



LIBRARY MANUAL

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Library Purpose

The principal purpose of the Southern Crescent Technical College Library is to ensure that all students and faculty have access to the primary and secondary materials needed to support Southern Crescent Technical College's purpose and programs. The library strives to provide services that enhance the ability of students to develop academically.

The Director of Library Services has responsibility for all library services. The library uses planning and evaluation to determine the adequacy of the collections and services offered. Planning and evaluating is an on-going process within the library that enables Southern Crescent Technical College (SCTC) to provide quality resource materials and services.

Mission Statement

The SCTC Libraries' mission is to provide quality academic library resources and services in support of SCTC's adult education, dual enrollment, continuing education, and workforce training programs.

The SCTC Libraries' mission is achieved through the following activities:

- I. Acquiring knowledgeable resources.
- II. Organizing resources for successful and efficient access.
- III. Providing access to other libraries and information resources worldwide.
- IV. Assisting users in finding the knowledge and information resources that seek.
- V. Teaching knowledge and information research skills.
- VI. Providing a setting that fosters study and research.
- VII. Preserving materials for future use.

In addition to books, periodicals, documents, and non-print media, the library provides access to bibliographic and full-text journals, e-references, and e-book literature through numerous online and electronic resources.

Values

The fundamental beliefs of the libraries are found in the following values:

- I. Technical education is a vital component of the total education of an individual.
- II. Learning is a lifelong process and should meet the ever-changing needs of individuals.
- III. The highest quality materials and services should be offered in the libraries.
- IV. Resource and reference materials enhance the quality of education at SCTC.
- V. Programs and services should focus on students' needs and assist them in meeting their personal educational goals.

Library Bills of Rights

The libraries follow the American Library Association Library Bill of Rights whenever appropriate and in keeping with SCTC policy.

Emergency Procedures

Library and media service staff members follow standard emergency procedures as prescribed by the institution in the SCTC Employee Handbook. It is the responsibility of each staff member to become familiar with the emergency procedures and to implement such procedures if circumstances require. In addition, a first aid kit is kept in each Library.

Library Evaluation Process

Procedures

A variety of assessment and evaluation tools are used to gather data relevant to the libraries. Data collected using these instruments is compiled and reviews throughout the year. Components of the library review include the collection, circulation, patron utilization, services, and facility equipment needs.

Circulation Statistics

Circulation statistics are done yearly for each of the campus' library locations (by item type and class/ patron type). Circulation reports are used to review the materials most frequently used, and semester circulation patterns. These reports relative to the three types.

Collection Statistics

A review of the collection should reflect the strengths and weaknesses in the holdings generated reports from an automated circulation system that are used to determine which type of materials are being used, number of items in subject areas(% of collection), materials being requested, user group patterns, the need for additional materials to support curricular areas and other related subjects.

Collection Development policy Guidelines

- I. The Director of Library Services is responsible for coordinating the selection of materials, equipment, and library-specific supplies which support the educational program of the college. The director is also responsible for coordinating and communicating the guidelines and procedures to the liaison librarians that have been assigned specific program areas.
- II. The librarians are assigned specific program areas and their responsibility is to contact and correspond by email, informal communication with deans and faculty asking for their input and expertise in selecting material to being included in the library's holding.
- III. Each academic department is responsible for reviewing current holdings, recommending elimination of outdated materials, and identifying areas in which new materials should be acquired.
- IV. Standard bibliographic selection tools or recommended lists will be used when determining basic core holdings.
- V. The Director of Library Services has the final authority on the selection of materials in all subject areas. Appropriate recommendations of the teaching faculty will be implemented as resources allow.

Procedures

- I. The Director of Library Services will schedule a Collection Development Meeting with liaison librarians to discuss the progress and needs that have been identified by the faculty.
- II. The liaison librarians, with input from department faculty members, will identify areas of the library holdings that should be strengthened. By the purchase of new materials.
- III. All eliminations and purchases re recommended by the Director or Library Services who has final authority in all subject areas.
- IV. The liaison librarians will notify the appropriate faculty member(s) of all received purchased and will prepare them for distribution.
- V. Recommended purchases for the library will be included in the development of the budget for the following year.

Criteria for Selection

Materials for the library should adequately support the curricula need for the college. Selection is based in the objectives of the institution, giving priority to the materials needed by the students and faculty, date of the publication and diversity of format.

- I. Materials should be in keeping with the qualitative standards of Southern Crescent Technical College regarding the content's reachability and physical characteristics. Content rather than format determines the value of an item.
- II. Materials should be suitable to the abilities, needs, and interests of patrons.
- III. Materials should accommodate Southern Crescent's online population, as well as students, staff and faculty at centers without library facilities. An effort will be made to include online resources for departments serving these populations.
- IV. Materials should support the position of diverse cultural, political, ethnic, religious, and social groups. Controversial books that inform the reader about a particular sect may be part of the collection, but it should not hurt, misrepresent, teacher's guides or manuals to text, multiple copies except where demand requires.
- V. Terms or conditions attached to the item affecting use) licensing, copyright, public performance, etc.).
- VI. Selections aids should be consulted to assist in collection development, reviews, standard bibliographic guides, and recommended lists.
- VII. Frequently requested items will be considered for addition to collection.
- VIII. DVDs are purchase according to needs and related to program areas.

Collection Development Guidelines for New Programs

- I. The library will review the curriculum of the new program, projected enrollment, student population and any other data relevant to the curriculum.
- II. The library will review the literature and related collection development tools cross reference existing collection and develop a list of possible resources for the core collection.
- III. The library will research and review databases relevant to the curriculum.
- IV. The library will assess material using collection development guidelines and curriculum needs and prepare a list of basic reference materials including print, databases, periodicals, and audiovisual materials recommended for the core collection, including pricing and availability.

Weeding Process

- I. Periodic weeding is a vital part of collection development to ensure that the collection continues to meet the criteria of the guidelines. Worn and out-of-date materials are removed and replaced as needed.
- II. The following criteria are considered in making decisions related to collection weeding:
 - a. Poor physical condition.
 - b. Obsolete information.
 - c. Replacement by new edition.
 - d. Lack of use.
 - e. Lack of space.
 - f. Serials duplicated by online sources.

Weeding is not used to bias the collection in favor of any viewpoint.

Materials withdrawn are replaced if available and if the materials still meet criteria for collection development.

Handling Challenged Materials

Request for Reconsideration

The library does not add or withdraw any materials at the request of any individual or group. An individual or group questioning the appropriateness of material within collection will be referred to the Director of Library Services. An individual may register a complaint concerning any materials that are considered inappropriate by completing the "Request for Reconsideration of Library Materials Form" SCTC library subscribes to the principles of the Library Bill of Rights outlined by the American Library Association. Any complaint from an individual or group concerning an item will be handled by the following procedures:

- I. One or more individuals may ask that an item be removed from the collection due to the nature or treatment of the subject.
- II. Such a challenge may be informally resolved by the Director of Library Services.
- III. When informal resolution is unsuccessful or inappropriate, the complainant must fill out a "Reconsideration of Library Materials Form".
- IV. The Vice President of Academic Affairs will be notified of the challenge.

Acquisition Procedures Outline

The purpose of the outline is to facilitate the acquisition and maintenance of a well-balanced materials collection that adequately supports the curricular needs of the college as well as the general education and leisure reading needs of library patrons in order to meet institutional objectives.

Acquisitions rely heavily on the guidelines for selection and collection development. The library staff will utilize the expertise of the teaching faculty in the acquisition of references and materials and the elimination of specified holdings or collections. Appropriate recommendations of the teaching faculty will be implemented as resources allow. The Director of Library Services has the final authority of selection of materials in all subject areas.

Purchase and Bookkeeping Procedures

The library staff will:

- I. Mark titles to be ordered.
- II. Submit request to Director of Library Services for approval.
- III. Upon approval, enter issue date, vendor, number, and amount into Georgia Marketplace for purchase.
- IV. Upon receipt of order, check items against packing slip and P.O.
- V. If order is complete, sign receiving copy, attach packing slip and/or invoice and submit the business office.
- VI. If partial order, enter date received beside item received on receiving copy. Note and discrepancies on purchase receiving copy (back order, cancel) turn receiving copy into the business office.
- VII. Purchasing card also may be used for book and video acquisition through Amazon.

Receiving Procedures

- I. Unpack boxes, checking packing slips and invoices.
- II. Return shipments in error.
- III. Claim missing items.
- IV. Give invoices to Director of Library Services,
- V. Send signed receiving form to the business office.
- VI. Place in workroom for cataloging.

Reference Services

Reference and Research Consultation

Goals

The reference and research consultation goals are as follows:

- I. To provide rapid and thorough access to information needed through direct personal service to student, faculty, and staff users.
- II. To provide instruction that supports the educational goals of the institution through orientation, formal bibliographic instruction, and point-of-use assistance.

Basic Services

Reference questions for which assistance is provided fall in the following categories:

- I. Instructional Questions:
 - a. How-to-Examples: How to use _____? Copier; Readers; Equipment; Indexes; Computerized searches.
 - b. Search-Examples: Lengthy searches; Searched requiring several sources; Literature search; Search involving outside agencies.
 - c. Course Resource Assistance Questions- Examples: use of Microsoft Office for completion of assignments, submitting assignments in Blackboard.
- II. Informational Questions:
 - a. Directional-Examples: Library Senesces; Reference tools; Physical location; Where is...?
 - b. Ready reference-Examples: Address/phone number; Bibliographic information; Single reference too query; Policies; Do you have...?

The library must evaluate the query posted by the user and determine which type of information the user is seeking. The librarians may need to ask a number of questions to clarify the user's needs. If a search level query is posed, a fairly extensive reference intense may be required.

Bibliographic instructions and library orientation are also basic components of reference services. Point-of-use bibliographic instruction is provided whenever possible so that the user becomes skilled in locating information. Formal bibliographic instructions are provided upon request. Orientation sessions are conducted with class visits at any time.

Guidelines for Internet Use

- I. Only currently enrolled SCTC students may use computer. Two guest computers are set aside for patrons outside the institution.
- II. A one-hour limit will be opened if other are waiting.
- III. Parton violations of acceptable use policy may result in loss of library privileges including debarment from library premises. Unlawful activated will be referred to campus police.
- IV. Faculty and staff must also abide by the acceptable use policy.

Bibliographic Instructions and Orientation

Orientation gives the patron an overview of the library and introduces the user to what is available, where it is available, and who manages its availability. The orientation encourages and invites use. Bibliographic instruction is an organized activity that provides the user with skills to acquire and operate information tools, thus enhancing the user's educational experience and personal development. Bibliographic instruction may be established to facilitate subsequent performance, or it may be offered at the point of need of the user.

Development of bibliographic instruction is a primary concern of library personnel for several reasons:

- I. Patrons and quality information should “connect” to support the educational process of the institution.
- II. Patrons should be prepared for adjustment to a society in which the information explosion is a dominant force.
- III. The patron should receive foundations for lifelong learning and self-development.

Every effort is made to involve the learner in the process of investigation and utilization of the resources and tools specific to each entry point. The library staff rely on their expertise in instructional design and teaching practice to create activities that are meaningful, audio-visually well supported, and enhance motivation to pursue knowledge.

Librarianship at Southern Crescent Technical College mandates an instructional leadership role taken by the professional library staff, but it is the instructor or student who dictates the mode of instruction and the content. It is the instructor who must assume the role of evaluator. The library staff believes in adapting objectives and activities to meet the goals expressed by students, faculty and curriculum. Library services promote its instructional role and adapt its availability to the schedules and request of faculty and patrons.

Orientation Philosophy

The orientation is generally the first connection made with student patrons and sometime faculty; Therefore, it is important to emphasize resources, materials, and services that not only developed general skills, but which also relate to the curricular objectives and the specific needs of the group or the individual. The orientation includes a general information handout, subject orientated.

Orientation is views as an opportunity for the libraries to “out their best foot forward.” Thus, it is an outreach and promotional activity that encourages patrons to return. Stress is placed on helpful and cheerful attitude and on patron-centered assistance. The patron should be made to feel comfortable in asking for help with location information, point-of-use instruction, and use-of-equipment.

It is often the task of the librarian to illuminate for the group the value of library use. It is the goal of the librarians to make the orientation as meaningful as possible for these students. The orientation experience can open the door to lifelong education.

Sample Orientation Outline

This outline should remain flexible depending on the needs of the group addressed. The reference librarian should tailor the session to the specific information seeking needs of the current group.

- I. Introduction
 - a. Welcome
 - b. Purpose of orientation
- II. Acquaint Patrons with Services
 - a. Hours
 - b. Description of Services
 - i. Student Computers
 - ii. Copier
 - iii. Printer
 - iv. Reference Assistance
 - v. Interlibrary Loan
- III. Library Resources
 - a. Library website
 - b. LibGuides
 - c. Online Catalog
 - i. Books
 - ii. E-Books

- d. Galileo
 - i. Scholarly and peer reviewed articles
 - ii. Periodicals
 - iii. Newspaper
 - iv. E-books
- IV. Conclusion
 - a. Discuss list of items
 - b. Questions and comments
 - c. Instructor's comments and additions

Guidelines for Scheduling and Presenting Orientation

- I. Upon entering a new semester, the libraries initiate immediate communication with faculty to schedule orientation for new students and returning who missed previous orientation.
- II. Instructors schedule dates and times and the librarians adapt their schedule to the requests.
- III. All dates and times are verified in writing.
- IV. The librarians stock brochures and prepare subject bibliographies of LibGuides for each orientation group.
- V. The reference librarian revises the orientation outline as required.
- VI. If a schedule conflict arises, library staff and instructors develop a solution,
- VII. After an orientation is presented it is logged for data collection.

Distance and Outreach Services

Distance Education Statement of Rights

As per the American Library Association's (ALA) Standards for Distance Education, the libraries work to ensure that all members of the Southern Crescent community have equal access to library services and resources. The Southern Crescent learning community includes not only students, staff and faculty at the college's main campuses in Griffin and Thomaston, but also at our distance centers and online.

Members of our distance learning community may not have easy access to the library's physical resources and services. To address this potential disparity of quality service, the library provides instruction, reference and information resources through phone, email, and mail.

The following paragraphs will outline the library resources and services available to Southern Crescent's distance learning community and describe how these services are managed and maintained.

Services for Online and Distance Populations

Library Website

- I. Online Public Access Catalog (OPAC:
 - a. The OPAC allows students to remotely explore the materials available at Southern Crescent's two main library locations. Students, staff, and faculty at our distance centers can request to have these materials sent to their locations through intercampus mail. Requests are submitted through an online Interlibrary Loan form, or through email or phone requests.
- II. GALILEO off-campus access:
 - a. Galileo gives members of Southern Crescent learning community access to subscription-only scholarly databases. Through GALILEO, our distance learners have free access to scholarly and trade journals, reference materials, e-books, videos, articles and more. GALILEO is accessible through the library website. Learners accessing GALILEO from off-campus location must sign in through Open Athens with their student credentials (student email address and password).
- III. LibGuides:
 - a. The library's subject- and course-specific LibGuides compile recommended books, journals, articles, videos and websites in departments and programs taught at the college. These guides include links, forms and instructions to access the materials listed.
- IV. Interlibrary Loan:
 - a. Interlibrary loan gives distance learners access to a wide range of information resources. By filling out an Interlibrary Loan Request Form on the library website, or submitting an email, phone or IM request, individuals at the centers can have resources from either the two main libraries, or public, academic and special libraries across Georgia, sent directly to their location. Items shipped from the Southern Crescent libraries will be checked out at the library that holds the item before being sent through Intercampus. Mail to the center's main office (Jasper and Butts), computer lab (Henry), or dual enrollment student coordinator (Fayette). Books requested through Interlibrary Loan will be sent first to the Southern Crescent libraries to be checked out before being sent to the requestor's location.
- V. Reciprocal Borrowing:
 - a. SCTC Libraries have reciprocal borrowing agreements with TCSG schools, Clayton State University, and Gordon State College. These agreements allow Southern Crescent students, staff and faculty to use the library facilities and services at these locations. Patrons will be required to show a valid, updated student ID and a completed reciprocal borrowing form, available at the circulation desk at both the Flint River and Griffin Campus Libraries.

Distance Instruction

The library offers information literacy and research instruction to distance learners, through regularly scheduled visits and by request. The distance librarian contacts instructors at the Butts, Fayette, Henry, and Jasper centers each semester to offer instructors a chance to schedule class visits. Instruction includes library orientation, bibliographies and citations, research skills, and general computer skills.

Other Media

YouTube

The library YouTube channel hosts video tutorials on basic library and research skills. The distance librarian creates new videos and updates existing videos as needs arise.

Circulation Guidelines

Circulation Desk

The circulation desk is the customer service center of the library where many types of transactions take place. As its name suggests, it is where patrons check out and return materials, but it also serves as a help desk where patrons seek assistance and ask questions. These questions generally fall into four categories, Copying/Printing, Directional, Reference, and Technical.

Working at the circulation desk provides library personnel with the opportunity to foster public relations and to promote library media services. Library personnel strive to exhibit behavior that encourages the use of library and media resources, which is important to the program's service-oriented mission. We make every effort to assist patrons promptly, to listen attentively, and to act in a manner that is courteous and respectful. At least one member of the library staff attends the circulation desk during hours of operation.

Ex Libris Alma

Ex Libris Alma is the cloud-based library services platform used by all Georgia state-supported colleges and universities to manage print, electronic, and digital resources. From here on, Ex Libris Alma will be referred to as Alma.

Circulation Policies

Loan Policy

Students

- I. Students must have a current SCTC student ID card to check out materials
- II. The loan periods for books is eight weeks and videos are two weeks. Reference books, generally, are non-circulating, but may be checked out at the discretion of the librarian. The librarian designates the loan period for reference materials.
- III. Students may check out a maximum of ten (10) items.
- IV. Students may renew materials as often as needed provided another patron has not requested the material.
- V. Typically, all borrowed items are due at the end of each semester, but students may check out materials during semester breaks at the discretion of the librarian. The student must present proof of registration for the next semester to borrow materials during semester breaks.
- VI. Students who have a Banner Hold must clear the hold before checking out library materials.

Faculty and Staff

- I. Faculty members are not required to present 10 cards to check out materials. Library personnel look up faculty and staff by name in Alma.
- II. The loan period for faculty and staff is the entire semester.
- III. Faculty members may borrow as many items as needed to support curriculum and instruction.
- IV. Faculty and staff members may renew borrowed materials as many times as needed unless a request has been made for the borrowed material by another patron.

Overdue Materials

Students

- I. Alma generates overdue notices when materials are overdue and sends them to students via e-mail.
- II. The librarian places a Banner Hold on students' records who do not return books at the end of the semester.
- III. If a patron indicates that he has returned an overdue item, check the shelf for the item before referring the patron to the librarian.
- IV. Students with overdue library materials are not permitted to register for the next semester, to receive a transcript, or to graduate until a receipt from the librarian is obtained, certifying the return of overdue materials or the payment for damaged/lost materials.
- V. The librarian will clear the Banner Hold when the material is returned.

Faculty and Staff

- I. Alma generates overdue notices when materials are overdue and sends them to faculty and staff via e-mail. The purpose of these notices is to make sure that materials are not forgotten and that needed materials are available for circulation.
- II. No attempt is made to retrieve materials that are in use by a faculty member unless a hold request has been placed by another patron. In this case, a librarian mediates the request to return materials.

Accountability

Lost or Damaged Materials

Students

- I. There are no fines assessed for materials turned in late; however, all students are responsible for the replacement cost of damaged and lost materials.
- II. At the end of each semester, the librarian places a hold on the Banner accounts of any students who have not returned library materials. This hold remains in effect until overdue materials are returned or fines are paid.
- III. The librarian prints a status report from Alma, which lists the name and student number of the borrower, the name and barcode of the damaged or lost item(s), and the replacement cost(s).

- IV. No payment is accepted by library personnel. All payment of lost or damaged materials is paid at the business offices or admissions office in the case of the Henry Center. The student takes the status report to the business office or the admissions office at the Henry Center. Office cashier will provide a receipt upon payment for the damaged or lost item(s).
- V. When the business/admissions office notifies the librarian that fines have been paid, the librarian updates the students account in the Alma and removes the Banner Hold.

Refunds for Found Books/Materials

- I. Refunds will be made for a one-year period after the book/materials were paid for.
- II. Students must come to the library first with the lost book or item to the library.
- III. Librarians will check in Alma for a record of the lost book or item. Librarian will print out a notice of returned book or items.
- IV. No money is refunded in the library. The student must submit a business office receipt for payment of lost book or item to the business office. The request goes through the standard business office refund procedure.
- V. If the book or material has been deleted from inventory, it must be re-entered into the library catalog.
- VI. If the book/material has not been deleted from the inventory, the code is changed in the library catalog.

Conduct

The library is intended as a place of study for students. For this reason, we ask that there be no smoking, eating, drinking, unattended children, radios, or unnecessary noise.

Checking in Resources

- I. Materials are checked in using the barcode number/RFID pad or title.
- II. Materials may be renewed as often as needed if no HOLD request has been placed on the items.
- III. If a HOLD request is indicated as the location of the item, put the HOLD request form with the book, place the book on the reserve shelf and call the patron for whom the item is being held.

Overdue Notices to Students

The purpose of these notices to students is to make sure that materials are not forgotten and that needed materials are available for circulation. Students are allowed the option to renew materials unless another patron has placed a hold request.

- I. Overdue notices to students after the end of each semester.
- II. Generate overdue notices and then go to the reports.
- III. When a second notice is sent, place a hold in Banner.
- IV. Holds are also placed in Banner for overdue books.
- V. E-mail notices.

Southern Crescent Technical College Library Interlibrary

Loan Policy

Interlibrary loan provides a service through which students, faculty and staff can obtain materials not currently available in the Southern Crescent Technical College Libraries. The conditions of the service are based on the American Library Association National Interlibrary Loan Code, 1980, and by regulations of the individual lending libraries.

Interlibrary loan service is offered to all Southern Crescent Technical College students, faculty, and staff. Patrons not currently affiliated with the institutions are not eligible (i.e., courtesy card patrons, high school students, alumni, etc.).

Interlibrary Loan

Interlibrary loan is currently available through OCLC World Share and Technical College System of Georgia TechStars. Students may borrow materials through ILL if the materials are not held by Southern Crescent Technical College. The student agrees to abide by the lending policies of these institutions. Fines and fees may be incurred for lost, damaged, or overdue items. Students who have not returned books or owe fines will not be permitted to register for the next term, receive a transcript, or graduate until obtaining a receipt from the librarian certifying the materials have been returned and their record is clear.

Materials available for Interlibrary Loan

Materials available for circulation to Southern Crescent Technical College students are eligible for loan.

Materials not available for Interlibrary Loan

- I. Reference materials
- II. Reserve materials
- III. Periodicals (photocopies are provided instead).
- IV. Audiovisual materials by special arrangement only.
- V. Rare or valuable materials by special arrangement only.
- VI. Bulky or fragile materials which are difficult or expensive to ship.

Charges

- I. Books:
 - a. Except where there is a charge by the lending institution, ILL services are provided at no cost to the patron. When there is a charge by the lending institution, every effort will be made to contact the patron before initiating a request.
 - b. Postage, insurance, and service charges are occasionally placed on books lent to libraries. Patron approval of these charges is required before the interlibrary loan transaction can be completed.
 - c. Fines may be charged for overdue materials. Our standing with the lending library is seriously jeopardized by our failure to return interlibrary loan materials promptly.
 - d. Southern Crescent Technical College will charge \$45.00 in the event an item from this collection is lost. Other libraries will have their own charges for lost items from their collections.
- II. Periodical Articles:
 - a. Photocopy charges from the lending institution will be passed along to our patrons.
 - b. Special charges will be assessed if the patron requests special delivery services such as Express Mail, Federal Express, UPS, Fax, etc.

Duration

The time allowed for the loan is usually four weeks and is indicated due date slip inserted in the borrowed item. Renewal of borrowed items should be requested prior to the due date for the same loan period ordinarily granted. However, all borrowed materials are subject to recall and must be returned promptly.

Procedures

- I. An interlibrary loan request form must be completed for each item requested.
- II. It is recommended that a minimum of 14 days be allowed to fill the request.
- III. Incomplete request(s) for items already in our collection will be returned to the requester.
- IV. Up to five (5) requests may be submitted on any one day.
- V. Requests may be left with the library staff.
- VI. Patrons are responsible for checking to see if their items have been received.
- VII. Return books to the circulation desk.

Payment for Items

If a patron loses an item, the lending institution or the Southern Crescent Technical College Libraries will bill the patron for the item. A hold will be placed on the student's account until the item is paid for.

Violations

Should a patron repeatedly disregard the ILL guidelines, privileges will be withdrawn. Actions that may result in suspension of privileges are returning books late, not picking up requested material, and not paying for requested items (when appropriate.)

Technical Services

- I. Books:
 - a. A budget for books is provided to the Library on an annual basis. Faculty members, administrators, and students submit requests to any library staff member, and books are ordered according to the collection development procedures
- II. Audiovisual Materials:
 - a. A budget for audiovisual materials is provided to the Library on an annual basis. Faculty members, administrators, and students submit requests to a library staff member and materials are ordered according to collection development procedures.
- III. Digital Periodicals:
 - a. Are renewed annually through the library services budget. New titles are added only once a year when the order is prepared. All subscriptions are ordered and received by library services for inventory purposes.

Procedures

Preparation of Orders:

- I. Titles to be ordered are entered in Georgia Marketplace software by library staff members and submitted to Director of Library Services for approval.
- II. Director of Library Services will submit the cart with the ordered materials to the Business Office for approval.
- III. The Business Office will then generate a Purchase Order.

Checking in New Materials

- I. Shipment contents are checked against the invoice or packing slip.
- II. The original invoice or packing slip is turned in to the College business office with the receiving copy of the PO or with card statement.
- III. A copy of the invoice or packing slip is stapled to the receiving form or filed with credit card invoices.
- IV. All materials are put away in an orderly manner.

Cataloging Guidelines

- I. The Library of Congress classification System is used.
- II. The latest edition of RDA is the authority for cataloging rules. ANGLO-AMERICAN CATALOGING RULES are used for older "grandfathered" record.
- III. Library of Congress subject headings are used.
- IV. IMMROTH'S GUIDE TO THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM is consulted for explanations related to classifying.
- V. ALMA is the source for cataloging and classifying information.
- VI. Original cataloging and classifying are done when an item is not located through OCLC Connation in ALMA.

Processing Books

- I. Check barcode label and title to see that they match.
- II. Place small label on spine of book.
- III. If there is a book jacket, cover it with Mylar.
- IV. Cover spine label with label protector.
- V. Place security sticker/RFID in proper location: inside back cover if available, opposite page if Mylar jacket is used or if printed on inside back cover, check with staff if no location available.

Processing DVDs

DVDs are processed after they have been cataloged and entered into the computer.

Processing Procedure for DVDs

- I. Remove the DVD and jacket from the original case.
- II. Obtain a security case and put the DVD in it.
- III. Prepare a spine label using the Library of Congress Call Number from the DVD's MARC record and affix it to the spine of the original jacket (if possible) approximately from the bottom of the jacket.
- IV. There are two copies of the barcode. Affix one barcode to the back of the jacket in an area that does not cover information about the DVD. The second should be affixed to the inside left of the security case at the top.
- V. With a Sharpie or a permanent marker, write the barcode on the DVD itself.
- VI. Lock the DVD and shelve it.