Beaufort County Community College Library Guidelines

Circulation Guidelines

Identification Cards & Library Cards
A library card must be presented each time materials are checked out. 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.

BCCC Students, Faculty, Staff, and Community Patrons
BCCC students, faculty, and staff can obtain a library card at the library or online. Photo ID will be required. Distance learners may request a library card online, by phone (252-940-6282) or email paula.hopper@beaufortccc.edu. Residents of the community who are not currently registered BCCC students may receive a library card at no charge. A North Carolina driver’s license or picture ID card must be presented.

Interlibrary Loans
BCCC students, faculty, and staff 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. Interlibrary loan is available to community patrons.

Loan Periods, Limits and Renewals
Circulating books, and books on CD are checked out for four weeks and may be renewed once unless requested by another borrower. Periodicals, newspapers, and reference materials may not be checked out. Reserved material may be checked out upon request of instructor.

BCCC students may check out ten items per patron. DVDs may be checked out for one week. No more than four DVDs may be checked out at one time.
Overdue, Lost or Damaged Materials

Materials must be returned to the BCCC library on or before the due date. A fine of $0.05 per day 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. Faculty are required to complete the Reserve Item form to ensure accurate course information.

Collection Development

Purpose of Collection Development

The purpose of the policy is to guide the development and management of Beaufort County Community College library collections of print, audiovisual, and electronic materials. Since the nature of information dissemination, networking, and library resource sharing is undergoing progressive change, library policy considers that collection development and management issues related to global access to information resources 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 learning resources in varied formats.
- 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 LRC 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 LRC uses the collection development standards from the American Library Association. The LRC staff strives to provide information that presents different points of view, puts principles above public opinion, and reason above prejudice.

**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**, literary prizewinners are considered and purchased as funding permits. Established literary works, best sellers and new works receiving critical acclaim in the literary field are purchased 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 for accuracy. 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
- Accessibility within CCLINC
- Availability through electronic means or other access
- Expense, rate of price increases
- Reputation
- Expected use or value to collection
- Quality of indexing and abstracting
- Perceived need based upon interlibrary loan or document delivery requests

Audio-visual materials, audiotapes, compact disks 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. Recognition is given to current and changing formats in this medium.

Electronic materials (ebooks, digital audio books) are selected when that format is most effective in support of teaching and research. 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 by the Director of LRC with the aid of other librarians, faculty, and/or staff members in their area of expertise to be unnecessary or superfluous 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:
- Support of the curriculum
- Copyright date
- Frequency of use
- Format or version of material

**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 to borrow materials by accessing the holdings from their local institutions.

**Conditions**
Beaufort County Community College adheres to the conditions stated in the North Carolina INTERLIBRARY LOAN CODE, 1983, and the NATIONAL INTERLIBRARY LOAN CODE. The ILL librarian 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. Except for academic research needs, a limit of 5 requests per patron will be imposed. Interlibrary loan forms (available 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 and the ILL librarian, dependent upon holds placed on the material.
• 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 makes a serious effort to exhaust 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, and staff of the college may request up to five ILL requests at a time. Email and fax 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 concerned. BCCC Libraries shall maintain these records in accordance with the guidelines set forth by the ALA.
**Proctoring**

BCCC offers test proctoring in the library. Distance learning 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 the library staff to set up a test appointment.
- 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. All testing stops 15 minutes before the posted closing time.

If a BCCC distance learning 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 LRC. 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 LRC 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 LRC 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 LRC staff
  - Director of the LRC 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 LRC 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.
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:

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

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.

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 are not permitted in computer labs unless enrolled in a Continuing Education computer class.
- 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 computer labs.

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 Handbooks and Manuals for information regarding copyright.

Unattended Children

Because library staff cannot provide adequate security and safety, parents/guardians should not leave a child unattended at Beaufort County Community College Library. Library staff may take action they deem appropriate and necessary to provide for the welfare and safety of an unattended child. Refer to BCCC Handbooks and Manuals 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.