

Broyhill Center for Learning Resources

Policies and Procedures

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Mission:

As the Learning Resource Center (LRC) or library for both the Caldwell and Watauga campuses of CCC&TI, the Broyhill Center for Learning Resources supports the mission of the college by:

- **providing access** to books, videos, databases, and technology to enable effective instruction, support student success, and inspire community innovation.
- **creating an environment** that encourages questions, promotes reading, and facilitates group learning and individual study.
- **offering instruction** to support CCCTI's programs and curriculum in order to foster critical thinking and research skills, preparing individuals for a lifetime of learning.

Information about the library staff and hours can be found on the college website.

Circulation:

An LRC account, which is associated with a library card number, is required for all checkouts. The person to whom the card is issued is responsible for its use. If a library card is lost or stolen, the owner of the card will be held responsible for any items checked out prior to reporting its loss.

Confidentiality of Library Records:

The confidentiality of library user records shall be maintained in accordance with the General Statutes of NC, Chapter 125-19 and all other college, state, and federal requirements.

Collection Development Policy:

General Collection Development Guidelines:

The Broyhill Center for Learning Resources (LRC) seeks to support the mission of Caldwell Community College & Technical Institute by promoting student success and faculty instruction through development, maintenance, and access to information, resources, collections and services.

To achieve this goal, the LRC sets priorities for collection development. First priority is given to resources that are directly related to college curriculum. This includes items needed for faculty instruction, class assignments, supplemental reading and research, along with up-to-date reference, audio-visual and electronic resources used to enhance student learning. Instructors are encouraged to request materials needed for instruction, suggest materials for purchase for general use, recommend and participate in online resource trials, and discuss the current and future needs of their department with the LRC Director through the year.

After primary needs have been met, consideration will be given to materials that meet special interests or needs of the students, faculty, and staff. These may include professional materials dealing with community colleges, materials of local or state interest, fiction beyond that needed for literature courses, and additional materials that support a well-rounded education.

The LRC recognizes that free access to ideas and full freedom of expression is fundamental to the educational process. To this end, the library purchases materials representing a wide variety of viewpoints and modes of expression. The library subscribes to and complies with the Intellectual Freedom Statements and Policies of the American Library Association, including but not limited to the American Library Association Library Bill of Rights.

Collection Maintenance:

When removing materials from the collection, the library staff will consider an item's age, condition, usage, and importance. Materials to be withdrawn from the collection will be processed in accordance to state and federal regulations.

Health Science Annual Review:

In addition to general collection development, to support Allied Health instruction and student research, the LRC Director and library staff, together with the Department Chair, Directors and faculty in the Allied Health departments will — at least annually — conduct a review of collections and holdings of use to students in their divisions.

The library staff will provide an annual list of all allied health related subject materials to each program director. Each Director will route this list to all faculty in their department. Faculty members are encouraged to indicate beside each item whether the materials should be kept, updated, or deleted. The list is returned to the Director of the LRC.

This systematic review:

- 1.) Highlights areas where collection development is needed.
- 2.) Facilitates removal of outdated materials from the collection.
- 3.) Encourages input from all Allied Health instructors to improve the LRC collection.

Conduct Policy:

All LRC users are expected to abide by the CCC&TI code of conduct.

Copyright Policy:

Library complies fully with all of the provisions of the U.S. Copyright Law (17 U.S.C.) and its amendments. The LRC strongly supports the Fair Use section of the Copyright Law. Researchers are expected to respect and comply with U.S. Copyright Law and the Library's license agreements in their use of the collections, while fully exercising their Fair Use rights. Questions regarding copyright and use of library materials should be referred to the LRC Director.

Fines and Fees

The LRC does charge fees for materials returned late, lost cards, and inter-library loans. Materials that are lost are subject to both replacement costs and processing fees. Failure to return materials or accrual of fines in excess of \$20.00 may be considered as a

debt to the college. Students are not allowed to graduate, register for a new semester, or receive transcripts unless all student fees are paid.

Interlibrary Loans:

Library patrons are encouraged to request materials from our sister colleges in the North Carolina Community College System through the shared CCLINC catalog.

Internet Use Policy:

LRC computers and internet access are provided by the college to support the academic needs of students, faculty, and staff. Users of library computers and the campus network are subject to the college's computer and internet usage policies as well as any applicable local, state, and federal laws.

LRC MakerSpace:

The LRC MakerSpace allows faculty, staff, and students the ability to create items using the 3-D printers. While items for classroom use are free, items for personal use incur the following fee: .20 cents per gram of the raw material used, with a \$1.00 minimum. All questions should be referred to the LRC MakerSpace.

LRC Services for Faculty and Staff:

In addition to general circulation services, the LRC also provides additional services to CCC&TI faculty and staff. These include but are not limited to: maintaining an instructional video collection; equipment checkout; previewing services for materials and databases; facilitating course reserves; creating subject bibliographies; and leading class orientations to library services, online resources, or research methods for class projects.

Minors in the LRC:

The institutional policy regarding children on campus does apply to the library. Visitors who bring minor children into the LRC are responsible for monitoring their activities and regulating their behavior at all times.

Study Room Policy:

LRC study rooms are for individual and group study. Students can reserve the rooms for two hours per day. Reservations can be made one week in advance. Study groups should check in with the desk staff upon arrival. No food or drink allowed in group study rooms.