Beaufort County Community College Library Procedures

Circulation Procedures

Identification Cards & Library Cards

BCCC Students, Faculty, Staff and Community Patrons obtain a Library card at the Library, online, by phone (252-940-6282) or email Library@beaufortccc.edu.

A Library card must be presented each time materials are checked out. Picture ID may be accepted in lieu of card at the digression of the staff member. Cardholders are responsible for all materials checked out on their cards. Address and phone number changes should be reported to the Library. Lost or stolen cards should be reported as soon as possible.

Lost Card replacement fee-$3

InterLibrary Loans

BCCC students, faculty, staff and patrons may request books or periodical articles not available in the BCCC Library by using the InterLibrary Loan Request form. The initial loan period and any renewal for an InterLibrary Loan item are based on the policies of the lending Library. Periodical articles are supplied as photocopies and do not have to be returned. InterLibrary Loan is normally free to the borrower. The Library staff will check with the borrower before proceeding with any request that may incur a fee from the lending Library. The Library staff will mail ILL items directly to distance learning students. Please specify this on the interLibrary loan form or when you contact the circulation desk.

Loan Periods, Limits and Renewals

General Collection books, and books on CD are checked out for four weeks. DVDs may be checked out for one week. However, no more than four DVDs may be checked out at one time. Periodicals, newspapers, and reference materials may not be checked out. Reserved materials may be checked out with the permission of the instructor. Items may be renewed once unless on hold another borrower. However, no renewals for overdue materials.

Check out limit- 7 items per patron.

Overdue, Lost or Damaged Materials

Materials must be returned to the BCCC Library on or before the due date. A fine of $.10 per day with a cap of $10 per item is charged on all regular overdue Library materials with the exception of AV/Video/DVD materials that are fined at $1.00 per day.

Overdue fines can be paid at the BCCC campus Library. If Library materials are lost, the borrower must pay the replacement cost of the item. The replacement charge is
refundable if the item is returned and the person has the receipt. If Library material is damaged, Library staff will evaluate the damage to the item. If the book can be repaired in-house, there will be no charge to the borrower other than any overdue fine. Student registration, transcripts, and grades may be blocked if a student owes more than $5.00 and/or has any materials checked out. All restrictions will be lifted after all materials are returned and all fines are paid.

**Reserves**

Instructors may place materials on reserve for student use during the term. **A Library card is required for in-Library use or photocopying all reserve materials.** Loan period (Library use only, overnight, or one week) is determined by the instructor, within Library guidelines. Faculty are required to complete the Reserve Item form to ensure accurate course information. Reserve material will be removed at the end of the year unless other arrangements have been made.

**Collection Development**

**Purpose of Collection Development**

The purpose of the collection development guidelines are to guide the expansion and management of Beaufort County Community College Library collections of print, audiovisual, and electronic materials. Since information dissemination, networking, and Library resource sharing undergoes continual changes, Library procedures will require regular assessment and adjustment in order to:

- Provide an organized and accessible collection.
- Meet instructional and individual needs of students, staff, faculty, and community.
- Ensure that all patrons (students, faculty, staff, and community) have access to a broad range of information in varied materials.
- Meet the needs of a population with diverse learning styles and abilities.
- Meet the needs of distance learning students.

**Collection Development Responsibility**

Collection development is a joint responsibility of the faculty and Library staff with ultimate responsibility for the selection of resources resting with the Library Director and other professional staff. The professional Library staff works cooperatively with faculty, staff and students in recommending and selecting materials for purchase. Standard reviewing resources such as Library Journal, Resources for College Libraries, and Choice are utilized in print and online formats by Library staff in the selection of appropriate materials. The Library uses the collection development standards from the American Library Association. The Library staff strives to provide information that presents different points of view.

**Criteria for Selection of Materials**

When selecting, the following criteria are used:
Program accreditation requirements
Consistency with the mission and goals of the college
Currency of material
Long term value of material
Accuracy of content and presentation
Current holdings in the same or similar subject
Quality of item: paper, typography, and design; physical size; binding; durability
Authority of the author, issuing body, and/or publisher
Presentation in respect to style, clarity, and reading level of the material
Aesthetic considerations: literary or artistic
Special features: index; bibliography; footnotes; appropriate illustrations
InterLibrary loan requests placed for material on the same or similar subject
Expense of material relative to the budget and other available material
Availability in alternate formats such as web-based

Selection Format

Printed books are collected in hardbound editions unless cost is prohibitive. Books and materials that should be frequently updated (nursing/medical texts, computer manuals, test preparation materials) are purchased in paper formats when available.

Popular fiction established literary works, best sellers and new works receiving critical acclaim in the literary field are considered as funds permit.

Textbooks are not purchased unless requested by faculty. Exceptions are classics in the field.

Reference materials are selected to support the research needs of Beaufort County Community College students, faculty, and staff. The reference collection includes encyclopedias, dictionaries, atlases, directories, indexes, bibliographies, statistical compilations, handbooks and Internet resources.

Reference materials in this collection primarily support the academic programs offered at Beaufort County Community College. Reference materials in this collection do not circulate. These materials are reviewed on an annual basis. Reference materials are collected in print, electronic, and online formats.

Serials/periodicals/journals/newspapers are issued in print and electronic formats. Need and costs determine formats. Serials are continuously assessed in respect to cost, maintenance, and storage space.

The serial collection supports the recreational and academic needs of the Beaufort County Community College curriculum and the community the College serves. Factors to be considered in the acquisition of serials are:
- Academic support and enrichment
- Availability through electronic means or other access
- Expense, rate of price increases
- Reputation
- Expected use or value to collection
- Perceived need based upon interLibrary loan or document delivery requests

**Audio-visual materials, audiotapes, compact discs and DVDs,** are purchased at the request of the faculty, staff, and students. Limited copies of course-related DVDs may be available for short-term loan to students at all locations. Current and changing formats in this medium are given special attention.

**Electronic materials** (ebooks, digital audio books) are selected when that format is most effective in support of teaching and the community. Online resources such as indexing and full-text databases covering journals, magazines, newspapers or reference materials are purchased when they are relevant and cost-effective.

Beaufort County Community College attempts to balance print and electronic resources.

All Library materials will be selected primarily in the English language, with the exception of foreign language materials supporting introductory language courses or other curriculum demands.

**Weeding**

Weeding, or deselection of Library materials is the process of discarding items of all formats that are obsolete, unnecessary duplicates, rarely used, or damaged. This process is essential for the maintenance of a current, academically useful Library collection. Librarians are responsible for conducting an ongoing effort.

Faculty and department members are regularly consulted when specific items are recommended for deselection.

Materials deemed unnecessary or obsolete by the Library Director with the aid of other librarians, faculty, and/or staff members in their area of expertise are withdrawn.

Criteria to Consider for Weeding:
- Value to the collection
- Physical condition
- Duplication
- Coverage of subject by other materials
- Age or obsolescence
- Use and/or frequency of use
- Periodicals which are not indexed

Criteria to Consider for Replacement of Weeded Materials:
InterLibrary Loan

InterLibrary loan services support educational research for our college community. This transaction allows libraries to borrow materials from and lend materials to other libraries. The CCLINC ILL System provides access to titles within the North Carolina Community College System. All CCLINC institutions allow patrons, according to set guidelines, to borrow materials by accessing the holdings from their local institutions.

Conditions
Beaufort County Community College adheres to the conditions stated in the Interlibrary Loan Code for the United States, 1994, revised 2001. The ILL coordinator will make the final decision about materials to be borrowed.

Eligibility
InterLibrary loan services are available to currently enrolled students, faculty, staff, and community patrons of the college with a valid patron account. A limit of 3 requests per patron. InterLibrary loan forms (available at the circulation desk and on the web site) must be filled out completely and signed by borrower.
- There are usually no costs for ILL.
- Fees for periodical/journal requests are generated by the lending Library.
- Loan periods for materials are set by the lending Library.
- Borrowers will be notified by telephone when materials are received. Materials will be held for one week after notification.
- Renewals are at the discretion of the lending Library.
- Materials on loan are subject to recall.
- ILL materials must be returned to the Library by the due date
- BCCC Library complies with the copyright law (Title17, U.S. Code).
- BCCC Library searches available local resources before initiating an ILL request.
- Overdue charges are the responsibility of the borrower.
- Borrower is responsible for lost or damaged materials.

Requests
Currently enrolled students, faculty, staff and community patrons of the college may request up to three ILL requests at a time. Email, phone and web requests will be accepted. Request forms are available in the Library and online.

Requested Materials may include
- books and other circulating collections
- videos, CDs, and DVDs, will be considered, however, many libraries likely have limitations on these materials
- copies of journal articles*

There are certain guidelines that must be followed with regard to the copying of journal articles for ILL, in order to maintain proper legal use of such items. The American Library Association has developed guidelines where this is applicable. **BCCC Libraries shall maintain these records in accordance with the guidelines set forth by the ALA.**

**Exam Proctoring**

BCCC offers test proctoring in the Library. Instructors may require testing in a monitored environment and will notify their students if this is the preferred method of testing. To take a proctored test at BCCC, students should follow these guidelines:

- The student is responsible for calling or emailing the Library staff to set up a test appointment.
- **An appointment must be made 2 business days prior.**
- A photo ID is required. Testing will not be done without it.
- Students must adhere to the rules set forth by the instructor regarding notes, calculators, etc.
- Students must sign the BCCC Statement of Academic Integrity.
- Students must begin testing at least 2 hours prior to closing time.
- All testing stops 15 minutes before the posted closing time.

If a BCCC student needs to take a proctored test at another site, testing arrangements may be made by the BCCC Library staff. Distance learning students from colleges outside of North Carolina are responsible for arranging for their proctored tests. Contact Library staff at 252 940 6282 for assistance.

**Gifts**

The BCCC Library encourages gifts and donations of useful Library materials. Guidelines for the evaluation of gifts are the same as those for selecting purchased materials. Gifts are accepted only when they enrich the collection and impose no significant limitations on housing, handling, or disposition of duplicate or damaged items and when there are no restrictions on the Library regarding use of the materials. The Library is free to dispose of unneeded materials as necessary. No monetary value will be placed on donation.

The works of local authors are accepted if they meet collection development guidelines, are critically acclaimed, or make a substantial contribution to the local history. Periodical donations are not accepted unless they contribute to the curriculum beyond means already available.

Gifts and donations must be in good physical condition. Marked or highlighted materials may not be accepted. Bindings must be in good repair. Stained, mildewed
or torn materials may be refused.

Special collections will not be established except in accordance with established collection design and development policy and no materials are accepted with stipulation. All materials become the property of the College. Those materials, which require a continuing obligation for collection, may be rejected.

Library personnel will not issue appraisals of gift materials for tax or any other purposes. If there is any question about accepting a gift, the final determination rests with the Director of Library. The Library reserves the right to refuse materials and/or dispose of any items after acceptance which do not meet its needs.

(See form on following page).
Gifts and Donations Form

Materials in General - Gifts of Library materials will be accepted and added to the collection only if they are needed and meet the criteria of the collection development policy. Items not added to the collection will be given to other libraries or discarded.

Collections - Gift collections will be accepted only by the Director and with the understanding that the collection may not be kept intact.

Periodicals - Gift periodicals will be evaluated to determine their suitability for adding to the collection.

Return of Items - Once the Library accepts a gift, it will not be returned.

Recognition Gifts - The Library welcomes monetary gifts for purchase of Library materials given in recognition of individuals or organizations. The names of the donor(s) and the individuals or organizations recognized by the gift will be listed on a bookplate and affixed to the material.

Other Monetary Gifts - The Library welcomes gifts of cash for the direct purchase of Library materials and will try to accommodate the subject or title preferences of the donor. A bookplate recognizing the donor will be affixed to the material if desired.

Donation of Materials

Date ________________________________ Name ________________________________

Address ________________________________ City ________________________________

___________________________________________________________________________

ZIP ________________________________

has donated books and/or other Library materials to the Beaufort County Community College Library. This form will serve as a receipt for purposes of income tax deduction. The Internal Revenue Service advises the Library that it is the responsibility of the contributor to determine the fair market value of the contribution. This donation is made with the understanding that such materials may be added to the Library's collection if they meet the criteria of the collection development policy. Donated items will not be returned.

Signature of donor ________________________________

Signature of staff member ________________________________

Number of items ________________________________

Description of items ________________________________

____________________________________________________________

_____________________________________________________________________

The original of this form goes to the donor and a duplicate will be retained by the Library.
**Challenged Materials**

On occasion someone may question or challenge the suitability of certain materials found in the collection. Questions/challenges will ultimately be met by the Library Director with reference to the collection development guidelines including the *Library Bill of Rights* and/or the *Freedom to Read* statement.

The following procedures will be implemented in an effort to deal with such issues:

- Library staff will make every effort to handle the question on an informal basis.
- If the complainant wishes to present a formal complaint, the Library staff will explain the procedure and give the complainant a copy of the *Request for Reconsideration of Library Materials* form.
- Library staff will inform the Director of the complaint.
- The Library Director will name an ad hoc review committee composed of the following:
  - Two BCCC faculty, at least one from the questioned field of study
  - One full-time BCCC student
  - The VP of Academics
  - One community member
  - One member of the Library staff
  - Director of the Library will chair the committee in a non-voting capacity

The questioned material will be available for use during the reconsideration process.

The review committee will follow these steps:

- Review the challenged material
- Check acceptance of the material by reading reviews and consulting recommended lists and determine the source of the material
- Make a determination as to whether or not the material supports the policy

The Library director will promptly notify the complainant of the Committee’s decision.

If the complainant contests the decision, he or she may present the complaint to ad hoc committee appointed by the president.

(See form on following page).
Request for Reconsideration of Library Materials

If you question the suitability of materials in the library collection, please complete this form. A copy may be obtained at the library circulation Desk.

Title: ______________________________________
Author: ____________________________________
Publisher: __________________________________
1. How was this material brought to your attention?

2. Have you read/heard/viewed the entire work? If not, what parts?

3. What about the work do you find objectionable? Please cite pages or sections.

4. What, in your opinion, is the theme of this work?

5. What negative results do you think may occur by reading/hearing/viewing this work?

6. What literary criticisms or reviews are you aware of for this item?

7. What action would you like the library to take concerning this material?

8. If this item is removed from the library, what similar material do you recommend to replace it?

Request initiated by: ______________________________________________________________
Street Address: ________________________________________________________________
City/State/ZIP: _________________________________________________________________
Telephone: (____)___-_______
Complaint represents: Self ______ Organization (name) __________________________
Signature: _____________________________________________________________________
Date: _______________________________________________________________________

Submit completed form to: Library Director, Beaufort County Community College Library
Confidentiality of Library Records

The Council of the American Library Association strongly recommends that the responsible officers of each Library, cooperative system, and consortium in the United States:

1. Formally adopt a policy, which specifically recognizes its circulation records and other records identifying the name of Library users to be confidential in nature.

2. Advise all librarians and Library employees that such records shall not be made available to any agency of state, federal, or local government except pursuant to such process, order, or subpoena as may be authorized under the authority of, and pursuant to, federal, state, or local law relating to civil, criminal, or administrative discovery procedures or legislative investigative power.

3. Resist the issuance or enforcement of any such process, order, or subpoena until such time as a proper showing of good cause has been made in a court of competent jurisdiction.


Computer Use Guidelines

- Users are not to tamper with computer hardware or software configurations. Copying, installing, or downloading any files unrelated to coursework to the hard disk of a PC without prior approval is prohibited.
- Compliance with all copyright laws is mandatory. The user is responsible for being aware of the licensing restrictions.
- Individuals shall not monopolize or misuse system resources.
- Computer users shall not intentionally interfere with the normal operation of the computer network.
- Individuals shall not engage in activities, which damage or disrupt hardware or communication such as virus propagation, wasting system resources, and overloading networks with excessive data.
- Individuals are responsible for the proper use of their accounts.
- Children 12 and under must be accompanied by a guardian.
- All users who utilize the College's computing and information resources must do so responsibly, respecting the integrity of the College, as well as, the integrity of the physical facilities.
- Respect the privacy and usage privileges of others.
- Food and drinks are not allowed in library.

Users do not have an expectation of privacy regarding their use of the computing resources, and by accessing and using the College's computing resources, users expressly consent to such monitoring, access, and use by the College.
Refer to BCCC Handbooks and Manuals for more information.

**Photocopying**

The Library is authorized to exercise special rights in addition to fair use, as described in copyright law. These rights include copying for archiving lost, stolen, damaged, or deteriorating works, making copies for Library patrons, and making copies for other libraries' patrons using InterLibrary Loan services. Refer to BCCC policy and procedure webpage for information regarding copyright.

**Unattended Children**

Because Library staff cannot provide adequate security and safety, children 12 and under must be accompanied by an adult. Staff may take action they deem appropriate and necessary to provide for the welfare and safety of an unattended child. Refer to BCCC policy and procedure webpage for more information.

**Intellectual Freedom**

The Library of Beaufort County Community College supports the basic principles of intellectual freedom inherent in the First Amendment of the Constitution of the United States and expressed in The Library Bill of Rights and The Freedom to Read Statement of the American Library Association.

*Race, religion, nationality, gender, sexual orientation, or political/social views are not considered in the selection or exclusion of materials. Individual items, which in and of themselves may be controversial or offensive to some users, will be selected if their inclusion contributes to the range of viewpoints and effectiveness of the collection as a whole.*

*We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours.*

11/30/2017