Library Learning Resource Center

Policies Manual

Published by Oxnard College
Library and Learning Resources Center

July 2012
## TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>LIBRARY BILL OF RIGHTS</td>
<td>1</td>
</tr>
<tr>
<td>MISSION STATEMENT</td>
<td>2</td>
</tr>
<tr>
<td>Vision Statement</td>
<td>2</td>
</tr>
<tr>
<td>Access to Collection</td>
<td>2</td>
</tr>
<tr>
<td>Objectives</td>
<td>2</td>
</tr>
<tr>
<td>CIRCULATION POLICY</td>
<td>3</td>
</tr>
<tr>
<td>Borrowers Cards</td>
<td>3</td>
</tr>
<tr>
<td>General Stack Books</td>
<td>3</td>
</tr>
<tr>
<td>Reserve Books</td>
<td>3</td>
</tr>
<tr>
<td>Holds</td>
<td>4</td>
</tr>
<tr>
<td>Renewals</td>
<td>4</td>
</tr>
<tr>
<td>Returning Library Materials</td>
<td>4</td>
</tr>
<tr>
<td>CONFIDENTIALITY OF PATRON INFORMATION</td>
<td>x</td>
</tr>
<tr>
<td>OVERDUE FINES</td>
<td>x</td>
</tr>
<tr>
<td>Charges</td>
<td>x</td>
</tr>
<tr>
<td>Reserve Books and Materials</td>
<td>x</td>
</tr>
<tr>
<td>General Stacks Books</td>
<td>x</td>
</tr>
<tr>
<td>Lost or Damaged Materials</td>
<td>x</td>
</tr>
<tr>
<td>Overdue Notice Process</td>
<td>x</td>
</tr>
<tr>
<td>COLLECTION DEVELOPMENT</td>
<td>x</td>
</tr>
<tr>
<td>Philosophy and Objectives</td>
<td>x</td>
</tr>
<tr>
<td>Responsibility for Selection</td>
<td>x</td>
</tr>
<tr>
<td>Material Selection Criteria</td>
<td>x</td>
</tr>
</tbody>
</table>
WEEDING

Books

Periodicals

INTERLIBRARY LOAN POLICIES

REFERENCE SERVICES

ORIENTATIONS

FOOD, DRINK & TELEPHONE POLICY

LIBRARY INSTRUCTION LAB USE

Description

Use and Scheduling

Scheduling Priorities

GROUP STUDY ROOM USE

COURTESY

COMPUTER & INTERNET USE

PUBLIC RELATIONS

VOLUNTEERS

FRIENDS OF THE LIBRARY

GIFTS AND DONATIONS

LIBRARY GOVERNANCE FOR POLICIES AND OPERATIONS

Library Executive Staff

Library Staff

Library Committee
ALA 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 that 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.


MISSION STATEMENT

In support of the purpose and mission of Oxnard College, the Library Learning Resource Center (LLRC) empowers students, faculty, and staff to become effective researchers, industry leaders, critical thinkers, and lifelong learners. Through facilitating access to resources necessary to meet these goals, the LLRC contributes to the intellectual and vocational advancement of the Oxnard College community.

VISION STATEMENT

Oxnard College Library Learning Resource Center an academic library. The primary vision of the LLRC is to facilitate and enhance the pursuit of knowledge for the academic community of Oxnard College students. Any usage that hinders the academic vision and mission of the LLRC herein shall be considered unacceptable and appropriate action shall be taken.

ACCESS TO COLLECTION

The LLRC has open stacks. Access to the library book stacks on the second floor is open to students, faculty, staff and the general public per acquisition of Community Borrower Card available through the circulation desk.

LLRC OBJECTIVES

The LLRC provides materials and resources to assist students in the acquisition of information research, intellectual development, and enrichment of the Oxnard College Community. The library seeks to:

- Select, organize, and make available necessary books and materials.
- Provide guidance and assistance to patrons.
- Cooperate with libraries of the VCCD and the GCLN.
- Secure information beyond the in-house collection when requested (through utilization of ILL and other available consortia sharing methods.)
- Lend to other libraries upon request.
- Develop and provide services to patrons with special needs.
- Provide service during hours that best suit the needs of the Oxnard College community, including evening and weekends when funding permits.
- Provide meaningful information literacy instruction to assist students in their pursuit of information.
- Regularly review and evaluate library services offered.
- Utilize multi-media and other public relations mechanisms to promote library services to the Oxnard College community and beyond.
CIRCULATION POLICIES

BORROWERS CARDS

- **Students**: Student identification cards are obtained at the ASGS Office in the CSSC Building for $3 per semester.
- **Community members**: Community Borrower’s Cards are available for free from the circulation desk.
- A valid California or student identification is required to obtain a Community Borrowers Card.
- Patrons must present a valid Oxnard College Student Identification Card to borrow or renew items.
- All Patrons are financially responsible for all items charged to their account.
- Oxnard College LLRC reserve the right to recall any item within the time it is checked out if requested by another patron.
- It is the patrons’ responsibility to notify the LLRC of lost or stolen cards.
- The LLRC will not be held responsible for any items checked out with a student’s ID by any other individual.

GENERAL STACK BOOKS

- The loan period of circulation books is 21 days.
- Materials may be renewed a maximum of two times.
- Faculty may borrow books for 90 days; subject to recall by another patron.
- Library patrons are limited to borrowing a maximum of five books.

RESERVE BOOKS

- Reserve books are available for use in the library.
- The load period of reserve books varies depending upon the conditions stipulated by the faculty member who placed the item on reserve.

HOLDS

A patron can place gold on a book that is currently checked out. Hold requests are on a first-come-first-serve basis. An item will be held for a maximum of one week before being released back into the circulation collection.

RENEWALS

- Library materials may be renewed by phone, online, or via phone.
- Renewals will be granted if there is no hold placed on the item.
• Renewals may be prevented if there are holds or fines on a patrons account.
• **Students and Faculty/Staff** are allowed renew of all in house items twice.
• See charts below.

**RETURNING LIBRARY MATERIALS**

Materials are to be returned to the circulation desk at the LLRC during regular hours or after regular business hours to the book drop box in located outside Condor Hall (formerly the LRC).

**OXNARD COLLEGE STUDENTS WITH VALID STUDENT ID**

<table>
<thead>
<tr>
<th>5 Items</th>
<th>Loan Period</th>
<th>Renewal*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>21 Days</td>
<td>Two: Online or at Circulation Desk</td>
</tr>
<tr>
<td>Videos, DVDs, CDs, Audio tapes</td>
<td>1 Day</td>
<td>Two: Online or at Circulation Desk</td>
</tr>
<tr>
<td>Course Reserve items</td>
<td>Library Use Only (Or As Arranged)</td>
<td>Two: Online or at Circulation Desk</td>
</tr>
<tr>
<td>Interlibrary loan items</td>
<td>See Book Label</td>
<td>Must ask one week before due date.</td>
</tr>
</tbody>
</table>

*Dependent on other student request of material.

**FACULTY/STAFF**

<table>
<thead>
<tr>
<th>5 Items</th>
<th>Loan Period</th>
<th>Renewal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>90 Days</td>
<td>Two: Online or at Circulation Desk</td>
</tr>
<tr>
<td>Videos, DVDs, CDs, Audiotapes</td>
<td>7 Days</td>
<td>Two: Online or at Circulation Desk</td>
</tr>
<tr>
<td>Course Reserve items</td>
<td>Library Use Only (Or As Arranged)</td>
<td>Two: Online or at Circulation Desk</td>
</tr>
<tr>
<td>Interlibrary loan items</td>
<td>See Book Label</td>
<td>Must ask one week before due date.</td>
</tr>
<tr>
<td>Periodicals/Reference Items</td>
<td>See Librarian</td>
<td></td>
</tr>
</tbody>
</table>

**RETURN OF LIBRARY MATERIALS**

LLRC materials may be returned at any of the following locations:

• Circulation Desk
• Drop box

**CONFIDENTIALITY OF PATRON INFORMATION**
Oxnard College Library Learning Resource Center recognizes the following:

- All records that identify the names, social security numbers, and identification numbers of library patrons are confidential in nature.
- Such records are not to be revealed to anyone other than the patron in question without either the express written permission of the patron in question or the adherence to proper legal procedures regarding required access to such information.

This policy is based on the following:

- The American Library Association holds that Privacy is essential to the exercise of free speech, free thought, and free association.
- The American Library Association further states: “The right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality relates to the possession of personally identifiable information, including such library-created records as closed-stack call slips, computer sign-up sheets, registration for equipment or facilities, circulation records, Web sites visited, reserve notices, or research notes." The right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality relates to the possession of personally identifiable information, including such library-created records as closed-stack call slips, computer sign-up sheets, registration for equipment or facilities, circulation records, Web sites visited, reserve notices, or research notes.”

**OVERDUE FINES**

**CHARGES**

If materials are not returned when due, a hold will be placed on the student records. This hold will only be removed when the student pays their fee completely. This hold entails:

- Borrower will be liable for replacement fee.
- College registration will be blocked.
- Grades, Transcripts, Degrees and Certificates are not released.
- Library privileges are suspended.

**RESERVE BOOKS AND MATERIALS**

- 5 dollars a day including weekends
- There is no charge for having the book until the same day

**GENERAL STACKS BOOKS**
• 15 cents a day excluding weekends per item.

**LOST OR DAMANGED MATERIALS**

• Pay for replacement costs of material in full.

**OVERDUE NOTICE PROCESS**

• Overdue notices are mailed to the address of record.
• Email notifications are available through Voyager.

**INTERLIBRARY LOAN (ILL)**

ILL allows the collections of multiple libraries to be linked and shared for the benefit of the campus community. This allows for students to access a breath of materials beyond the LLRC. The Librarian is responsible for processing student requests to borrow materials and institutional lending. Items sent to other campuses are ILL services are available to students and faculty with valid campus identification.

• Each campus has varying policies in place regarding ILL. Contact the reference librarian to make a ILL request.

**COLLECTION DEVELOPMENT**

**PHILOSOPHY AND OBJECTIVES**

The selection of materials for the Library is an important educational function designed to implement the curriculum. Books shall be chosen for values of curriculum support, interest, information and enlightenment of the college community. No book shall be excluded because of the race or nationality or the social, political or religious views of the authors. Books which contribute to an appropriate balance of representative points of view concerning the problems and issues of our times shall be included; no books shall be proscribed or removed from the library merely because of partisan or doctrinal disapproval.

**RESPONSIBILITY FOR SELECTION**

Responsibility for the final selection of books shall rest with the Librarians. Selections shall be made within the basic framework and philosophy of the college and of the college community which it serves. Faculty and student requests shall be given careful consideration.

**MATERIAL SELECTION CRITERIA**
In general, materials shall be selected by personal examination or from standard buying guides, bibliographies, review journals and review media on the basis of the Librarians’ critical judgment. Individual materials shall be judged by the following criteria:

- Contribution to the curricular and extra-curricular interests of student and faculty.
- Scope and purpose of the material.
- Qualifications of the author and publisher or producer.
- Currency and accuracy.
- Readability and literary style.
- Format and technical excellence.
- Economical soundness.
- Special features.

WEEDING

In a process of continuous evaluation, obsolete and otherwise unsuitable materials shall be removed from the collection. Weeding will be conducted continuously throughout the semester.

INTERLIBRARY LOAN POLICIES

ILL allows the collections of multiple libraries to be linked and shared for the benefit of the campus community. This allows for students to access a breath of materials beyond the LLRC. The Librarian is responsible for processing student requests to borrow materials and institutional lending. Items sent to other campuses are ILL services are available to students and faculty with valid campus identification.

- Each campus has varying policies in place regarding ILL. Contact the reference librarian to make a ILL request.

REFERENCE SERVICES

Librarians at the LLRC provide reference services at desks located up and downstairs.

- Will provide information answers to specific questions and guidance in locating material for patrons.
- Will assist patrons in the use of the Library and teach basic research methodology, when appropriate, this includes providing help in developing a research strategy.
• Will provide bibliographic verification of items both in the Library and not owned by the Library. Will assist patrons in obtaining materials through interlibrary loan when appropriate.
• May refer library users to other agencies and libraries in the pursuit of their informational needs.
• Will compile and make available “quick reference sheets” pertaining to finding resources, critically evaluating sources, and citations.

ORIENTATIONS

Faculty who wish to schedule their classes for a library orientation should fill out the online request form located on the LLRC webpage. Please give at least one week's notice so faculty can prepare their best orientation for the class. Instructors are strongly encouraged to attend the library orientation with their class.

FOOD, DRINK & TELEPHONE POLICY

Food, drink and telephone usage is prohibited in the library. If a patron is

LIBRARY INSTRUCTION LAB USE

DESCRIPTION

The Library Instruction Lab provides a space for instruction within the LLRC. The lab contains one (1) instruction station and thirty-six (36) computer stations. Maximum occupancy is sixty-sixty-seven (67). Each workstation provides access to the library catalog, research databases, and the Internet. Microsoft Office Suite (Word, Excel, and PowerPoint) is also loaded on each computer.

USE AND SCHEDULING

As library instruction requests cannot be predicted, non-library events are normally not scheduled in the lab. Other requests for the use of the lab by campus faculty and staff are accommodated when possible, and these requests are scheduled no more than 7 days before the event. The room is scheduled during library hours only. Regular, weekly meetings of non-library classes are not permitted due to the irregular nature of library instruction sessions.

SCHEDULING PRIORITIES

The Library Instruction Lab is scheduled according to the following priorities:

• Library-related instruction (e.g. orientations and library courses for credit and non-credit)
- Professional development workshops
- Library staff training sessions
- Academic use and professional development

**USAGE GUIDELINES**

Users of the Library Instruction Lab must abide by the following guidelines:

- Introduction of software not already on the computers is prohibited.
- Computers are for academic course work only.
- No library computer may be used for illegal or unethical activities.

**GROUP STUDY ROOM USE**

Group study rooms are available for the Oxnard College Community upon request. Group study rooms are available for academic use only. No food or drink of any kind is allowed in the library, including the group study rooms. Group study rooms are available to groups of students only. One patron cannot request and utilize a study room by themselves. Students must adhere to LLRC courtesy policy seen below. Violators will be dealt with per library policy.

**COURTESY**

Behavior of any type that is counter to the mission of Oxnard College and the LLRC will be treated in the following manner:

- A verbal warning will be given to the individual or group who is disrupting the ability
- A second warning will inform the patron that any further violations will result in the removal of all library privileges. Remove of privileges for a length of time will determined by the division Dean.
- Individuals who are disruptive will be asked to leave the library. If necessary campus police will be contacted.

Repeated or severe problems will be referred to the Dean of Student Services for further action.

It should be noted that the students are welcome to use the Library as a place to study. All educational and reference activities have priority over the privilege to use the Library as a place to study.

**COMPUTER & INTERNET USE**

**LOGIN**
Students are required to log into the LLRC computers to ensure usage. Patrons are responsible for any actions taken while they are logged in. It is strongly advised that patrons lock a computer when they step away.

Username: to be filled in.
Password:

**USER POLICIES**

- Only students who are registered and currently enrolled are permitted to use the computers.
- Any children left unattended will be asked to show where their parents currently are. If parents are in the library they will be issued a verbal warning regarding the LLRC policy. If the child is discovered to be unattended again it will be reported to campus police.
- No food or drink allowed in the lab at any time (no exceptions).
- No animals allowed in the lab at any time. With the exception of Service dogs.
- No bicycles allowed in the lab at any time. Bicycles can be stored in either side of the LRC building.
- No notices of flyers may be hung on the premises without prior consent from staff.
- Any machine left unattended for more than ten minutes will be given to another user.
- Only software supplied by staff may be installed on the lab computers.
- Anyone caught damaging lab property will be reported to campus police.
- The files created while on the computer will only remain while you are logged in. Once logged off your files will disappear. Saving your work via media drive is suggested.

Staff reserves the right to ban, or restrict access to anyone who violated the policies, disrupts the lab in any way, or fails to act in a courteous and respectful manner as laid out in the COURTESY section of this document.

**PUBLIC RELATIONS**

The librarians and staff of Oxnard College Library and Learning Resource Center will make every effort to assure that the entire campus community is made aware of library hours, services, policies and events. This includes the up-to-date maintenance of:

- Web access to the Library Catalog and Databases
- Social media platforms

**VOLUNTEERS**
The Library encourages individuals and groups to volunteer their time and talent in the service of Oxnard College Library Learning Resource Center. Internships by Library and Information Science students are welcomed and coordinated by librarians. Volunteers are to contact the LLRC supervisor; potential interns are to contact librarians.

GIFTS AND DONATIONS

DONATION POLICY

Materials offered to the library as gifts are often valuable additions to the collection. Our library has been given some excellent materials in the past and we are grateful to the donors for their generosity. Many items regularly offered as gifts, however, are less useful. We hope the following guidelines will answer questions about donations.

We cannot use:

- Out-of-date materials.
- Textbooks more than five years old.
- Underlined/written-in books.
- Items in poor physical condition.
- Discards from other libraries.
- Duplicates of items in the collection.
- Most magazines.

Materials donated will be accepted with the understanding that they will be evaluated on the same basis as purchased items. We cannot guarantee that a donated book will be added to the collection. Please tell us if you want your gift acknowledged.

LIBRARY GOVERNANCE FOR POLICIES AND OPERATIONS

Library Executive Staff

Library Staff

Library Committee