

POLICY MANUAL
SOUTHSIDE VIRGINIA COMMUNITY COLLEGE
Libraries

2.14 Libraries

2.14.0 Vision Statement

We believe that the Libraries of Southside Virginia Community College are the intellectual crossroads for the community college. Therefore, it is the vision of the college Libraries to provide a comprehensive array of information services in a friendly atmosphere. Through the cooperation and teamwork of faculty, staff, students and the community, our goal of success for all will be realized.

2.14.1 Mission Statement

The mission of the libraries is to collect, preserve, and provide access to information resources which support the instructional, educational, outreach programs, and mission of Southside Virginia Community College, as well as enhancing the student's skills in locating, evaluating and using all types of information including print, audiovisual, online databases and the Internet. With these skills, students will be successful in the programs of their choice: academic, technical, and vocational and workforce development, as well as becoming lifelong learners.

2.14.2 Description

The SVCC Libraries support college instruction and the learning community with a skilled and professional staff that:

- provides materials (books, videos, digital information, computers, etc.) which enhance and enrich coursework and help students gain core competencies;
- promotes effective use of information resources and instructional technology;
- cooperates and collaborates with groups inside and outside of SVCC to maximize access to instructional resources for students, staff and community patrons.

2.14.3 Governance

While the library staff makes day-to-day decisions, other concerns shall be referred to the Library Advisory Committee. This is a committee consisting of the

two college librarians, two faculty members, and two staff members. The committee meets quarterly unless other meetings are necessary.

2.14.4 Circulation Policies

2.14.4.1 General

All patrons must have an SVCC library card or student ID with library barcode attached. Library cards are free, but the college charges \$15.00 to replace a lost student ID card. All library materials must be checked out before removal from the library. Patrons must have their library card to check out or renew items. Patrons may have up to twenty-five items checked out at any time. Patrons are responsible for all items checked out on their card. Patrons with overdue items or fines cannot check out items until their account is cleared. Reserve materials, periodicals and newspapers cannot be checked out.

2.14.4.2 Patron Definition

The libraries primarily serve SVCC students. All SVCC students (full-time, part-time, and dual enrolled) are eligible for a library card. All others must be residents of Virginia who are at least sixteen years old and have valid picture identification. The libraries serve the following patron categories: SVCC student, SVCC faculty/staff, Governor's School student, Old Dominion University student, High School Summer School student, Summer Youth, and community member. Each category has unique library privileges.

2.14.4.3 Borrowing Privileges

SVCC students, ODU students, Governor's School students, and community patrons have the following loan periods:

Circulating books:	4 weeks
Audios/Videos:	1 week

One renewal is allowed.

SVCC faculty/staff have the following loan periods:

Circulating books:	8 weeks
Bestseller books:	4 weeks
Audios/Videos:	10 days

SVCC faculty/staff may renew items with no limit. Exceptions to the above loan periods can be made for special circumstances.

High School Summer School students and Summer Youth participants have the following loan periods:

Circulating books: 7 days

Audios/Videos: 2 days

One renewal is allowed.

2.14.4.3 Fines

The libraries at Southside Virginia Community College no longer charge fines for overdue materials; however, you will be charged a \$50.00 replacement fee if the overdue item is not returned after two overdue notices. If you lost part of a set of books or part of a set of audiovisual materials, you are responsible for the replacement cost of the entire set. Once an item is overdue for six months from the original due date, the patron is responsible for the replacement cost of the item(s). If items are returned with six months of the due date, there is no fine. However, the library reserves the right to inspect overdue items for damage. Damaged items will not be accepted and the patron is responsible for the replacement cost of the item. Interlibrary Loan (ILL) materials borrowed from other institutions are subject to the fine policies of that institution. SVCC students may have their academic records encumbered until items are returned or the replacement fee is paid in full. In addition, the Virginia Tax Loss Act requires the libraries to report replacement fees not paid to the state. Patrons put on the tax loss list will have the amount owed taken out of their state taxes or lottery winnings until all fines are paid.

2.14.5 Reserve Materials

Books or audio/visual materials may be placed on reserve at either campus library by a faculty member for a class. Faculty should submit all reserve requests at least one week before students need to use them. Reserve requests should include the following information: name of instructor, the course number and name, the begin and end date the item should be on reserve for, and how long the instructor wants students to be able to check them out. Check out options include: library use only, overnight, two days, and seven days. Reserve materials are requested on a semester-by-semester basis. Any materials on reserve at the end of the semester will be removed from reserve and integrated back into the collection. All reserve materials must be entered into the library's automated system, barcoded and labeled.

SVCC has written agreements with both public libraries and public school libraries to store SVCC materials for off campus classes. Off-campus faculty should give items to the off campus library at least one week before students

need to use them. It is the responsibility of the faculty to deliver materials to off campus libraries and to return them to the libraries when the reserve period is complete.

2.14.6 Audio/Visual Equipment

The SVCC Network Services Department is responsible for maintaining audio/visual equipment sufficient for classroom use at all times. Computers or listening stations are provided in the libraries for audio and video media. Some equipment may be checked out to students, faculty and staff on a case-by-case basis. Borrowers are responsible for lost or broken equipment.

2.14.7 Interlibrary Loan

2.14.7.1 Purpose

Interlibrary Loan (ILL) is a service that enables a library to borrow and lend materials to other libraries. The libraries provide ILL services to patrons who have a valid library card and are in good standing with the library. ILL materials can be requested by speaking with the Library Specialist and completing the ILL request form available at the circulation desk. The libraries' ILL policies are based on the American Library Association's [National ILL Code for the United States](#).

2.14.7.2 Borrowing Policies

Materials requested through ILL must not be available at either campus library or through any of the libraries electronic databases. ILL requests for textbooks or for faculty reserve materials will not be honored. ILL materials usually arrive within a week to four weeks, depending on many uncontrollable circumstances. The loan period and fees for lost or damaged items are set by the lending library. The cost to obtain ILL materials is usually free. In some cases, the lending institution may charge a fee. It is the responsibility of the patron to indicate the amount that they are willing to pay (if any) for the item on the ILL request form. When the requested material arrives, the patron will be notified and must pay any fees at that time. Borrowed ILL materials must be returned on time to the circulation desk. The libraries charge \$1.00 per day for overdue ILL materials.

2.14.7.3 Copyright Compliance

All materials lent and borrowed through ILL are subject to Copyright Law, [Title 17 of the United States Code](#).

2.14.7.4 Lending Policies

The libraries usually do not lend reserve materials, or new acquisitions. The libraries do lend audio/visual materials. The lending period is eight weeks for VIVA members, and three weeks for non-VIVA members. Renewals will be considered. Borrowing libraries that lose or damage ILL materials lent from the LRS will be charged a \$50.00 replacement fee. The libraries never charge borrowing libraries for ILL services. The libraries lend to fellow Virtual Library of Virginia (VIVA) members according to VIVA's [Interlibrary Loan Guidelines](#).

2.14.8 Electronic Resources Policies

The libraries provide full access to the Internet without filtering its content for academic and research purposes. Children are not permitted to access the Internet without parental supervision. **No child can be left unattended by a parent or guardian in the library.** The libraries do not monitor or control information accessible through the Internet and is not responsible for its content. Patrons are encouraged to critically evaluate information found on the Internet. At times when Internet usage is heavy, the libraries reserve the right to limit the time a patron may take for a single session. The libraries may also close the computer labs for bibliographic instruction, equipment failure, or other reasons without notice.

Patrons must comply with SVCC's Computer Ethics Guidelines as found in the College Catalog. In addition, the libraries prohibit:

- Recreational pursuits including chatting, playing games, and other interactive activities
- Downloading of software including instant messenger services
- Distributing unsolicited advertising
- Damaging hardware or software including propagating viruses
- Violating another person's privacy including slandering or harassing
- Violating copyright
- Any illegal activity

2.14.9 Collection Development Policy

2.14.9.1 Purpose

The purpose of a collection development policy is to state the guidelines under which selecting, maintaining, and deselecting library materials are to proceed. Collection development is the process of meeting the information needs of a service community. The policy will insure

consistency among library staff responsible for the collection, and will communicate the guidelines to faculty, administrators, and patrons. The collection development policy will be reviewed annually and will be updated as changes occur within the College or the service community.

2.14.9.2 Responsibility

The Christanna Campus College Librarian is responsible for making collection-related decisions for the libraries. Teaching faculty and staff are strongly encouraged to recommend materials in their subject area. Due to the small size of the College, the Library does not have faculty liaisons. The college librarian is responsible for communicating and corresponding with faculty and staff members on both campuses.

2.14.9.3 Service Community

Southside Virginia Community College serves ten counties and one city, with a total service area of 4,200 square miles. The service area includes the city of Emporia, and the counties of Brunswick, Buckingham, Charlotte, Cumberland, Greensville, Halifax, Lunenburg, Mecklenburg, Nottoway, and Prince Edward. The College is made up of two campuses: The Christanna Campus in Alberta, and the Daniel campus in Keysville. In addition, the College has several centers throughout the service community such as the Campus Without Walls in Emporia, and many others. The SVCC libraries are composed of two libraries: The Julian M. Howell Library in Alberta, and the John H. Daniel Campus Library in Keysville. The libraries primarily serve SVCC students. SVCC has approximately 7,000 students including a large proportion of African American students, female students, and adult learners. SVCC students take courses in general education, occupational-technical education, apprenticeship training, continuing education, and special regional and community services. The libraries also serve SVCC faculty and staff, Governor's School students, High School Summer School students, Summer Youth students, Old Dominion University students, and community patrons who live in our service area.

2.14.9.4 Intellectual Freedom Statement

The library fully supports the American Library Association's [*Code of Ethics*](#), [*Library Bill of Rights*](#), and [*Freedom to Read statement*](#). It is the responsibility of the College Librarian to include materials representing all points of view in the collection. The libraries do not necessarily endorse the ideas found in the collection. Patrons may request the Library consider a material for withdrawal from the collection by completing a request form. The Library staff will promptly review any requests. If the staff

cannot reach a resolution, the Library Advisory Committee will meet to reach a decision. The libraries follow the procedure of the Virginia Library Association's *Intellectual Freedom Manual*.

2.14.9.5 Collection Overview

The libraries collect introductory materials in most academic fields, and more advanced, specific materials in the fields of art, business, education, history, literature, mathematics, medicine, physical and life sciences, philosophy and religion, social sciences, library science, and others. Each library has a general circulating collection, reference collection, audio collection, video collection, CD collection, and bestseller collection. The Libraries collect the following formats: books, periodicals, newspapers, compact discs(CD's) and DVD's. The libraries do not collect: microforms, maps, pamphlets, musical scores, computer software, government publications, textbooks, dissertations, theses, children's literature, or art work. The libraries collect some materials about the College such as Master Plans, Faculty/Staff Handbook, and yearbooks but does not attempt to serve as a comprehensive archive for the College. The libraries generally do not purchase duplicate copies except for some reference works and materials that circulate frequently. The libraries generally do not purchase contracts or rights to electronic materials other than those received as a member of the Virtual Library of Virginia(VIVA).

2.14.9.6 Collection Levels

A collection level is established for each item purchased for the libraries by the Christanna Campus College Librarian. The libraries have adopted the following levels, and percentages of the annual budget each level will receive. These definitions and ratios pertain to all formats collected, including periodicals. The Christanna Campus College Librarian maintains the amount spent on each level in a spreadsheet so that these allocations will not be exceeded.

Minimal (1) – This level includes recreational materials that do not directly support the curriculum of the College. **15%**

Basic (2) – This level encompasses standard, introductory works containing general information or overviews of a topic. **25%**

Strong (3) – This level includes broad coverage of a topic that would satisfy most patrons' needs and directly supports the College's curriculum. **60%**

Comprehensive (4) – This level is complete coverage of a topic including primary and secondary sources in all formats. Because SVCC is a

community college and not a research university, this level is not supported at all by the libraries. **0%**

Examples of subject areas belonging to each of the collection levels:

Minimal

Crafts	Household Maintenance
Cookery	Popular Fiction
Gardening	Self-help
Genealogy	Sports
Hobbies	Travel

Basic

Astronomy	Photography
Chemistry	Physics
Dance	Speech
Earth Science	Statistics
Foreign Language	Theatre Arts
Library Science	Transportation
Mass Media	Women's Studies
Medicine	World History
Military Science	Law Enforcement/Corrections
Electricity	Office Skills/Word Processing
Phlebotomy	Drafting
Truck Driving	Automotive Repair
Air Conditioning, Heating & Ref.	Heavy Equipment Operation
Real Estate	Substance Abuse
Respiratory Therapy	Cultural Studies

Strong

Accounting	Mathematics
American History	Music
American Literature	Nursing
African American Studies	Philosophy
Art	Religion
Biology	Electronics Technology
Business	Information Systems Technology
Computer Science	Psychology
Criminology/Criminal Justice	Study Skills/Career Guidance
Counseling	Sociology
Economics	World Literature
Education	Health Science

Revised January 30, 2017

English Literature
Human Services

Physical Science

2.14.9.7 Guidelines for Material Selection

Upper division or graduate level materials will not be purchased. Some materials at the high school level are appropriate for academically challenged students. Expensive items must be evaluated carefully to justify their purchase. Publisher's catalogs, reviews, flyers, and brochures should be reviewed for possible purchases. However, these should not be the sole point of reference for acquisitions. The Christanna Campus College Librarian must be active in locating materials on subjects that the library needs. Subject searches can be conducted on *CHOICE:Current Reviews for Academic Libraries*, *WorldCat*, and online resources to discover materials that may not be widely marketed by a publisher. The Christanna Campus College Librarian is responsible for selecting materials that support the mission and goals of the College, the content of courses offered in the curriculum of the campuses, the certifications offered by the College, the teaching aims of faculty members, and the special needs of SVCC students.

2.14.9.8 Donations

The libraries welcome donations. Donations are accepted with the understanding that the Library reserves the right to make use of donated materials as deemed appropriate. Materials may be added to the collection if they meet the criteria of the Collection Development Policy and support the mission and goals of the College. Lack of interest, duplication, processing costs, or inadequate space may prevent donations from being retained. Donations that are not accepted for the collection will be discarded. The staff member accepting the materials should have the donor fill out a Donation Form. A thank you note will be sent to all donors.

2.14.9.9 Deselection

Systematic deselection of materials is essential to maintaining a useful collection. An item can be removed for one or more of the following reasons:

- Poor physical condition – the item is beyond repair
- Age – the item contains outdated information and is not useful for current or historical purposes, the item has been superseded by a newer edition or a more current item on the subject
- Infrequent use – the item has not circulated for at least 5 years

- Outside the realm of the collection development policy – the item does not meet the selection criteria outlined in this policy

Deselected materials are discarded from the collection using the following process:

- After deletion from the circulation system, materials are temporarily housed until a sufficient amount of materials accrues
- Once a significant amount of deleted materials accrues, materials will be made available for free to faculty, staff, students, and other patrons
- Any leftover materials are then offered to local prison libraries, school libraries, or public libraries
- Any leftover materials not taken by the above methods are offered to other Virginia Community College Libraries
- Any leftover materials are then trashed

2.14.10 Exhibition Policy

The libraries feature art shows and displays from time to time. The college is not responsible for purchase or replacement in case of damage, however every effort is made to protect art on display.

2.14.11 Library Use for College Functions

The libraries exist for patron use. Therefore, the libraries shall not be used for College functions unless all other meeting areas are booked. The college librarians shall have final approval of any functions scheduled in the libraries.

2.14.12 After Hours Use

Faculty may bring their classes into the libraries after normal hours to use reference materials, however, the computers will be available and no materials may be checked out after normal hours. Faculty is asked to give two days notice when expecting to use the libraries after hours.

2.14.13 Facsimile Machine Use

The fax machine in each library is for library use only. In times when other fax machines in the building are not available or out of order, school personnel may use the fax machine. Patrons may use the fax machine by signing in on the fax log and paying \$1.00 per page for fax use.

2.14.14 Patron Behavior

The libraries are open to all with the understanding that an atmosphere conducive to research and study is maintained. Therefore:

- Food and drinks are allowed in the libraries in designated areas.
- Cell phone conversations are not allowed within the library. All cell phones must be placed on vibrate/silence before entering the library.
- Activity or behavior that is considered distracting or disturbing to other patrons is not permitted. Threatening or dangerous behavior will immediately be reported to security.
- Smoking, chewing, dipping, and other uses of tobacco products are not permitted in the Library. The College does not permit smoking in any campus building.
- Damaging any Library material or resource in any way is not allowed.
- Violations of the libraries policies may result in the suspension of library privileges and expulsion from the College.
- SVCC's policy states that children on campus must be under parental control or under adult supervision. Unattended children are not allowed in any area of the College. The Library abides by this policy.

2.14.15 Testing

Emergency Cases Only!! Tests for seated as well will be distributed in the library when a SVCC faculty member is not able to administer the test. Tests will be given on the day and time the class usually meets. The entire class will take the test at the same time. Faculty is required to provide 24 hours notice and to complete the Test Instructor Form.

Tests are given for Internet Classes with the same provisions: 24 hours notice and completion of the Test Instruction Form.

If a student misses a regularly scheduled test and needs to make it up, the instructor will assign a date and time for the test. The library **will not** accept any tests with the following instructions: *the student can take the test anytime next week*. The instructor must complete the Test Instructor Form.

The library distributes and collects tests. If the faculty member needs a test to be distributed, he/she needs to make arrangements along with the completion of the [Test Instruction Form](#).

Non SVCC faculty members are required to provide 24 hour notice with instructions for the students. The library is not a proctoring center.