

Library



2009-2012

Library Handbook

A Guide for Students

(334) 876-9344

<http://www.wccs.edu/index.php?page=library.html>

Introduction

The community college (two year) makes significantly different contributions from other academic institutions. It is generally more responsive to local needs. Moderate costs and open-access allow greater flexibility to students who would not otherwise be able to attend college. Emphasis on vocational and adult programs and continuing education provides employable skills to many adult students through responsiveness to changing vocational needs.

At the same time, while allowing for remedial work to remove deficiencies, academic programs in community colleges parallel education in arts and sciences in four-year institutions. Reflecting the combination of availability of opportunity and expectation of excellence in performance, more than half of the students pursuing higher education are enrolled in community, technical, and junior colleges nationwide.

Philosophy, Mission, and Goals of Wallace Community College Selma

The philosophy of Wallace Community College Selma is expressed in the following beliefs:

- Education is essential to the economic, social, environmental, and political well-being of the citizens of West Central Alabama.
- Education should be made academically, geographically, physically, and financially accessible to students.
- Wallace Community College Selma is uniquely qualified to deliver excellent and equitable educational opportunities and services.

The mission of Wallace Community College Selma is to provide high-quality educational opportunities and services that are responsive to individual, community and State needs. To accomplish this mission, Wallace Community College Selma shall provide the following:

- General Education and Collegiate Programs at the freshman and sophomore levels that prepare students for transfer to other colleges and universities.
- Technical, Vocational, and Career Education that prepare students for immediate employment, re-trains existing employees, and promotes local and state economic stability and competitiveness.
- Business and Industry Development Training that meets employer needs.
- Developmental Education that assists individuals in improving learning skills and overcoming educational deficiencies.

- Student Services and Activities that assist individuals in formulating and achieving their educational goals.
- Continuing Education and personal enrichment opportunities that support life-long learning and the civic, social, and cultural quality of life.

The Goals of Wallace Community College Selma are as follows:

- **Imperative I: Accessibility**
- **Goal 1:** To provide educational access to individuals with a desire and documented ability to benefit from the College's offerings.
- **Goal 2:** To provide affordable tuition and fees and make available comprehensive financial aid programs.
- **Goal 3:** To provide educational offerings in locations, at times, and in facilities that can best serve the College's communities.
- **Imperative II: Quality**
- **Goal 1:** To assure quality in all programs and services by employing a continuing cycle of effective planning, evaluation, and improvement.
- **Goal 2:** To strengthen teaching and learning by promoting innovative and effective teaching methods.
- **Goal 3:** To facilitate course and program transferability, equivalency, and articulation between the college and Alabama's public universities.
- **Goal 4:** To attract, retain and support qualified personnel and to provide comprehensive opportunities for their professional growth.
- **Goal 5:** To secure funding sufficient to assure a quality learning environment.
- **Goal 6:** To assure that the institution maintains accreditation by the Southern Association of Colleges and Schools, and individual programs acquire and maintain appropriate accreditation.
- **Imperative III: Diversity**
- **Goal 1:** To assure that educational opportunities are available without regard to race, gender, ethnicity, socio-economic status, disability or age to those who have documented ability to benefit.
- **Goal 2:** To assess special educational needs of diverse student populations and provide support and educational services to meet those special needs.
- **Imperative IV: Economic Development**

- **Goal 1:** To stimulate economic development in Alabama through education, training and retraining to meet the needs of private and public sector employers.
- **Goal 2:** To integrate the college fully into the local economic development effort and to increase public awareness of the college's in this role.
- **Imperative V: Community Services**
- **Goal 1:** To provide community service activities and establish partnerships which support civic, economic, educational, and cultural needs within the college's service area.
- **Goal 2:** To provide adequate and flexible facilities, equipment and institutional services to cooperating businesses, agencies and other non-profit groups for community program activities consistent with institutional goals and policies.
- **Imperative VI: Public Relations Strategies**
- **Goal 1:** To foster public awareness of the College and its mission and to promote clear identity.
- **Goal 2:** To reach potential consumers of education and training.
- **Goal 3:** To increase community support for the community college.

Mission of the WCCS Library/Learning Resource Center:

The College Library/Learning Resource Center is an integral part of the total college program. The mission of our College Library/Learning Resource Center is to provide modern, high-quality, interactive library services which will be coordinated and integrated into the general instruction program of the college.

To this end, the Library Learning Resource Center seeks to provide quality, cost-effective information that is sufficiently flexible to meet the challenges of educational, societal, and technological change.

Goals of the WCCS Library/Learning Resource Center:

1. To support new and existing programs and make available Library/learning Resource Center resources and services to meet the educational objectives of the college,
2. to involve faculty and staff in the selection of materials and development of collections,
3. to accommodate users in facilities that are conducive to study and work and available for use at appropriate hours,

4. to provide orientation and informational activities to students, faculty, staff and community patrons,
5. to use appropriate management methods that ensure optimal use of human, physical and financial resources, and
6. to employ, develop, and retain qualified and service-oriented staff capable individually and collectively of achieving these goals.

The Classification System

The Wallace Community College Selma Library/Learning Resource Center uses the Library of Congress classification system. This system of classification is used by most college and university libraries. The LC system arranges materials into subject areas and allows books or media on the same subject to be placed together on the shelves. Each item is assigned a call number which consists of a series of letters and numbers.

EXAMPLE: GV broad subject – RECREATION
 995 Further identifies the subject
 .B37 B is the first letter of the author's last name, 37 further
 identifies the author

When one has identified a call number, he can locate materials in three separate areas of the Library/Learning Resource Center. These areas are circulation, reference, and media. NOTE: Oversized books are shelved in a separate area, and the patron may require assistance when looking for these books.

Reference and audiovisual materials indicate that they are shelved separately from circulating books because they have REF or a media abbreviation above the call number.

When one finds the correct area, each shelf has designated signs with letters/numbers on the end panels. Locate the first letter of the call number on the end panel, and then look for the second letter, if there is one. A single letter B would come before BC. BJ would come before BT, etc. Follow these two rules when there are decimals in a call number:

1. Number before a decimal are read as whole numbers.
2. Numbers that follow a decimal are read as decimals.

WCCS Library Acquisitions Policy

The major goals of the library are to provide resources supporting the curriculum, inspire teaching, bring strong intellectual stimulation to both faculty and students, help keep faculty abreast of current developments in their fields, meet the informational needs of students by providing materials which reflect the diversity of students' abilities, interest, and comprehension levels, and to provide professional services for academic community.

The library acquires materials needed to support the teaching programs of the College, as well as many current publications of popular appeal and interest, general reference works traditionally found in a college library and other resources necessary to meet the above-stated goals. Materials include, but are not limited to, books, pamphlets, periodicals, newspapers, and microforms. Multiple copies of titles and replacements for lost, stolen, or damaged volumes are secured when instructional need is indicated. Gifts to the college library are accepted or rejected in accordance with this acquisitions policy and must be channeled through the college's "Foundation" via the Office of the President.

The library does not purchase books that are required as texts for any course offered by the college, upper division or graduate level books or journals, materials for individual faculty research, musical score, rare books or manuscripts, or books written in languages not represented in the curriculum.

Wallace Community College Library believes in and supports the ALA Library Bill of Rights (see Appendix A). The library also supports and reflects the concept of the individual's right to read and obtain access to information. Neither the defense of that which is thought to be good nor the protection of readers from that which is thought to be bad are objectives of the library. Published material is not excluded from the collection because it has aroused public antagonism, nor is it added only for that reason. Every effort is made to assure that conflicting viewpoints on political and social matters are adequately reflected in the collection; however, we recognize that it is impossible to represent every point of view or any point of view completely.

Faculty members are encouraged to become familiar with the library's holdings in their subject fields, to read book reviews in their professional journals, to keep themselves informed on current publications in their subject area, and to request that library materials supporting their courses be acquired. Requests from other staff members and students are also given full consideration. In addition to this, the librarians are responsible for selecting materials in whole, and for maintaining a vigorous weeding program in order to keep the collection active and relevant to the needs of the academic community.

General Criteria and Priority for Selection of Materials

1. Primary consideration will be given to developing collections to support the instructional program of the college. This is best accomplished when there is no percentage allocation of funds by subject area or type of material.
2. Materials will be selected if they contribute to the general education of the student and would be useful to students pursuing research topics not specifically labeled in the course outlines.
3. High priority will be given to maintaining a strong reference collection in support of the curriculum and for general information.
4. Recognizing the need for current information in most of the instructional areas, a strong periodical collection will be maintained.
5. Obligation to provide recreational materials is recognized and selection in this area will be made as funds permit.
6. As funds permit, materials will be selected to assist faculty in preparation for teaching and for general research in their subject areas.
7. Priority will be given to replacing basic materials missing from the collections, determined through inventory and overdue files.
8. In general, reprints, out-of-print duplicates, condensed books and college texts will not be added to the collection.
9. The following specific criteria will be applied to the selection of individual titles in all subject areas:

anticipated use	accuracy	authority
library merit	level of treatment	timelines of publications
format	special features	cost
scope		

Book Selection Guidelines

- All requests for the acquisition of library books must be sent to the librarian.
- Administrators, faculty, and students may request books for purchase. The final decision as to whether these requests will be honored is made by the librarian.
- Only current editions will be ordered for nursing books, unless requested by a director, division chairperson, one of the instructors, or by the librarian.
- It will be the responsibility of the faculty of each division to recommend materials in support of their subject area. If a catalog or brochure should come to the library and the librarian determines that the information will be vital to any particular department or program, the brochure will be forwarded to that department/program.
- As new courses, new majors, new departments, and new programs are added, library materials are purchased for these areas.
- Duplicate titles of books will be purchased depending upon the demand.
- The library will not purchase copies of textbooks.
- Encyclopedias are updated by buying annuals, yearbooks and the revised editions.
- All request forms that are sent to the library for purchase of books and non-book materials must be legible and have complete ordering information. See Appendix B for a copy of “Request Forms for Library Purchase.”
- Publishers’ and producers’ catalogs are available in the library for faculty use.

Community Use of Learning Resource Equipment

In an effort to provide services in the best community spirit, Wallace Community College Library/learning Resource Center offers limited public services to the community served by the College district. The extent to which these services can be offered is governed by state law regarding non-college affiliated individuals and groups.

1. Community patrons who wish to borrow Learning Resource Materials to acquire a library courtesy card and complete a patron information form.
2. With special permission from the librarian, materials may be checked out for overnight or on the weekend. Periodicals and vertical file materials may be used only in the library. Community patrons may check out up to three books for any circulation period. No overdue fines are charged, but cost-plus-book processing will be charged for unreturned or damaged items.

3. Videocassettes may be borrowed for a limited time with the approval of the librarian.
4. The college reserves the right to refuse checkout privileges to any community organization or person.
5. Patrons viewing pornography on WCCS Library Computer will be asked to leave the library facility. Also, future privileges using the library's computers may be denied.

Permanent Loans and Purchases for Division

The library will purchase only those materials to be cataloged and made a part of the collection. Materials purchased for instructor, administration or classroom use will be billed to the appropriate division or administrative office. There will be no permanent loans to individual faculty or division offices.

Purchases from Faculty and Staff

The library does not purchase materials from faculty or staff. Faculty ordering materials for preview that they wish to see added to the collection of the library should return the preview material and request the purchase through channels on a "Request for Library Purchase Form" found on Appendix B at the conclusion of this section.

Procedures for Checking Out Audio-Visual Equipment

Please use the following procedures for checking out audio-visual equipment from the Library/learning Resource Center:

- Reserve equipment one day in advance, if possible.
- Return library equipment on time.
- If you need assistance with the operation of equipment, notify the library staff.
- Please do not leave equipment in the classroom after use.
- Report all damaged equipment or blown lamps to the library staff immediately.
- The person who checks out the equipment is responsible for returning it to the library.

Weeding, Discharging, Replacement

Materials will be removed from the WCCS Library's collections when they no longer fall within the parameters of selection criteria, or when they have physically deteriorated beyond reasonable use.

Please inform the librarian if a book needs to be discarded. The decision to discard materials is based on the following criteria:

- Age and applicability of information.
- Completeness of holdings
- Availability of replacement for damaged items.
- Importance of the item(s) to the collection.

Policy Specific to Nursing

Nursing books and journals extended past the five-year publication date will be pulled at the request of nursing faculty and discarded.

Electronic, Audio-Visual, and Multimedia Materials

The WCCS Library provides access to electronic and audio-visual resources through appropriate technology. Many of the resources available to WCCS community are provided cooperatively through the Alabama Community College System.

Selection Guidelines for Electronic Resources, Audio-Visual, & Multimedia Materials

Audio-Visual Materials:

Circulation of audio visual material is for library use only. Included are approximately 452 video tapes and 164 CD/DVDs.

Equipment:

Ideally, the WCCS College Library provides hardware to run electronic or audio-visual items, including CDs, DVDs, and cassettes that accompany books. Many library patrons do have access to personal computers or audio-visual equipment either on campus or at home. Therefore, the college library will acquire electronic and audio-visual materials for the necessary hardware.

Microcomputer Applications:

Students should not assume that they have a bona fide right to use the library's computers in any way they wish, such as to harass or threaten others, or to view pornography. The library staff has the right to monitor student use on computers. Any student who is accused of misusing the computers will be given due process.

Books with appended computer disks or audio recordings:

The College Library purchased books with accompanying material on machine-readable disk, audio cassette, or compact disk, where items fall within subject area collection development policies, regardless of the availability on campus of hardware for accessing them. Books with accompanying DVDs, CDs or cassettes should be located in the regular loan policies for that collection. These items need not be placed on reserve, unless specifically requested by a professor for classroom use.

The WCCS Online Public Access Catalog (OPAC) is the Athena. To connect to WCCS Electronic Library Catalog, the Athena, please refer to the following commands:

- Click on Start, Startup, and Internet Explorer
- WCCS Web page will appear
- Click on Library
- Next Click on WCCS Library Catalog
- Browse the WCCS Library Catalog
- In the query box type in either the author's name, title, or subject
- Search either by Author, Title, or Subject (see Appendix C)

WCCS Library Website also links to the following sites:

- [Alabama Virtual Library](#)
- [Britannica On-Line Encyclopedia](#)
- [Find law's constitutional law center](#)
- [Librarian's Index](#)
- [American Journalism Review](#)
- [Best information on the Web](#)
- [Encyclopedia of Alabama](#)
- [Info Please](#)
- [Net Library](#)

- [ProQuest Database](#)
- [Library Handbook](#)
- [Library Request Form](#)
- [Library Instructions](#)
- [Alabama Virtual Library Card](#)

Specific Topic Links include the following:

[Arts and Humanities Resources](#)

[Government Resources](#)

[Math and Science Resources](#)

[Reference Resources](#)

[Business Resources](#)

[Literature Resources](#)

[Nursing Resources](#)

[Social Science Resources](#)

Essential Information Concerning the WCCS Library:

Reserve Materials:

These are materials placed on reserve by instructors for use only in the library. A wide range of videos are placed in the reserve section as well as books, CDs, DVDs, periodicals, and pamphlets.

Reference Books:

The designation “ReF” included as part of the call number of a book indicates that the book is shelved in the reference collection. Reference books may not be checked out.

Regular Books:

The regular books are checked out for a two-week period. There is no limitation on how many books can be checked out.

If books are out longer than the loan period, an overdue fine of \$.25 per day is charged.

Periodicals and Newspapers:

Current periodicals and newspapers are located in the “Reading Room.” All periodicals are used in the library only. Copies of articles may be copied on the photocopiers for \$.10 per page.

Photocopies:

There are two photocopiers located next to the library office. Copies are \$.10 per page-regular or legal size.

Audiovisual Collection:

The audiovisual collection includes motion picture, video recordings, DVDs, CDs, sound recordings, filmstrips, slides, and a variety of other non print materials. These materials and equipment for their use are used only in the library.

Library Staff:

Minnie Carstarphen, Library Director

Sharon Walker, Library Secretary/Technical Assistant

Shirley Blackenburg, Part-time night librarian

Rita Jordan, Part-time night librarian

Library Hours (Except Holidays):

7:00 a.m. - 8:30 p.m. Monday-Thursday

7:00 a.m. - 3:30 p.m. Fridays

Appendix A

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.

Adopted June 18, 1948, by the ALA Council; amended February 2, 1961; amended June 28, 1967; amended January 23, 1980; inclusion of "age" reaffirmed January 24, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#)

Appendix B

Request for Library Purchase Form

Instructor _____ Date _____

Item Needed (Please check one of the following. List only one item per form):

BK-Book _____ P-Periodical _____ AV-Audiovisuals _____ E-Equipment _____

Please Type or Print

Class Number:	ISBN/ISSN:

	Author's (surname first)

Number of Copies:	Title

Date Ordered	_____
	Volumes

	Edition Year Publisher List Price

	Requested By

Received	_____
	Notify Address

Attach brochure, order form, pamphlet, if available.

This item is to be housed in (Please check one of the following):

Library circulation section Library reference section Library reserve section

Instructor's Comments _____

Appendix C

Learning Resource Center Fact Sheet

WCCS Online Public Access Catalog (OPAC)

Like the old card catalog, the online catalog is an index to books and audio-visual material in the LRC. Each books or AV title owned by the LRC can usually be searched in three ways: author, title, or subject.

The Author Search

To search by author, input the writer's name, last name first. The title will appear directly below the author.

If there are several books by the same author in the LRC, an author screen will indicate the title of each book.

If several authors have the same last name, but different first names, initials, or birth/death dates, a numbered search screen will appear by each name.

Title Search

If one knows the title of the book, he can input the full or partial title. All alphabetical lists will appear of all available titles. From the list, choose the correct number for the title in order to view the full record.

The Subject Search

When one is interested in a particular subject, or when one knows the subject of a book, but not its title or author, click on subject. If the Library of Congress subject is not known, select "Subject Keyword Search" from the Search Options Menu.

Searching Hints

1. Search for the first word, ignoring the beginning articles a, an, or the
2. Search for a person by typing his/her last name first,
3. Abbreviations in the alphabetical lists are arranged as if spelled out. **EXAMPLE:** Mac for Mc, Saint for St.