

OVETA CULP HOBBY MEMORIAL LIBRARY POLICIES

Library Policies.....	Page 1-5
Room Use Standards.....	Page 4-5
Reporting Guidelines.....	Page 5

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 / Signage

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 CTC Student Life office in B=building 106.

Cell Phones

Please use your cell phone courteously so you do not disrupt others.

When you enter the library, please silence or turn off your phone.

Step into the lobby or designated *Phone Zone* 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 care giver.

Children under age 16 are not allowed in the Multimedia Media Lab, with or without an adult.

Parent are responsible for deciding which books in our collection are appropriate for their children to read.

Children's books are selected for their relevance to the curriculum.

Unattended children will be reported to the Campus Police.

Children are expected to observe the same Behavior Standards as other Library patrons.

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 non- refundable deposit, and current, government issued photo ID. The Non-College card allows users to check out regularly circulation 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 material 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 material may be checked-out of the library for up to one week.

Overdue Items: Users are responsible for returning material by the due date. Overdue items will be billed to user's account at .10 cents a day per item, up to forty five days. After forty five days, user will be billed Replacement cost, per item, plus a processing fee of \$15 for each item.

Interlibrary Loan

The ILL department can locate and borrow items which are not owned in the OCHML collection. These items may be check-out but are subject to 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.

Faxing

The cost of faxing is .50 cents a page.

Lost and Found

Lost driver's 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.

Multimedia Lab

The Library has more than 40 computers available for use. Priority is given to patrons with an activated CTC ID card. Laptops and iPads are also available for in-house check-out for three hours at a time. There are ADA compliant computer workstations throughout the library and vision impaired software is installed on designated computers.

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 for black and white prints.

Printing is .50 cents per page for color prints.

Students may not request specific computers.

All unauthorized downloads are deleted each night.

All equipment and software are 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.

CAC Readers are not to be used with any CTC equipment.

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.

Media items are allowed to be checked-out by faculty, staff, and students with an active CTC ID.

Use of Library Monitors and Technology Devices

Library Technology and Monitors shall only be used for individual and group study purposes. Gaming is not allowed on library devices and monitors, unless previously approved by the Dean of Libraries.

Room Use Standards:

Meditation Room

The **Meditation Room** is available on a first-come basis. This room may be used for quiet study or mediation. 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.

Sleeping is not permitted.

Study Areas

Study Rooms 215- 218

Can be reserved by filling the room reservation form on the library homepage. Users without a reservation will be accommodated on a first-come first serve basis. Patrons are only allowed to check-out (1) room at a time. Patron checking-out a study room must be a minimum of 18 years of age, or a currently enrolled Early College High School student. Users must provide current CTC or government issued picture ID.

Room 108 by North windows

Quiet visiting acceptable.

Individual or small group study tables.

Sometimes used for Library and /or College functions.

Learning Commons Area, Room 111

A large, open area where groups can collaborate or students can study individually.

Periodicals Reading area- quiet visiting acceptable.

Study Cluster- quiet visiting acceptable; generally used for individual study.

Teaching Learning Center (TLC), Room 202A

Provides one-on-one assistance and workshops related to research, and writing papers

Serves as an individual/group study room when not in use for TLC, but can be reserved.

Art Gallery

Quiet visiting is acceptable.

Study is acceptable.

Group Study Areas

All study areas are first come, first serve basis but can be reserved.

Groups are responsible for ensuring that their noise level does not disturb others in surrounding areas.

Individuals who are studying in a group study area should not expect that groups will study silently.

More than one group may study in an area- the only limitation to the number of groups is the number of tables in the area.

Rooms can be reserved for any group. Study rooms can be reserved by filling out the room reservation form on the library homepage.

Supplies to be used with dry erase boards in the study rooms must be checked-out at the Circulation desk.

Equipment needed for projector or other equipment can be requested at the Multimedia Lab desk.

Any furniture that is moved must be returned to its original place by the individual(s) who moved it.

Room 209 Library Classroom

The room is used by the Library as an instruction classroom.

Room can be reserved by faculty and staff as long as no seminars are scheduled.

Library staff observing unacceptable behaviors should take the following actions:

Evaluate the situation

If the situation can be resolved by discussing it with the patron, politely tell the patron that the specific behavior is not acceptable in the Library, citing these policies

If the person argues or is hostile or it becomes obvious that the situation will become more serious, call a supervisor or campus police.

If the situation is life-threatening, dangerous, frightening, or out-of-control, call the CTC Police Department at ext. 1200

Report unacceptable behavior to a supervisor and the Dean.

Fill out an incident report form.