

NORTHEAST COMMUNITY COLLEGE



KNOWLEDGE AT YOUR FINGERTIPS

# Operational Guidelines

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## **Mission Statement**

The mission of Northeast Community College is to provide comprehensive, lifelong, learning-centered educational opportunities and services to meet the diverse needs of our public. The Library supports the college's mission by collecting, preserving and providing access to information for all the lifelong learners served by the college.

## **Purpose of Library Policies**

The library has enacted the following guidelines to provide better service to students, faculty, staff and library patrons.

## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

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Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

## Library Hours

During the regular academic semester the library's hours are as follows:

7:30 a.m. – 9:00 p.m. Monday-Thursday

7:30 a.m. – 5:30 p.m. Friday

Library hours during summer sessions are as follows:

7:30 a.m. – 5:30 p.m. Monday – Friday

- The library staff will announce to patrons and students that the library is closing approximately 10 minutes before closing time.
- Students and patrons should complete their work and log off computers 5 minutes before closing.
- Library hours will vary during student breaks and holidays. Notice of reduced hours will be posted several days in advance on the library entrances and also announced in “What’s Happening.”
- The library will be closed when the college is closed due to inclement weather or other circumstances. Announcements concerning any college closing will be broadcast on area television and radio stations.

## Library Registration

Borrowing privileges are limited to the following categories of authorized borrowers:

- Northeast Community College students
- Northeast Community College faculty and staff including retirees
- Library patrons living in the 20 county area served by Northeast Community College
- Libraries participating in OCLC, LVIS and *NebrasKard*

Registration requirements are as follows:

- Students and patrons are required to present photo identification such as a drivers' license or student ID
- All persons borrowing materials are required to complete a library registration form which will include current contact information such as address, telephone number and e-mail address
- Patrons are expected to notify the library if they have a change of address and/or contact information

## **Circulation, Renewals and Fines**

### Circulation

Circulation policies are designed to benefit all the library's users and patrons. The library will not limit the number of books, periodicals and magazines checked out to an individual, but because there is a limited collection of videos and DVDs, we must limit patrons to 5 of these items.

Exceptions to the circulation policies below may be granted on a case-by-case basis if need is demonstrated.

- Books circulate to students and library patrons for 21 days
- Books circulate to faculty, staff and college retirees for 28 days
- Videos and DVDs circulate for 7 days
- Periodicals and magazines circulate for 24 hours
- Items placed on reserve are circulated according to the instructor's request
- Items borrowed from other libraries through interlibrary loan circulate according to the policies of the lending library

### Hold

- Holds will be placed upon request and the patron will be notified when the requested material is available for check out
- Items placed on hold will be held for 3 days and then returned to circulation if they have not been picked up

### Renewals

- Library materials may be renewed in person, by telephone or online
- Library items with a wait listing for other library patrons will not be renewed

## Fines

- Library patrons and users are responsible for all items checked out on their library card and will be responsible for any lost or missing items and overdue charges
- A patron's borrowing privileges will be suspended when materials are overdue

Fines for overdue materials will accumulate at the following rates:

- Books - \$.05 per day, per item
- Magazines - \$.50 per day, per item
- Videos and DVDs - \$.50 per day, per item

All borrowers will be charged the replacement cost for lost or damaged library materials. In addition, a \$10.00 non refundable processing fee will be charged for each lost or damaged item.

Students are expected to pay fines and/or replacement costs for lost or damaged library materials. Unpaid bills will be forwarded to the college business office for collection and will result in the withholding of grades and official transcripts. Students will also be prohibited from registering for future classes until outstanding library bills are paid.

## **Interlibrary Loans**

The NECC Library provides interlibrary loan services to the college's students, faculty and staff. Patrons not affiliated with Northeast should go to their primary library provider for interlibrary loan services. The library staff will determine whether or not the material requested is already available at Northeast before beginning the interlibrary loan process.

- An interlibrary loan request form with full bibliographic citations must be completed for each item being requested.
- Interlibrary loans will be processed Monday through Friday during regular library hours. Materials generally take 5 to 7 business days to arrive.
- Patrons will be notified via email or telephone when their requested library materials have been received at the NECC library.
- Interlibrary loan materials that have not been picked up will be returned to the lending library two weeks from date of notification, or by the due date, whichever is earlier.
- Library materials borrowed from other libraries through interlibrary loan circulate according to the policies of the lending library. Patrons must return items to the NECC library on or before the due date so that they may be shipped back to the lending library. Fines for overdue interlibrary loan materials will be enforced.
- The NECC Library may deny interlibrary loan services to students who have not returned overdue library materials or have outstanding fines or fees.

## Library Facilities and Equipment

### Computers

The NECC Library provides computer and internet access in support of information and research needs of our students, faculty and staff. In addition to students, faculty and staff, this access is provided to library patrons who are residents of the twenty county area served by the college.

### Priorities for Computer Users

In the event that all computers are being used and students are waiting for available computers the following rules apply:

- Students who need to access a computer to do research, complete a test or assignment will be given first priority.
- Students or patrons using computers to access e-mail or only for entertainment must give up their computer to any student needing a computer for educational purposes.

### Policies for Computer Users

- Users must comply with the NECC campus computer policies found at <http://www.northeastcollege.com/AN/Policies/PDF/2000/2105a.pdf>.
- Beverages brought into the computer lab must be in covered containers.
- Food items are not allowed in the computer lab.
- When using headphones the volume must not be distracting to others.

### Computer Printers

- Students and library patrons will be charged \$.05/page for black and white print outs and \$.25/page for color.

### Photocopy Machine

- A coin operated photocopier machine is available for use by students, faculty, staff and patrons.
- Charges are \$.10/page or \$.05/page with a copy card which may be purchased at the library circulation desk for \$1.00.
- Users of the photocopier machine are expected to comply with all copyright rules and regulations.
- NECC Library promotes Fair Use while promoting the understanding and adherence to the provisions of the United States Copyright Law.

#### Fax Machine

- The library makes a fax service available to students, faculty, staff and college retirees only. Other library patrons will be directed to nearby businesses offering fax service.
- Student charges for sending faxes are \$1.00 for the first page and \$.50 for each additional page.
- Faculty and staff charges for sending faxes are \$.50 for the first page and \$.25 for each additional page.
- Charges for received faxes are \$.10/page.
- Payment is due before faxes are sent or at the time incoming faxes are received by the student, faculty or staff member.
- Faxes to international locations will not be allowed and will be directed to nearby businesses.

#### Multimedia Station

- A multimedia computer station is available to faculty, staff and students. External community library patrons will be referred to other businesses with scanning capabilities.

#### Television with VCR and DVD Player

- A television with a VCR and DVD player is available for use in the library to view the library's DVDs and videos.

## Lamination

- Lamination services are available to faculty and staff for college related purposes.
- Lamination orders will have a next day turn around time.
- Faculty and staff personal use charges are \$.30 per running foot.
- Oversized and large jobs will be sent to ESU-8 for processing. A one week turn around time with pick up on Monday should be expected during the regular school session (September – May).
- Students and patrons will be referred to nearby businesses for lamination service.

## Telephones

- There are no public telephones in the library.
- Permission to use a telephone at the desk of any library staff member is left to the discretion of the staff member.
- Cell phones are permitted if the user is courteous and respectful to others in the library. Conversations should be held in the periodical area of the library.

## Equipment Available to Faculty and Staff

The following items are available for circulation to NECC faculty and staff only:

- Laptop computers
- LCD Projectors
- Digital Cameras
- Camcorders
- DVD Players
- Classroom Performance System “Clickers”
- Speakers

To check out any of the above items:

- Call the library as soon as possible to reserve the equipment for the dates you need it.
- Schedule an appointment with Tom Larsen (phone 844-7138, email [toml@northeast.edu](mailto:toml@northeast.edu)) or Tim Fenton (phone 844-7137, email [tim@northeast.edu](mailto:tim@northeast.edu)) in the Technology Support Center to get training in the use of equipment if necessary. Classroom set up can also be scheduled with them.

## **Reference and Information Services**

### Assistance to Students

- The library staff will assist students in finding answers, suggest solutions and guide them to relevant resources.
- The library staff will offer assistance to any student or patron needing help in using and/or searching databases and other resources available in the library.

### Assistance to Faculty and Staff

- The library staff will assist faculty and staff in compiling bibliographies on specific subjects.
- The library staff will assist in answering basic reference questions or help with in depth research.
- The instruction/reference librarian is available for orientations in your classroom or the library. Presentations will include general overviews of the library's resources, information literacy and the evaluation of information sources or may be tailored to an instructor's assignment or information available in a particular field of study.

## Collection Development

### Selection of Materials

Library collections are selected to support the information needs of the instructional programs and curriculum of Northeast Community College.

- Faculty, staff and students are encouraged to recommend materials to be added to the collection. Library acquisition request forms are available in the library.
- The Library Director has the ultimate responsibility of selecting materials to meet the information needs of the various college programs within the library's budget guidelines.
- The following considerations will be made in selecting library materials:
  - a. Is the material timely or does it have historical value? Does it support the study of local, national and international issues and events in history? If it is not of permanent value, what use does it have that would make it a desirable acquisition?
  - b. Is it important to a particular program? Is it important to professional or institutional development?
  - c. Has the material been reviewed in a professional journal? What is known of the author(s) and the authority of those reviewing the material?
  - d. Does the material have the appropriate level of approach? Is it intended for an audience such as that served by the college?
  - e. How does the material relate to what is already in the college collection? Does it duplicate, supplement or supersede what is already in the collection?
  - f. Will the material support intellectual freedom? Does the library have materials presenting diverse points of view on current and historical issues which will help students develop critical and analytical thinking skills?

### Weeding

- The library collection will be periodically evaluated in order to determine which materials should be discarded. Faculty members will be involved in the decision to weed materials whenever practical.

- The following considerations will be made in weeding materials from the collection:
  - a. Is the material appropriate to the collection?
  - b. Has the material ever been checked out of the library? If so – how many times, when was it last circulated?
  - c. What is the physical condition of the material?
  - d. Does the item duplicate other materials in the library?

### Gifts

- The library accepts gifts of books and other materials to the library collection with the understanding that they will be evaluated in the same manner as any other library materials.
- The library is not obligated to add any gift to the library collection.
- The library retains the right to dispose of any unusable gifts without notifying the donor.

## **Library Displays**

The NECC library welcomes and encourages displays created and sponsored by campus organizations, agencies or department affiliated with Northeast Community College.

- Display goals are to educate, enlighten and enrich students, staff, faculty and the community.
- Displays may promote the awareness of Northeast Community College events, services, clubs/organizations and courses/curriculum.
- Commercial exhibits or displays are not permitted.
- Displays may not editorialize personal or partisan opinions or viewpoints.