



Learning Resources Center *Handbook*

@ *your library*

LEARNING RESOURCES CENTER

Circulation Desk 252-862-1209

FAX 252-862-1358

<http://www.roanokechowan.edu/learning-resources.html>



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Welcome

In keeping with Roanoke-Chowan Community College's commitment to providing comprehensive educational opportunities for all the adult citizens of Hertford, Bertie, Gates and Northampton counties, the College's Learning Resources Center (hereinafter referred to as "LRC") provides various services and media for student and patron use.

Open to all adult patrons, the LRC provides a system of acquisition, control, and maintenance of print and non-print media to meet the research, individualized study, general, and avocational needs of its patrons.

This handbook has been prepared to help you use the LRC and become familiar with its resources and procedures. Regular use of the LRC and its resources will contribute to your success as a student, as well as help you develop a life-long interest in and utilization of the LRC.

Much effort has been put forth to make the LRC beneficial and convenient. Its staff is friendly and willing to offer assistance whenever needed. Your frequent use of the LRC is encouraged now and in the future as a life-long learner.

To find out more information about the procedures contained in this booklet or about the services and resources available through the LRC, please come to the Circulation Desk. An LRC staff member will happily assist you.

Also, the LRC staff welcomes suggestions as to how to best serve your needs. You may choose to talk directly with a staff member, drop written suggestions in the Suggestion Box located near the entrance, make suggestions via iLink, our library online catalog, or submit one using your email system. You will also be given an opportunity to make suggestions during the annual Library evaluation held each spring.

We look forward to hearing from you.

Roanoke-Chowan Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees, diplomas, and certificates.

Roanoke-Chowan Community College

Mission Statement

Roanoke-Chowan Community College is a comprehensive two-year public institution located in Northeastern North Carolina where it serves a diverse student population and seeks to be student centered and committed to an open-door admissions policy. The college strives to serve the needs of individuals; its communities, business and industry; and other organizations by providing opportunities for life-long learning through quality educational programs and training that is relevant; economical; convenient; and life altering.

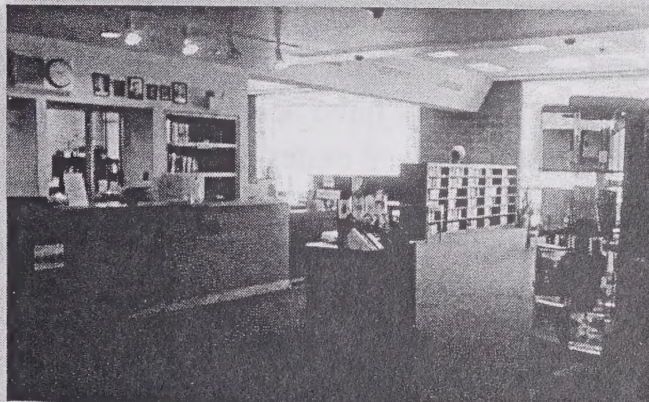
Many of our constituents are beset with challenges that act as barriers to even modest success; therefore, we see it as part of our mission to act as a catalyst in the creation of educational opportunities and training that can maximize individual and group potential within our service area. The College seeks to do this through contributing substantially to the educational goals of our students and by meeting the training needs of new and expanding industries within our service area.

The College also recognizes that even though our service area is challenged socially and economically, the span of our influence on our students must be global in nature as the College attempts to provide education and training in the context of unique challenges. In order to fulfill this general purpose most effectively, the College strives to:

1. Develop both personal and marketable skills in all students.
2. Develop basic learning skills in all students.
3. Enable students to continue their education at other institutions.
4. Increase the global and cultural awareness of students and community.
5. Provide for the training needs of local business and industry.
6. Enhance the quality of life in the community.

Learning Resources Center

The mission of Roanoke-Chowan Community College Library is to provide educational opportunities to all constituent individuals and groups commensurate with their needs, interest, and abilities. The LRC provides opportunities for access to knowledge and promotes learning through the diversity of print, audiovisual, and computer assisted instructional materials and other experiences made available by various technologies.



This mission is achieved by:

- A. Providing a well-equipped, comfortable facility conducive to study and research.
- B. Evaluating the collection, programs, and facilities to ensure that the needs of all users are being met.
- C. Making available comprehensive orientation and instruction enabling users to access, locate, and retrieve information.
- D. Assisting users in understanding the organization of resources, identifying and locating information, and utilizing LRC services.
- E. Sharing resources, services, and ideas by cooperating with all areas of the College and other libraries, as well as with professional, public, and private organizations in the community, state, and nation.
- F. Offering curricular and distance learning courses for credit in diploma and degree programs.

Operating Hours

Monday, Tuesday and Thursday
Wednesday and Friday

8:00 a.m. – 8:30 p.m.
8:00 a.m. – 5:00 p.m.

The LRC closes at 5:00 p.m. during semester breaks. The LRC summer schedule is Monday through Thursday 7:30 a.m. – 6:00 p.m.

General Procedures

In order to meet its mission, the LRC requires a reasonable amount of quietness. Therefore, the patrons are asked to be considerate of others and adhere to the following regulations that have been instituted to ensure the welfare of all LRC users, as well as the preservation of materials.

- Food, beverages, and tobacco products are not permitted in the LRC.
- Unattended children should not be left in the LRC.
- Return all materials on time. A remote book return is located at the outside entrance to Jernigan nearest the LRC.
- Do not reshelve books. Place books not being checked out in the book drop at the Circulation Desk or on carts designated for this purpose in the LRC.
- LRC phones are for business use only. A pay phone is available in the lobby outside the entrance to the LRC.
- Turn off or set to vibrate cell phones before entering the LRC. If you receive a call while you are in the LRC, please leave quietly before answering the call.

Classification of Materials

Books are classified according the Library of Congress Classification System. Library of Congress call numbers begin with one or more capital letters and group materials by subject. Major divisions and examples are as follows:

- A General Material
 - AE Encyclopedias
- B Philosophy
 - PF Psychology
- C History
 - CC Archaeology
- D History and Topography
 - (except American)
- E History – American and U.S.
- F History – Local American and U.S.
- G Geography – Anthropology
 - GC Oceanography

- H Social Science
 - HQ Family, Marriage, Home
- J Political Science
 - JS Local Government
- K Law
- L Education
 - LA History of Education
- M Music
- N Fine Arts
 - NB Sculpture
- P Language and Literature
 - PS American Literature
- Q Science
 - QE Geology
- R Medicine
 - RT Nursing
- S Agriculture
 - SD Forestry
- T Technology
 - TR Photography
- U Military Service
- V Naval Science
- Z Bibliography and Library Science

Library Catalog

iLink, our online catalog is part of CCLINC (the Community College Libraries in North Carolina). This electronic catalog includes the holdings of most libraries in the North Carolina Community College System. The easy-to-use interface allows for

- Information to be located more quickly and easily.
- Bibliographies to be created and printed.
- The ability to determine whether or not a book is available or checked out; if checked out, when it is due back.
- The ability to place a hold on a book that is checked out or located at another community college.
- Each line of information on the bibliographic screen is identified.
- The ability to see the items checked out on one's library card and to renew those items.
- The ability to access the library database from a remote computer.

Although clear instructions and help screens guide you through the search process, the LRC staff will assist you as necessary.

To access iLink from home, enter the following Web address:

www.roanokechowan.edu

Click on Learning Resources, and then scroll down to select the Library Catalog link.

Finding Books or Audiovisual Software

The library catalog, iLink, lists all books, magazines, newspapers, pamphlets, and audiovisual software in the LRC, as well as in other North Carolina community college libraries. Therefore, you will need to use the computer to find materials.

When searching for a book, for example, begin by checking iLink. Searches can be done by typing in the book's title, the author's name, or the subject you are researching.

After locating the book you need, write down the complete call number and then proceed to the appropriate area of the stacks to locate the book. Signs on the shelves indicate what is located on each row.

A Library of Congress call number looks like this:

Complete Call Number

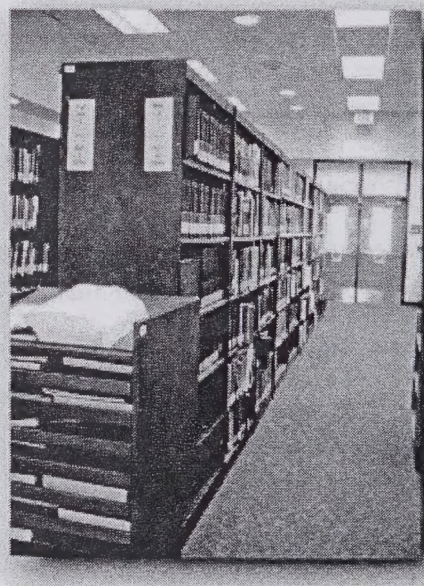
Ref Location symbol

NA

9127 Classification number

W2

B85 Cutter Number



Some call numbers have abbreviations or location symbols above them to indicate that the books are housed in special places.

Location Symbol/Abbreviation

CD, DVD
 Juv. Lit.
 LearningCt
 Ovr, OvrRef

Paper

Ref

SdFs, Videotape, Film,
 Tape Recording

Sm-Bus-Ctr

Spanish

Young Adult

Location

Audiovisual Collection

Juvenile Literature

Alternative Learning Center Collection

Oversize Books and Oversize Reference
 Collection

Paperback Books

Reference Collection

Audiovisual Collection

Small Business Center Collection

Spanish Collection

Young Adult Literature

Finding Periodical Articles

Articles from magazines, journals, newspapers, and related sources can be found in a variety of ways and formats. Online electronic resources such as NCLIVE, SIRS and NewsBank are available to LRC users.

Electronic Resources

NC LIVE provides patrons with online access to complete articles from more than 5,500 newspapers, journals, and magazines, and subject indexing for more than 10,000 periodical titles.

NC LIVE covers the following subject areas:

- Business Resources
- Children's Resources
- Education, Psychology, and Social Science Resources
- General Magazine and Journal Articles
- Legal Resources
- Literary Resources
- Medical and Health Resources
- Newspaper Articles
- North Carolina Government Resources
- Reference Resources, Encyclopedias, and Almanacs
- Science Resources

All of these provide citations and abstracts, and many provide full-text articles that can be printed, downloaded to disk, or e-mailed. Access to electronic resources on NC LIVE is restricted to North Carolina public libraries, community college libraries, UNC System libraries, and the libraries serving the 36 members of the NC Association

of Independent Colleges and Universities.

NC LIVE is available to students and faculty who are registered library patrons on home computers with Internet access. Ask your librarian for the password.

NewsBank

NewsBank is a computerized index to 500+ larger U.S. newspapers as well as many major newspapers, newswires and newsmagazines from around the world. Keyword searches provide the full-text of articles from 1991-current. NewsBank's remote access information is available by request from the Circulation Desk.

Proquest Nursing and Criminal Justice Journals

Full-text journal articles are provided to R-CCC students in the areas of criminal justice and nursing via the Library link from the Learning Resources home page. Select Proquest from the alphabetical list.

SIRS

SIRS (Social Issues Resources Series) provides access to full-text articles and graphics from hundreds of magazines, newspapers, and government documents. A wide range of topics are covered. Available online, full-text articles can be printed, downloaded to an external drive, or e-mailed. Please obtain user name and password at circulation desk in order to access SIRS both on and off campus.

Finding Newspaper Articles

Current issues of local newspapers are located to the right of the Circulation Desk. Some back issues are available upon request.

Newspaper articles also can be accessed online using NC LIVE and NewsBank.

Circulation Procedures

LRC materials and library cards are barcoded for easy scanning at the time of checkout. Library cards are issued to patrons at the Circulation Desk free of charge. To register for a library card, you must be at least 16 years old and present a photo ID. A validated college ID card serves as a library card for R-CCC students and employees. A five dollar charge will be required to replace a card.



To borrow materials, bring them and your library card to the Circulation Desk. R-CCC students and employees must present their ID card in order to check out or renew materials. Other patrons must present their library card.

Audiovisuals

Many audiovisual equipment and materials may be checked out, for one week, by faculty and community patrons for use with nonprofit organizations. However, only R-CCC instructors may check out videotapes and DVDs. LCD/Data Video projectors are for faculty and staff use only. Computer software must be used in the LRC.

Books

Most library books and Alternative Learning Center materials may be checked out for two weeks and may be renewed for an additional two weeks if no request has been made for the item. Renewals may be made by patrons online, by bringing the materials in, or by phone. After one renewal, materials must be presented for visual check before additional renewals are permitted. New patrons may check out three items initially. After establishing a reliable record, patrons are not limited in the number of books that may be checked out at one time.

Periodicals

The most recent issues of periodicals received are arranged alphabetically by title on the open current periodical shelves. Current periodicals may be checked out for two nights, while back issues are to be used in the LRC only. Patrons are requested to check out only two current periodicals at a time.

Reference Books

The Reference Collection consists of encyclopedias, almanacs, dictionaries, periodical indexes, atlases, bibliographies, and specialized reference works. These books are identified with "Ref" above the call number and are not to be taken out of the LRC.

Reserve Books

Books and other materials placed on reserve by instructors must be requested at the Circulation Desk. These materials are checked out for use in the LRC during the day. Unless restricted by faculty for use only in the LRC, they also may be checked out for overnight use from 8 p.m. until 9 a.m. the next day.

Reserve materials should be returned in the book slot of the Circulation Desk.

Pamphlet File Materials

Clippings, maps, and some publications are organized by subject in the Pamphlet File. These materials may be checked out for one week.

Holds

If a book has been checked out to someone else or is located at another community college library, a hold on the book may be requested at the Circulation Desk or via the “Place a Hold” button on iLink. The book will be held at the Circulation Desk for one week.

Overdue Materials

If materials are not returned within the specified time or if materials are returned and fines are outstanding, we send a notice to remind you to return the overdue media and to pay the fines. If materials are not returned or fines not received after the first notice, second and third notices are mailed informing you of your responsibility to return the materials or to pay the fines.

You may not check out additional materials or use the Internet until delinquent materials have been returned and/or overdue fines have been paid. Students must have a clear LRC record in order to participate in graduation, receive copies of their transcripts, and register for courses at R-CCC.

The North Carolina law regarding overdue library materials from any state-supported library stipulates:

“Any person who shall fail to return any book, periodical, or other material withdrawn by him from the Library shall be guilty of a Class 3 misdemeanor if he shall fails to return the borrowed material within 30 days after receiving a notice from the State Librarian that the material is overdue. The provisions of this section shall not be in effect unless a copy of this section is attached to the overdue notice by the State Librarian.” (1955, c. 505, s. 3; 1993; c. 539, s. 929; 1994, Ex. Sess., c. 24, s. 14(c).) North Carolina G.S. 125-11

Fines for Overdue Materials

For each overdue item in the general collection, a 10-cents-per-day fine is charged for each day the LRC is open. Reserve book fines are assessed at the rate of 25 cents for the first hour or part of an hour for all hours the LRC is open. A \$1 per day overdue fee is charged for all audiovisual software and equipment. Fines may accumulate up to \$10 for each overdue item and should be paid when materials are returned or as soon as possible thereafter.

Lost/Damaged Materials

Lost or damaged materials should be reported promptly to a member of the LRC staff. It is your responsibility to pay the replacement cost of any lost material, plus a \$10 processing fee. If the material is later found, the price of the material is refundable. Costs for the repair or replacement of damaged materials also are your responsibility.

Security System

As in many libraries and public buildings, the LRC has a security system for the protection of its materials. Walking through the detection system with library materials that have not been properly checked out will set off the alarm. Should the alarm sound, return to the Circulation Desk to ensure that materials have been properly checked out. The detection system will not harm your diskettes, audiotapes, videotapes or other electronic devices.

Computers

The Library has eleven computers for student use and twenty-six computers are located in the CAI Lab. All Microsoft Office products, the Internet and at least one workstation with classroom software is available. A valid ID card is required in order to use the computers in the LRC.



Internet Use

In keeping with the LRC's mission, access to the Internet is offered to registered LRC patrons. LRC staff will identify specific starting points for searches that are appropriate to the LRC's mission and service roles. The staff cannot control or monitor material that may be accessible from Internet sources. Individual users must accept responsibility for determining content. The LRC affirms the right and responsibility of parents of underage children to determine and monitor children's use of materials and resources.

Black-white copies can be printed for 10 cents per page; color copies, 25 cents per page.

A valid identification card is required for computer usage in the LRC.

General Internet Principles

- A. Access to Internet resources is provided to support the educational, research, and administrative purposes of the College. It is expected that all who use this service must do so responsibly, respecting the rights of others and the integrity of the physical facilities.
- B. Workstations may be monitored to ensure appropriate usage. Internet use is a privilege, not a right, and inappropriate use will result in cancellation of privileges.
- C. Each Internet user must be registered LRC patron and abide by the regulations stipulated in this handbook and in the Student Handbook. A valid ID card is required for computer access.
- D. Priority will be given to students, faculty, staff, and community persons (in that order).

- E. Computer use may be limited to one hour intervals.
- F. NC LIVE, NewsBank and SIRS remote access is available to individual patrons who are current students or employees of RCCC.

As models for responsible use, patrons should:

- A. Be polite and considerate of others.
- B. Not make any changes to the computer or printer setup.
- C. Not violate any software license agreement or copyright.
- D. Not create, display, or transmit materials that may be obscene, threatening, racist, sexist, and/or offensive.
- E. Not use the workstations for profit-making activities, game playing, chat rooms, or personal e-mail.

Distance Learning Courses

You may begin or continue your college education in the privacy of your home by enrolling in distance learning courses. Internet-based courses offered by R-CCC which are found on the College's Web site, and courses offered via the NC Information Highway are some of your options.

Registration for distance learning courses is held on campus during semester registrations. The Director of Distance Learning works with Student Services to register out-of-area students. Instructors are available to assist students throughout their studies. Grades and the number of credit hours earned upon successful completion are reflected on the student's transcripts.

Test Preparation

Standardized tests are often needed for meeting job requirements and entering the military or college. Online resources, videos, computer disks, and other materials are available to help sharpen test-taking skills.

The LRC staff and Distance Learning Director administer tests for other educational/certification agencies. The student is responsible for connecting the institution offering the test with the appropriate LRC staff member at R-CCC. Picture identification is required.

Additional LRC Services

Book Sale

Materials no longer needed in the LRC collection may be purchased by patrons for a small donation when available.

Copy Machine

A coin-operated copy machine is available for use near the LRC entrance. Each copy costs 10 cents, and the copier accepts nickels, dimes, quarters, and one-dollar bills. Small change may be requested at the Circulation Desk.

In addition to copying and collating your own materials, you also must adhere to the U.S. Copyright Law, which is posted near the copy machine.

Fax Machine

A fax machine is available to send and receive copies. There is a charge of one dollar per page to send and receive a personal fax.

Interlibrary Loan

Should the materials you need not be in the LRC's collection, you may request them from other libraries through Interlibrary Loan (ILL). Requests for ILL are to be made at the Circulation Desk.

iLink also allows you to place hold on items available at other NC community colleges. Materials located through World Cat (www.worldcat.org) which are not available in the NCCCS will be requested by LRC staff from other libraries.

Materials, if available, are usually received by the LRC within seven to ten days, and any costs incurred must be paid by you. You may specify the maximum amount you are willing to pay. There is no charge for materials located through iLink.

Materials received from other NC community colleges and lending facilities must be returned within the specified time. Borrowers are responsible for any fines or fees that may accrue for late charges or lost materials. No additional materials may be checked out until delinquent materials have been returned and/or overdue fines have been paid.

Internet

Internet access is provided for registered LRC patrons. Use of this LRC resource is provided for the research, educational, and administrative purposes of the College. Please bring a valid identification card with you and sign in and out when using the LRC computers.

Job Listings

The NC Employment Security Commission Job Listings and Employment Opportunities with NC State Government are available online in the LRC.

Lamination

There is a nominal fee of fifty cents per foot for laminating personal items. Requests for lamination services are to be made at the Circulation Desk at least one day in advance.

LRC Orientation

An online orientation "The LRC, It's Your Choice" is available from the Learning Resources home page on the College's website. Lectures on the use of LRC resources are offered to class groups and can be individualized to meet a particular group's needs. Contact the Librarian for more information.

Newspapers

The LRC subscribes to several different state and local newspapers. Back issues are kept for three to six months.

NC LIVE, NewsBank and SIRS also provides indexing to newspapers with full-text articles.

Outside Book Drop

For your convenience, a remote book return is located at the outside entrance to the Jernigan Building nearest the LRC.

Paperback Best-Sellers

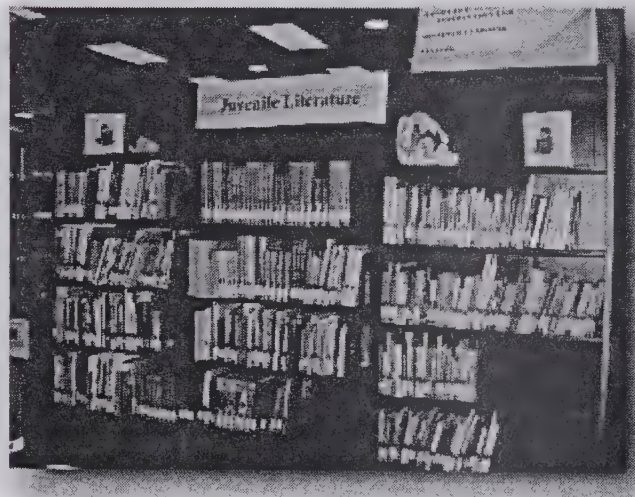
A small collection of paperback best sellers is located near the Circulation Desk. These paperbacks are indexed in the library catalog and may be checked out for two weeks.

Picture File

This file contains 8 ½ X 11 black and white portraits of international personalities. It includes an alphabetical index by surname; an index by the field of activity (i.e., medicine, dance, theatre); a chronological index; and a calendar of anniversaries.

RCCC Scrapbooks

Newspaper articles related to the College are clipped and maintained chronologically in scrapbooks. These materials are to be used in the LRC only.



Scholarship/Loan Information

Scholarship and loan information for many colleges in the United States is available in both hard copy in the Reference area and online.

Small Group Study Rooms

Several rooms are available for small group study or meetings. Internet connectivity, a TV/VCR/DVD, and a typewriter are available in most rooms. By checking at the Circulation Desk, you may reserve a time to use these rooms. Remember, no food or drinks are allowed.

Special Equipment

Special reading devices are available for the visually impaired. If assistance is needed, please see an LRC staff member. Additionally, it is recommended that any student needing special services or having special needs seek assistance from Student Services.

Suggestions

The LRC staff welcomes suggestions as to how to best serve your needs. You may choose to talk directly with a staff member, drop written suggestions in the Suggestion Box located near the entrance, suggestions via iLink or submit one using your email system. You are also given an opportunity during the spring semester to include comments and suggestions on the LRC evaluation.

Tax Forms

Federal and state tax forms are available online. There is a charge of 10 cents per page for tax forms. Some federal forms may be available upon request at the Circulation Desk.

Telephones

Student use of office phones is prohibited. A pay phone is available in the lobby area outside the LRC.

Notes

A series of horizontal dotted lines for writing notes.

Changing lives through learning

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www.roanokechowan.edu • 252-862-1200

"An Affirmative Action/Equal Opportunity Institution"