark Aviation campus housed approximately 7,500 volumes and subscribes to 13 periodicals. 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 maintains a limited vertical file of newspaper articles clipped on Alabama, Enterprise city, Coffee County and ESCC news.

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 their email address or saved to a location of choice. Periodical back files are available in unbound, bound, electronic and other formats.

Audiovisuals for individual and classroom use are provided on each campus. Viewing is possible for users at all locations.

The Enterprise campus established its first online library automation system in 1999 using the Sirsi (now Sirsi/Dynix) integrated library program. The program units include circulation, cataloging, reserves, an online catalog and serials. Library users may access the online catalog, called *WebCat*, in any campus library or on computers from anywhere through Internet access, linked from the college's website at www.escc.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 a variety of other uses including group instruction, photocopier services, office space, and storage space for equipment and supplies.

ENTERPRISE STATE COMMUNITY COLLEGE

LEARNING RESOURCES CENTER/LIBRARY MISSION STATEMENT

The mission of ESCC Learning Resources Center/Library Division, an integral part of the College's instructional programs, is to provide resources, equipment, and services of the 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, Wednesday	7:45 a.m. – 5:00 p.m.
Tuesday, Thursday	7:45 a.m. – 7:00 p.m.
Friday	7:45 a.m. – 1:00 p.m.

Ozark Aviation Center

Monday	TBA
Tuesday	TBA
Wednesday	8:00 a.m. – 12:00 p.m.
Thursday	TBA
Friday	Closed

If you need to use a computer or other resources when the library is closed, please visit the Steagall front office. (Ms. Pryor's area)

Albertville and Andalusia Aviation Sites
(256) 279-0940 Albertville, (334) 222-0133 (Andalusia)

NOTE: Please call for assistance

Student Academic Support (SAS) Lab Snuggs Hall, Room 100

Monday, Wednesday	8:00 a.m. - 4:30 p.m.
Tuesday, Thursday	8:00 a.m. - 7:00 p.m.
Friday	8:00 a.m. - 1:00 p.m.

SELECTION POLICIES AND PROCEDURES

Enterprise State Community College Learning Resources Center

OBJECTIVES

The primary goal of the Enterprise State 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.

I. 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; titles used regularly by the LRC staff are as follows:

Publishers Catalogs
Faculty and Staff Requests
Student Requests

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 electronic, print and periodical indexes to which the LRC has access;
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. Online databases are also available.

GOVERNMENT DOCUMENTS

The LRC is a partial (selective) government documents depository, thereby receiving approximately 16.93% 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 ESCC students and faculty, as well as, providing support for the curriculum of the school, is also a high priority. As much 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 or latest available edition.

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.

Forte, Eric J., et al. Fundamentals of Government Information. New York: Neal-Schuman, 2011.

Federal Depository Library Program. *List of Classes of United States Government Publications Available for Selection by Depository Libraries*.
<https://www.fdlp.gov/file-repository/collection-management/list-of-classes>

U.S. Government Publishing Office. *Catalog of U. S. Government Publications (CGP)*
<https://catalog.gpo.gov/F?RN=403731433>

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, discarded, or placed for public taking. A letter of acknowledgement will be sent from the President for items added to the collection if contact information is available.

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 an acknowledgement letter from the President is sent to the donor.

An accounting of gifts received must be made annually to the President's Office.

II. SELECTION OF NON-PRINT MATERIALS

The major purpose for audiovisual acquisitions in the ESCC 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. Over time and with advancement in the World Wide Web/Internet, availability of various formats and resources, and the fluctuation in patron

demand and research tools the LRC has expanded to include electronically accessible materials in its collection.

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/DESELECTION

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 resources. Weeding/deselection 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 and relevance.

The following criteria should be considered in removing 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;
7. Unindexed serials no longer current; and
8. Budget constraints.

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.

Audiovisual formats: Titles become out-of-date or fall into disuse and a newer format is available. A resource is damaged and usable or no available quality equipment to utilize resource.

Electronic formats: Continuous evaluation and change due to technology demands.

An accounting of items removed from the collection(s) must be made annually to the Dean of Finance and Administration.

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, magazines, and periodicals—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;
4. availability of advanced format; and
5. funds allocated in LRC budget.

DUPLICATION

More than one copy of a title may sometimes be required to meet special needs of the instructional program. While not encouraged 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.
3. Items considered classic in content or other areas.
4. Instructor request.

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 may 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 State Community College LRC/Library according to Library of Congress (LC) classification scheme and are maintained in open stacks. Non-print materials are classified by LC and are available in stacks designated A-V center and housed behind the Circulation Desk.

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 through the **Catalog of U.S. Government Publications** (CGP) website: <https://catalog.gpo.gov/F?RN=403731433>.

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/film, and bound).

The LRC/Library maintains an Internet accessible on-line catalog, called *WebCat*, a library automation and management product of the Sirsi/Dynix Corporation. *WebCat* was established in July 1999 with a retrospective catalog of book and AV holdings of the Enterprise Campus. The institution contracted with Sirsi Corporation to load the MARC records for the Aviation collections of Ozark and Mobile when the campuses were demerged from Wallace Dothan and merged with Enterprise State in 2003.

PROCESSING

Circulating, reference, special collections, and selected government documents are bar-coded and included in the catalog. A security system is utilized in the Enterprise LRC and a security device is attached to materials. Print materials are rubber stamped with ownership; AV materials/containers are rubber stamped or labeled with ownership. AV equipment is labeled for identification and security devices may be added.

LRC/Library holdings on all campuses are cataloged and accessible via online catalog, *WebCat*. Location of each item is designated in the holdings records. Statistics are maintained in SIRSI Unicorn/Symphony system and are accessible for use in decision-making and reporting.

Enterprise Campus entered into full membership with OCLC/SOLINET (now /LYRASIS) library cooperative in 1984 and began adding holding as cataloged. The procedures have changed over the years due to technological advances but the basic concept of adding member records remains intact.

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 which involves a special procedure. Faculty and staff are given an extended loan period for classroom use upon request.

All library users must acquire a barcoded 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 Information Technology department and loaded into the LRC automation server. Employees and community patrons are manually entered into this system.

All changes to library policy must be approved by the college and/or library administration.

FINES AND FEES

No financial payments of any kind are received by library personnel. Fund payments must be made at the Cashier's window in the Business Office. Overdue materials that remain so for extended periods are reported to the Business Office and thereafter handled through that office. A collections cost may apply as well as charges outlined in categories that follow.

FINES

Schedule of student fines assessed for over-due materials:

Circulating books, documents, AV materials	\$.10 per day up to \$10.00 maximum
Reserve Materials and AV Reserves	\$.25 per HOUR up to \$10.00 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 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	\$.05 per copy for ESCC students and \$.10 for community patrons
WEPA Printer(s)	\$.05 for black and white and more for color copies
Microfiche/film copies	\$.05 per copy students/faculty \$.25 per copy community patron
Fax transmission	\$1.00 per page including cover page

All monies collected for fines, fees, lost materials, and other charges are paid at the Cashier's window in the Business Office. A charge form is completed by LRC/library staff and sent with patron to cashier and a receipt is returned to LRC. Printing of materials not processed electronically is done at the faculty/staff copier and requires assistance from library staff. The fee must be paid before patron receives the copied material(s). No exceptions.

LOST OR DAMAGED RESOURCES REPLACEMENT POLICY

Students/patrons are responsible for returning borrowed resources. In the event RESOURCE

is 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 replacement cost or lost book fee will be charged.

RESERVE MATERIALS

If the materials on “Reserve” are owned by faculty or 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 all fees 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 assume responsibility for borrowed interlibrary loan materials.

Aviation materials are not loaned through ILL outside of ESCC however they may be loaned within the institution.

INTRA-LIBRARY LOANS

These are materials owned by the College but located on a campus other than the requestor's home campus. All standard ESCC borrowing and lending privileges and policies apply to these materials and formats regardless of home location. Library holdings are viewed using the online public catalog, *WebCat*, which also indicates the home location of items.

STUDENT PRINTING

There is a fee for printing at ESCC. Students are able to reproduce curriculum and non-curriculum related materials handled through an Internet driven/Cloud based WEPA printing machine located in the main campus library and at other places around ESCC campuses. These machines allow students to manage their printing jobs. They may set up a WEPA print account and add funds or pay as-you-go by credit or debit card or with a print card available for purchase in the ESCC Bookstore(s). As copies are printed the cost of each is deducted from the

account or card funds. Some additional fees may also apply. Documents can be sent or saved to account, retrieved and printed from a WEPA machine anywhere. Color and black & white copies are available with color costing slightly more. Printing may also be done from machine readable storage devices (jump drive). Students do not have color copy access outside of the WEPA printing process.

Copies that cannot be retrieved electronically such as those from books, magazines or other hard copy formats can be reproduced (Xeroxed) by library personnel using faculty/staff copier. This service requires assistance of library personnel. The fee must be paid at the Cashier's window in the Business Office and payment verification confirmed before copies are given to patron.

A scanner is available in the library for student needs along with a fax service. Faxing must be specifically requested. Charges are incurred for scanning if printing is desired. There is a charge per page for faxing including cover page. Students and employees pay for personal faxing, however, employees do not pay for work related faxes.

BIBLIOGRAPHIC INSTRUCTION, ORIENTATION AND OTHER SERVICES

The LRC provides basic and in-depth instruction in both formal and informal settings to serve the needs of students and faculty. Point-of-use traditional assistance is provided to LRC users on an individual basis. A general orientation is provided to all in-coming students during orientation sessions. Formal instruction is provided to specific classes at all locations upon request by faculty member. Helpful materials are available and may be developed for specific classes and assignments. Information regarding scheduling classes or orientation is included in the Faculty Handbook and Part-Time Faculty Handbook. The LRC web page provides information about library use, resources, and services.

RESERVE MATERIALS

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 libraries.

INTERLIBRARY LOANS

The ESCC LRC/Library participates in LYRASIS agreements. Loans are made within the established guidelines for the cooperative. ESCC policies are included in the OCLC Policies Directory. No fees are charged for interlibrary loan services unless the loaning library charges for loaning or photocopying. The patron making the request is notified of fee responsibility before the library initiates the loan request. Lost material or any replacement charges incurred are the responsibility of the requesting individual not the ESCC library.

Students, faculty and staff may obtain an ILL form in each LRC. The form is given to the librarian on the Enterprise Campus. The librarian places requests and notifies the user when an item has been received. The Librarian and LRC Secretary are responsible for returning the borrowed material as indicated on the notice from lending library. Photocopied periodical articles or other material are given to the library user. ILL materials are picked up and returned on the campus where request was originated.

INTRA-LIBRARY LOANS

ESCC Library holdings are viewed using the online catalog, *WebCat*, from any Internet accessible computer. Materials located in ESCC libraries may be borrowed by ESCC students and staff upon request. An intra-library loan form is available at the circulation desk to request materials be sent to the students' campus library. A small window of time is required for delivery from one location to another location. All standard ESCC borrowing/lending policies and practices apply.

DISTANCE LEARNING SERVICES

The ESCC LRC/Library strives to meet the specific information needs of students enrolled in distance learning courses. Within the limits of available resources, the LRC intends to provide services to the distance programs equitable with that provided for on-campus programs. Reciprocal use library agreements are in place for students at locations that require them.

Distance education students have access to traditional services and resources. The WebCat, online catalog, is searched for holdings. Every effort is made to mail or begin the supply procedure for a requested resource within 24 hours excluding weekends and holidays. The mail service is only available to distance education students who are not attending classes on campus. ESCC students also have access to virtual reference materials, the Alabama Virtual Library (AVL) and e-books identified through the online catalog, *WebCat*.

A wide range of resources in electronic format is available through Internet access at the Alabama Virtual Library. The AVL provides online access to encyclopedias, full-text magazine and journal articles, newspapers, as well as, full-text reference publications. ESCC students unable to access the *WebCat* from the website may request an AVL account and ID. Distance learning students can email their request to the librarian. A list of websites is available on the LRC home page to guide web-based research, as well as, individual paced learning modules that can be activated in the student account on the CANVAS learning management system environment.

Interlibrary loan services are available to distance learning students. Requests may be submitted via email to the librarian.

The ESCC LRC does not have the resources to transmit or loan non-print media, equipment or reserve materials to distance learning students. Instructors in distance education courses generally provide links to electronic materials to supplement on-line instruction. The LRC Staff will make special arrangements with a library in the student's vicinity when possible if requested by student.

STUDENT ACADEMIC SUPPORT (SAS) LAB

The Student Academic Support (SAS) Lab located on the Enterprise Campus is designed to offer all students access to equipment and materials for academic reinforcement. It is the distance learning test site for the Enterprise campus online and other courses that require proctored testing. The ACCUPLACER exam is administered by the counseling department or the Admissions offices. **Exams in the SAS Lab are proctored by appointment only.** Students schedule exams electronically from a computer. Any paper exams proctored are by special arrangement through the instructor and SAS Lab staff. Many of the SAS Lab operations are coordinated by the Director of Distance Learning.

The Lab is equipped with up-to-date computers which are available for ESCC curriculum-related testing only—no recreational use allowed. No test is started with less than an hour until posted closing time. Testing and priority use in the SAS Lab is given to students who have made prior arrangements or appointments.

THE SAS LAB IS CLOSED ON ALL HOLIDAYS THAT THE COLLEGE IS CLOSED AND BETWEEN SEMESTERS.

NOTE: Students needing to conduct research using the Internet, use educational support software, prepare course assignments, and apply on-line for Financial Aid should use the library or other computer labs on campus. Students are welcome to create and print a "STARS" Guide and Transfer Agreement (STARS—Statewide Articulation Reporting System) and check their e-mail accounts. Recreational use or non-curriculum related use is limited to 1 hour per day.

PROCTOR SERVICE

NON-ENTERPRISE STATE COMMUNITY COLLEGE STUDENTS

Individuals who are not enrolled in an Enterprise State Community College (ESCC) credit course may use the College's proctoring service for a fee. The proctoring service fee is currently \$35.00 (change pending) per course for one person for one semester. ESCC's Proctoring Service for non-students is provided by a designee at each ESCC Campus. On the Enterprise campus the Library Director or a designee, Ozark campus counselor, Andalusia and other sites the Center director. To schedule a proctored exam non-ESCC students or individuals call the College at 334-347-2623 and give appropriate information regarding testing needs. *Enterprise State students are proctored in the College's SAS Lab.* The following guidelines apply:

1. Student must contact one of the official College proctors;
2. Student must coordinate testing arrangements between their test institution and the proctor;
3. Pay applicable proctor service fee at Cashier's window in Business Office prior to being tested;
4. Provide receipt to proctor before testing;
5. Present required photo ID to the proctor at the time of exam;
6. Proctor must follow test administration guidelines provided by institution for exam process.

Active duty military personnel are EXEMPTED from proctor service fee. Valid military identification (photo) required.

ESCC is also an approved site for PROV testing, B.A.T./Police Officer exam, and others as arranged by colleges, universities, and organizations.

EMPLOYEES

Proctor service is provided to ESCC employees without charge (fee waived) with presentation of **current** employee identification.

COMMUNITY USE OF LEARNING RESOURCES

The primary function of the Enterprise State Community College Learning Resources Center/Library division is to serve the needs of the multi-purpose institution and its students, faculty, and staff. The Learning Resources Center is open to interested community patrons and serves the public with access to and assistance with obtaining Government Documents. However, some limitations and priorities on borrowing privileges for community patrons must be imposed in order to meet the needs of ESCC students. Area high school students at large are excluded from registering for a community library card. (Any high school student that enrolls at ESCC as a dual enrolled student qualifies for privileges.) Adults, nineteen years of age or older, may obtain borrowing privileges with the payment of a \$10.00 borrower fee. The fee provides borrowing privileges for one year from the date of issue. The community card may be renewed annually if there are no outstanding fees or books. Members of the LRC staff are committed to the community services objectives of the College and will make every effort to provide assistance to all patrons within reason.

COMMUNITY PATRON GUIDELINES

The following guidelines should be followed when issuing a community library card:

- A. Borrower's Card
 1. A community patron information sheet and identification card must be completed before a community card will be issued. Completion of the community patron information sheet assures that the patron will comply with all policies of the Learning Resources Center.
 2. LRC Staff member will issue a card and accept payment of \$10.00. The card will be valid for one year from date issued.
- B. Learning Resources Center Fines Policy

Overdue materials—ten cents per day for books and twenty-five cents per hour for reserve materials.

Lost materials---outlined in lost or damaged books policy.
- C. Borrowing Limitations

Periodicals are not checked out. Reference, genealogy, reserve books and audiovisuals are used in library only. Audiovisual materials not on reserve circulate for 7 days to ESCC students only.

ORGANIZATION AND ADMINISTRATION

The LRC staff contributes to the administration of the LRC by working together to set standards, to determine policies, and to plan and improve services. The policy manual, which is revised periodically, contains the formal policies of the LRC/Library. A copy of the handbook is provided to staff.

The ESCC Director of Learning Resources Center/Library is a full-time professional librarian with ultimate responsibility for the administration of all LRC/Library services for the college on all campuses. The Director functions administratively at the level of division chairperson and reports to the Dean of Instruction.

ESCC Librarians and Support Staff report to the LRC Director or his/her designee. The Library is a component of the Dean of Instruction in the organizational plan. Librarians hold full-time professional positions. All full time professional librarians have faculty status on Salary Schedule "D" and hold degrees from ALA accredited institutions.

The LRC Secretary reports to the LRC Director. The secretary also assists other staff members with clerical duties; government documents processing; key operator for faculty/staff photocopying equipment; interlibrary loan, and circulation statistical duties. The secretary is placed on the Support Staff Salary Schedule "E" according to State Board Policy.

Library assistants are employed as need dictates and are either full-time positions or workers on a less than full-time schedule. They report to the LRC Director and/or the appropriate LRC campus personnel. A full time library assistant is employed in the Ozark LRC. The Ozark campus library assistant is supervised by the Director of the LRC, as well as, the Director of the Ozark Campus.

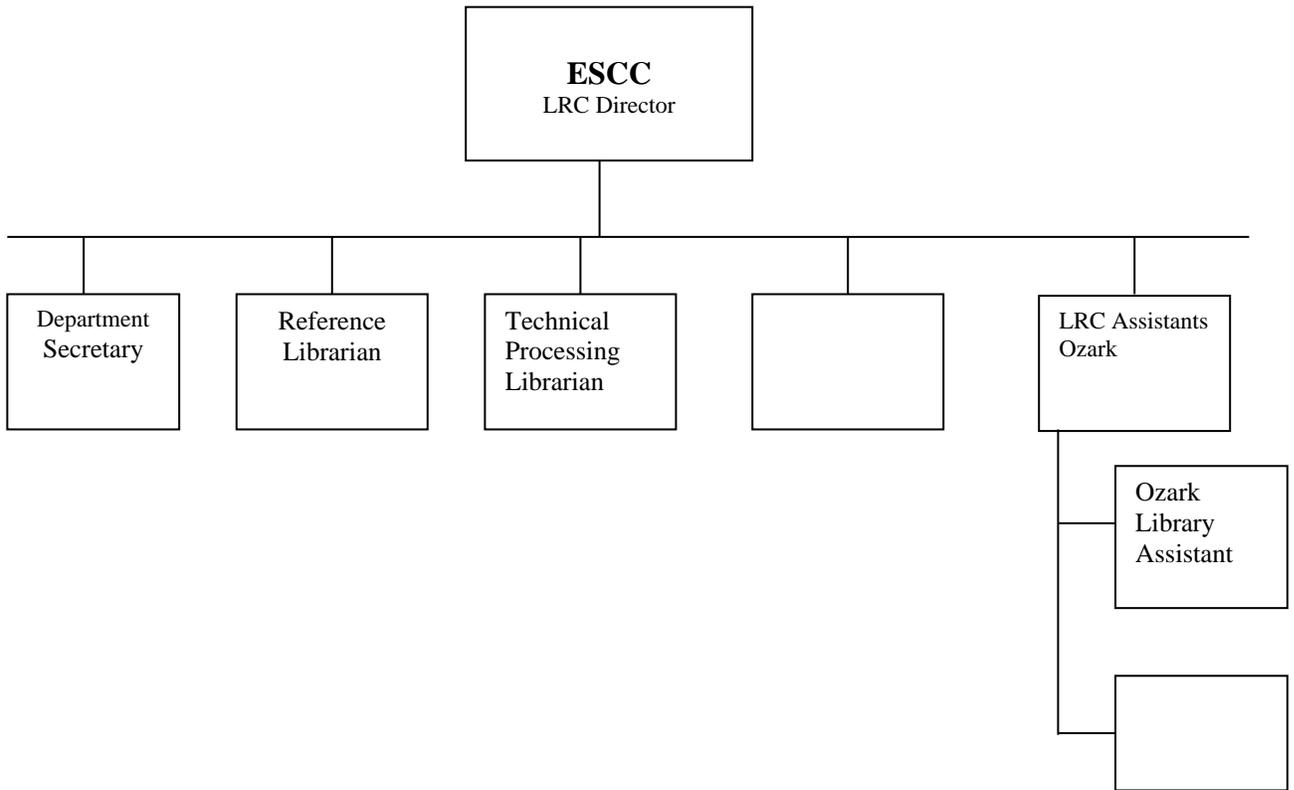
All LRC staff members refer to the Faculty Handbook and the State Board Policy Manual for personnel policies, procedures, benefits, services, and salary schedules. The President, upon recommendations of the Librarian and/or a selection committee, appoints librarians and staff members.

Job descriptions for all positions are reviewed annually by Director and discussed with individual employees. Changes in titles or job description must be approved by the Dean of

Instruction and President. Current job descriptions are on file in the ESCC LRC Director's office and the campus Human Resources Office.

Work-study students are employed to work in the LRC division. The number of hours each student can work is determined by the Financial Aid Office. The Director interviews prospective students prior to employment in the LRC. Student workers are trained and supervised by all full time staff members depending upon task or location assigned.

ESCC LRC/LIBRARY ORGANIZATIONAL CHART



BUDGET

Enterprise State Community College has library budgets for learning resources expenditures and educational support media. The budget is developed by the Director in conjunction with the LRC Staff. Budget requests are based upon previous expenditures, specific needs, services, equipment, and goals and objectives for the up-coming year. The budget request is formally submitted to the Academic Dean. The approved budget is returned to the Director. The LRC follows College guidelines published in the Faculty Handbook for requisitions, purchase orders, and invoices.

Enterprise State Community College utilizes an electronic requisition program which requires approval and release by the Director to obtain approval by the Dean. The Director administers the budget with the assistance of the staff. On-line budget information is available from the Business Office to provide current budget information on each budget account administered by LRC.

An internal bookkeeping system is maintained by the LRC which includes copies of requisitions, purchase orders and invoices. Budget information is provided to staff at beginning of fiscal year, periodically during the year, and anytime requested.

Funds from the budget are assigned to specific campus budgets and may be supplemented through restricted funds. Foundation funds and direct contributions for the Library are also available from time to time.

All LRC financial transactions for fines, copying fees, payments for lost or damaged materials, etc. are handled in the Business Office. Receipts are provided for all funds accepted in Business Office and a copy of the payment receipt is provided to the LRC for record purposes.

On the Enterprise Campus the LRC/Library division maintains a high volume copier used campus wide by faculty and staff. It is leased through contract by the Business Office. Choices for Library copiers are made by the Business Office with input from Director. Library responsibilities include maintaining the equipment by adding paper, eliminating paper jams and other minor difficulties, and contacting the service providers. The LRC Secretary is the major key operator for this equipment. Use by persons other than faculty, staff, other college employees or their student assistants is prohibited. Non-ESCC persons needing copies must pay the fee at the Business Office Cashier's Window and copies are then made by library personnel

upon verification of payment. The LRC staff is responsible for assigning account numbers for faculty/staff copier users, training new users, adding staples, and providing a “key operator” to handle malfunctions.

In the Fall of 2015 ESCC transitioned to a WEPA photocopy machine for student use which is Internet and Cloud storage based. These machines are located in various buildings around campus. The LRC's is overseen by the staff just to add paper and clear jams. All other equipment concerns are handled by the ESCC IT Department or a telephone call to the vendor.

EFFECTIVENESS (EVALUATION AND ASSESSMENT)

The LRC/Library is evaluated biennially by students, staff, and faculty to obtain a comprehensive assessment of personnel, resources, services, and facilities. The LRC staff develops the surveys with the assistance and direction of the Director of the Office of Institutional Effectiveness and Planning. The IEP Office also tasked with research duties assists with survey distribution and tabulation. The results are reported to the LRC Director and staff, the Dean of Instruction, President and others. The Director and staff are responsible for responding to the areas or services that need attention or improvements.

A division plan for the LRC/Library is generated each year within the college's planning and assessment procedures. An internal evaluation is made by the ESCC LRC Director and staff when developing annual goals and objectives and preparing budget requests. To complete the cycle, a report is prepared by the ESCC LRC Director to document progress towards meeting goals. Copies are filed in the office of the Director and Dean of Instruction. The LRC staff also receives copies.

Other measures of effectiveness include policy review; comparison to similar sized academic libraries and ALA/AECT Standards for Community, Junior, and Technical College Learning Resources Programs; user satisfaction surveys from graduating students each Spring; and ESCC employee and student satisfaction surveys; and to determine over-all satisfaction of specific issues as need demands. The results of these surveys are used to improve services, change procedures or alter instructional efforts.

LRC employees are evaluated according to college policies and procedures. The Director/Division Chair is evaluated similarly to college professional staff and support staff members are evaluated on the state mandated performance form. The Director evaluates librarians and staff annually. Results are discussed with staff members and sent to the Dean of Instruction. All employees must complete an annual professional development plan that is reviewed by the Director, and sent to the Dean of Instruction.

STATEMENT OF COPYRIGHT

The ESCC LRC/Library adheres to and encourages its patrons to follow the Fair Use Guidelines of the Copyright Act of 1976, revised in 1988. Individual responsibility statements are posted on photocopiers and other locations in LRC. The following guidelines have been established:

Off-Air Videotaping

Off-air videotaping will be done only for instructional keeping with the fair use guidelines under Copyright Act, 1976, revised in 1988

Transfer of Images, Audio and Video to Electronic Formats

It is the responsibility of the person making the transfer to meet the Fair Use Guideline of the Copyright Act of 1976, revised 1988.

See ALA site <http://www.ala.org> for ALA's Fact Sheet on Telefacsimile and Electronic delivery of ILL requests, Ala's Fact Sheet on video and copyright and the Copyright Management Center site <http://copyright.iupui.edu>.

AUDIO VISUAL EQUIPMENT

To support the diverse curricular needs of the Enterprise State Community College, audiovisual and other equipment related to the use of non-print materials and data projection is circulated, inventoried, and maintained by the LRC/Library or the Information Technology (IT) Department. Some departments of the college maintain specific equipment necessary for discipline specific instruction. New and emerging technologies

GUIDELINES

- A. Equipment requests from the LRC should be made by 2:00 p.m. for delivery in the evening and for the following day.
- B. Various types of equipment may be checked out to academic divisions/classrooms for the semester.
- C. To reserve the use of already assigned equipment, instructors must notify the LRC Staff or IT Department. A reserve notice will be placed on the unit to guarantee availability and/or delivered if necessary.
- D. Out of order equipment will be repaired and serviced if applicable or sent off campus for service if repair cost is justified compared to cost of replacement.
- E. Students may use equipment in the LRC or request delivery to a classroom for a class presentation.
- F. Instruction on use of equipment is available upon request.
- G. All requests for off-campus use of ESCC equipment must be approved by the Dean of Instruction or the President.

MEDIA SUPPORT SERVICES

The LRC supports the faculty in their instructional tasks through the production and effective utilization of media which will enhance the learning experience for ESCC students.

The staff assists in locating, previewing, and selecting commercially produced software.

Support service from the LRC includes but may not be limited to lamination; photocopier troubleshooting; production of overhead transparencies; and providing other services as appropriate. Items outside the scope of the LRC is handled by the IT Department.

LRC ADVISORY COMMITTEE

The LRC Advisory Committee operates in an advisory capacity to enhance the effectiveness of the Learning Resources Center's service to faculty, staff, and students.

The Committee fosters communication between Learning Resources Center staff and ESCC faculty/staff, offers suggestions for more effective services for faculty, staff, and students, recommends changes in policies and procedures, assists with the LRC evaluation, and provides support for improving the availability of resources.

Membership includes the professional Learning Resources Center staff members and faculty members from each division as appointed by the Academic Dean. The Dean asks one of the members to serve as Chairperson. The Learning Resources Center Advisory Committee meets as called by the Chairperson.

PROCEDURES FOR HANDLING CHALLENGED MATERIALS

The Learning Resources Center recognizes that censorship is an individual matter. Individuals are free to reject for themselves materials of which they do not approve; they do not have the right to restrict the freedom of others to read.

If a complaint is made:

1. The person receiving the complaint should be polite to the complainant, making no comment regarding the challenged materials. Direct the patron to the Director or Librarian or other full-time staff. The complainant should be given a "Request for Reconsideration" and asked to submit complaint in writing to the LRC Administrator.
2. The Administrator will notify the Academic Dean and the President and the Chairman of the LRC Advisory Committee of the complaint.
3. Upon receipt of the written complaint, the Librarian will place challenged material/s on reserve and notify the Dean and Chairperson of the LRC Advisory Committee and Advisory Committee members.
4. The LRC Administrator and staff will:
 - a. Read and study material.
 - b. Check reviews on the questioned materials for general acceptance.
 - c. Weigh values and faults against each other and form opinions based on material, as a whole, not specific passages pulled out of context.
 - d. Arrange a meeting with the complainant and LRC Committee. The Chairperson of the LRC Advisory Committee will be in charge of the meeting.
 - e. The Librarian will prepare a written rebuttal to the objections. Recommendations will be sent to the Academic Dean and President.
5. The President will announce the ultimate decision regarding the challenged materials. The complainant will receive this announcement by means of an official letter. (The President, may, at his/her discretion, call a meeting of the concerned party, Advisory Committee and LRC personnel before making a decision.)

REQUEST FOR RECONSIDERATION OF LIBRARY MATERIALS

Title _____ Book _____ Periodical _____ Other _____

Author _____

Publisher _____

Request initiated by _____

Address _____

City _____ State _____ Zip _____ Telephone _____

Do you represent:

_____ Yourself

_____ An Organization (name) _____

_____ Other group (name) _____

1. To what in the work do you object? (Please be specific, Cite pages.)

1. Did you read the entire work? _____ What parts? _____

2. What do you feel might be the result of reading this work?

3. What do you believe is the theme of this work?

4. Are you aware of judgements of this work by literary critics?

5. What would you like this library/school to do about this work?

_____ Do not assign/lend it to my child.

_____ Return it to the staff selection committee/department for re-evaluation

_____ Other. Explain. _____

6. In its place, what work would you recommend that would convey as valuable a picture and perspective of the subject treated?

Signature _____

Date _____

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.

Adopted June 18, 1948.

Amended February 2, 1961, and January 23, 1980,

inclusion of "age" reaffirmed January 23, 1996,

by the ALA Council.

American Library Association Code of Ethics

- I. 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.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. 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.
- IV. We recognize and respect intellectual property rights.
- V. 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.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. 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.
- VIII. 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.

Adopted by the ALA Council June 28, 1995