

Clover Park Technical College Library Policies Manual



**F. V. MINER LEARNING RESOURCE CENTER
LIBRARY**

Mission Statement

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Revised 8/11/2016



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LIBRARY**

MISSION STATEMENT

“Clover Park Technical College Library supports the college's mission by providing research assistance, facilitating academic learning, and maintaining access to current quality electronic and print resources. The Library further endeavors to stimulate and encourage lifelong learning habits.”

OBJECTIVES

- Provide relevant and organized collections of print, non-print and electronic resources that support the information needs of students, faculty and staff.
- Encourage excellence in Library staff through appropriate training and professional growth opportunities.
- Help students meet college-wide core abilities, particularly as they relate to using information to solve problems and as a tool for lifelong learning.
- Provide clean, comfortable, barrier free facilities that encourage use of the Library and afford maximum access to resources.
- Participate in cooperative resource sharing agreements and networks with other Washington state community and technical colleges.
- Effectively help students learn to use the Library, information resources and information technology.
- Help develop information competency skills in students, enabling them to find, analyze and use needed information.
- Improve Library services, collections resources through regular assessment of their quality, appropriateness and utilization.
- Maintain effective Library management through administrative planning in accordance with established Library principles and college policy.
- Support the Library Bill of Rights of the American Library Association.

About the Library

The CPTC Library provides services and borrowing privileges to CPTC students, faculty, and staff. The Library maintains a collection of over 10,000 volumes and over 300 periodicals as well as current newspapers, and media materials. The Library also provides access to online resources through subscription journal databases and ebooks. The primary mission of the Library is to support the instructional programs of CPTC.

Library Hours

Monday – Thursday 7:00am – 7:00pm
Friday 7:00am – 4:00pm
Saturday 9:30am – 2:30pm

The Library is closed Sundays and holidays. CPTC staff may access the Library during normal business hours during interim sessions.

Staff Directory

Tanya Sorenson, Dean of Instruction	(253) 589-6004
Elaine Holster, Faculty Librarian	(253) 589-5628
Doug Ammons, Faculty Librarian	(253) 589-6067
Jennie Vano, PT Librarian	(253) 589-5544
Nancy Garcia, Library Technician	(253) 589-5544
Cecile Alexander, Library Technician	(253) 589-5544
Vacant, Library Technician	(253) 589-5544
Computer Lab, Technology Technician	(253) 589-5820
Library Fax	(253) 589-5726

<http://www.cptc.edu/Library/>

Student Code of Conduct

In addition to the policies listed here all students using the Library and its resources are expected to abide by the *Student Code of Conduct and Academic Standards* as stated in the Clover Park Technical College Student Handbook. Public users are also expected to adhere to the policies outlined in the *Student Code of Conduct*. A copy of the current Student Handbook is available at the circulation counter.

Clover Park Technical College Policies and Procedures

In addition to the policies listed here all Library patrons are expected to abide by College policies and stated in the *Clover Park Technical College Policy & Procedure Manual* (<http://www.cptc.edu/sites/default/files/files/policies-procedures-9jan14.pdf>).

Circulation Policies

Borrowing Privileges

All currently enrolled students, faculty and staff of Clover Park Technical College are eligible to borrow Library materials. *All CPTC Library and General Lab users must read the Library/Computer Use Policy and sign it.* Library staff will confirm the borrowers ID prior to checking out Library materials. Library users are responsible for the prompt return and the physical condition of any items checked out on their account.

Checkout/Return

- Books in the General Collection are loaned for 28 days. If any item is overdue, it must be returned or renewed before additional materials may be checked out. Renewals are allowed if no holds are placed on the item.
- Reference books, most reserves for classes and certain other designated items are not permitted to be removed from the Library.
- Library materials are checked out and returned to the Circulation Desk. To return materials when the Library is closed, the east side of the Library has an outside book drop.

Loan Periods

Books	28 days
Magazines	28 days
DVD\Video	3 days (instructors/staff only) Students may view during regular Library hours only.
Multi-media Equipment	1 day (instructors/staff only)

Renewals

Renewals are allowed provided there are no holds on the item being renewed.

Video/Audio Collection

Students may not borrow from the AV Collection except for in Library use only. Viewing equipment is available in the CPTC Library. Instructors and Staff may check out videocassettes/DVDs for a 3 day period.

Class Reserves

Materials placed on reserve by instructors are available from Circulation. Reserve materials are for in-Library use only unless specified otherwise by the instructor. Loan periods for reserves depend on class needs.

Damaged Materials

Any material returned to the Library damaged is subject to replacement cost by the borrower. Any item that appears to be damaged will not be checked in until a Faculty Librarian has had an opportunity to examine the item and determine if the item is too damaged to return to the shelf. If the borrower pays to replace the item the material will be offered to the borrower. If the borrower declines the item the item will be disposed of per the weeding policy. Library staff may discard a damaged item at any time if the condition of the item creates a potential health concern, i.e. mold or rot. If the item is replaced but not claimed by the borrower the item will be held by the Library for a period of 12 months at which time the item will be discarded.

Overdue and Damaged Material Fines

Overdue items and fines for damaged materials may prevent CPTC students from receiving grades and transcripts or registering for classes. Check out privileges will be suspended and students blocked when Library materials are billed. All items must be returned and/or fines paid before a Library block is released.

Privacy of Users

It is the policy of the Library to respect the privacy of all borrowers of Library materials. The Library will not reveal the names of individual borrowers nor reveal titles of materials checked-out to any borrower.

Reciprocal Borrowing

The Library participates in a reciprocal borrowing agreement with other Washington state community and technical colleges. Students enrolled in any of the state's CTC system will be permitted to borrow materials from the CPTC Library. Loan periods will be the same as Clover Park students.

Public Users

The CPTC Library is open to the general public during regular Library hours. Public users must complete a Library registration form and are subject to the same policies as other Library customers. *Public borrowers are required to present a valid form of ID and proof of current address when applying for borrower privileges.* CPTC students, faculty and staff will have priority access to all Library computers, materials and other resources over public users. The Library will not create a user account for any member of the public under the age of 18.

Borrowing privileges for public users

Public users can have no more than two items checked out at any time. The loan period for public borrowers will be 14 days with one renewal before material must be returned to the Library.

Overdues and Damaged Fines for public users

Public users who fail to return items or pay fines for damaged or lost materials will lose all Library privileges including computer use until all items are returned and/or fines are paid.

Media Services & Equipment

The Library/Computer Lab maintains an inventory of multimedia equipment available for use on or off campus to any staff or faculty member. Multimedia equipment includes laptop computers, televisions, VCR and DVD players, overhead projectors, LCD projectors, video and digital cameras and media storage units.

Equipment may be reserved by calling the technology technician at extension 5820 or alternatively with the Library technicians at extension 5544. Advanced notice to reserve equipment is highly recommended.

Equipment is checked out only to faculty and staff. The reserved user may coordinate pick up and delivery with the Maintenance and Security office at extension 5560. Students may pick up and return reserved items only with faculty or staff permission.

Equipment is checked out for one day. Longer check out is by permission of the faculty librarian. Equipment should be returned to the Library immediately following use. Return of

equipment after hours should be coordinated with the Maintenance and Security office at extension x5560.

The reserved user is responsible for the safekeeping and safe operation of the equipment until the equipment is returned to the Library. If equipment fails to perform, please notify the technology technician or Library staff as soon as possible, or inform them of any malfunction upon returning the equipment. Report lost or stolen equipment or items associated with the equipment to the technology technician or Library staff immediately.

Computer Use Policies

Computer Use

CPTC Library computers and Computer Labs are open to all CPTC faculty, staff and registered CPTC students. The computers are primarily self-service; i.e., users are responsible for learning the skills necessary to use the computer applications. Staff is available to answer general questions and offer basic help. All users are expected to utilize computer equipment in a responsible and appropriate manner.

Computer use in the Library is on a first-come, first-served basis. Computers cannot be reserved nor is there a time limit on computer use.

During times when the number of workstations is insufficient to meet demand priority will be given to students working on class-related Library assignments and research. At such times Library staff may ask individuals using computers for activities that are not school or career related to relinquish their computer to students with priority needs. CPTC students, faculty and staff have priority for computer use over public users.

Library staff are not trained in all software applications available on the Library's computers and do not have the knowledge to answer all software and computer questions. Staff can assist users to the extent of their abilities and time limitations but when necessary should refer students back to their instructors for additional assistance.

Network connections

Students using laptops cannot plug into the campus network or Library printers.

Wireless access

Access to the campus wireless network is available in the Library. Access to the wireless network is only available to currently enrolled students. Students should contact Computer Lab staff to set up a wireless user name & password. There is no wireless access for public users.

The following computer use policies are uniformly enforced. Any violation of these policies may result in loss of Library and/or computer privileges or other disciplinary action:

1. All CPTC Library and Computer Lab users must read and sign the Library and Computer Labs Use Policy.
2. All users of computers must sign in prior to using a computer.
3. Priority use of all computer equipment is for college-related work and assignments.
4. Use of computers for recreational purposes deters others from using workstations for educational purposes and makes the Library less conducive to study. Library staff may intervene to ensure optimal access to computers for educational and research purposes.
5. Only software loaded on the computers by staff may be used. *Loading, downloading, or copy any software is prohibited.*

6. Any work/files left on the computer hard drives will be deleted automatically at the close of day.
7. Computer user should not troubleshoot any equipment.
8. Computer hardware or software is not to be altered. Changing computer settings can result in immediate loss of Library or Computer Lab privileges and referral for disciplinary action.
9. Use of the Internet for commercial purposes or applications which could be deemed illegal, abusive or offensive will not be tolerated. Computer user may not transmit files that violate local, state or federal laws.
10. Any attempt to gain unauthorized access to system/network resources will result in immediate suspension of Library and Computer Lab privileges and possible further disciplinary action.

Copyright

Users should be aware of copyright law as it applies to computer software. It is a criminal offense to copy any software that is protected by copyright law. A formal copyright declaration need not be in evidence for legal copyright protection to be in force.

Internet Use

CPTC Library provides print, non-print and computer resources to meet the informational and instructional needs of CPTC College students, faculty and staff. We aim for a balanced collection of books, periodicals and media representing diverse viewpoints to provide students with resources needed to examine issues freely and make decisions. Within this context, we provide access to the Internet.

The internet is a global publication medium that allows access to a vast array of information resources, from the frivolous to the profound. Some Internet sites contain information which may be inaccurate, controversial or offensive. The Library has no control over the information on the Internet and cannot be held responsible for its content. While Library computers do not contain Internet filtering software the CPTC Information Technology Department does filter certain websites

Printing

Printing in the Library/Computer Lab is done through Papercut software. An account in Papercut is required in order to print. Students login to Papercut using their Wi-Fi username and password. Fees for printing are:

- Single sided B&W .5
- Duplex B&W .8
- Color .10
- Color duplex .18

Scanner

The multifunction printing devices serve as a scanner. Students can scan documents to their e-mail accounts. Scanned documents are in the PDF format.

General Library Policies

Audio Devices (Radios, CD player, etc.)

All use of streaming audio or video, radio's, MP3 devices, CD player's, etc. without earphones or loud enough to disturb others are prohibited.

Animals

No animals, except service dogs, are allowed in the CPTC Library and Computer Labs.

Cell Phones

Cell phone use is prohibited in the Library and phones should be switched to vibrate mode while in the Library and Computer Labs. Anyone receiving a call while in the Library or Computer Labs should leave the Library to conduct their conversation.

Children

The staff of the Library is sympathetic to the demands of parents who are attempting balance work, school and childcare; however, the Library cannot be assumed to be a safe place for children.

All children under the age of 18 years must be accompanied by a parent or legal guardian while in the Library. While in the Library children must stay in an area directly adjacent to their parent. Children are not permitted in any of the Library Computer Labs but must remain in the main Library space. If a child is disruptive the parent or guardian will be asked to remove them from the Library. Parents or legal guardians are responsible for children's use of Library resources including access to Internet resources. If available and under the supervision of a parent, children may be permitted to use a computer. CPTC students, faculty and staff have priority for computer use over public users.

Students under the age of 18 who are currently enrolled in courses at Clover Park Technical College or Northwest Career & Technical High School have all the rights and privileges of any other CPTC student.

The CPTC Library is not a suitable environment for infants.

Collection Development

The policy of collection development is to guide the systematic development and management of Library collections of print, audiovisual and electronic resources. Since the nature of information dissemination, networking and Library resource sharing is undergoing revolutionary change, this policy considers collection development and management issues within the dynamic framework of global access to information resources, and will require regular assessment and adjustment:

- To assist librarians in providing current, diverse, balanced collections of materials to support the instructional, institutional and individual needs of students, faculty and staff.
- To provide access to materials in appropriate formats including print, paid online services and free web sites, consistent with the college's fiscal resources.
- To encourage instructional faculty participation in collection development and organized access to electronic resources.
- To foster coordinated collection development and resource sharing between campuses.

- To serve distance education students and faculty by providing remote access to materials in the most appropriate and cost-effective manner.
- To assist with short-range and long-range fiscal planning.

Collection development is coordinated college-wide by the Faculty Librarians. The members of the professional Library staff work cooperatively in recommending and selecting materials for purchase.

Full-time and part-time faculty are encouraged to recommend materials in their academic disciplines. Notices are sent to faculty via e-mail, written memos and telephone requesting faculty suggestions on an ongoing basis. Suggestions will also be accepted from CPTC staff and students. All suggested titles are reviewed and evaluated by the professional Library staff. The Faculty Librarians have final authority in the selection of materials.

General Criteria for Selection of Materials:

- Relevance to the curriculum and appropriateness to the user.
- Timeliness and lasting value of material.
- Reputation of the author, issuing body and/or publisher.
- Presentation: style, clarity, reading level
- Aesthetic considerations: literacy, artistic or social value; appeal to the imagination, senses or intellect.
- Special features: detailed, logical, accurate index; bibliography; footnotes; appropriate illustrations.
- Physical and technical quality: paper, typography and design; physical size; binding; durability.
- Ease of access or user-friendliness.
- Suitability of content to form.
- Depth of current holdings in the same or similar subject.
- Demand, frequency of interlibrary loan requests placed for material on the same or similar subject.
- Cost of material relative to the budget and other available material.
- Availability in alternate physical or online formats.
- The Library does regularly buy copies of required textbooks.

Copier

All multifunction print devices function as photocopiers. The copier fee is 5 cents a page. Color copies may be made in the General Computer Lab. Color copies are 10 cents a page. Papercut accounts are needed in order make copies.

Discarding Library Materials (See Weeding)

Disruptive Behavior

Disruptive Behavior is any activity which disrupts the normal functioning of the Library, or which could result in physical, emotional, or mental injury to oneself or others or damage to the facilities, equipment, or materials of the Library. Such behavior is unacceptable and may result in suspension of the privilege to use the Library or go upon the premises of the Library for a specified period of time.

A patron who is disruptive will be notified that the behavior is inappropriate. If the behavior continues, the patron will be asked to leave the Library. If the patron refuses to leave, campus security will be called. Disruptive behavior on the part of a Library patron may result in the suspension of an individual's Library privileges, for a length of time to be determined by the Dean of the division.

Donations

All non-cash gifts offered to the CPTC Library will be reviewed by a Faculty librarian. The librarian will determine if items are to be accepted. Determination will be by, but not limited to, the following criteria.

- All items must fall within the instructional needs of students and instructors.
- Print materials have recent publication and copyright date.
- Software must have proof of purchase, copyright agreement, and any applicable licensing agreements, registration or serial numbers.
- If equipment, it should be 5 years old or newer with operating manual, in good condition or economically repairable.
- Computer hardware and peripherals must meet industry minimum standards.

All donated items will become part of the Library collection and inventory.

Fax

A fax service is available for customer use. Library staff will assist customers in sending a fax. The fee for the Fax is \$1.50 (1st page) and 50 cents (every subsequent page). State sales tax is added to the total cost of the fax.

All customers will be charged for sending a fax with the following exceptions:

- Faxes relating to the student's education, such as requesting school transcripts or financial aid.
- Faxes relevant to student employment, such as sending a cover letter/resume to a potential employer.

Library users not affiliated with CPTC will be charged for all faxes.

Faxes may be sent throughout the United States and Canada. **Overseas faxes are not available.**

Food and Beverage Policy

Consumption of food and snacks is prohibited in the Library and Computer Labs.

Any food or snacks brought into the Library or Computer Labs must remain in packs, bags, purses or other containers. Anyone in possession of food will be asked to store the items in a pack or other container or remove it from the Library.

Beverages are permitted in lidded containers such as commuter mug or bottles with secure lids. Open containers are not permitted in the Library, Computer Labs or study rooms.

Interlibrary Loan

A student or a staff member must be a registered user and have their record be in good standing, having no blocks or lost materials before they can place an Interlibrary Loan request.

CPTC Library will loan materials to other institutions on a case-by-case basis. Librarians must approve all interlibrary loan requests. Students enrolled in a Washington state CTC may borrow materials under a reciprocal borrowing agreement.

Library Users with Disabilities

The Library makes every reasonable effort to live up to the spirit of the Americans with Disabilities Act by its services with regard to Library & Computer Labs accessibility, accommodations, and technology.

Lost and Found

Lost and Found items are held at the Circulation desk for a short time, and then taken to Campus Security in Building 22.

Noise and Disorderly Behavior

Disorderly behavior of any kind, including loud conversations, excessive noise, or the harassment of other Library/Lab user or Library staff is prohibited. See Disruptive Behavior

Personal Belongings

Library staff are not responsible for the security of personal belongings. Personal items must not impede movement of others or be a safety hazard.

Phone Use

Library phones are for staff use only. Exceptions can be made in emergencies, students needing a ride home, contacting instructors or conducting other school related business.

Public Users (See also Public Users in Circulation Policies)

The CPTC Library is open to the general public during regular Library hours. Public users must complete a Library registration form and are subject to the same policies as other Library customers. CPTC students, faculty and staff will have priority access to all Library computers, materials and other resources over public users.

Quiet Study Room

The Quiet Study Room (room H) is for use by individuals only and is not available for group work. Groups should use one of the group study rooms.

Right to Demand Identification (text from the *Student Code of Conduct*)

“For the purposes of determining whether probable cause exists for the application of any section of this code to any behavior by any person on a College facility, any College personnel or other authorized personnel may demand that any person on College facilities produce identification”

Security Gate Alarm

When the security gate alarm is activated Library staff can perform a check of any books, bags, backpacks, and briefcases to determine if Library material has been properly checked out and desensitized.

Study Rooms

Group Study Rooms are intended to support academic work by groups of CPTC students, staff and faculty working on group projects, studying together, or conducting meetings. Priority use of the rooms will be given to students using them for group study. They are not intended for use as

individual study carrels or as general-purpose classrooms. Due to the popularity of these rooms, the Library has established reservation policies for their use.

If not reserved study rooms are generally available on first come first served basis, however students can reserve a room for group study up to one week in advance.

- Study rooms can be reserved by groups.
- The Quiet Reading Room cannot be reserved and is for use by individuals, not groups.
- **A group is considered to be two or more people.**
- Rooms can be reserved for use by one person when they are available. **Individuals are encouraged to utilize the Quiet Reading Room.**
- The rooms can be reserved for 2 hours or less by the group. If a group needs a room for longer, a group member can check at the circulation desk about 10 minutes before the end of the existing reservation. If the room is available the group can reserve it again.
- **Study rooms can only be reserved for 2 hour blocks of time.**
- Study rooms can be reserved no more than one week in advance.
- Reserved study rooms will be held for 15 minutes. After that time the room is available for general use.
- All Library policies including food and drink policies apply to the use of group study rooms.
- Groups must leave study rooms in clean condition.
- STUDY ROOMS ARE NOT SOUNDPROOF. Please be conscientious of your neighbors.
- **The CPTC Student Code of Conduct applies to the use of group study rooms. Any violation of Library or College policies may result in the loss of Library and computer privileges or other disciplinary action.**

Tutoring

Library staff will assist student users to the extent of their abilities and time limitations but are not available for tutoring and cannot proof read papers, answer mathematics problems or instruct individuals in software applications. Students should contact the English and math tutors in the Tutoring Center and/or their instructors for assistance.

Weeding Library Materials

Faculty Librarians will dispose of Library materials weeded from the collection in accordance with commonly accepted Library practices.

The purpose of weeding (the process of removing items from the collection) is to ensure a relevant collection that supports the Clover Park Technical College mission. This includes making active items more visible, attractive, and accessible; making the most efficient use of existing, limited space and creating shelf space for new additions to the collection; and enabling Library staff to service the collection efficiently. Clover Park Technical College uses a modified CREW (Continuous Review Evaluation and Weeding) method. Weeding Library materials is essential for the maintenance of a current, academically useful Library collection. Weeding provides quality control for the collection by elimination of outdated, inaccurate, and worn-out materials. Librarians are responsible for conducting an ongoing weeding effort. Faculty members are regularly consulted when specific items are recommended for weeding.

Library materials, which may be weeded, are identified using the criteria below:

- Obsolete content
- Date of print
- Balance of materials in a subject area

- Poor physical condition
- Timeliness
- Unused duplicates
- Subject areas and material types
- Superseded editions
- Outmoded technology
- Lacking historical value