RSTC

EDITH A. GRAY LIBRARY AND TECHNOLOGY CENTER

2022-2023

MEDIA SERVICES PLAN
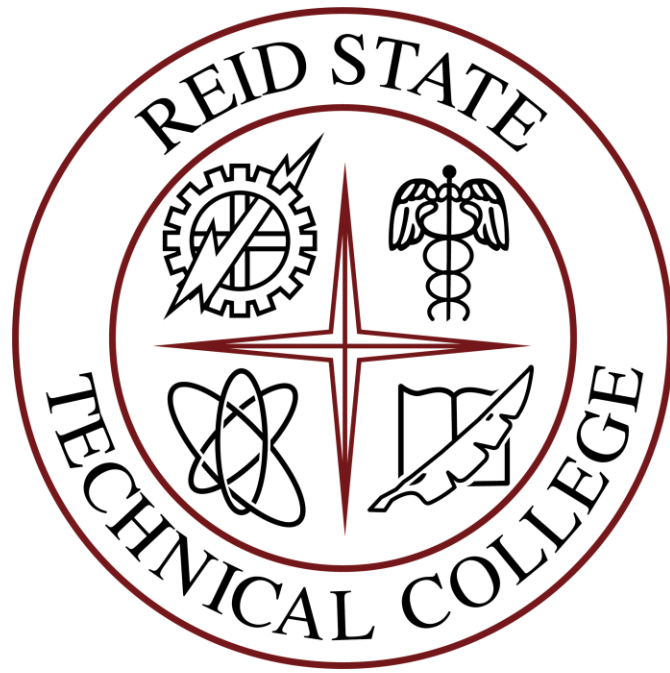
POLICIES AND PROCEDURES HANDBOOK

100 Hwy 83, Evergreen, AL 36401
www.rstc.edu

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MISSION/PURPOSE
GOALS

Mission and Purpose

Reid State Technical College's Edith A. Gray Library Media Services Plan supports the overall mission of the institution, which reads:

Reid State Technical College is a degree-granting, two-year institution that provides quality academic and technical education to students from diverse backgrounds and abilities. The college promotes economic growth by preparing a qualified workforce for business and industry.

The purpose/mission of the Edith A. Gray Library and Technology Center is to provide the information resources and research services necessary to advance and support the educational and cultural needs for the students, faculty and staff at Reid State Technical College and the surrounding community which will enable them to function responsibly in a diverse society.

Goals and Objectives

Edith A. Gray Library and Technology Center supports the teaching and learning needs of students, faculty, staff, and community by offering the following:

1. Offer accessibility to the Library/Media Center for students, faculty, staff, as well as the community.
2. Provides circulation of materials, reference services, and library orientation.
3. Accessibility of materials as requested by faculty, staff, administration, and students.
4. Routine classroom observations by library personnel to determine appropriate library interaction—materials, computer software, instructor input.
5. Encourages use of online databases such as Alabama Virtual Library.

Encourages library/media use

1. Provides orientation for students, faculty, and staff by request.
2. Work with faculty to ensure media resources fulfill teaching/learning objectives.
3. Use of physical and digital resources that foster learning.

Essential Facilities Assessment

1. Annual survey studies to express need for expansion/downgrade of library/media services. Yearly assessment is used to develop new procedures and implement changes.
2. Annual budget request.
3. Student headcount.

Facilitate/Improve Growth

1. Solicit annual surveys that reflect concerning needs of students, faculty, and staff.
2. Preparation of Annual Budget to express services needed/requested.
3. Collaborate with Media Services Committee to review both short- and long-term goals.
4. Communicate with Instructional Programs/Directors about curriculum changes.

Equipment/Supplies

1. The President and the Librarian/Media Services Specialist work together on the budget to procure any needed equipment and supplies. *Currently the library only has a rental copy machine. Supplies are ordered by PO.
2. Procurement is made through the Business Office using Purchase Orders to order supplies.
3. Necessary repair and maintenance of media equipment and supplies is completed through RSTC standard operating procedures and is funded through assigned account codes.

## Facilities and Technical Infrastructure Essential for Using Media Materials

The Reid State Technical College Edith A. Gray Library and Technology Center provides a facility and technical infrastructure essential for using media materials in an atmosphere that is conducive to student learning and allows for safe, flexible, open access for all types of learners.

The Library and Technology Center is designed to encourage simultaneous use by small groups, or individuals. The facility includes a main area that houses the library collection complete with study tables that can be configured to accommodate study groups, classes, meetings, or individual study/reading areas. The library includes a tiered classroom that may be reserved for classes or used for individual access. In addition, several computer stations are available in the main area of the library. The Library and Technology Center components include:

*   Proper lighting for designated areas and tasks
*   Office space and adequate work areas
*   Accessibility for persons with disabilities
*   Sufficient temperature and humidity control
*   Visible first aid kit

The technical infrastructure in the Library and Technology Center allows for the integration of technology and supports innovative practices.

*   Wireless access
*   Capabilities to use personal devices
*   Substantial amount of network drops provided for Internet access on each computer
*   Networked laser printer that allows student printing capabilities from all computers in the library
*   Wide capacity of bandwidth to provide high speed Internet access and streaming capabilities.
*   Established proper set-up and login procedures for all computer stations.
*   Network filtering for protection of inappropriate sites
*   Ample number of outlets for students and staff to charge their personal devices
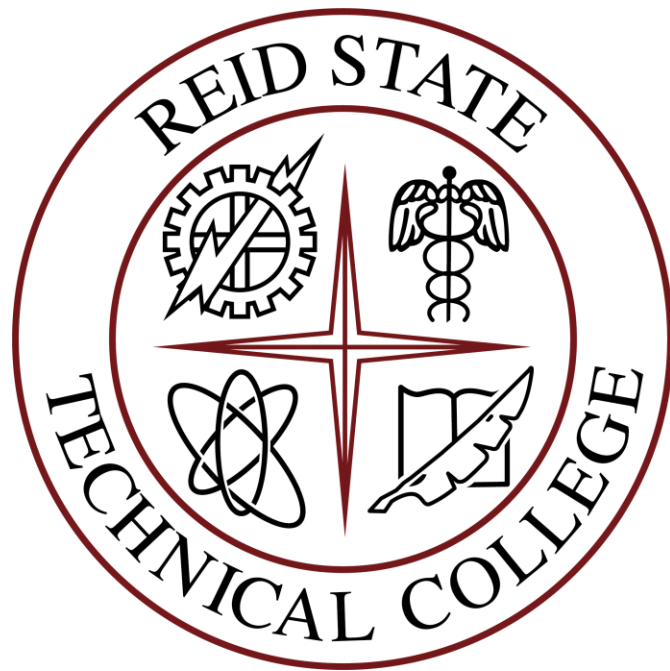
DESCRIPTION OF LIBRARY COLLECTIONS DEVELOPMENT WEEDING PROCESS AUTOMATION SYSTEM

Description of Library/Technology Center

The Edith A. Gray Library and Technology Center opened on December 11, 2005. It is named in honor of a lifelong resident and educator of Conecuh County. The building is a two story, state-of-the-art, technologically advanced facility located at the entrance of the campus. The facility is a two- story building.

The first floor has offices, classrooms, seating/study areas, computers for student use, one large workroom, a copy machine, restrooms, and a small kitchenette. The second floor has the Presidents Conference Room, offices, classrooms, seating/study areas, restrooms, a reception area and a kitchen.

The library provides web-based learning resources and services including a web search for

books, periodicals, and multimedia materials. The library's print collections consist of a Reference Collection, Alabama Collection, and a current and bound periodical collection located on the main floor of the building. The Circulation, Reserves, periodicals, and general collection can all be found on the first floor of the library. Computers are available for student use. All computers have the basic programs plus Internet and are accessible by username and password. Wireless services are available by request.

The library offers basic services to patrons: copies, computers, printing, study areas, reference services, library requests, online search, and Library Orientation. The library provides services and accessibility to users with disabilities. The Internet allows patrons to access materials and reserves through the development of digital/virtual libraries. This means that people do not have to go to a building for some kinds of information, but users may still need help in locating the information they want. The computer is responsible for electronic information while the library has the printed information.

Collection Development

Collection development is the means by which the Edith A. Gray Library and Technology Center provides organized collections of print, non-print, and electronic resources that will meet institutional, research, and instructional requirements, as well as the cultural needs of the college community. The President and the Librarian/Media Services Specialist are responsible for expenditure of funds and works with the faculty and staff to ensure needs are met. The selection process is contingent upon funds available. Request for materials must undergo certain criteria selection: i.e., timely value and accuracy of material, credibility of publisher and author, usefulness of material with respect to others already in collection, determination of controversial issues, price of material compared to other works, format of work, and appropriateness of material with respect to curriculum. While each discipline is responsible for building and maintaining a strong subject area, the primary decision rests with the President.

1. Purchase materials requested by administration, faculty and staff as funding is available.

2. Procurement procedures for ordering books/materials through library funds is as follows: - Using the library request form, submit a listing of books and other library materials you need as pertains to your program for class research and/or writing projects to the Librarian/Media Services Specialist, with explicit information (i.e., Title, ISBN#, approximate price and any other identifying remarks.) Purchase order is filled out and approved by library staff – Purchase order submitted to the Business Office for approval, copy kept in the Librarian/Media Services Specialist's office – approved purchase order turned over to the Purchasing Agent. The Purchasing Agent handles the ordering/purchasing. Confirmation is sent to the Librarian/Media Services Specialist that an item/order has been ordered. When received, and after cataloging, the requesting member is notified when item is ready for use. Should materials not be ordered, the requesting member would be notified and given reason. In addition to purchasing, other methods include:

3. Provide electronic resources through Alabama Virtual Library and expand our collection when   funding is available.

4. Seek and encourage gift of books, equipment, and materials from business and industry, community groups, individuals, and other outside sources. Contributions and gifts records are noted on our cataloging system, RESOURCE MATE MULTI-PLUS, Automated Library Management System.

5. Gather Library User surveys annually to determine needs of clientele.

RESOURCE MATE MULTI-PLUS, Automated Library Management System

Edith A. Gray Library and Technology Center uses Resource Mate Plus for its cataloging/reporting needs. It is expandable and networkable. It is an excellent source for small to medium sized libraries and is cost effective. We are currently using the Web Search through Resource Mate.
Jaywil Software Development Inc. focuses its energies on meeting the needs of small to medium sized libraries and the challenges of library automation. The company was started by Brian Watson in 1991 and was incorporated in 1993 with the official launch of ResourceMate®.

ResourceMate® was born out of frustration that there seemed to be no reasonably priced comprehensive automation software available for smaller to medium sized libraries. Brian's mission was to provide a comprehensive solution that would help libraries streamline
operations and enable them to maximize productivity and efficiency all at a reasonable price. In order to fulfill this mission ResourceMate® development staff have closely collaborated with its customers to address the ongoing evolving requirements of libraries.

The result of this effort is that ResourceMate® is a sophisticated but easy-to-use solution that is remarkably adaptable, has flexible features, and helps libraries meet their needs and achieve their objectives every day.

Jaywil Software Development Inc. has a reputation for caring and providing first-rate support services. When you partner with Jaywil Software you get the comfort in knowing that our quality products are trusted by thousands of libraries around the world.

Weeding policies

- *Record of use* - item has not been circulated for 5 years.
- *Physical deterioration* - item is torn, soiled, worn, moldy, pages or parts missing, spine broken
- *Duplication* - too many copies of same item and not circulated
- *Quality* - materials are poor, color faded, or in case of audio- poor reproductions
- *Out of Date* - subject matter is outdated, faulty, inaccurate, no longer relevant to current times, or material is gender, racial, or cultural stereotyped.
- *Per Faculty instruction* – no longer applicable for program

Reid State College Extension Campus

Reid State Technical College's electronic databases and the Alabama Virtual Library is accessible for their use. The online search is linked from the library portion of Reid State's website. Students and instructors alike can request materials through the site.

Currently no papers or research are part of the curriculum. The main campus library can send items to the Reid State extension campus if needed.
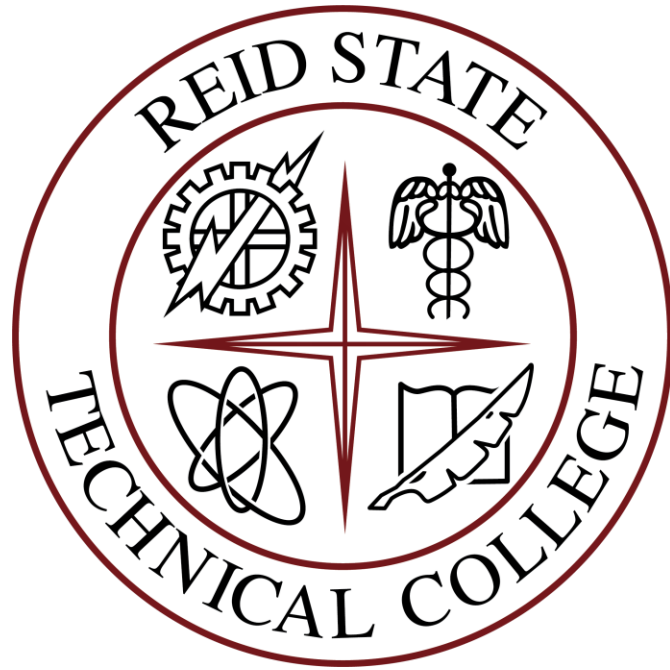
STANDARDS

Standards

The Association of College and Research Libraries (ACRL) is the source that the higher education community looks to for standards and guidelines on academic libraries. ACRL promulgates standards and guidelines to help libraries, academic institutions, and accrediting agencies understand the components of an excellent library. These standards, guidelines, and model statements are reviewed and updated by the membership on a regular basis.

Edith A. Gray Library and Technology Center supports AASL Standards on Information Literacy by:

- Reading is a window to the world
- Inquiry provides a framework for learning
- Ethical behavior in the used of information must be taught
- Technology skills are crucial for future employment needs
- Equitable access is a key component for education
- The definition of information literacy has become more complex as resources and technologies have changed
- The continuing expansion of information demands that all individuals acquire the thinking skills that will enable them to learn on their own.
- Learning has a social context
- School libraries are essential to the development of learning skills

See more at http://www.ala.org/aasl/guidelinesandstandards/learningstandards/standards.
The Standards for Libraries in Higher Education (Community, Junior and Technical College Libraries) are designed to guide academic libraries in advancing and sustaining their role as partners in educating students, achieving their institutions' missions, and positioning libraries as leaders in assessment and continuous improvement on their campuses. Libraries must demonstrate their value and document their contributions to overall institutional effectiveness and be prepared to address changes in higher education. These Standards were developed through study and consideration of new and emerging issues and trends in libraries, higher education, and accrediting practices.

Standards Structure

The core of the Standards is the section titled "Principles and Performance Indicators." The nine principles and their related performance indicators are intended to be expectations—standards—which apply to all types of academic libraries. Nonetheless, each library must respond to its unique user population and institutional environment. The Standards assume that libraries:

1. adhere to the principles.
2. identify and select performance indicators that are congruent with their institution's mission and contribute to institutional effectiveness.
3. add performance indicators that apply to the specific library type (for example, open access initiatives for research libraries, or workforce development support for community colleges).

4. develop user-centered, measurable outcomes that articulate specifically what the user can do as an outcome of the performance indicator.
5. conduct assessments that may be quantitative and/or qualitative.
6. collect evidence from assessments that demonstrate degree of success; and
7. use assessment data for continuous improvement of library operations.

In some cases, evidence does not require assessment. For example, the library might provide evidence that library staff have education and experience sufficient for their positions by compiling a list of staff members with titles, education, and relevant experience held.

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

- o Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- o A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.
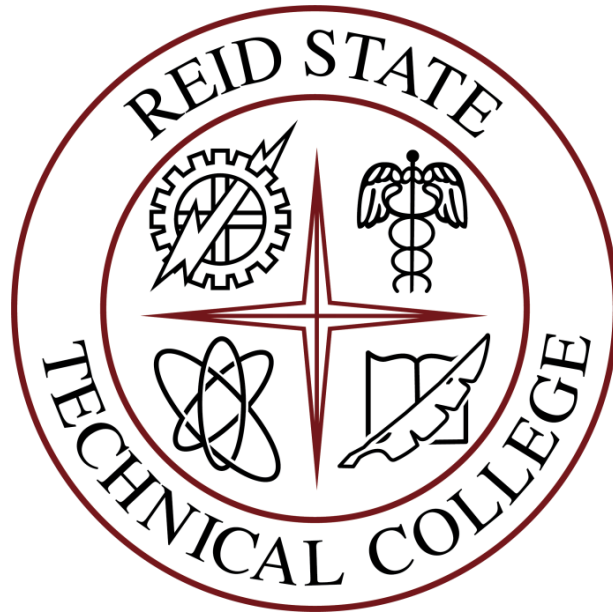
LIBRARY PERSONNEL

Library Personnel

President

Role/responsibilities:

- participates in curriculum development and implementation
- serves as liaison for Deans/Faculty/Library Services
- awareness of developments in library field
- communicates library/media plans, represents budget plans, programs, and services
- conducts annual surveys
- serves on advisory committee/library planning council
- serves on Executive Council
- recommends materials for purchase
- reviews collection polices for library to determine viability and adequacy through use of surveys and faculty interaction

Librarian/Media Services Specialist

Role/responsibilities:

- provides assistance in accessing learning resources.
- provides database management of automated catalog and circulation system.
- collaborates with Office of Institutional Effectiveness to handle requisitions and /or request for materials.
- prepares budget and annual unit plans.
- Creates Library Brochures, Library Handbook, and Library Orientation handouts.
- Develops content for library web site.
- Advises patrons on locations of materials and/or use of automated search systems.
- Responsible for ordering and cataloging all materials.
- Conducts library tours/orientations.
- Works circulation and reference desks.
- Responsible for maintenance of workroom.
- Maintains current lists of library holdings/collections.
- Inspects books for repair or disposal.
- Orders library supplies and equipment.
- Conducts annual library surveys.
- Serves on the Media Services Committee.
- Reviews collection polices for library to determine viability and adequacy through use of surveys and faculty interaction.
- Maintains an orderly appearance in the library.
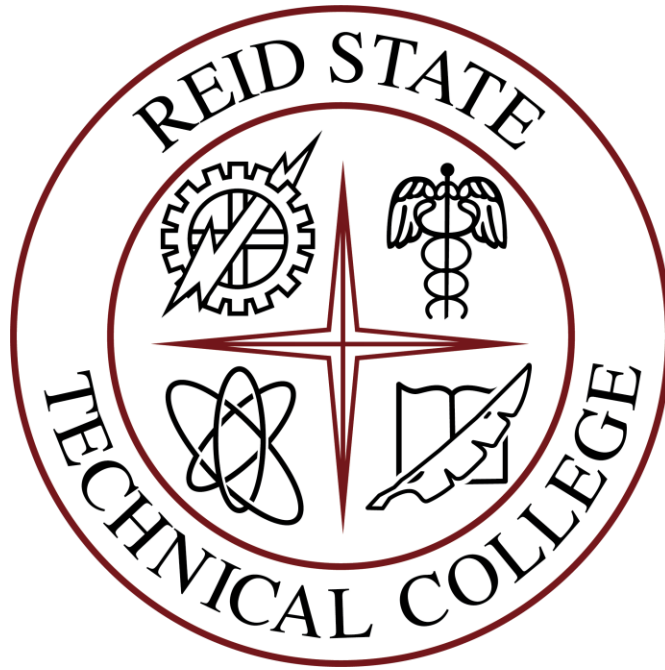
STRATEGIC PLANNING AND OUTCOMES

EDITH A GRAY LIBRARY AND TECHNOLOGY CENTER
STRATEGIC PLANNING, ASSESSMENT, AND OUTCOMES

Mission

Reid State Technical College is an associate degree-granting, two-year institution that provides quality academic and technical education to students from diverse backgrounds and abilities. The college promotes economic growth by preparing a qualified workforce for business and industry.

The Edith A. Gray Library and Technology Center's mission is to provide information resources and research services necessary to advance and support the educational and cultural needs for the students, faculty, staff, and surrounding community which will enable them to function responsibility in a diverse society.

The faculty and the Edith A. Gray Library work in conjunction to fulfill both the library and college mission statements. This partnership provides appropriate library services and is evaluated with a variety of methods (surveys, planning council meetings, and college assessment/self-study). Primary emphasis is placed upon materials and services that expand upon and support the curriculum and faculty teaching.

Library Media Services Committee

The Library Media Services Committee meets twice a year, once in the spring and fall semesters. The role of the committee is to explore, identify, adopt, and apply effective measures that the library cause use to assess our operations, access our resources, and demonstrate our value. This will improve our services, enhance our collections, and develop our resources.

Planning

Both long- and short-range goals are needed for a library to effectively succeed. Edith A Gray accomplishes this by using guidelines, rules, and characteristics that are used to judge the quality of student performance.

- identify the library as a primary source for class-related information (faculty, curriculum)
- expand services (electronic and in- house)
- funding (finding new and old money)

Assessment

Surveys are conducted annually. This data is used by the Library Media Services Committee to improve our services and/or resources. When a new service, rule, or method becomes available the library has autonomy for implementation.

Outcomes

We will engage library personnel, staff, faculty, and administrators in the visioning by using focus groups (i.e., Library Media Services Committee). This group will discuss the benefits and challenges, likelihood and desirability of various characteristics that may shape our future.
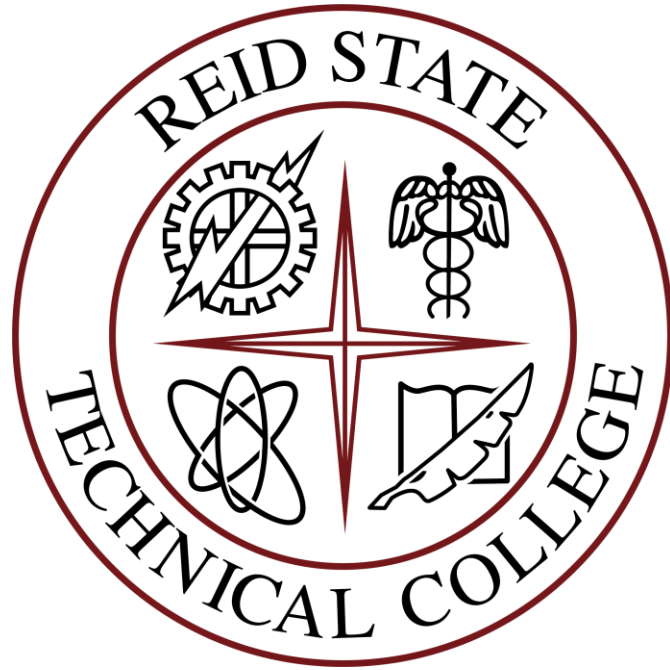
COLLECTION, RESOURCES, SERVICES

Collection

The Edith A. Gray Library and Technology Center's current collection consists of 6,364 books, 258 CD's, DVD's, and audio books, 37 serials- plus archives. The collection can be accessed at: https://16969.rmwebopac.com/.

Resources

The library offers patrons resources ranging from basic office supplies to specialty office equipment: staplers, rulers, shredder, computers, laptops, printers, binding machine, and laminator.

Databases

- ➤ Alabama Virtual Library
- ➤ EBSCO Host
- ➤ Newsbank
- ➤ PrepStep

### About the Alabama Virtual Library

The Alabama Virtual Library provides all students, teachers, and citizens of the State of Alabama with online access to essential library and information resources. It is primarily a group of online databases that have magazine, journal, and newspaper articles for research. Through the *AVL*, an equitable core of information resources is available to every student and citizen in Alabama, raising the level of excellence in schools and communities across the state. The AVL allows patrons to assume many services usually reserved for librarians. Patrons can reserve materials, check out materials, and view abstracts of materials. The Alabama Virtual Library uses geo-location technology to authenticate Alabama residents, and this technology will grant allows most Alabama residents to access AVL from their homes without the need for a username and password.

Services

In addition to physical and electronic resources, the library offers a wide range of services to support the educational needs of the college:

- o Research Assistance: The library offers a vast collection of academic resources, including books, journals, eBooks, databases, and multimedia materials. Library staff help users navigate these resources and find relevant information for their research and coursework.

- o Reference Assistance: Library staff answer questions and offer research guidance. They also assist with locating specific materials and help identify reliable sources.

- o Technology Access and Support: The library offers access to computers, printers, scanners, and copiers. Library staff provides assistance with using software, digital tools, and online databases.

- o Information Literacy Instruction: The campus librarian conducts information literacy sessions to teach students how to effectively search for information, evaluate sources, and cite references properly.

- o Access to Electronic Resources: The library provides access to various online databases, periodicals, eBooks, and videos, giving students the opportunity to access scholarly content from anywhere with an internet connection.

The library provides services and accessibility to users with disabilities.
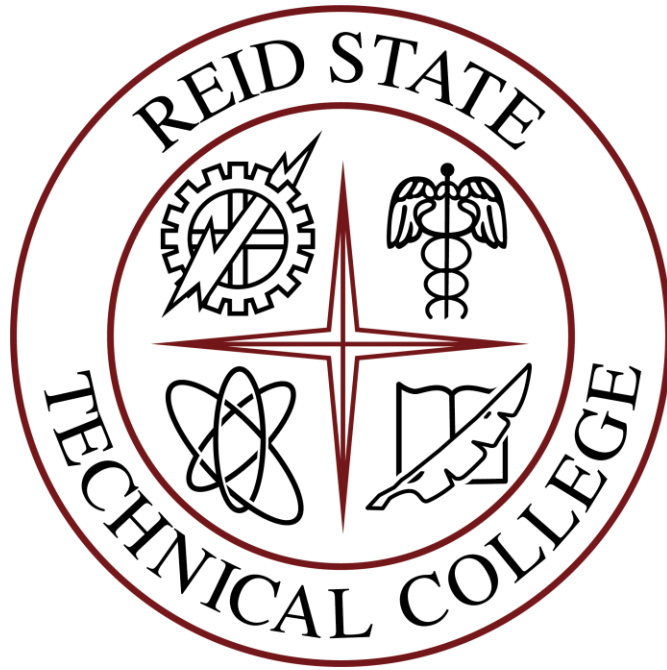
LIBRARY ORIENTATION

Library Orientation

Welcome to the Edith A. Gray Library and Technology Center, the gateway to the materials you need for success in the classroom. The library offers access to physical resources, study spaces, printers, and computers. In addition to physical resources, the library also offers a robust collection of digital materials accessible from the library resources webpage.

While there is a lot of help available on the library website, please don't feel like you have to figure it out all on your own. You can contact the library staff in person, by phone, or by email for any research, resource, or access related questions; to check out library materials; to request library assistance; or to schedule a library consultation or orientation.

As you join the RSTC community know that the library staff is here to help you.

Know the Hours

Monday – Thursday: 7:30am - 4:00pm
Friday: 7:30am - 1:00pm

Hours are posted outside the library and on the website.

Know the Staff

Nacole Adams – Librarian/Media Services Specialist
Telephone: 251-578-1313 ext. 205
Email: nadams@rstc.edu

Know the Rules/Policies

All persons upon entering the library agree to comply with these rules/regulations. Proper identification is required for all library services for (a) safety/security reasons, (b) when criminal activity has occurred on premises, or (c) when library rules have been violated. Persons waiting on students or other individuals with business on campus are to be directed to the Student Center #800 (TV, snack machines, etc.) Have a look around, but please do not abuse our hospitality. Obey our rules and we can continue to serve our students and community alike.

> ➢ The library reserves the right to inspect all bags, purses, briefcases, bookbags, etc. for library materials.
> ➢ The library is not responsible for lost, damaged, or stolen items. NO food or drinks (this includes bottled water). NO tobacco products of any kind.
> ➢ NO loud, obscene/obtrusive language.
> ➢ NO alcohol, illegal substances, or weapons are permitted in library or on campus.
> ➢ NO fighting, running, pushing, shoving, or throwing.
> ➢ NO pets other than service animals.
> ➢ NO loitering, sleeping, or soliciting.
> ➢ NO physical, sexual, or verbal abuse of library users or library staff.
> ➢ NO STRONG odors (perfume, cologne, or body) or articles with a foul odor that interfere with or disrupt others from using library space.
> ➢ ALL cell phones, pagers, and other electronics should be muted or silenced.
> ➢ ALL visitors/patrons must wear proper clean attire while in library (shoes, pants, and shirt).
> ➢ SMALL children are not allowed in the library for extended periods and should always be supervised.

Know How to Find Materials in the Library and on the Library Website

The Edith A. Gray Library and Technology Center uses the Library of Congress Classification System or LOC. Each book stack is labeled with a letter(s) at the end of the row. For more information and to view the complete Library of Congress classification outline, go to: https://www.loc.gov/catdir/cpso/lcco/.

Web Search (Catalog)

Students can search the collection online by visiting https://www.rstc.edu/library and clicking on *Library Web Search* at the bottom of the page.

Available Databases

- ➢ Alabama Virtual Library
- ➢ EBSCO Host
- ➢ Newsbank
- ➢ PrepStep

Facility

We encourage you to use the library spaces and available technologies. Study spaces are provided for you to use to concentrate on reading, writing, and preparing for tests. Computers with Microsoft applications and internet access are provided. Printers and copy machines are available.
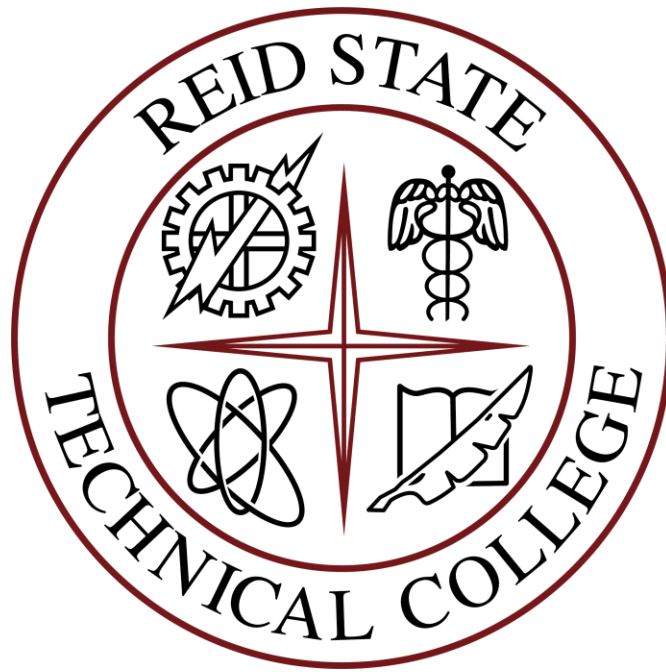
CIRCULATION, HOURS, RULES, COMPUTER USE, INTERNET USE AGREEMENT

Library Circulation Policies

Our policies exist to provide the best possible access and service to **all** library patrons. It is therefore vital that all users abide by the policies set forth in this document. The patron's signature attests to the fact that he or she understands and agrees to uphold these said policies. All users must have a current student, faculty, or staff, picture ID card. All users will provide the library with the most current personal information available. Providing false information or violation of rules will revoke said library privileges.

Check Out Limitations

Students, Faculty, and Staff   -   3 books [two (2) weeks check out period]

                                                   -       1 CD or DVD [one (1) week check out period]

*** No check outs on any materials three (3) weeks prior to end of semester. Items MUST be returned to the Library in the Return Book Receptacle at the Circulation Desk or given to the library personnel during normal business hours.

Fines & Holds for Students, Faculty, and Staff

Fines will start accruing the first business day after the due date at the rate of **$.25 per day for Books, DVDs, CDs, and Video Tapes.** Fines do not accrue on the days the library is closed. It is the patron's responsibility to return materials—no reminders will be sent from the library.

Lost, stolen, damaged, or destroyed items will be assessed for value at the time of check out. Library patrons will assume all financial responsibility for delinquent materials. Library patrons will assume all financial responsibility for delinquent materials. ___*A revocation of privileges will be issued on the said student, after two times of not returning items when due or violation of library rules.*___

Computer Use in the Library

ALL computer users will strictly abide the guidelines set forth in the Reid State Technical College Internet Use Agreement. The Internet Use Agreement is discussed during Orientation to the college and is posted in CANVAS. The agreement can also be viewed on the student accounts page of the Reid State website.

 I have read and understand the above:

_____

Signature   **Student ID #**   **Date**

_____

Phone #   **Program**

Library Rules

All persons upon entering the library agree to comply with these rules/regulations. Proper identification is required for all library services for (a) safety/security reasons, (b) when criminal activity has occurred on premises, or (c) when library rules have been violated.

Persons waiting on students or other individuals with business on campus are to be directed to the Student Center #800 (TV, snack machines, etc.) Have a look around, but please do not abuse our hospitality. Obey our rules and we can continue to serve our students and community alike.

- The library reserves the right to inspect all bags, purses, briefcases, book bags, etc. for library materials.
- The library is not responsible for lost, damaged, or stolen items.
- NO food or drinks (this includes bottled water).
- NO tobacco products of any kind.
- NO loud, obscene/obtrusive language.
- NO alcohol, illegal substances, or weapons are permitted in library or on campus.
- NO fighting, running, pushing, shoving, or throwing.
- NO pets other than service animals.
- NO loitering, sleeping, or soliciting.
- NO physical, sexual, or verbal abuse of library users or library staff.
- NO STRONG odors (perfume, cologne, or body) or articles with a foul odor that interfere with or disrupt others from using library space.
- ALL cell phones, pagers, and other electronics should be muted or silenced. ALL visitors/patrons must wear proper clean attire (shoes, pants, shirt).
- SMALL children are allowed in the library with adults on official business and must always be supervised.

Library Hours

Monday – Thursday: 7:30am - 4:00pm
Friday: 7:30am - 1:00pm

Hours are posted outside the library and on the website.

ALL patrons are to abide by the Internet Use Agreement. Violation will result in expulsion from the premises.

INTERNET USE AGREEMENT

Computer use policies safeguard the rights and privileges of all users. In exchange for the use of Reid State Technical College computer systems, either at school or away from school, I understand and agree to the following:

1.   It is my responsibility to avoid abusive conduct, which would include, but not be limited to the altering of system software, placing of unlawful information, computer viruses or harmful programs on or through the system in either public or private files or messages.

2.   I am accountable for the use of my password. My password will not be revealed to anyone. Any problems, which arise from the misuse of my home directory, are my responsibility.

3.   I will not use the school's computer system to obtain, view, download, or otherwise gain access to or transmit materials that are unlawful, obscene, pornographic, abusive, or otherwise objectionable.

4.   If I receive any unsolicited online contact, I will not respond and will advise my instructor or the system administrator immediately.

5.   I will use only software owned or approved by Reid State Technical College on all workstations and networks.

6.   I will use all computer equipment as intended. I will not tamper with terminals, associated equipment, or otherwise disable the system or related equipment.

7.   I will not change, copy, rename, delete, read, or otherwise access files or software that I did not create, unless I have written permission from the System Administrator.

8.   I will not use school computer equipment for anything other than school related work without permission from the System Administrator.

9.   I will not participate in peer-to-peer file sharing or downloading of illegal file sharing sources.

10.   I will not participate in the unauthorized distribution of copyrighted materials.

11.   I will reference Reid State's File sharing and distribution regulations for further information on copyright law.

12.   I have read and agree to conditions in the Terms and Conditions for Internet Use as described in Reid State Technical College's Internet Acceptable Use Policy.

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.
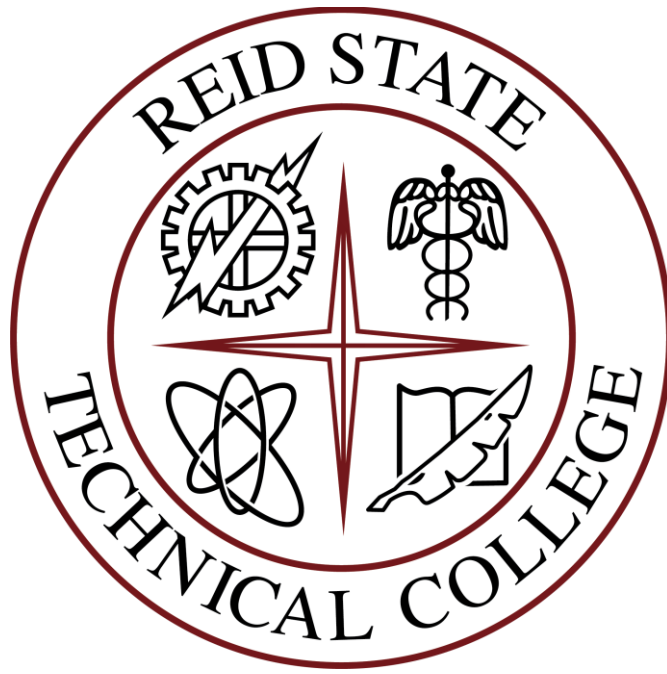
FORMS

Library Request Form

Please check the appropriate category: (One sheet per item)

Book ＿＿Periodical ＿＿Journal＿＿Serial＿＿Magazine＿＿Newspaper＿＿DVD＿＿

CD＿＿AV＿＿Other ＿＿Title:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

Author:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

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Edition/Volume:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

Approximate Cost:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

INSTRUCTOR/DEPARTMENT INFORMATION

Name:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

Department:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿Course

Number:＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿Anticipated Use: weekly ＿＿

monthly ＿＿semester ＿＿twice per year ＿＿yearly ＿＿

Library User Survey

1. Please indicate what category best describes you:
    .   college student
    .   college staff
    .   high school student
    .   other

2. Are you required to use the library as part of your class assignments, papers, research,

    etc.?   ____yes ____no (**answer #3, #5, #13, only**)

3. Most often you use the library for: (Mark all that apply.)
    ___classes only (answer #5, #13, only)

    ___ study time or information research

    ___computers for Internet - *not school related*

    ___computers for email, chats, Face Book, Twitter, etc.- *not school related*

    ___computers for Canvas /or other online classes

    ___computers for schoolwork only

    ___library holdings only - books, articles, journals, magazines, reference, encyclopedias, newspapers, DVD's, Audio Books

    ___copy machine - school work only

    ___copy machine - personal copies

    ___Other (please specify) _____

4. How often do you use the library?
    ___once per day
    ___once per week
    ___once per month
    ___rarely (answer question below)

5. If you rarely use the library, please indicate *all* the reasons why:

    ___not required to use the library or its services
    ___don't enjoy reading
    ___buy what I read
    ___libraries are too difficult to use
    ___never open when I need them
    ___don't have time
    ___get most of what I need from Internet

6. How often do you use the library 's online collections?

    ___daily
    ___weekly
    ___monthly
    ___rarely (skip to #9)
    ___never (skip to #9)

7. Describing the library's online collection do you find:

__quality is just right for my use
__too little
__too much

8. Do you find using the library's online collection search?

__extremely easy
__easy
__confusing
__hard
__very hard

9. How important are libraries to you and/or schoolwork?
__very important-can't do without them
__somewhat important - only use occasionally
__not important - never use them

10. Do you find the information in the library:
__up to date
__too old
__undecided

11. How do you rate the computers in library?
__excellent/good
__fair
__too old/slow
__not enough computers for use
__computers/programs not easy to use
__computers/programs not compatible with other labs or home
__not enough programs on computers
__can't find program I need to use
__haven't used computers

12. How do you rate the library overall?
__excellent
__good
__mediocre
__needs improvement _____
__poor
__very poor

13. Please add any suggestions that you may have.

Thank you!

Faculty - Library Survey

1. The library online collection (Web Search) is user friendly.
   - strongly agree
   - agree
   - disagree
   - strongly disagree
   - N/A
2. The library atmosphere overall is conducive to learning.
   - strongly agree
   - agree
   - disagree
   - strongly disagree
   - N/A
3. The library hours are convenient and selective to my individual needs.
   - strongly agree
   - agree
   - disagree
   - strongly disagree
   - N/A
4. The library staff provides prompt, efficient, service that supports my program needs.
   - strongly agree
   - agree
   - disagree
   - strongly disagree
   - N/A
5. The AVL provides adequate research capabilities for my classes.
   - strongly agree
   - agree
   - disagree
   - strongly disagree
   - N/A
6. The library web page supplies links to information I am searching for
   - strongly agree
   - agree
   - disagree
   - strongly disagree
   - N/A
7. The collections/resources are up-to-date and provide adequate support for my class assignments.
   - strongly agree
   - agree
   - disagree
   - strongly disagree
   - N/A
8. The library services are adequate and meet the requirements for my program.
   - strongly agree
   - agree
   - disagree
   - strongly disagree
   - N/A
9. Do you have any recommendations for new or different resources?

Thank you!