

**Williamsburg Technical College
PROCEDURE**

SECTION E – FACILITIES MANAGEMENT

Title LIBRARY SERVICES	Number E-16.1
Division of Responsibility Academic Affairs	Approval Date Page 1/21/2021 1 of 5
Approval Vice President _____ President _____	Supersedes Procedure No. E-16.1 Date 5/24/10

PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

I. LIBRARY HOURS

Normal hours of operation for the library are 8:00 a.m. to 8:00 p.m., Monday through Thursday, and 8:00 a.m. to 1:00 p.m. on Friday. During holiday periods or when classes are not in session, the library will observe the same hours scheduled for overall college operations.

II. LIBRARY INSTRUCTION

A. General Orientation

The staff of the library provides a general orientation to the library for all college orientation classes at the beginning of each semester. In-depth library instruction is available to any class upon the request of the instructor.

B. Dual Enrollment and Distance Learning Students

Dual Enrollment students are provided library instruction at their respective sites by the Library Director or by a qualified media specialist at the site. Virtual instruction is also available upon request.

III. CIRCULATION

A. General

1. All individuals who borrow library material assume responsibility for that material. Each borrower should be aware of his/her loan period and should make every effort to return material promptly. Fees apply for late or unreturned materials. Dual Enrollment and Distance Learning students have the same borrowing rights.
2. It is the responsibility of faculty and staff members to check out their library material in person. Students should not be sent to check out material for faculty members.

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B. Periodicals

Noncurrent periodicals (magazines and newspapers) may be checked out for two days or over a weekend.

C. Reference Books

Some reference books may be circulated for one day. Reference books, by their nature, must be available in the library for quick reference at any time. This is the reason for their purchase and, normally, reference books are never circulated. A few heavily used reference books are never circulated, such as encyclopedias, World Almanac, etc.

D. Other Books

Other books may be checked out for the duration of three weeks for faculty, staff, students, and community patrons.

E. Renewals

Faculty renewals will be made upon request if the renewal is considered important to curriculum related purposes.

IV. ACQUISITIONS

- A. The library actively acquires materials which strengthen the collection, facilitate learning, and promote intellectual, professional, and cultural growth. The library acquires resources needed by students as expressed by faculty requests and usage.
- B. Purchase recommendations which enhance and strengthen the collection and further the educational mission of the College will be ordered as funds are available. Justification will be given by the Library Director for any materials which are not ordered.
- C. Teaching faculty, college employees, and professional researchers participate in the continuing development of the library collection as delineated by the following guidelines.

V. ORDERING

- A. Employees desiring the library to purchase material should submit a Purchase Request Form. If not purchased, an explanation will be given.

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- B. Employees should submit requests to the library on the appropriate form entitled "PURCHASE REQUEST" which may be reproduced for use as needed. The form is available in the Library and on the library website. Requests by other means are accepted.
- C. Material needed for curriculum support and augmentation should be requested sufficiently in advance to allow for orderly processing and timely receipt. Faculty and staff are asked to furnish as much information as possible to facilitate the ordering process.
- D. Contingent upon the availability of funds, routine material orders are made from September through April to allow timely receipt and processing of materials and purchase orders before the end of the fiscal year.
- E. As a standard library procedure, periodicals are generally started in September (ordered in April) so that they may all have a common expiration date and may be more effectively handled by a jobber. Funds for periodicals are limited; suggestions for additional subscriptions should be accompanied by a recommendation to drop a publication.
- F. Since the library collection supplements and augments the curriculum, textbooks adopted for class use are not normally purchased. In accordance with the general library principle that materials not be purchased for one individual's use, one copy of a text may be purchased for the reserve collection for short-term student sharing (upon the instructor's request).
- G. Books for students, faculty, and staff may be borrowed through interlibrary loan from other libraries when they are needed for short-term use and are not available in local collections.
- H. Unresolved problems and exceptions will be referred to the Vice President for Academic and Student Affairs.

VI. FINES OR REPLACEMENTS OF BOOKS AND PERIODICALS

Books not returned on the date due are considered overdue, and the borrower will be charged ten cents per day as an overdue fine. A fine will not exceed the cost of the book. Books lost or damaged beyond repair will be billed at the replacement cost.

VII. SUSPENSION OF BORROWING PRIVILEGES

In rare cases, it may become necessary to suspend borrowing privileges. Failure to return books, pay fines, or pay for lost or damaged books may result in loss of privileges.

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VIII. RESERVE MATERIAL

- A. Some library materials are needed by a large group of people for a short period of time and are designated as reserve materials by instructors. In order to ensure that reserve materials are available at the time they are needed, it is necessary to submit a "Reserve Form," available upon request, at least five days prior to the assignment date. Reserve materials may be limited to the schedule printed below:
1. Library Use Only - May not be removed from the Library.
 2. Overnight - May be circulated overnight and are due back within 24 hours.
 3. Three-Day Checkout - May be circulated for three days, or as designated by the faculty member.
- B. Fines for overdue reserved materials will be 25 cents per day unless otherwise specified. Books which are no longer needed on reserve are removed and returned to the main circulation collection on the dates specified by the faculty member.

IX. SELECTION AND WEEDING

- A. Selected materials should further educational and community service goals of the college.
- B. Selection considerations applicable to library acquisitions (purchases and gifts) include:
1. The suitability and usefulness of the material to the college.
 2. The permanent or timely value of the material for interest, information, or enlightenment.
 3. The accuracy of the material.
 4. The authoritativeness of the material and/or its author.
 5. Appropriateness of the material with respect to other materials already in the collection or available from other collections.
 6. The scarcity of material on the subject.
 7. The cost of the material in comparison with other equally useful material.
 8. The form of the material in comparison with other available forms of the same material and the quality of the physical state of the item.
 9. Materials received as gifts will be evaluated by the same criteria as materials purchased. In general, materials are accepted without condition and become the property of the library to be utilized as deemed appropriate.

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C. Factors to be considered in weeding materials include:

1. Lack of usage.
2. Age of material and availability of more current material on the same subject.
3. Physical condition.
4. Accuracy.
5. Availability of the material elsewhere.
6. Availability of space.

X. LIBRARY RULES OF CONDUCT

- A. As a guiding principle, the Library Director and staff will ensure a safe and welcoming environment for patrons. To this end, all patrons are expected to follow acceptable rules of conduct. Conduct that prevents or inhibits the safety, welfare, and ability to learn for patrons will not be tolerated.
- B. The Rules of Patron Conduct included below are not intended to be an exhaustive list, and any conduct deemed unsafe, harmful, or disrespectful to others will not be condoned. Failure of a patron to follow these rules of conduct will result in the loss of library privileges or other forms of discipline as allowed:
1. All Patrons should behave quietly, respectfully, and professionally.
 2. Large groups should use study rooms whenever possible.
 3. Keep volume low when using headphones.
 4. Use of obscene, abusive, insulting, or threatening language is prohibited.
 5. Bedrolls, suitcases, excessive baggage, large bulky bags or bags measuring more than three feet in length or height are prohibited, and no items may be left unattended or allowed to impede the movement of others.
 6. Silence all cell phones, and conduct phone conversations outside.
 7. Computers are for educational uses. If you are not using computers for course assignments or research, you may be asked to move.
 8. Clean up after yourself.
 9. Do not move furniture without the consent of a college staff member.
 10. No feet on the furniture.
 11. A photo ID card is required to borrow library materials.
 12. Do not leave personal items unattended.
 13. No unattended children under the age of 12.