

**SOUTHERN UNION
STATE COMMUNITY COLLEGE**

**LEARNING RESOURCE
CENTERS**

POLICY MANUAL

2014

**Wadley Campus
McClintock-Ensminger Library**

Opelika Campus

Valley Campus

HOURS OF SERVICE

Fall and Spring Semesters

WADLEY

Monday - Thursday.....7:30 a.m.-8:00 p.m.
Friday.....7:30 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.....9:30 a.m.-8:45 p.m.
Friday-Saturday-Sunday.....CLOSED

Summer Semester

Wadley

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

OPELIKA

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

VALLEY (EST)

Monday – Thursday.....9:30 a.m. – 8:45 p.m.
Friday – Sunday.....CLOSED

TELEPHONE

Wadley Campus	256-395-2211
LRC Extensions.....	5130, 5131, 5132
Opelika Campus	334-745-6437
LRC Extensions.....	5406, 5407, 5466, 5322
Valley Campus	334-756-4151
LRC Extension.....	5219

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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, as well as items of 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.

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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 print volumes and 45,000 electronic books. 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 (summer hours are adjusted to match the college hours of operation). 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 description of each campus Learning Resource Center, hours of operation, and maps to assist with locating the facilities.

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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.

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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.

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I 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.

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COLLECTION DEVELOPMENT POLICY

Because of the college library's budgetary restraints, a judicious selection of materials to be included in the library's collection must be made based on sound collection development policies. These policies are as follows:

1. The librarians, faculty and administration of SUSCC participate in the selection process for materials to be included in the library collection.
2. Reviewing media such as Choice, Booklist, Library Journal, publishers' catalogs, subject bibliographies, etc. are continually gleaned for retrospective and current materials to meet instructional objectives.
3. Materials are selected on the basis of curricular needs and institutional objectives.
4. Materials are selected to present all sides of controversial issues without bias.

5. The position of the American Library Association on the subject of censorship is firmly adhered to so that no one group or individual may deprive others of the freedom to read.
6. Materials reflect ages, cultural backgrounds, intellectual levels, development needs, and vocational goals represented in the student body.
7. Newspapers with various geographical, political and social points of view on national and state issues are represented in the collection.
8. Materials are acquired and made available from a variety of sources in an effort to meet the needs of the instructional process and cultural enrichment through:
 - a. Purchase of commercially available materials
 - b. Acquisition of materials as gifts
 - c. Resources sharing with other libraries

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9. A limited archive for historical information and documents concerning Southern Union, Randolph County and surrounding counties, and the state of Alabama is maintained.
10. Periodicals are subscribed to in order to provide cultural, educational, and leisure-time information which is current and up-to-date.
11. Weeding of materials in the reference collection is done periodically and kept current by the librarians, and students are advised to be cognizant of the copyright date of material and refer to the periodical collection for current information.

LIBRARY ACQUISITION POLICIES AND PROCEDURES

1. Priority in purchasing materials for the SUSCC learning resource centers is given to teacher's request for students, and reference materials. Money is usually available for these requests throughout the year as they are needed.
2. Annual subscription lists of periodicals are reviewed each year and adjusted to changes in the curriculum. The majority of subscriptions are placed with EBSCO as soon as money is available for placing orders.
3. Lost books are reordered if they meet curricular needs and are available.
4. Orders of three or more books and immediate need are required when ordering direct from publishers. Single orders from different publishers are usually batched with orders which do not have an immediate need and sent to a book jobber.
5. Purchase orders for materials requested are sent to the business office to be processed for actual purchase.

6. Orders are received and brought to the library for opening, collating, and checking against the invoice and pricing before sending the Materials Receipt with invoice attached back to the business office for payment.
7. Duplicates are not ordered except for large numbers of students using them or a need for extended usage is proven.
8. Student textbooks now in use at SUSCC are not purchased for the library collection. The purchase of any textbooks is discouraged unless it can be proven that it is the best material on a given subject.

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GIFTS POLICY

1. The library's gifts policy follows the usual principles for book selection and collection development – namely, the aim of bringing into the library the greatest possible wealth of materials relevant to the teaching functions of the college.
2. The library makes no formal commitments concerning the housing or final disposition of gifts. Gifts will receive the same treatment as that given comparable materials being considered for or processed into the library's holdings. Gifts with restrictive conditions attached are not accepted.
3. As stated in 2, above, a donor understands how his gifts will be handled. If there appears to be any problem about agreement to this stated procedure, a final resolution must be given in writing.
4. The library cannot make appraisals for purposes of tax deduction. If the donor wishes to have a statement of valuation for income tax purposes, he/she should secure this information from an independent source. For tax deduction purposes, the donor must write a formal and specific letter about his gift: its

content, the date of donation, etc. Appropriate letters and/or forms will acknowledge all donations.

5. If a gift is refused, the library may suggest alternative solutions or locations for the placement of materials.
6. No gift will be accepted by the library before the director approves the items.
7. Gifts of funds for general library use or for a particular collection or memorials are always welcome. Funds so contributed will be used in accordance with usual library procedures for collection development.

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WEEDING POLICY

Weeding is the systematic review of the collection in search of materials that can be withdrawn and 1) be discarded or 2) moved to alternate storage (2 types). The steps in weeding are as follows:

1. Define purpose of weeding project (i.e. gain space, make remaining materials more accessible, identify a core collection, keep collection current, remove irrelevant or unused materials).
 1. Criteria used in weeding are use, quality or value of contents, relevance, and physical condition. The weight given to each of these will vary by the project's purposes, the type of library, the character of the individual collections, the particular items being examined, and the special conditions occurring at the time of weeding.
 2. Procedures for weeding will vary. They must fit the circumstances (weed whole collection or part/parts of the collection, which part or parts?) and should also include a schedule to give the project impetus at one end and closure at the other (weed two hours per day or week first of each week, etc.?).

3. Several methods of disposal of weeded items are transferal to other collections, sales, networked out to other institutions or placed in college's general sale.

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PRESERVATION AND RENEWAL POLICIES

PRESERVATION

To slow, reverse, and rectify deterioration we must institute preservation programs, rationalize maintenance routines, and systematically renew the most heavily and regularly used part of our collections. To this deterioration add deliberate mutilation and theft and ignorant misuse.

All libraries must develop preservation programs. Southern Union's LRCs' program contains three major segments each with its own elements:

Prevention

1. Improved climate control in buildings
2. Disaster plan
3. Staff and user education

Repair and Conservation

1. Active and purposeful maintenance program
2. A variety of conservation operations, including format conversion such as scanning of documents and creating a digital collection

4. Trained and conscientious staff adequately supported with salary, supplies, equipment, and continuing education

Administration

1. Clear, firm place in the library's administration, with authority and responsibility
2. Personnel committed to it
3. Ongoing segments and special project segments
4. Cost analysis and realistic budget