

OVETA CULP HOBBY MEMORIAL LIBRARY POLICIES

Library Mission

The mission of the Oveta Culp Hobby Memorial Library (OCHML) is to help patrons develop the Information Literacy competencies that will enable them to achieve success in their Academic pursuits and to become effective, lifelong information users. The mission equally is to support the instructional and research needs of CTC faculty and staff, to include the diverse population of the campus and the surrounding community.

Library Services and Resources

All library services and resources are open for use *in the building* to all visitors, to include students, staff and the community.

Behavior

In order to provide a safe and pleasant environment, we expect patrons to behave courteously and respectfully. Our statement of *Library Behavior Standards*, compiled from information in the current *CTC Student Handbook*, is posted at the main circulation desk.

Bulletin Board

The bulletin board in the library provides information about activities on campus and in the local area. Individuals may submit items for posting to the circulation desk. Please note all items need to be stamped by the CTC Student Life office in Building 106.

Cell Phones

- Please use your cell phone courteously so you don't disrupt others.
- When you enter the library, please silence or turn off your phone.
- Step into the lobby to take or make calls.
- Library staff requests your compliance and reserves the right to ask you to leave the building until the completion of the call.

Children in the Library

- Children under age 12 must be under constant and direct supervision of a parent or a care giver.
- Children under age 16 are not allowed in the Multimedia Lab, with or without an adult.
- Parents are responsible for deciding which books in our collection are suitable for their children to read.
- Children's books are selected for their relevance to the curriculum.

Circulation

- **Student / Employee Card:** current students and employees use their CTC ID card as their library card.
- **Non-College Card:** non-affiliates over age 18 may apply for a card. This requires a \$20 refundable deposit, and current, government issued photo ID. The Non-College card allows users to check out regularly circulating items.
- **TexShare Card:** current CTC students and employees may request a TexShare card to borrow materials from other participating libraries. TexShare card holders from other libraries can register to check out materials from OCHML.
- **Loan periods:** Users may check out up to ten items for three weeks with two renewals. In-house reserve materials circulate for two hours. Other reserve materials may be checked out of the library for up to one week.
- **Overdue Items:** Users are responsible for returning materials by the due date. Overdue items will be billed to the user's account two weeks after the due date. Replacement cost, per item, is \$50 or the list price of the item (whichever is greater), plus a processing fee of \$15 for each item.

Food & Drink

- The library allows food and beverages within reason.
- No food or drink is allowed in the Multimedia Lab.
- Keep food and drinks away from computer keyboards, books, and magazines.
- Bring drinks in spill-proof cups.
- If you spill something, inform a member of the library staff immediately.
- Dispose of your trash properly before you leave the building.

Interlibrary Loan

The ILL department can locate and borrow items which are not owned in the OCHML collection. These items may be checked out but are subject to the lending library's circulation policy.

Laminating

The cost of laminating is 50 cents per foot. The library will not laminate small items such as ID cards, thick items such as foam core, or three-dimensional items.

Lost and Found

Lost drivers' licenses, ID cards, and items of value are sent to the Campus Police Department. All other lost items are kept at the circulation desk for a limited time.

Meditation Room

The Meditation Room is available on a first-come basis. This room may be used for quiet study or meditation. Meditation is defined as:

- Engaging in contemplation or reflection
- Engaging in a mental exercise, such as concentrating on one's breathing, for the purpose of reaching a heightened level of spiritual awareness.

Multimedia Lab

The library has more than 50 computers available for use. Priority is given to patrons with a library activated CTC ID card. Laptops and iPads are also available for in-house check out for three hours at a time. The lab policies are as follows:

- Pornography is not permitted.
- The Lab closes 15 minutes before the library closes.
- Printing is .25 cents per page.
- Students may not request specific computers.
- All unauthorized downloads are deleted each night.
- All equipment and software is checked out on a first-come basis.
- Children under the age of 16 are not permitted in the Lab; with or without an adult.
- No food or drink.
- College personnel / system administrators may review files and communications to maintain computer system integrity and to ensure that users are using the system responsibly.

Media Collection

The library's media licenses allow faculty to use programs only for the purpose of classroom instruction. These licenses do not allow showing at a function where a fee is charged, showing is used as entertainment, or in any other type of public setting. The licenses also prohibit an employee from checking out media to loan to another person for off-campus showing.

Only faculty and staff may check out media items. Other users may view items within the library.

Study Areas

Study rooms can be reserved by filling out the room reservation form on the library homepage. Users without a reservation will be accommodated on a first-come, first-serve basis. Users must provide current CTC or government issued picture ID.