WCCC LIBRARY

Handbook

Jan 2018: ep

Table of Contents

WCCC LIBRARY HANDBOOK

LIBRARY PRINCIPLES

1. Library Mission
2. Library Purpose and Goals
3. Library Diversity Statement
4. Library Information Literacy Statement

1. Library Mission

Washington County Community College (WCCC) Library provides accurate information services to students, faculty, staff and community members. The library maintains a broad collection of print and electronic resources that reflect diverse points of view. The professional library staff work closely with faculty to support curriculum needs and to promote information literacy skills.

2. Library Purpose and Goals

The purpose of the library program is to enhance instruction and learning in a manner consistent with the philosophy and curriculum of WCCC. The Library is guided by the principles of the Library Bill of Rights in the development of its programs and services. *The goals of the Library are:*

• To provide organized collections of print and non-print resources which will meet institutional and instructional requirements as well as the individual needs of students.

• To facilitate learning and community services by providing services, resources and facilities which encourage and stimulate individualized instruction, independent study and effective use of resources by students, faculty and the community.

3. Library Diversity Statement

WCCC Library recognizes its role in promoting diversity within the College and our local and global community. The Library cultivates and encourages diversity and multiculturalism through its collections, programs, services, and human resources. The Library

• understands the value of diverse co-existence and interdependence
• actively works towards an environment of respect
• fosters a spirit of fairness and tolerance for human differences.

4. Information Literacy Statement

WCCC Library adheres to the ALA's definition of information literacy as a set of abilities requiring individuals to "recognize when information is needed and have the ability to

locate, evaluate, and use effectively the needed information." WCCC Library empowers learners to be confident both as users and creators of information through our information literacy programs. WCCC Library collaborates with faculty to help our students to especially develop information literacy skills in their respective fields of study.

CODE OF ETHICS FOR LIBRARY STAFF

1. To maintain the principles of the ALA Library Bill of Rights and the Freedom to Read Statement.
2. To maintain an objective and open attitude of understanding, courtesy, and concern for patrons' needs.
3. To protect the essential confidential relationship which exists between a library user and the library.
4. To serve all patrons equally according to their needs.
5. To make the resources and services of the Library known and easily accessible to all current and potential users.
6. To acknowledge the importance of the work done by all staff in the Library.
7. To share knowledge, experience, and expertise with others.
8. To use the resources of the Library in an efficient and economical manner, consistent with the best service to the library user.

COLLECTION DEVELOPMENT

1. The Library Director is responsible for collection development.
2. The purpose of the collection is to ensure a current, diverse and balanced collection of material that supports the curriculum of the college and interests of the community.
3. The collection will include resources in a variety of formats such as print and digital.
4. The library encourages instructional faculty participation in adding to and maintaining the collection in their relevant subject areas.
5. The library encourages the community to recommend additions to the collection.

Collection Emphasis
- Materials that are relevant to the curriculum
- Materials that support the development of faculty lesson plans and resources
- Materials that support professional development of faculty and staff
- Materials for self-education, personal development and enrichment of students, faculty and staff
- Materials to support career development and job search
- High quality children's picture books to support the Early Childhood Education program
- A small percentage of the collection will comprise popular current fiction for leisure reading

Selection Criteria
- Appropriateness of reading levels and format to intended audiences

- Accuracy, currency and permanence of information
- Reputation of author, publisher or producer
- Cost effectiveness
- Availability of material in other participating libraries (MINERVA)
- Recommendations of faculty, staff, students and community members

Review Material
- Library Journal
- Booklist Online
- Publisher brochures
- Subject-specific periodicals and lists
- New York Times Book Review
- Amazon.com

Cataloging

The cataloger-librarian is responsible for all aspects of cataloging of books and materials acquired by WCCC Library.

Cataloging functions include:

1. Cataloging of books and other new material.
2. Updating and maintaining catalog records.
3. Attending (on site or online) regular cataloging workshops required for catalogers of participating libraries (MINERVA) to maintain cataloging permissions.

Weeding

Weeding, or the removal or deselection of obsolete, damaged, unneeded materials is an integral part of collection management. This process is important to keep the collection current, viable, and useful. The Library Director is responsible for planning the weeding schedule for books, periodicals and other library material.
The purposes of weeding include:

- Maintain relevant and up-to-date collection that serves the needs of the students, faculty, and staff.
- Increase circulation.
- Review collection for content and identify areas where additional titles are needed.
- Locate books that need to be repaired, rebound or replaced.
- Utilize available space in the best and most economical way.

WCCC Library employs the CREW method for weeding the print collection. Books that are de-selected are removed from the online catalog. The books are offered to students, staff and faculty and then to the community over a period not exceeding one month. All books

that are not taken are then either shipped to a used book dealer, or discarded at the discretion of the library director.

Periodicals are kept for a period of 3 - 5 years as discerned by the library director. A list of all periodical subscriptions and the retention period for each title is kept and updated as necessary.

Book Challenge

The Collection Development policy explains how books are selected for the library collection. However, should a challenge be made regarding any book or material, the library must ensure that the challenge is handled seriously and, equally important, that the fundamental principles of intellectual freedom are upheld. Anyone with a complaint will have to complete a Book Challenge Form and submit it to the Library Director for consideration and further action. The person making the complaint will be informed of the outcome.

CIRCULATION

Library Cards

- Students, faculty and staff use their ID cards as library cards to borrow library books and other library material. The ID numbers are also the patron barcode numbers. Student ID cards are valid for one school year. Staff and faculty ID cards are valid for one school year, and can be renewed annually.
- Community members can request a library card for borrowing library material from WCCC Library. Patron barcode numbers are generated for community members. Community library cards are valid for one year from date of issue, and are renewable.
- Library cards that have not been used for 5 consecutive years will be deleted from the library system, and the barcode numbers will be re-used for new patrons.
- A replacement fee of $3 is charged for a replacement of lost/damaged ID or library cards during the year of use.

Inter-Library loans

Interlibrary loan (ILL) is the process a library or a patron uses to request material from other libraries who are part of MINERVA or MaineCat. Such requests can be made through the MINERVA online catalog. The requested book or item will be sent to WCCC via a van delivery service, and the patron will be informed when it is available for collection.

Overdue Books and Lost/Damaged Books

- Fines for overdue items are $.10 per day. When materials are lost or not returned within one month of due date, patrons are charged the replacement cost, or $20 - $100 per item.
- Borrowing privileges will be withheld if borrowed items are not returned and fines are not paid.

- Grades and transcripts of students will be withheld until all borrowed items are returned and all fines have been paid.

COURSE RESERVES

The primary purpose of [Course Reserves](#) is to make limited copies of required course material available in an equitable manner for students.

- Reserve material may include textbooks, required readings, course notes, videos etc. These are provided by individual instructors for their courses.
- The library does not purchase course textbooks for the reserve list.
- Reserve materials are only accessible within the library and cannot be checked out.

GIFTS AND DONATIONS

General Guidelines

The Library will accept gifts and donations (books) if they are relevant to the College's needs. All accepted books will be cataloged and listed in the online public catalog. Potential gift items will meet one or more of the following criteria:

- Support the College's current and evolving curriculum and academic disciplines
- Augment or enlarge unique and noteworthy holdings of the Library's collections
- In good physical condition

Process for Accepting Gifts

- All offers of donations or gifts will be evaluated by the Library Director in accordance with the collection development policy of the Library.
- Donors may be asked to provide a title list and description of any gift or donation before it can be considered. In the absence of such documentation, the Library may require on-site evaluation of the collection by library staff to determine the appropriateness of the proposed gift or donation to the collection.
- All gifts or donations that are not suitable for the collection will be disposed of in the same manner as books that have been weeded.

ONLINE DATABASES

The library director is responsible for subscriptions to online databases that best suit the programs and needs of the college. This includes ensuring accessibility both on and off campus, and analyzing usage statistics to determine the academic value and cost-effectiveness of all subscribed databases.

INTERNET USE

The WCCC Computer Acceptable Use Policy is available in the [Student Handbook](#) and on the portal. The policy governs all uses of the computing resources maintained by WCCC, including those in the library, and is designed to protect both the users and the College's computing resources which include, but are not limited to, computers, peripherals,

network components, and the physical and logical data. Each patron who uses College computer resources is responsible for reading, understanding and complying with this policy.

AV EQUIPMENT

Projectors, TVs, DVD players, laptops

- Faculty or staff can request the loan of projectors, TVs, DVD players and laptops for classes or events.
- When collecting the requested equipment, users sign the Equipment Loan sheet.
- It is the responsibility of the user to ensure that a librarian acknowledges the return of all borrowed equipment.

Cameras and video recording equipment

- Current students, faculty and staff can borrow selected cameras and video recording equipment.
- Such equipment will be loaned out for a maximum of 3 days, unless otherwise agreed upon between the library and the borrower.
- Users agree to compensate for any damage or loss of equipment during their loan period. The charge will be the cost of replacing the damaged or lost item.
- Users will complete and sign the Equipment Loan sheet when borrowing the items
- It is the responsibility of the user to ensure that a librarian acknowledges the return of all borrowed equipment.

COMPUTER LAB/READING ROOM/LIBRARY SPACE

Computer Lab

- The priority of the computer lab is for information literacy classes conducted by the library director or instructional librarians.
- Requests to use the lab for other events such as for class research or other workshops should be made at least one week in advance.

Reading Room

The Reading Room can be reserved for small classes, meetings or workshops. Requests should be made at least one week in advance.

General library space

The general library space can be reserved for art shows, poetry readings and similar educational, cultural and other events. Requests should be made at least two weeks in advance.