

**SOUTHERN UNION
STATE COMMUNITY COLLEGE**

**LEARNING RESOURCE
CENTERS**

HANDBOOK

2014

**Wadley Campus
McClintock-Ensminger Library**

Opelika Campus

Valley Campus

HOURS OF SERVICE

Fall and Spring Semesters

WADLEY

Monday - Thursday.....7:15 a.m.-8:00 p.m.
Friday.....7:15 a.m.-12:15 p.m.
Saturday-Sunday.....CLOSED

OPELIKA

Monday-Thursday.....7:30 a.m.-8:45 p.m.
Friday.....7:30 a.m.-12:15 p.m.
Saturday-Sunday.....CLOSED

VALLEY (EST)

Monday-Thursday.....9:00 a.m.-8:45 p.m.
Friday-Saturday-Sunday.....CLOSED

Summer Semester

Wadley

Monday – Thursday..... 7:15 a.m. – 5:30 p.m.
Friday – Sunday CLOSED

OPELIKA

Monday – Thursday..... 7:30 a.m. – 8:45 p.m.
Friday – Sunday..... CLOSED

VALLEY

Monday – Thursday.....9:00 a.m. – 9:00 p.m.
Friday – Sunday.....CLOSED

LEARNING RESOURCE CENTERS PERSONNEL

Wadley

Librarian.....Kathy Reynolds
Library Technician.....Kathy Thrash
Library Technician.....Donna Franklin
Library Assistant (part-time).....Whitney Stapler

Opelika

Librarian.....Michelle Wimbish
Library Technician.....Cathy Crowe
Library Assistant (part-time).....Julie Speir

Valley

Librarian (part-time).....Annie Brown
Library Assistant (part-time).....Gail Holley

TELEPHONE

Wadley Campus256-395-2211
LRC Extensions.....5130, 5131, 5132

Opelika Campus334-745-6437
LRC Extensions.....5406, 5407, 5466, 5322

Valley Campus334-756-4151
LRC Extension.....5219

INTRODUCTION

Southern Union has three Learning Resource Centers (LRCs) located on Wadley, Opelika, and Valley campuses of the College. The purpose and goals of the Learning Resource Centers are designed to complement the educational programs and to support the stated institutional goal to encourage life-long learning. Students have access to books through the library's OPAC (on-line public access catalog). This system allows students to search all LRC sites simultaneously. The OPAC may be searched by author, title, subject, and keyword for retrieval of desired titles. Searchers desiring an electronic format book can locate eBooks from accessing the library's web page and selecting "on-line resources". Here books are obtained through the same search method as our OPAC catalog. Researchers also have access to many licensed full-text, on-line databases through the Alabama Virtual Library (AVL). The AVL is available to all citizens of Alabama and completely funded by the Alabama legislature. Students can access the AVL from any computer on campus (<http://www.avl.lib.al.us>) and/or any remote location within the state. If you are unable to access the AVL, notify a library employee to acquire a remote access card.

The collection of all three LRC sites includes over 66,000 physical volumes, 45,000 electronic titles, non-print items; local, state, and national newspapers; and periodicals. The main library, McClintock-Ensminger Library, located on the Wadley campus was constructed in 1962. The library was expanded in 1982, resulting in a structure with 8,620 square feet and a seating capacity of 150. The Valley library opened in 1973 and currently offers day and evening hours with a seating capacity of 34, 2,486 square feet and shelving for 19,000 volumes. The Opelika facility opened in January 1995 and is a 10,000 square foot library with a seating capacity of 100 and shelving space for over 30,000 volumes. This library also houses the technical collection that supports technical programs and resources which support programs in the Health Sciences. Photocopy machines are available to users in each library, as well as reference services, course reserves, and library instruction.

Circulation of library materials is automated at each library by use of a barcode user card which is also the student ID card issued through the LRCs. Borrowing privileges are available to Southern Union students, faculty, and staff. The Wadley LRC also circulates materials to residents of surrounding communities with special permission from the librarian.

MISSION AND GOALS OF THE LEARNING RESOURCE CENTERS

The Learning Resource Center's (LRC) mission is to facilitate and enhance learning by providing essential resources and services, access to innovative technology, instruction in library usage and access to adequate facilities and personnel. The library seeks to promote research activities that meet the informational, educational, and cultural interests of the faculty, students, and staff.

In recognizing the critical importance of support services and resources to the success of the education programs offered by the College, the Learning Resource Centers are designed, staffed, and evaluated to efficiently meet the needs and various ability levels of a diverse student population.

To accomplish this mission, the Learning Resource Centers provide:

- Well-organized, developed, relevant collections of primary and secondary materials
- Organized and accessible collections of audiovisual materials and online databases
- Well-equipped facilities of adequate size to encourage maximum utilization
- Highly competent and professional staff to assist users and carry out the responsibilities of acquisition, organization, and disbursement of resources
- Adequate hours of operation to ensure accessibility to users
- Professional instruction in the utilization of all services and resources
- Coordination of the administration, faculty, staff, and students concerning library resources and services on each campus

Learning Resource Centers are located on all Southern Union campuses (Opelika, Wadley, and Valley), offering resources in excess of 66,000 volumes. The collections are designed to complement the education programs and meet the needs of all users in a pleasant physical environment where students can study and conduct research. To ensure convenient, timely, and user-friendly access, service hours are structured to provide accessibility for students, faculty, and staff. The Learning Resource Centers are open 59 hours per week Monday through Friday with library staff available during all operating hours. Courier service is available for the transport of all resources between campuses per user request.

The Learning Resource Centers' web page is located under the *Current Student* tab on the school's home page. Here, students, faculty, and administrators are able to access the Mission Statement along with locating materials in the collection through the online catalog (AG-Cat), e-book collections, electronic journals and database resources from the Alabama Virtual Library (AVL), literary critiques with Cengage Literature Resources. Librarians' email addresses are

provided in order to answer questions from students or administrators. The page also contains a

-3-

description of each campus Learning Resource Center, hours of operation, and maps to assist with locating the facilities.

To best serve and meet the needs of the student population, the Learning Resource Center strives to maintain current and relevant library holdings by reviewing scholarly selection journals (Choice, Library Journal, Booklist, etc.) and through faculty submitted requests for materials in their respective areas according to the Collection Development policy (LRC Policy Manual). The Learning Resource Center director is a sitting member of the Institutional Services Committee to remain abreast of curriculum course selections and changes in the educational programs. Resources are systematically reviewed and de-selected and withdrawn as an integral part of the collection development process.

In order to determine if the Learning Resource Center provides appropriate resources, our programs, services and operations are evaluated annually by college personnel utilizing the Institutional Effectiveness Survey. This survey offers college faculty and staff the opportunity to evaluate the library resources and services in an array of categories including quality, relevance, access, availability, and delivery of resources and services. The survey results identify areas lacking maximum efficiency allowing the staff to make needed improvements for optimum services. Additionally, circulation statistics, periodic student surveys, and recommendations from faculty and administration are reviewed to ensure that the library is meeting the needs of our users and is supporting the mission and goals of the College. The Learning Resource Center's mission statement and goals are also reviewed regularly by the staff.

The library provides monographs (print and electronic), information literacy instruction, audiovisuals, on-line databases, computers, copier services, and equipment to support the education programs for students, faculty, and staff. Selections of resources are developed according to the curriculum as described in the College Handbook.

Agreements have been established with public and academic libraries in the college's service areas to provide services and resources to students when the Learning Resource Center is closed or desired materials are located in the collection of the partnered holdings. Understanding the value of partnering with cooperative libraries, the Southern Union librarians review the holdings of perspective libraries to ensure relevance to our academic programs. This process is completed prior to the director formulating an agreement with the agency. The Learning Resource Centers also provide inter-library loan services as requested.

POLICIES OF SOUTHERN UNION STATE COMMUNITY COLLEGE LEARNING RESOURCE CENTERS

I. CIRCULATION

Library materials are checked out to students on all three campus locations using the automated circulation system, Auto-Graphics (AG) by Agent. Students must provide a Southern Union Student Identification Card (Student ID Card) to circulate materials in the collection. Students attending Southern Union as part of a corporative agreement must also obtain a Southern Union Student ID prior to checking out materials. Information is retrieved from the card and scanned into the AG database. The student is allowed one free card per year. There is a \$10.00 charge for a replacement card/ID if lost before it expires.

Books from the general stacks circulate for four weeks with a two (2) renewal limit. Each renewal period is limited to two weeks unless a hold has been placed by another patron.

Reserve materials (materials kept behind the checkout desk at the request of instructors) circulate as directed by the instructor. Materials not held by instructors circulate for a three (3) day period. Any changes in this checkout procedure must be cleared with the campus librarian.

Any item not held on the base campus of a student can be requested from another campus. A waiting period of three business days is necessary for courier service delivery. The LRC will hold material requested from another campus for three business days after arrival notification has been made before returning the item to its holding library.

Reference books, periodicals, audio-visual materials, and special collections materials do not circulate outside of the library. A copy machine is available for copies for \$.10 a copy at the expense of the student.

All materials must be returned by the last class day prior to final exams. Any item not returned or outstanding fine results in a hold placed on the student's school account. Grades, transcripts, and registration will be held until all obligations to the library are met.

Faculty/Staff can charge out materials for the length of one Semester, but are urged to return them promptly when not needed. Materials may be recalled after two weeks if other patrons need the material. Faculty/Staff notices are sent at the end of each Semester. At this time they can return materials or bring them in to recheck.

II FINES

All overdue books will have an assessment of \$.10 per day per book and \$.25 per DVD and video; maximum fine \$10.00 per book and \$25 per video/DVD recording.

All materials must be returned by the last class day prior to final exams. Any item not returned or outstanding fine results in a hold placed on the student's school account. Grades, transcripts, and registration will be held until all obligations to the library are met.

III LOST MATERIALS

The library must be reimbursed for lost or damage material. Faculty, students, and any library patron will be held financially responsible for any material checked out to them and lost.

Patrons losing books shall pay a fee of \$25.00 per book and \$45.00 per DVD for replacement costs including processing fees. The overdue fine will not be applied when paying for a lost item; however, if the item is returned at a later date, a refund will be issued minus the accrued fine not to exceed \$10. The due balance will be mailed to the student. Money paid for lost materials will be refunded if materials are returned and in good condition. Any fines paid are non-refundable.

IV GIFTS

Gifts of materials will be accepted per library's gift policy. See Appendix for gift policy.

V. MISCELLANEOUS

Please do not re-shelve books. After using books you do not want to check out, leave them on a table or bring to circulation desk.

Since patrons depend upon the use of the reading rooms for study purposes, be courteous and avoid excessive talking and noise-making.

Using tobacco products and eating is prohibited in the library.

Any materials taken from the reading rooms or the library must be checked out.

HOW TO LOCATE AND CHECK OUT A BOOK

You can locate a book by accessing the library's database (Agent) and search by author's name, the title of the work, or by subject.

After retrieving a book record you will usually find some of the following information:

1. Subject heading
2. Author's name (last name, first name)
3. Title of the book
4. Publisher
5. Date of publication
6. Number of pages in the book plus other information about the book
7. Call number and campus location of item - The call number consists of numbers and/or letters. (This is needed to find a non-fiction book on the library shelves. A book of fiction generally carries no number and is found in alphabetical order by the author's last name.)

After you have found the call number of the book, go to the proper section of the library. The book stacks are marked on the ends with the numbers that are contained on the shelves. The call numbers are located on the spine or on the front of each book.

When you make your book selection, bring it to the circulation desk. Present your student ID/library card which is used for checking out material. Books in the general collection and reserve books can be checked out for four weeks; Reference materials, Reserve books, and Periodicals are to be used in the library only.

DEWEY DECIMAL CLASSIFICATION SYSTEM

The collection is arranged according to the Dewey Decimal Classification System. This scheme is composed of ten major divisions, i.e., General Works, Philosophy, Religion, Social Sciences, Language, Pure Sciences, Technology, The Arts, Literature, and History. In addition to these divisions, and in order to make them more easily accessible, another division is added—Fiction. The Fiction division is characterized by capital “FIC” above the first three letters of the author’s last name. An example is F. Scott Fitzgerald’s The Great Gatsby. The classification scheme for the novel (fiction) is FIC FIT.

These are then arranged alphabetically by author.

A brief schedule of the Dewey Decimal System listing the major classifications is found below:

DEWEY DECIMAL CLASSIFICATION SCHEME

000	GENERAL WORKS	500	PURE SCIENCE
010	Bibliography	510	Mathematics
020	Library Science	520	Astronomy
030	General Encyclopedias	530	Physics
040	General Collected Essays	540	Chemistry and Allied Sciences
050	General Periodicals	550	Earth Sciences
060	General Societies	560	Paleontology
070	Newspaper Journalism	570	Anthropology and Biology
080	Collected Works	580	Botanical Sciences
090	Manuscripts and Rare Books	590	Zoological Sciences
100	PHILOSOPHY	600	TECHNOLOGY
110	Metaphysics	610	Medical Sciences
120	Metaphysical Theories	620	Engineering
130	Branches of Psychology	630	Agriculture
140	Philosophical Topics	640	Home Economics
150	General Psychology	650	Business
160	Logic	660	Chemical Technology
170	Ethics	670	Manufactures
180	Ancient and Medieval	680	Other Manufactures
190	Modern Philosophy	690	Building Construction
200	RELIGION	700	THE ARTS
210	Natural Theology	710	Landscape and Civic Art
220	Bible	720	Architecture
230	Doctrinal Theology	730	Sculpture
240	Devotional and Practical	740	Drawing and Decorative Arts
250	Pastoral Theology	750	Painting
260	Christian Church	760	Prints and Print Making
270	Christian Church History	770	Photography
280	Christian Churches and Sects	780	Music
290	Other Religions	790	Recreation
300	SOCIAL SCIENCES	800	LITERATURE
310	Statistics	810	American Literature in English
320	Political Science	820	English and Old English
330	Economics	830	Germanic Literature
340	Law	840	French, Provençal, Catalan
350	Public Administration	850	Italian, Rumanian
360	Social Welfare	860	Spanish, Portuguese
370	Education	870	Latin and Other Italic Literature
380	Public Services and Utilities	880	Classical and Modern Greek
390	Customs and Folklore	890	Other Literature
400	LANGUAGE	900	HISTORY
410	Comparative Linguistics	910	Geography, Travel, Description
420	English and Anglo-Saxon	920	Biography
430	Germanic Languages	930	Ancient History
440	French, Provençal, Catalan	940	Europe
450	Italian, Rumanian	950	Asia
460	Spanish, Portuguese	960	Africa
470	Latin and Other Italic	970	North America
480	Classical and Modern Greek	980	South America
490	Other Languages	990	Other Parts of World