

## **OVETA CULP HOBBY MEMORIAL LIBRARY**

### **Library Policies**

#### **Library Mission**

Our primary mission is to support the educational needs of CTC and TSU-CT students and the research needs of CTC and TSU-CT faculty. Within the limits of our resources and capabilities, we also serve as a research library for the local 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 lobby provides information about activities on campus and in the local area. Individuals may post items that have been stamped at 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, turn your cell phone off or use the silent signal function.
- Step into the lobby to take or make calls.
- Keep your voice low and conversations short.

#### **Children in the Library**

We welcome children. However, because this library is an adult, educational environment it's necessary for us to establish procedures to help ensure children's safety while they're here.

- Children under age 12 must be under constant and direct supervision of a parent or a caregiver at least 13 years old.
- Children ages 12-16 must be accompanied by an adult but need not be under constant supervision.
- Children ages 16-18 need not be accompanied by an adult.
- Children under age 16 are not allowed in the Multimedia Lab, with or without an adult, because we don't filter the Internet.

Parents are responsible for deciding which books in our collection are suitable for their children to read.

- Our children's books are used as curriculum materials for college students.
- For the most part, our children's books are selected either because they've been challenged in libraries and courts around the country or because they've won an award.

### **Circulation**

A Library Card isn't necessary to use the library. A Library Card is required to check out books or Reserve materials.

- Student / Employee Card: current CTC and TSU-CT students and employees use their school ID card as their library card. Students and employees must show their library card to use the Multimedia Lab.
- Non-College Card: area residents over age 18 may sign up for a card, which requires a refundable \$20 deposit, by showing their current photo ID (driver's license / military ID). All members of the immediate family may use the card. NC card holders may use all OCHML services and resources except Interlibrary Loan, checking out multimedia software and equipment, and signing for a TexShare card.
- TexShare Card: current CTC and TSU-CT students and employees sign for a card at OCHML. Borrowers registered at other libraries show their current TexShare card from their home library plus their current photo ID in order to check out materials from OCHML

### **Loan Periods for All Borrowers**

- Circulating books, three weeks with two renewals
- Reserve children's books, three days with two renewals
- Other Reserve materials, two hours in-library use

### **Loan Periods for Faculty / Staff**

- Circulating books, three weeks with two renewals
- Reserve children's books, three days with two renewals
- Other Reserve materials, two hours in-library use
- Periodicals, one week
- Reference books, three days
- Videotapes, DVDs, CDs, one week

Loan Limit: Ten items.

### **Overdue Books**

- One week overdue: we send a reminder notice by email.
- Two weeks overdue: we consider the books lost and bill the borrower for the replacement cost (\$50 or the actual cost of the book, whichever is greater) of each book plus a processing cost of \$15 for each book. If the books are returned before the replacement is ordered, the replacement

cost is waived; but the borrower still is billed the processing cost for each book.

### **Food & Drink**

We allow limited eating and drinking in the library. Note, however, that food and drinks **are not** permitted in the Multimedia Lab. We count on our patrons to help us keep the library clean and safe.

- Keep food and drinks away from computer keyboards, books, and magazines.
- Bring drinks in rigid, spill-proof mugs or in bottles with pop-up or screw tops – other containers aren't permitted.
- If you spill something, clean it up or tell a member of the library staff about it.
- Dispose of your trash properly before you leave the building.

### **Interlibrary Loan**

We order books and articles from other libraries for students, staff, and faculty. Ask at the main circulation desk.

### **Laminating**

We don't charge CTC departments for laminating. We do charge individuals 50 cents per foot for their personal laminating. We can't laminate small items such as ID cards, thick items such as foam core, or three-dimensional items. We can laminate thin poster board and large items such as training maps.

### **Lost and Found**

We send drivers' licenses, ID cards, and items of value to the Campus Police Department. We put notebooks, computer discs, and similar items in the Lost & Found box at the main circulation Desk.

### **Meditation Room**

We don't reserve the Meditation Room – occupancy is on a first-come basis. Maximum occupancy is six persons.

We define 'meditation' as: 1) engaging in contemplation or reflection; 2) engaging in a mental exercise, such as concentrating on one's breathing, for the purpose of reaching a heightened level of spiritual awareness. We also allow the room to be used for quiet study.

### **Multimedia Lab**

We provide computers, word processing programs, spreadsheet programs, TV/VCRs, DVDs, other equipment, and course software in the Multimedia Lab for the specific purpose of helping students with their academic research. We do not allow the Lab or any equipment in it to be used for commercial purposes.

- We permit email / chat rooms, downloading, uploading, and textbook discs.

- We do not permit pornography.
- The Lab opens when the library opens and closes 15 minutes before the library closes.
- Printing is 10 cents per page.
- Students may not ask to use specific computers.
- All unauthorized downloads are erased 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 their parent(s).
- No food or drink.
- Four computers (two belonging to CTC and two belonging to TSU-CT) are set aside for use by the general public.
- College personnel / system administrators may review files and communications to maintain computer system integrity and to ensure that users are using the system responsibly.

### **Multimedia Services Department**

We enhance the classroom learning experience by providing instructors with an extensive media collection and a 'pool' of equipment that includes data projectors, laptop computers, document cameras, and overhead projectors. We also provide one-on-one instruction in using multimedia equipment, consult with departments on the selection of equipment for purchase, and provide sound set-ups for on-campus events.

We don't sign out equipment or media to anyone who doesn't have a CTC or TSU-CT faculty, staff, or student library card.

A faculty member may request that another person sign out equipment or media for them.

- Send a signed letter or memo to the Dean of Library Services or the Director of Multimedia Services. (The letter/memo must be on record in the Multimedia Services office before we check out equipment or media).
- State the name of the person who is authorized to pick up the equipment, limits to that authorization, and the length of time for which the authorization is valid.
- State that the authorizing faculty member will be responsible for the equipment or media until its return.

The head of a department must sign for any equipment that will be used, under their direction, by the entire department.

As with other library items, the borrower is responsible for equipment and/or media from the time it is checked out until it is returned; the borrower is responsible for returning equipment and/or media by the due date; and the borrower is responsible for costs that are assessed for overdue, lost, or damaged items.

### **Multimedia - Equipment**

Only CTC faculty / staff may check out equipment for use outside the library. Faculty has priority in signing out equipment.

We provide on-campus delivery and set-up service only for CTC-sponsored events. We're not able to provide on-campus delivery and set-up service for regularly-scheduled classes.

We provide off-campus delivery and set-up service only for Deputy Chancellors, the Chancellor, and members of the Board.

Students may sign out equipment only for use in the library. If a student needs to use equipment in a classroom, the instructor must sign for the equipment and must agree to be responsible for the equipment until its return.

[Click here for Multimedia Equipment Reservation Form](#)

### **Multimedia – Media Collection**

Our media licenses allow faculty to use programs only for the purpose of classroom instruction. Our licenses don't allow showing at a function (such as a seminar) where a fee is charged, at a function or party when used as entertainment, or in any other type of public setting. Our licenses also prohibit an employee from checking out media to loan to another person for off-campus showing.

Media programs are purchased as a resource that is to be used the same way as any book or other Library item is used. They are not intended for exclusive use by any department or individual. Programs may be checked out for one week (seven days) with two renewal periods.

Faculty may submit a request to reserve a program for specific dates in the current semester or for the next semester, but we don't accept reservations for an indefinite length of time such as "entire semester."

[Click here for Multimedia Media Reservation Form](#)

### **Multimedia – Request for Set-Up Service**

The request for set-up service must reach us at least 10 working days prior to the event. We will send notification of approval or disapproval.

We can't provide operator service – requestors must provide the equipment operators.

Requestors are responsible for all equipment as soon as it is set up and must replace / pay for broken or stolen equipment.

### **Study Areas**

We reserve study areas only in special circumstances – otherwise, occupancy is on a first-come basis.

- Group Study Areas: Rooms 202, 203, 211
- Quiet Study Areas: Rooms 111, 201, 202A, Gallery, 211, 215, 216, 217, 218, 220