

Edith A Gray Library and Technology Center Media Services Plan Policies and Procedures Handbook



Nov 2011- April 2014

E_{DITH}

A

G_{RAY}

L_{IBRARY}

E_{NCOURAGES}

S_{UCCESS!}



Soar with the EAGLES and find the Key of Knowledge--

Read as much as you can and often as you can.

Get your library card and start reading!

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**MISSION/PURPOSE
GOALS/OBJECTIVES**

Mission/ Purpose

Reid State Technical College's Edith A Gray Library Media Services Plan supports the overall mission of the institution, which reads:

Reid State Technical College is a rural, degree-granting, two-year institution that provides quality academic and technical education to students from diverse backgrounds and abilities. The college promotes economic growth by preparing a qualified workforce for business and industry.

The purpose/mission of the Edith A. Gray Library and Technology Center is to provide the information resources and research services necessary to advance and support the educational and cultural needs for the students, faculty and staff at Reid State Technical College and the surrounding community which will enable them to function responsibly in a diverse society.

Goals and Objectives

Edith A. Gray Library and Technology Center supports the teaching and learning needs of students, faculty, staff, and community by offering the following:

1. Offer accessibility to the Library/Media Center for students, faculty, staff, as well as the community.
2. Provides circulation of materials, reference services, and library orientation.
3. Accessibility of materials as requested by faculty, staff, administration, and students.
4. Routine classroom observations by library personnel to determine appropriate library interaction—materials, computer software, instructor input.
5. Encourages use of on-line databases such as Alabama Virtual Library.

Encourages library/media use:

1. Provide orientation for students, faculty, and staff. (Initial orientation Oct 2011. Results by survey)
2. Work with faculty to insure media resources fulfill teaching/learning objectives by means of memorandums, and Executive Council meetings.
3. Use of web based tools (AVL) that foster distance learning.

Essential Facilities Assessment:

1. Annual survey studies to express need for expansion/downgrade of library/media services. Yearly assessment is used to develop new procedures and implement changes. (See *** endnotes on survey.)
2. Annual budget request.
3. Student headcount.
4. Evaluation/Effectiveness of current plan. (Twice per year at Advisory Council Meetings)

Facilitate/Improve Growth:

1. Solicit bi-annual surveys that reflect concerning needs of students, faculty, staff, and community users.
2. Preparation of Annual Budget to express services needed/requested.
3. Collaborate with Advisory Committee to review both short and long term goals.
4. Work with Instructional Programs/Deans in development of curriculum change by participating in Strategic Planning meetings, memorandums, and Executive Council meetings.

Equipment/Supplies:

1. The Director of Library Services and the Library Assistant work together on the budget to procure any needed equipment and supplies.
*At this time the library only has a rental copy machine.
Supplies are order by P O or purchased at campus bookstore.
2. Procurement is made through the Business Office using Purchase Orders to order supplies not available in the campus bookstore.

DESCRIPTION OF LIBRARY
COLLECTIONS DEVELOPMENT
WEEDING PROCESS
AUTOMATION SYSTEM

Description of Library/Media Center:

The Edith A. Gray Library and Technology Center opened on December 11, 2005. It is named in honor of a lifelong resident and educator of Conecuh County. The building is a two story, state-of-the-art, technologically advanced facility located at the entrance of the campus. The facility is a two- story building.

The first floor has offices, classrooms, seating/study areas, computers for both public and student use, two large workrooms, a copy machine, restrooms, and a small kitchenette. The second floor has the Presidents Conference Room, offices, classrooms, seating/study areas, computers for student use, restrooms, a reception area and a kitchen.

The library provides web-based learning resources and services including a web search for books, periodicals, and multimedia materials. The library's print collections consist of a Reference Collection, Alabama Collection, and a current and bound periodical collection located on the main floor of the building. The Circulation, Reserves, periodicals, and general collection can all be found on the first floor of the library. Computers are available for both public and student use. All computers have the basic programs plus Internet and are accessible by user name and password. Wireless services are available by request.

The library offers basic services to patrons: *course reserves*, copies, computers, printing, study areas, reference services, library requests, Web Search, Inter Library Loans, and Library Orientation. The library provides services and accessibility to users with disabilities. Inter Library Loans (ILL) are available through the Alabama Public Library on World Cat or the Evergreen Public Library. The Internet allows patrons to access materials and reserves through the development of digital/virtual libraries. This means that people do not have to go to a building for some kinds of information, but users may still need help in locating the information they want. The Internet allows patrons to access materials and reserves through the development of digital/virtual libraries. The computer is responsible for electronic information while the library has the printed information . Librarians have now assumed responsibility for both the library collection and computer services.

Collection Development:

Collection development is the means by which the Edith A Gray Library/Technology Center provides organized collections of print, non-print, and electronic resources that will meet institutional, research, and instructional requirements, as well as the cultural needs of the college community. The Library Director is responsible for expenditure of funds and works with the faculty and staff to insure needs are met. The selection process is contingent upon funds available. Request for materials must undergo certain criteria selection: i.e.; timely value and accuracy of material, credibility of publisher and author, usefulness of material with respect to others already in collection, determination of controversial issues, price of material compared to other works, format of work, and appropriateness of material with respect to curriculum. While each discipline is responsible for building and maintaining a strong subject area, the primary decision rests with the Library Director.

1. Purchase materials requested by administration, faculty and staff as funding is available.

2. Procurement procedures for ordering books/materials through library funds is as follows:
 - Using http://www.rstc.edu/library_request_form.pdf, submit a listing of books and other library materials you need as pertains to your program for class research and/or writing projects to either the Library Director or the Library Assistant, with explicit information (i.e, Title, ISBN #, approximate price and any other identifying remarks)
 - P O is filled out and approved by library staff
 - P O submitted to the Business Office for approval, copy kept in the Library Assitant's office
 - Approved P O turned over to the Purchasing Agent
 - The Purchasing Agent handles the ordering/purchasing
 - Confirmation sent to the Library Assistant that an item/order has been ordered
 - When recieved and after cataloging, the requesting member is notified when item is ready for use
 - should materials not be ordered, the requesting member would be notified and with reason
3. Provide electronic resources through Alabama Virtual Library and expand our collection when funding is available.
4. Seek and encourage gift of books, equipments, and materials from business and industry, community groups, individuals, and other outside sources. Contributions and gifts records are noted on our cataloging system, RESOURCE MATE MULTI-PLUS, Automated Library Management System.
5. Gather library satisfaction/information surveys annually to determine needs of clientele.

RESOURCE MATE MULTI-PLUS, Automated Library Management System:

Edith A Gray Library and Technology Center uses Resource Mate Plus for its cataloging/reporting needs. It is expandable and networkable. It is an excellent source for small to medium based libraries and is cost effective. We are currently using the Web Search through Resource Mate

Jaywil Software Development Inc. focuses its energies on meeting the needs of small to medium sized libraries and the challenges of library automation. The company was started by Brian Watson in 1991, and was incorporated in 1993 with the official launch of ResourceMate®.

ResourceMate® was born out of frustration that there seemed to be no reasonably priced comprehensive automation software available for smaller to medium sized libraries. Brian's mission was to provide a comprehensive solution that would help libraries streamline operations, and enable them to maximize productivity and efficiency all at a reasonable price. In

order to fulfill this mission ResourceMate® development staff have closely collaborated with its customers to address the ongoing evolving requirements of libraries.

The result of this effort is that ResourceMate® is a sophisticated but easy-to-use solution that is remarkably adaptable, has flexible features, and helps libraries meet their needs and achieve their objectives every day.

Jaywil Software Development Inc. has a reputation for caring and providing first-rate support services. When you partner with Jaywil Software you get the comfort in knowing that our quality products are trusted by thousands of libraries around the world.

Weeding policies:

Record of use - item has not been circulated for 5 years.

Physical deterioration - item is torn, soiled, worn, moldy, pages or parts missing, spine broken

Duplication - too many copies of same item and not circulated

Quality - materials are poor, color faded, or in case of audio- poor reproductions

Out of Date - subject matter is out dated, faulty, inaccurate, no longer relevant to current times, or material is gender, racial, or cultural stereotyped.

Atmore Campus:

The Atmore campus has a small reference/video library. Currently no papers or research is required as part of the curriculum. The main campus library can send items to the Atmore campus. The Alabama Virtual Library is accessible for their use. The Web Search linked from the library portion of Reid State's home page <http://www.rstc.edu/library.html>

Students and instructors alike can request materials through the site.

STANDARDS

Standards:

ACRL is the source that the higher education community looks to for standards and guidelines on academic libraries. ACRL promulgates standards and guidelines to help libraries, academic institutions, and accrediting agencies understand the components of an excellent library. These standards, guidelines, and model statements are reviewed and updated by the membership on a regular basis.

Edith A Gray Library and Technology Center supports AASL Standards on Information Literacy by:

- Reading is a window to the world
- Inquiry provides a framework for learning
- Ethical behavior in the use of information must be taught
- Technology skills are crucial for future employment needs
- Equitable access is a key component for education
- The definition of information literacy has become more complex as resources and technologies have changed
- The continuing expansion of information demands that all individuals acquire the thinking skills that will enable them to learn on their own.
- Learning has a social context
- School libraries are essential to the development of learning skills

See more at <http://www.ala.org/aasl/guidelinesandstandards/learningstandards/standards>

The Standards for Libraries in Higher Education (Community, Junior and Technical College Libraries) are designed to guide academic libraries in advancing and sustaining their role as partners in educating students, achieving their institutions' missions, and positioning libraries as leaders in assessment and continuous improvement on their campuses. Libraries must demonstrate their value and document their contributions to overall institutional effectiveness and be prepared to address changes in higher education. These Standards were developed through study and consideration of new and emerging issues and trends in libraries, higher education, and accrediting practices.

Standards Structure:

The core of the Standards is the section titled "Principles and Performance Indicators." The nine principles and their related performance indicators are intended to be expectations—standards—which apply to all types of academic libraries. Nonetheless, each library must respond to its unique user population and institutional environment.

The Standards assume that libraries:

1. adhere to the principles;
2. identify and select performance indicators that are congruent with their institution's mission and contribute to institutional effectiveness;
3. add performance indicators that apply to the specific library type (for example, open access initiatives for research libraries, or workforce development support for community colleges);

4. develop user-centered, measurable outcomes that articulate specifically what the user is able to do as an outcome of the performance indicator;
5. conduct assessments that may be quantitative and/or qualitative;
6. collect evidence from assessments that demonstrate degree of success; and
7. use assessment data for continuous improvement of library operations.

In some cases, evidence does not require assessment. For example, the library might provide evidence that library staff have education and experience sufficient for their positions by compiling a list of staff members with titles, education, and relevant experience held.

Library Bill of Rights:

1. 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.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

Library Personnel

Library Personnel:

Jeff Rhodes, Business Manager

B.S., Troy State University

Role/responsibilities:

- participates in curriculum development and implementation
- serves as liaison for Deans/Faculty/Library Services
- awareness of developments in library field
- communicates library/media plans, represents budget plans, programs, and services
- conducts annual surveys
- serves on advisory committee/library planning council
- Serves on Executive Council
- recommends materials for purchase
- reviews collection polices for library to determine viability and adequacy through use of surveys and faculty interaction

Alice E. Booker: Library Assistant to the Director of Library Services

A.A.T., Associate Applied Technology - Reid State Technical College, 10 yrs of library related experience.

Role/responsibilities:

- provides assistance in accessing learning resources.
- Provides database management of automated catalog and circulation system.
- Collaborates with Office of Institutional Effectiveness to handle requisitions and /or request for materials.
- Prepares budget and annual unit plans.
- Creates Library Brochures, Library Handbook, and Library Orientation handouts.
- Develops content for library web site.
- Advises patrons on locations of materials and/or use of automated search systems.
- Responsible for ordering and cataloging all materials.
- Manages circulations and requisitions for interlibrary loans
- Maintains current lists of library holdings/collections.
- Maintains an orderly appearance in the library.
- Conducts library tours/orientations.
- Works circulations and reference desks.
- Issues patron cards.
- Responsible for maintenance of workroom.
- Inspects books for repair or disposal.
- Orders library supplies and equipment.
- Conducts bi-annual library surveys.
- Serves on Library Planning Council
- reviews collection polices for library to determine viability and adequacy through use of surveys and faculty interaction

STRATEGIC PLANNING AND OUTCOMES

EDITH A GRAY LIBRARY AND TECHNOLOGY CENTER STRATEGIC PLANNING, ASSESSMENT, AND OUTCOMES

Mission

Reid State Technical College is a rural, degree-granting, two-year institution that provides quality academic and technical education to students from diverse backgrounds and abilities. The college promotes economic growth by preparing a qualified workforce for business and industry.

The Edith A Gray Library and Technology Center's mission is to provide information resources and research services necessary to advance and support the educational and cultural needs for the students, faculty, staff, and surrounding community which will enable them to function responsibly in a diverse society.

The faculty and the Edith A. Gray Library work in conjunction to fulfill both the library and college mission statements. This partnership provides appropriate library services and is evaluated with a variety of methods (surveys, planning council meetings, and college assessment/self study). Primary emphasis is placed upon materials and services that expand upon and support the curriculum and faculty teaching.

Library Planning Council

Members: Alice Booker, Daphne Joyner, Ruth Gamble, Ivie Gonzalez, Dianne Lee, Lillie Fluker, Vader Mims, and Diane Sosebee.

The council meets twice a year in the spring and fall semesters. The role of the council is to explore, identify, adopt, and apply effective measures that the library can use to access our operations and demonstrate our value. This will in turn improve our services, enhance our collections, and develop our resources.

Planning

Both long and short range goals are needed for a library to effectively succeed. Edith A Gray accomplishes this by using guidelines, rules, and characteristics that are used to judge the quality of student performance.

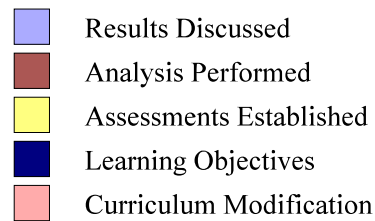
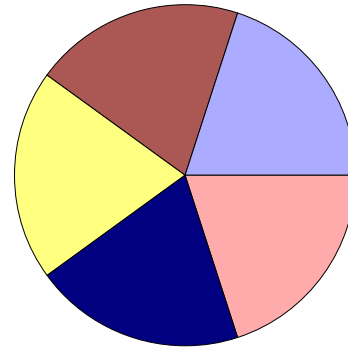
- identify the library as a primary source for class-related information (faculty, curriculum)
- incorporate Library Orientation to facilitate learning
- conduct faculty training and innovative teaching ideas
- expand services (electronic and in-house)
- funding (finding new and old money)

Assessment

Methods of assessment will be in the form of surveys and learned criteria. Surveys will be gathered twice annually. This data is used by the Library Planning Council, and the Library Assistant to improve our services and/or resources. When a new service, rule, or method becomes available the library has autonomy for implementation.

Library Assessment Cycle

- Assessment Established
 - plan measurement methods
 - establish timeline
- Learning Objectives
 - how will this benefit us
 - what we can learn from it
- Curriculum Modification
 - incorporation of LO
 - faculty discussion/interaction
- Analysis Performed
 - establish tools/collect data
 - measure achievement
- Results./Decisions Discussed



Timeline

The Library Planning Council will oversee the development of the timeline with the external focus on users. Changes in the structure and laws governing the use of libraries will bear heavily on the following criteria:

- clearly communicate impact on process as a result of participation
- don't bite of more than we can chew-or what we know
- who's included in the process
- build on success and communication
- avoid duplication processes

Reid State Technical College

Edith A Gray Library and Technology Center



PRESENT

YOU GOT IT
USE IT!

-holdings
-motivation
-willingness
-community

FUTURE

-OPA C/all com
puters
-LIB 101
-online ONTRA C
-library usage

THE JONESES

- computers
- I-Pads
- Think Pads
- TV
- Kiosks
- Mobile Access



WHAT IF?

-wireless classrooms
-expand library
orientation
-faculty interaction
-innovative teaching

-librarian
-on-line surveys
-web search
-study rooms
-student workers
-curriculum change

- computers
- I-Pads
- Think Pads
- TV
- Kiosks
- Mobile Access



TRIALS
&
TRIBULATIONS

-curriculum
-lack of interest
-trend changes
Computers/mobiles

-funding
-layoffs
-mergers
-lack of interest
-accreditation
changes



Outcomes

We will engage library personnel, staff, faculty, and administrators in the visioning by using focus groups (i.e., Library Planning Council). This group will discuss the benefits and challenges, likelihood and desirability of various characteristics that may shape our future.

- clearly articulated vision and/or guiding principles
- campus wide participation of faculty, staff, library personnel, planning council, and students
- increased knowledge of library position concerning goals and priorities
- a structured vision that increases learning and strategic goals that are linked to the common good of the college

LIBRARY SERVICES ASSESSMENT ANALYSIS FORM

This is a sample of the library's assessment process and analysis.

Meeting Date	Nov 2011
Number of Faculty, Staff, Administrator, Community Members in attendance	7
Services Assessed or examined	This document , COC accreditation
Assessment/Examination Tool Survey Attached	surveys, research, accreditation process (es)
Assessment Results Survey Results for 2010	*see next page *surveys will be given to each person taking orientation and comparisons made
Areas deemed outstanding/or needs improvement?	Mostly Internet usage, up-to-date information, excellent ratings *not enough time spent in library, program doesn't required library research
Next step to be taken to improve student learning and/or services	incorporate Library Orientation into classes and /or as part of COC accreditation process
Implementation	Identify timeline for COC and begin library process ahead of schedule
Timeline	Current and bi-annually
Outcomes	evaluated bi-annually at meetings or as needed adjustments as needed or required

Reid State Technical College Library User/Non User Survey

1	Please indicate what category best describes you: <input type="radio"/> college student <input type="radio"/> college staff <input type="radio"/> college faculty <input type="radio"/> high school student <input type="radio"/> community member	TOTALS 13
2	Today, you were looking for <input type="radio"/> general information, just browsing—books, articles, magazines, newspapers, etc. <input type="radio"/> a specific item(s): _____	10 3
3	How often do you use the library? <input type="radio"/> once per day <input type="radio"/> once per week <input type="radio"/> once per month <input type="radio"/> rarely	6 2 0 5
4	If you rarely use the library, please indicate all the reasons why: <input type="radio"/> don't enjoy reading <input type="radio"/> buy what I read <input type="radio"/> libraries are too difficult to use <input type="radio"/> never open when I need them <input type="radio"/> don't have time <input type="radio"/> get most of what I need from Internet	1 12
5	How often do you use the library OLC's collections? <input type="radio"/> daily <input type="radio"/> weekly <input type="radio"/> monthly <input type="radio"/> rarely <input type="radio"/> never	1 2 5 6
6	Describing the OLC's do you find: <input type="radio"/> quality is just right for my use <input type="radio"/> too little <input type="radio"/> too much	6 1
7	How important are libraries to you and/or school work? <input type="radio"/> very important-can't do without them <input type="radio"/> somewhat important - only use occasionally <input type="radio"/> not important - never use them	10 2 1
8	What services do you use the library for? (Mark all that apply.) <input type="radio"/> none <input type="radio"/> computers for Internet - not school related	4

	<input type="radio"/> computers for email - not school related	3
	<input type="radio"/> computers for chats, Face Book, Twitter, etc.- not school related	
	<input type="radio"/> computers for Black Board	1
	<input type="radio"/> computers for school work only	5
	<input type="radio"/> library holdings only	7
	<input type="radio"/> copy machine - school work only	5
	<input type="radio"/> copy machine - personal copies	3
	<input type="radio"/> other _____	2
9	Do you find the information in the library:	
	<input type="radio"/> up to date	11
	<input type="radio"/> too old	
	<input type="radio"/> undecided	2
10	How do you rate the library:	
	<input type="radio"/> excellent	11
	<input type="radio"/> good	2
	<input type="radio"/> mediocre	
	<input type="radio"/> needs improvement	
	<input type="radio"/> poor	
	<input type="radio"/> very poor	
11	Are you satisfied with library hours? (7:00 - 4:00) (Friday, 7 - 11)	
	<input type="radio"/> yes	7
	<input type="radio"/> no	4
12	How do you find the ease of the Web Search or OPAC?	
	<input type="radio"/> extremely easy	4
	<input type="radio"/> easy	7
	<input type="radio"/> confusing	1
	<input type="radio"/> hard	
	<input type="radio"/> very hard	
13	How do you rate the computers in library?	
	<input type="radio"/> excellent	8
	<input type="radio"/> good	2
	<input type="radio"/> fair	2
	<input type="radio"/> too old	
	<input type="radio"/> too slow	
	<input type="radio"/> not enough computers for use	
	<input type="radio"/> computers/ programs not easy to use	
	<input type="radio"/> computers/ programs not compatible with other labs or home	1
	<input type="radio"/> not enough programs on computers	
	<input type="radio"/> can't find program I need to use	
14	How do you rate the library atmosphere? (Mark all that apply.)	
	<input type="radio"/> very comfortable	10
	<input type="radio"/> efficient/very satisfied	2
	<input type="radio"/> not enough space	

	<input type="radio"/> too cold	1
	<input type="radio"/> too hot	
	<input type="radio"/> too noisy	
	<input type="radio"/> insufficient lighting	1
	<input type="radio"/> uncomfortable	
	<input type="radio"/> too big	
	<input type="radio"/> not enough equipment/computers/desks/printers/materials	
	<input type="radio"/> not satisfied, how? _____	1
15	How do you rate our service?	
	<input type="radio"/> adequate for my needs	3
	<input type="radio"/> very helpful/knowledgeable	7
	<input type="radio"/> good	3
	<input type="radio"/> needs improvement _____	
	<input type="radio"/> poor	
	<input type="radio"/> very poor _____	
16	Have you applied for a library card?	
	<input type="radio"/> yes	4
	<input type="radio"/> no	7
17	Do you find it easy to check in and check out materials?	
	<input type="radio"/> yes	2
	<input type="radio"/> no	1
18	Have you attended a Library Orientation session?	
	<input type="radio"/> yes	
	<input type="radio"/> no	9
19	Are you required to use the library as part of your class assignments, papers, research, etc?	
	<input type="radio"/> yes	10
	<input type="radio"/> no	2
20	Please add any suggestions that you may have:	

	CLOSES TO	
	EARLY	

How surveys trends initiates change:

***Endnote:

Survey indicted:

- building was cold. June 2012- contractors came and redesigned system.
- need new books Foundation donated 20 new books in Oct 2011
- liked the study areas Furniture rearranged periodically to give new look and privacy

COLLECTIONS/RESOURCES/SERVICES

Library Collections/Resources/Services:

The Edith A Gray Library and Technology Center's current collection consists of 4,825 books, 235 DVD's, 28 audio visuals, 79 magazines- plus archives, 8 newspapers, and 12 VHS tapes. Approximately 2,000 donated books have not been cataloged. The collections can be accessed at: <http://rmhosting.dyndns.org/12555/libsearch.exe?dbNum=1&action=3&Type=B>.

The library offers basic resources/services to patrons: *course reserves*, copies, computers, printing, study areas, reference services, library requests, Inter library loans, and Library Orientation. The library provides services and accessibility to users with disabilities. Inter Library Loans (ILL) are available through the Alabama Public Library on World Cat or any public library. The Internet allows patrons to access materials and reserves through the development of digital/virtual libraries. This means that people do not have to go to a building for some kinds of information, but users may still need help in locating the information they want. The computer is responsible for electronic information while the library has the printed information. Librarians have now assumed responsibility for both the library collection and computer services.

Alabama Virtual Library:

The Library encourages the use of The Alabama Virtual Library (AVL) as a means to serve the needs of students in distance learning and off campus sites. This collection of databases exceeds what most library budget constraints allow. The AVL is accessible to clients anytime and anyplace with use of cell phone or computer terminal/laptop.

About the Alabama Virtual Library:

The Alabama Virtual Library provides all students, teachers, and citizens of the State of Alabama with online access to essential library and information resources. It is primarily a group of online databases that have magazine, journal, and newspaper articles for research. Through the *AVL*, an equitable core of information sources are available to every student and citizen in Alabama, raising the level of excellence in schools and communities across the state. The AVL allows patrons to assume many services usually reserved for librarians. Patrons can reserve materials, check out materials, view abstracts of materials, and perform Inter-Library Loans themselves. **Beginning August 2010~home users will not have to have a card! The Alabama Virtual Library uses geo-location technology to authenticate Alabama residents, and this technology will grant allows most Alabama residents to access AVL from their homes without the need for a username and password.

LIBRARY ORIENTATION

Library Orientation:

Library Orientation is conducted by request. The Library Assistant is available 4 days a week during normal business hours, please contact at ext #209. Basic information about the library as well as its uses will be provided. Library Orientation will be divided into 4 parts--- Introduction, Information for Research Papers, Exploring/Citing, and Help.

INTRODUCTION

Library hours

MONDAY - THURSDAY 7:00 - 3:30
FRIDAY 7:00 - 11:00

Library staff

Alice Booker - Library Assistant [1st floor, ext. #209]
Ruth Gamble - Library Clerk/Cashier

Library rules/policies

See posted signs.

All persons upon entering the library agree to comply with these rules/regulations. Proper identification is required for all library services for (a) safety/security reasons, (b) when criminal activity has occurred on premises, or (c) when library rules have been violated.

Persons waiting on students or other individuals with business on campus are to be directed to the STUDENT CENTER #800 (TV, snack machines, etc) Have a look around, but please do not abuse our hospitality. Obey our rules and we can continue to serve our students and community alike. Thanking you in advance for your consideration in this matter.

NO lengthy waiting in library, all persons not enrolled in college should go to the STUDENT CENTER #800 (snack machines, TV, etc.)

NO food or drinks (this includes bottled water)

NO tobacco products of any kind

NO loud, obscene/obtrusive language

NO alcohol, illegal substances, or weapons are permitted in library or on campus

NO fighting, running, pushing, shoving, or throwing

NO pets (other than service animals)

NO loitering, sleeping, or soliciting

NO physical, sexual, or verbal abuse of library users or library staff

NO STRONG odors (perfume, cologne, or body) or articles with a foul odor that interfere with or disrupt others from using library space

SMALL children are not allowed in the library for extended periods and should be supervised at all times

ALL cell phones, pagers, and other electronics should be muted or silenced

ALL visitors/patrons must wear proper clean attire while in library (shoes, pants, shirt)

By entering the library, all persons agree to comply with these rules/regulations.

Proper identification is required for all library services for (a) safety/security reasons, (b) when criminal activity has occurred on premises, or (c) when library rules have been violated.

Library check out/check in regulations:

Our policies exist in order to provide the best possible access and service to ***all*** Library users. It is therefore vital that all users abide by the policies set forth in this document. The patron's signature attests to the fact that he or she understands and agrees to uphold these said policies. All users must have a current student, faculty, or staff, picture ID card. If you are a community user, please see the Circulation Desk to apply for a *limited use* library card.(See Community User below.) All users will provide the Library with the most current personal information available.

Check Out Limitations:

Students, Faculty, and Staff, **3 books [two (2) weeks check out period], 1 magazine, CD, or DVD [one (1) week check out period]***** No check outs on any materials three (3) weeks prior to end of semester. Items **MUST** be returned to the Library in the Return Book Receptacle at the Circulation Desk or given to the library personnel; Mrs. Booker, or Mrs. Gamble during normal business hours.

Fines & Holds for Students Faculty and Staff:

Fines will start accruing the first business day after the due date at the rate of **\$.25 per day for Books, DVD's, CD's, and Video Tapes. Magazines overdue fines are \$.10 per day.** Fines do not accrue on the days the library is closed. It is the patron's responsibility to return materials—no reminders will be sent from the library.

Lost, stolen, damaged, or destroyed items will be assessed for value at the time of check out. Library patrons will assume all financial responsibility for delinquent materials. **A revocation of privileges will be issued on the said student, after two times of not returning items when due or violation of library rules.**

Computer Use in the Library:

ALL computer users will strictly abide the guidelines set forth in the Reid State Technical College's Internet Use Agreement Policy. (Can be seen on the college's website.)

Community Users:

Community users must live (work) in the Evergreen area, have had the same address for a period of 3 years, provide 3 references within the Evergreen area and have some affiliation with the college. Have a valid picture ID card.**[check out time limited to one week for any item]** Print references on back of sheet—subject to approval by the Library Assistant.

How to find materials in the Library

The Edith A Gray uses the Library of Congress Classification System or *LOC*. Each book rack is labeled on the end of the row. (Note: Most headings have sub classifications. Such as A, will include a range from Collected works to encyclopedias and yearbooks.) For more information and a complete list go to: <http://www.loc.gov/catdir/cpsolcco/> .See Mrs. Booker for list..

- A - General Works
- B - Philosophy, Psychology, Religion
- C -Auxiliary Sciences of History
- D - History: General & Outside the Americas
- E - History: United States
- F - History: United States Local & America
- G - Geography, Anthropology, Recreation
- H - Social Sciences
- J - Political Science
- K - Law
- L - Education
- M - Music
- N - Fine Arts
- P - Language and Literature
- Q - Science
- R - Medicine
- S - Agriculture
- T - Technology

U - Military Service
V - Naval Science
Z - Library Science and Information Resources

Understanding Call Numbers

Reading

To be able to efficiently read Library of Congress (LC) call numbers is quite a skill. This tutorial was created to help library users uncover the mysteries of call number reading. Let's start with a sample call number:

QE534.2.B64

Call numbers can begin with one, two, or three letters.

The first letter of a call number represents one of the 21 major divisions of the LC System.

In the example, the subject "Q" is Science.

The second letter "E" represents a subdivision of the sciences, Geology.

All books in the [QE's](#) are primarily about Geology.

Books in categories E, United States History, and F, Local U.S. History and American History, do not have a second letter (exception: in Canada, FC is used for Canadian history).

Books about Law, K's, can have three letters, such as KFH, Law of Hawaii. Some areas of history (D) also have three-letter call numbers.

Most other subject areas will have call numbers beginning with one or two letters.

For most of the subject areas, the single letter represents books of a general nature for that subject area (i.e. Q - General Science or D - General World History).

Numbers after letters

The first set of numbers in a call number help to define a book's subject.

"534.2" in the example teaches us more about the book's subject. The range QE 500-625 are books about "Dynamic and Structural Geology."

Books with call numbers QE534.2 are specifically "Earthquakes, Seismology - General Works - 1970 to Present"

One of the most frequently used number in call numbers is "1" which is often used for general periodicals in a given subject area.

For example, Q1.S3 is the call number for the journal Science.

Journals are also given call numbers based on the specific subject.

For example, QE531.E32 is the call number for the journal *Earthquake Spectra* as QE531 is the class number for periodicals about "Earthquakes, Seismology"

Cutter Number

The cutter number is a coded representation of the author or organization's name or the title of the work (also known as the "Main Entry" in library-lingo).

Charles Ammi Cutter first developed cutter numbers using a two-number table.

A three-number table was developed in 1969.

In our above example, QE534.2.B64, the B64 is taken from the two-number table and represents the author's last name, Bruce A. Bolt.

The book is *Earthquakes*.

Some books have two Cutters, the first one is usually a further breakdown of the subject matter.

For example, QA 76.76 H94 M88 is a book located in the Mathematics section of the Q's.

QA 76 is about Computer Science.

The ".76" indicates Special Topics in Automation.

"H94" tells us that this is a book about HTML.

"M88" represents the last name of the first author listed's last name, Musciano.

The book is *HTML: The Definitive Guide*

Shelving and Locating

Items are shelved by call numbers - in both alphabetical and numerical order. The letters at the beginning of the call number are alphabetical. The numbers immediately following are in basic numerical order, i.e. 5 then 6, 50 is after 49 and before 51, and 100 is after 99. Thus,

	QD 2	QD 3	QD 29	QD 30
A3	A 31	Z 4	C 3	A 2

The cutter numbers (A3, A31, Z4, C3, and A2 in the above example) are sorted first by the letter and then by the number as a decimal. For QD 1 A5 think of it as being QD 1 A 0.5, for QD 1 A332 read QD 1 A 0.332. Therefore,

QD 1	QD 1	QD 1	QD 1	QD 1	QD 1	QD 1
A3	A 31	A 311	A 4	A 41	A 415	A 42

Dates, volume and issue numbers, copy numbers, and other annotations are like an additional cutter number but are shelved by basic alphabetization (numbers alone come before letters):

Know How to Use the Web Search

Students can now search our collections anytime-anywhere! Just log on to <http://www.rstc.edu/library.html> and click on *Web Search*. There are a variety of methods for searching and books/materials can be reserved.

What Databases are Available

Alabama Virtual Library
Salem Health
EBSCOHOST

Edith A Gray Library and Technology Center Monthly Calendar

Each month the library will spotlight a particular theme. Books and other displays may be viewed during this period. We are open to suggestions as to what you would like to see, hear, or do. Let us know and we will take your ideas into consideration. Here is a sampling:

JAN	<i>Reading Initiative Month</i>
FEB	<i>Black History</i>
MAR	<i>Alabama Heritage</i>
APR	<i>Conecuh County and our service area</i>
MAY	<i>National History</i>
JUN	<i>Local Art/Music</i>
JUL	<i>“Beat the Heat” - cool things to do inside</i>
AUG	<i>Famous Alabamians</i>
SEP	<i>Careers - Where do I go from here?</i>
OCT	<i>Hobbies</i>
NOV	<i>Fun Fall Things</i>
DEC	<i>Holiday Time</i>

Alabama Virtual Library

About the Alabama Virtual Library

The Alabama Virtual Library provides all students, teachers, and citizens of the State of Alabama with online access to essential library and information resources. It is primarily a group of online databases that have magazine, journal, and newspaper articles for research. Through the *AVL*, an equitable core of information sources are available to every student and citizen in Alabama, raising the level of excellence in schools and communities across the state. The AVL allows patrons to assume many services usually reserved for librarians. Patrons can reserve materials, check out materials, view abstracts of materials, and perform Inter-Library Loans themselves.

****Beginning August 2010~home users will not have to have a card!** The Alabama Virtual Library uses geo-location technology to authenticate Alabama residents, and this technology will grant allows most Alabama residents to access AVL from their homes without the need for a username and password.

If the geo-location technology is unable to "recognize" a user as an Alabama resident, then residents may login with an AVL Card. AVL Cards may also be used to gain access when a resident is traveling outside the state. Visit your local public library/or college library to request an AVL (remote access) card. K-12 students/staff in public schools may obtain a card from their school library.

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If you are authenticated by Geolocation and are still unable to access certain resources, here are some things that might be causing your problem.

1. Do you have firewall/security software installed?

If you use Norton's Suite of security programs, you may find it necessary to disable Privacy Control (Norton Personal Firewall). Also, some vendors use referral pages to authenticate AVL users. The vendor's server needs to recognize that you just left the AVL website. Some personal firewall/privacy software can strip this referral information; it is the network equivalent of blocking caller ID on your phone. It may be necessary to add the AVL database providers to a bypass list. Many firewall/privacy software vendors include excellent help files. Search for words such as "bypass list" or "exception list".

The specific domains to include are:

140.234.*.*

63.208.197.*

*.epnet.com

*.galegroup.com

*.sirs.com

72.164.152.*

204.179.122.*

2. Does your browser have a lot of add-ons?

Add-ons and toolbars installed for your browser may be causing a problem similar to the firewall. In this case, often the easiest way to resolve this problem is to install a different browser. For example, if you currently use Internet Explorer, try downloading/installing Google Chrome or Firefox. Using a newly installed browser (with no add-ons or toolbars) will often allow you to access AVL.

3. Are you using AOL or CompuServe?

AOL/CS users may experience difficulty accessing AVL resources. This stems from the non-standard way that the integrated AOL/CS interface handles referral pages. AOL/CS users should minimize their special browsers and use Firefox or Internet Explorer to access AVL. At the browser's location prompt, type in www.avl.lib.al.us and proceed as normal.

4. Your Internet Explorer privacy settings may be set too high.

Go to the "Tools" menu and select "Internet Options". Click the "Privacy" tab and make sure your settings are "medium" or lower.

If you need additional information or assistance, please contact the AVL Help Desk (avlhelpdesk@asc.edu or 800-276-0370). We want to make sure you are able to access all of the resources AVL has to offer.

CIRCULATION, HOURS, RULES,
INTERNET USE AGREEMENT

Library Circulation Policies:

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Providing false information or violation of rules will revoke said library privileges.

I have read and understand the above:

Signature

Phone Number: _____

Date

Program: _____

Student ID #

Library Bar Code #

Library Rules:

All persons upon entering the library agree to comply with these rules/regulations. Proper identification is required for all library services for (a) safety/security reasons, (b) when criminal activity has occurred on premises, or (c) when library rules have been violated.

Persons waiting on students or other individuals with business on campus are to be directed to the STUDENT CENTER #800 (TV, snack machines, etc.) Have a look around, but please do not abuse our hospitality. Obey our rules and we can continue to serve our students and community alike. Thanking you in advance for your consideration in this matter.

The library reserves the right to inspect all bags, purses, briefcases, bookbags, etc. for library materials.

The library is not responsible for lost, damaged, or stolen items.

ALL patrons are to abide by the Internet Use Agreement. Violation will result in expulsion from the premises.

NO food or drinks (this includes bottled water).

NO tobacco products of any kind.

NO loud, obscene/obtrusive language.

NO alcohol, illegal substances, or weapons are permitted in library or on campus.

NO fighting, running, pushing, shoving, or throwing.

NO pets other than service animals.

NO loitering, sleeping, or soliciting.

NO physical, sexual, or verbal abuse of library users or library staff.

NO STRONG odors (perfume, cologne, or body) or articles with a foul odor that interfere with or disrupt others from using library space.

ALL cell phones, pagers, and other electronics should be muted or silenced.

ALL visitors/patrons must wear proper clean attire (shoes, pants, shirt).

SMALL children are allowed in the library with adults on official business and must be supervised at all times.

Library Hours:

Monday - Thursday 7:00 - 3:30

Friday 7:00 - 11:00

Hours are posted outside library and on the website.

INTERNET USE AGREEMENT

Computer use policies safeguard the rights and privileges of all users. In exchange for the use of Reid State Technical College computer systems, either at school or away from school, I understand and agree to the following:

1. It is my responsibility to avoid abusive conduct, which would include, but not be limited to the altering of system software, placing of unlawful information, computer viruses or harmful programs on or through the system in either public or private files or messages.
2. I am accountable for the use of my password. My password will not be revealed to anyone. Any problems, which arise from the misuse of my home directory, are my responsibility.
3. I will not use the school's computer system to obtain, view, download, or otherwise gain access to or transmit materials that are unlawful, obscene, pornographic, abusive, or otherwise objectionable.
4. If I receive any unsolicited on-line contact, I will not respond and will advise my instructor or the system administrator immediately.
5. I will use only software owned or approved by Reid State Technical College on all workstations and networks.
6. I will use all computer equipment as intended. I will not tamper with terminals, associated equipment or otherwise disable the system or related equipment.
7. I will not change, copy, rename, delete, read, or otherwise access files or software that I did not create, unless I have written permission from the System Administrator.
8. I will not use school computer equipment for anything other than school related work without permission from the System Administrator.
9. I will not participate in peer-to-peer file sharing or downloading of illegal file sharing sources.
10. I will not participate in the unauthorized distribution of copyrighted materials.
11. I will reference Reid State's File sharing and distribution regulations for further information on copyright law.
12. I have read and agree to conditions in the Terms and Conditions for Internet Use as described in Reid State Technical College's Internet Acceptable Use Policy.

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.

DISTANCE LEARNING

Distance Learning:

The Library *supports* the Standards of Distance Learning set forth by the ACRL-Association of Colleges and Research Libraries and ALA-American Library Association.

<http://www.ala.org/acrl/standards/guidelinesdistancelearning>

Resources

The originating institution is responsible for ensuring that the distance learning community has **access** to library materials equivalent to those provided in traditional settings. Thus, the institution must provide or secure convenient, direct access to library materials in appropriate formats that are of sufficient quality, depth, number, scope, and currency to:

- meet all students' needs in fulfilling course assignments;
- enrich the academic programs;
- meet teaching and research needs;
- support curricular needs;
- facilitate the acquisition of lifelong learning skills;
- accommodate students with varying levels of technological access (i.e. low bandwidth);
- and accommodate other informational needs of the distance learning community as appropriate.

When more than one institution is involved in the provision of a distance learning program, each is responsible for the provision of library materials to the students enrolled in its courses, unless an equitable agreement for otherwise providing these materials has been made. Costs, services, and methods for the provision of materials for all courses in the program should be uniform.

Services

Library services offered to the distance learning community must be designed to meet a wide range of informational, *instructional*, and user needs, and should provide some form of direct user access to library personnel. The exact combination of service delivery methods will differ from institution to institution. Specific professional standards and guidelines which should be utilized in providing these services include, but are not limited to:

Information Literacy Competency Standards for Higher Education. Association of College & Research Libraries (ACRL), American Library Association, 2000.

<http://www.ala.org/ala/mgrps/divs/acrl/standards/informationliteracycompetency.cfm>

Guidelines for Behavioral Performance of Reference and Information Service Providers.

Reference and User Services Association (RUSA), American Library Association, 2004.

<http://www.ala.org/ala/mgrps/divs/rusa/archive/protocols/referenceguide/guidelinesbehavioral.cfm>

Guidelines for Implementing and Maintaining Virtual Reference Services. Reference and User Services Association (RUSA), American Library Association, 2004.

<http://www.ala.org/ala/mgrps/divs/rusa/archive/protocols/referenceguide/virtrefguidelines.cfm>

Professional Competencies for Reference and User Services Librarians. Reference and User Services Association (RUSA), American Library Association, 2003.

<http://www.ala.org/ala/mgrps/divs/rusa/archive/protocols/referenceguide/professional.cfm>

The following, although not necessarily exhaustive, are essential:

- reference assistance;
- online instructional and informational services in formats accessible to the greatest number of people, including those with disabilities;
- reliable, rapid, secure access to online resources; consultation services;
- a library user instruction program designed to instill independent and effective information literacy skills while specifically meeting the learner support needs of the distance learning community;
- reciprocal or contractual borrowing, or interlibrary loan services using broadest application of fair use of copyrighted materials;
- access to reserve materials in accordance with copyright fair use policies or permissions;
- adequate service hours for optimum user access;
- promotion of library services to the distance learning community, including documented and updated policies, regulations and procedures for systematic development, and management of information resources;
- prompt delivery to users of items obtained from the institution's collections, or through interlibrary loan agreement via courier or electronic delivery system; and
- point of use assistance with and instruction in the use of nonprint media and equipment.

Documentation

Documentation must be maintained in order to indicate the degree to which the originating institution is meeting the *Standards*. The library and the librarian-administrator should have the following current information available in print and/or online in an accessible format:

- user guides and other library instructional materials;
- statements of mission and purpose, policies, regulations, and procedures;
- statistics on library use; statistics on collections;
- facilities assessment measures;
- collections assessment measures;
- needs and outcomes assessment measures;
- data on staff and work assignments;
- institutional and internal organization charts;
- comprehensive budget(s);
- professional personnel vitae;
- position descriptions for all personnel;
- formal, written agreements; library evaluation studies or documents; and evidence of involvement in curriculum development and planning.

Forms

Library Request Form

Please check the appropriate category: (One sheet per item)

Book _____ Periodical _____ Journal _____ Serial _____ Magazine _____ Newspaper _____

DVD _____ CD _____ AV _____ Other _____

Title: _____

Author: _____

ISBN#: _____

Publisher: _____

Publication Date: _____

Edition/Volume: _____

Approx. Cost: _____

INSTRUCTOR/DEPARTMENT INFORMATION

Name: _____

Department: _____

Course Number: _____

Anticipated Use: weekly _____ monthly _____ semester _____ twice per year _____ yearly _____

INTER LIBRARY LOAN FORM

ALA Interlibrary Loan Request Form

Request date _____
Need before _____
Request number _____
Client information _____

Borrowing library name and address

Citation Information

Book author _____
Book title _____
Publisher _____
Place _____ Date _____
Series _____
This edition only _____
ISBN _____
Serial title _____
Volume / issue _____ Date _____
Pages _____
Author of article _____
Title of article _____
ISSN _____
Audiovisual title _____
Date of publication _____
Verified in and / or cited in _____
Other bibliographic number _____
Lending library name and address _____

Lending library phone _____
Lending library fax _____
Lending library email _____
Lending library electronic delivery address _____

Notes

Request complies with
 108(g) (2) Guidelines (CCG)
 other provision of copyright law (CCL)

Authorization

Phone _____
Fax _____
Email _____
Electronic delivery address _____

Type of request:

Loan
 Photocopy
 Estimate
 Locations

Charge information

Account number _____
Maximum willing to pay _____
Have reciprocal agreement _____
Payment provided _____

Lending library report

Date of response _____
Date shipped _____
Shipped via _____
Insured for _____
Return Insured
Packing Requirements _____
Charge _____
Date due _____

Use restrictions

- Library Use Only
- Copying not permitted
- No Renewals
- _____

Not sent because

- At bindery
- Charge exceeds limit
- Hold placed
- In process
- In use
- Lacking
- Lacks copyright compliance
- Locations not found
- Lost
- Non-circulating
- Not found as cited
- Not on shelf
- Not owned
- On order
- On reserve
- Poor condition
- Prepayment required

- Request on _____
- Volume / issue not yet available
- _____

Estimate for

- Loan _____
- Copy _____
- Microfilm _____
- Microfiche _____

Borrowing library report

- Date Received _____
- Date Returned _____
- Returned via _____
- Insured for _____
- Payment Enclosed

Renewals

- Date Requested _____
- New Due Date _____
- Renewal Denied

Student - Library User Survey

Library Survey Taker: We need your help! Please use this form to provide us with the information needed to evaluate ourselves, our services, our collections, and whether or not we are meeting your needs. Thanking you in advance for your time and effort in helping us.

1. Please indicate what category best describes you:
 - college student
 - college staff
 - high school student
 - community member
2. Are you required to use the library as part of your class assignments, papers, research, etc?
 - yes
 - no (answer #3, #5, #13, & #18 only)
3. Most often you use the library for: (Mark all that apply.)
 - classes only (answer #5, #13, & #18 only)
 - study time or information research
 - computers for Internet - *not school related*
 - computers for email, chats, Face Book, Twitter, etc.- *not school related*
 - computers for Moodle/Black Board /or other on-line classes
 - computers for school work only
 - library holdings only - books, articles, journals, magazines, reference, encyclopedias, newspapers, DVD's, Audio Books
 - copy machine - school work only
 - copy machine - personal copies
 - looking for a specific item _____
4. How often do you use the library?
 - once per day
 - once per week
 - once per month
 - rarely (answer question below)
5. If you rarely use the library, please indicate all the reasons why:
 - not required to use the library or its services
 - don't enjoy reading
 - buy what I read
 - libraries are too difficult to use
 - never open when I need them
 - don't have time
 - get most of what I need from Internet

6. How often do you use the library WEB On-Line collections?
 - daily
 - weekly
 - monthly
 - rarely (skip to #9)
 - never (skip to #9)
7. Describing the WEB On-Line collection do you find:
 - quality is just right for my use
 - too little
 - too much
8. Do you find using the Web Search?
 - extremely easy
 - easy
 - confusing
 - hard
 - very hard
9. How important are libraries to you and/or school work?
 - very important-can't do without them
 - somewhat important - only use occasionally
 - not important - never use them
10. Do you find the information in the library:
 - up to date
 - too old
 - undecided
11. How do you rate the library overall?
 - excellent
 - good
 - mediocre
 - needs improvement _____
 - poor
 - very poor
12. How do you rate the computers in library?
 - excellent/good
 - fair
 - too old/slow
 - not enough computers for use

- computers/ programs not easy to use
 - computers/ programs not compatible with other labs or home
 - not enough programs on computers
 - can't find program I need to use
 - haven't used computers
13. How do you rate the library atmosphere? (Mark all that apply.)
- very comfortable
 - efficient/very satisfied
 - not enough space
 - too cold
 - too hot
 - too noisy
 - insufficient lighting
 - uncomfortable
 - too big
 - not enough equipment/computers/desks/printers/materials
 - not satisfied, how? _____
14. How do your rate our service overall?
- adequate for my needs
 - very helpful/knowledgeable
 - good
 - needs improvement, how? _____
 - poor
 - very poor, why? _____
15. Do you find it easy to check in and check out materials?
- yes
 - no
 - haven't checked out any materials
16. Have you attended a Library Orientation session?
- yes
 - no
 - no, but like to
17. Do you use the Alabama Virtual Library?
- yes
 - no

18. Are you satisfied with library hours? (7:00 - 4:00) (Friday 7 - 11)
- yes
 - no
19. Would you like to see up-grade in reading styles such as e-books?
- yes
 - no
20. Please add any suggestions that you may have:

Thank you!

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Providing false information or violation of rules will revoke said library privileges.

I have read and understand the above:

Signature

Date

Phone Number: _____

Program: _____

Student ID #

Library Bar Code #