REID STATE TECHNICAL COLLEGE

EDITH A. GRAY LIBRARY AND TECHNOLOGY CENTER

2024-2025

LIBRARY SERVICES POLICIES AND PROCEDURES HANDBOOK

P. O. Box 588

Evergreen, AL 36401

www.rstc.edu

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Library Hours

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

Hours are posted outside the library and on the website.

Library Staff

Tamiko Lawrence – Coordinator of Library Services

○ Telephone: 251-578-1313 ext. 110
○ Email: tlawrence@rstc.edu

Vacant – Part-time Library Staff

Vacant – Part-time Library Staff

History of Library and 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 campus entrance.

Library Services

We encourage you to the library spaces and available technologies. 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 current and bound periodical collections are located on the main floor of the building. The Circulation Desk, 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 the Internet and are accessible by username and password. Wireless services are available on request.

The library offers basic services to patrons: copies, computers, printing, study areas, reference services, library requests, online search, and Bibliographic Instruction (BI). 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 printed information.

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

- **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.

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

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

- **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.

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

- **The library is fully American Disabilities Act (ADA) compliant and provides services and accessibility to users with disabilities.**

Welcome

Welcome to the Reid State Technical College (RSTC) Library! It's a pleasure to serve all of your information needs. The RSTC Library Handbook is designed to describe the Library and its available resources. The Library offers an up-to-date collection of materials selected to meet course objectives, daily assignments, and reading interests for students, faculty, staff, and the community. The college library staff is here to support our students' educational, cultural, and personal endeavors. We are available to assist with any assignments or questions. Refer to the handbook often, but please do not hesitate to ask questions of any member of the College Library staff, including student assistants.

The RSTC Library plays an integral role in the instructional objectives of the college by providing access to over 4,000 books and audiovisuals, approximately 227,000 e-books, 2,300 current global news sources, 3 million plus working papers, 6,500 magazines and trade journals, 65 million company profiles, 385,000 market & industry reports, 245,000 case studies, 5.5 million dissertations & theses, 80,000 streaming videos, and more than 70 databases. The librarians are committed to providing quality instructional and reference assistance to all students. Services include the following:

- Academic journals and popular magazines, both in print and online
- Books and DVDs available for checkout and viewing
- Cell phone chargers
- Comfortable and functional study spaces
- Copier and scanner access
- Desktop computers
- Library instruction and reference services
- Research Assistance
- Laptops for semester-long checkout and day-use
- Wi-Fi access

To best serve and meet the needs of the student population, the RSTC Library strives to maintain current and relevant library holdings by reviewing scholarly selection journals (Choice, Library Journal, Booklist, etc.) and through faculty-submitted requests for materials in their respective areas according to the Collection Development policy. The Coordinator of the Library Services is a sitting member of the Institutional Services Committee to remain abreast of curriculum course selections and changes in the educational programs. Resources are systematically reviewed, de-selected, and withdrawn as an integral part of the collection development process.

Introduction

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

equipped with the latest technology. The library is the gateway to the materials needed for success in the classroom.

The library offers access to physical materials, a robust collection of digital materials, dedicated study spaces, printers, and computers.

The library supports our curriculum by providing books, periodicals, and multimedia materials and resources. The library's print collections, located on the main floor of the library, consist of a non-circulating collection and a circulating collection. The Reference Collection, an Alabama Collection, and a current and bound periodical collection do not circulate or cannot be checked out. The circulating collection includes any books or materials that can be checked out of the library for a specified time and it includes a collection of academic books along with fiction and nonfiction bestsellers, along with a copier, printers, and computers for student use.

The library offers general library orientations, specialized bibliographic instruction classes, tours, and reference assistance. The library provides services and accessibility to users with disabilities. Additional services for patrons with disabilities are provided when requested. On the second floor of the library, you will find the Presidential Conference Room, classrooms, offices, an atrium, a commons area, and an entertainment area.

Students have access to books through the library's online public access catalog (OPAC). The OPAC can be searched by author, title, subject, and keyword to locate books, audiobooks, and audiovisuals within our collection. On the second floor of the library, the presidential conference room, classrooms, offices, an atrium, a commons area, and an entertainment area are housed.

In addition to our print collection, we have a robust selection of digital materials available through the Library Resources webpage. We have an extensive collection of Proquest databases and access to the Alabama Virtual Library. Many licensed full-text, online databases are available through the Alabama Virtual Library (AVL). The AVL is available to all citizens of Alabama and is funded completely by the Alabama legislature. Students can access the AVL from any computer on campus and/or any remote location within the state.   If you are unable to access the AVL, notify a library employee to acquire a remote access card. The library offers tours, reference assistance, and bibliographic instruction. For help with your research needs, don't hesitate to get in touch with the library staff by phone or e-mail, or schedule a one-on-one meeting with a librarian. Faculty can also schedule bibliographic instruction classes.

While many resources are available on the library website, please don't feel like you must figure things out alone. 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!

Library Mission and Purpose

The purpose 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 of students, faculty, and staff as well as the surrounding community which will enable them to function responsibly in a diverse society and contribute to global knowledge. To accomplish this mission, the library delivers exceptional instruction, collections, and services to foster academic success and lifelong learning.

Vision

The Edith A. Gray Library and Technology Center aspires to be the heart of RSTC, integral to the Reid State Technical College's intellectual and cultural life, deeply rooted in and responsive to our diverse community by becoming an essential catalyst and partner in advancing knowledge for the common good.

1. The Library will inspire creativity, discovery, and lifelong learning through transformative teaching, services, collections, and collaboration.

2. The Library will provide free and equal access to information, knowledge and ideas, promote personal enrichment and lifelong learning, encourage literacy and the love of reading, and foster cultural and educational programs and partnerships.

3. The Library will ensure quality service through positive human connections and an inviting environment.

Core Values

Our library identified eleven core values that we strive to incorporate into our work.

➢ We prioritize **STUDENTS FIRST** by supporting their learning experiences and removing barriers to our spaces, services, and collections and via servant leadership.

➢ We promote **RESPECT FOR ALL** through our inclusive and Equitable Access to Information, Delivery of Instruction, Services, and Collections.

➢ We promote **EXEMPLARY SERVICE** via personnel, programming, accessibility, technology, and superior collections, both historical and current, and via servant leadership.

- We seek to **CREATE AND MAINTAIN AUTHENTIC AND MEANINGFUL PARTNERSHIPS** to effectively communicate the library's values and priorities.

- We utilize **GLOBAL PERSPECTIVES** to help shape our library services and programs.

- We act with **INTEGRITY AND TRANSPARENCY** and respect privacy while providing reliable information and services.

- We teach and promote **INFORMATION LITERACY** to develop effective users of information and ideas.

- We promote **TECHNOLOGICAL INNOVATION** via providing high-quality electronic databases, training, and support for our electronic databases as well as showcasing the benefits and features of our technology.

- We promote **EQUITY, DIVERSITY AND INCLUSION** by providing a diverse and inclusive collection, introducing diverse programming, and expanding learning materials.

- We promote **INTELLECTUAL FREEDOM** by resisting censorship in our collections and programming.

- We promote **TRANSFORMATION AND VISIONARY LEADERSHIP** via inspiring change and innovation through personal values, vision, passion, belief in and commitment to the mission.

Goals

The library uses the campus's six strategic initiatives to set our goals, highlighting their alignment and demonstrating how the RSTC Library supports and strengthens these initiatives. The library has identified its initiatives tailored to librarianship and library-specific issues. Our goals are organized into four themes: Library Management, Student Experience, Scholarly Community, and Organizational Excellence.

Library Management (10)

- Goal 1: Create and design an academic library program for RSTC.

- Goal 2: Meet the scholarly, technical, and creative needs of RSTC's diverse community.

- Goal 3: Introduce the RSTC community to library resources, materials, and services, both in-person and online.

- Goal 4: Hire additional library staff to provide more effective and improved library services and to alleviate the burnout of one individual carrying the load of all library functions.

- Goal 5: Hire additional library staff to provide more effective and improved library services and to alleviate the burnout of one individual carrying the load of all library functions.

- Goal 6: Foster safe, secure, and inclusive spaces for the RSTC community.

- *Goal 7*: Engage students academically and socially to encourage enrollment and fewer withdrawals.
- Goal 8: Build a diverse and relevant collection free from bias.

- Goal 8: Build a diverse and relevant collection free from bias.

- Goal 9: Develop functional, inspiring, and inclusive library spaces that meet both student study and collaboration needs, as well as support broader library and college programming.

- Goal 10: Dedicate support to ensure library services and tools are accessible and inclusive.

Student Experience (6)

- Goal 1: Provide learning and entertainment opportunities to meet the informational, educational, cultural, and recreational needs of those attending RSTC and the local community.

- Goal 2: Initiate a Peer Reference Counseling (PRC) Program

- Goal 3: Redesign and realign our services to meet the post-pandemic needs of our students and elevate the student experience.

- Goal 4: *Commit to purchasing updated technology in the library and throughout the campus.*

- Goal 5: Enhance customer services through improved library staff training and consistent, proactive service procedures.

- Goal 6: Increase the capacity of the library's services, spaces, and collections to better meet the needs of the College community.

Scholarly Community (3)

- Goal 1: Develop partnerships that promote scholarship and intellectual curiosity.

- Goal 2: *Prepare our students to critically evaluate resources and engage in an information ecosystem that is rapidly changing and does not inherently prioritize truth by delivering responsive instructional programs to foster students' academic success and lifelong learning.*

- Goal 3: *Deliver responsive instructional programs to foster students' academic success and lifelong learning.*

Organizational Excellence (3)

➢ Goal 1*:* Exercise a people-centered and value-centered approach to library leadership and management.

➢ *Goal 2***:** Support and expand diversity, equity, and inclusion in all aspects of library services and procedures.

➢ Goal 3*:* Engage in continual outreach and marketing with all stakeholders, including students, faculty, administration, and community partners.

American Library Association Library Bill of Rights

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

➢ 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.

➢ 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.

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

➢ Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

➢ A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.

➢ Libraries which 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 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by the ALA Council. See

http://ala.org/ala/issuesadvocacy/intfreedom/Librarybill/index.cfm.

Library Code of Ethics

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and the general public the ethical

principles that guide the work of librarians, other professionals providing information services, Library trustees, and Library staff.

Ethical dilemmas occur when values conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information.

We have a special obligation to ensure the free flow of information and ideas to present and future generations.

The principles of this Code are expressed in broad statements to guide ethical decision-making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

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 regularly.

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

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

> ➢ Adhere to the principles.

> ➢ Identify and select performance indicators that are congruent with their institution's mission and contribute to institutional effectiveness.

> ➢ 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).

> ➢ Develop user-centered, measurable outcomes that articulate specifically what the user can do as an outcome of the performance indicator.

> ➢ Conduct assessments that may be quantitative or qualitative.

> ➢ Collect evidence from assessments that demonstrate the degree of success.

> ➢ 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.

Library Rules and Policies

Upon entering the library, all persons, agree to comply with the following rules/regulations. Proper identification is required for all library services for:

- o Safety/security reasons
- o Criminal activity has occurred on-premises
- o Library rules have been violated.

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

1. The library reserves the right to inspect all bags, purses, briefcases, bookbags, etc. for library materials.

2. The library is not responsible for lost, damaged, or stolen items.

3. NO food or drinks except in designated areas.

4. NO tobacco products of any kind.

5. NO loud, obscene/obtrusive language.

6. NO alcohol, illegal substances, or weapons are permitted in the library or on campus.

7. NO fighting, running, pushing, shoving, or throwing.

8. NO pets other than service animals.

9. NO loitering, sleeping, or soliciting.

10. NO physical, sexual, or verbal abuse of library users or staff.

11. NO STRONG odors (perfume, cologne, or body) or articles with a foul odor that interfere with or disrupt others from using library space.

12. ALL cell phones, pagers, and other electronics should be muted or silenced.

13. ALL visitors/patrons must wear proper clean attire while in library (shoes, pants, and shirt).

14. SMALL children are not allowed in the library for extended periods and should always be supervised.

Circulation Policies

Check Out/Check In

Our policies exist to provide and service all library patrons with the best possible access to library materials. All users must abide by the policies outlined in this document. The patron's signature attests that he or she understands and agrees to uphold these 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 violating the 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 checkouts on any materials three (3) weeks before end of the 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.

Community Members

o Members of the community may utilize the RSTC Library facilities and obtain check-out privileges with a Community Borrowers Card.

o Cards can be obtained by submitting an application and following the ascribed rules to remain an active borrower.

o 2 books for 2-week check out period.

o 1 CD or DVD for a 1-week check out period.

Fines & Holds for Students, Faculty, and Staff

Fines will start accruing the first business day after the due date at **$.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.

Library Use and Conduct Policy

The resources and services provided by the RSTC Library are designed to support the College's programs of studies, faculty, and students in their scholarly, research, and creative endeavors, as well as to support community patrons in their informational needs and intellectual inquiries. RSTC Library is an instructional component of the College's programs in which patrons come for individual study/research, quiet conversation, collaboration, and instruction. Library users should demonstrate acceptable behavior and respect for the needs of others in this learning environment.

- The conversations of study groups should not disturb others. Library staff may ask groups to move to another building if the group is making too much noise.

- Library users who are disturbed or distracted by the noise or the behavior of those individuals around them should bring the matter to the attention of the library staff and/or consider moving to another area of the library.

- Sounds from any personal electronic devices, such as cell phones, laptops, should be restricted to user headphones and must be inaudible to other library users.

- At the discretion of the library staff, disruptive and/or excessively noisy library users will be asked to leave the library.

General Rules of Conduct

➤ Individuals, either library users or RSTC employees, must not engage in verbal or physical abuse, intimidation, sexual harassment, or harassment on account of race, religion, ethnic, or national background, gender, or sexual orientation.

➤ Library users engaging in vandalizing, altering, or damaging Library facilities, furniture, or equipment, including computer systems, networks, programs, or data, violate Alabama State Law and will be prosecuted to the full extent of that law.

➤ Library users are responsible for their personal property.

➤ Library users are required to leave the library at closing and during emergencies, or drills.

➤ Children under the age of 16, should not be left unattended in the library.

➤ Bicycles and skateboards cannot be brought into the library.

➤ Only service animals, trained to assist persons with disabilities, are allowed in the library.

- ➢ Firearms or other deadly weapons, explosives or explosive devices, or other dangerous devices are not permitted in the library.
- ➢ Library users must not interfere with a Library employee's performance of his/her duties.
- ➢ Library users are not allowed to enter areas of the Library restricted for library staff.

Borrower's Responsibilities

- Borrowers are responsible for all library materials checked out in their names.

- Overdue fines are charged to encourage prompt returns and to ensure access to the collection for other borrowers.

- It is the responsibility of each borrower to maintain a current mailing address, telephone number, and email address in the college records.

- Borrowers should inform the library if their ID/library cards are lost or stolen.

- It is the responsibility of the borrower to note the time or date that material is due.

- Overdue notices are sent as a courtesy.

- Failure to receive these notices does not remove the borrower's obligation to return material by the due date nor does it constitute grounds for reducing a borrower's fine.

- If a borrower plans to be out of town, he or she should return borrowed items or arrange with someone to receive notices and return material(s).

Priority Users

Reid State Technical College students, faculty, and staff have priority for accessing electronic resources and using Library computers and equipment. Non-students and non-employees may be asked to limit their use of the computers and equipment if others are waiting. Non-students and non-employees may also be asked to relinquish the computer and equipment to RSTC students, faculty, or staff at any time.

Prohibited Conduct

Prohibited conduct includes, among other things, lewd or indecent conduct, threat of imminent physical harm, sexual harassment, stalking, forgery, intentional disruption of college services, and damaging or destroying college property. Similarly, there are prohibitions against illegal discrimination, including discriminatory harassment and sexual harassment. Prohibited Conduct also applies to electronic forums.

RSTC Library resources are intended for institutional and educational purposes and may not be used for private or personal gain. Library users must observe all laws relating to copyright, trademark, export, and intellectual property rights.

Noise and Cell Phones

- Library users must help to maintain a quiet environment and refrain from engaging in any behavior that interferes with the normal use and operation of the Library by others.

- Cell phone conversations are prohibited in the Library. Ringers should be turned off. If a phone call must be taken, please go outside the Library.

Food and Drink

- No food or drink is allowed in the computer lab areas of the College Library.

- No food of any kind is allowed in the College Libraries except at scheduled special library events or in the library café area.

- Non-alcoholic beverages such as bottled water and sodas with screw tops are allowed in the College Libraries.

Overdue and Hold Materials for Faculty and Staff

At the end of each semester, faculty overdue notices are emailed to faculty and staff members who have failed to return books or other materials to the Library. Faculty and staff are not charged fines; however, borrowing privileges may be suspended when materials have not been returned after one academic year. Faculty and staff members may place books, articles, and other materials on hold for one semester. After one semester, the hold items will be returned to the collection.

Computer Use in the Library

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

Gift Policy

Building a library collection depends on the careful selection and acquisition of materials as well as gifts of books, periodicals, other library materials, and money. RSTC Library welcomes gifts and donations, provided they support the teaching, research, and other

needs of the College. Gifts of materials other than those previously mentioned will be considered on an individual basis.

Acceptance of Gifts

The RSTC Library accepts hardcover books and high-quality paperback books of scientific, scholarly, literary, and artistic substances. The Library also accepts other appropriate formats including multimedia materials. We do not accept outdated textbooks (older than five years), popular magazines and/or mass market paperbacks, U.S. government publications, miscellaneous issues and/or short runs of journals and magazines, or out-of-date formats of multi-media items (8-track, 5.25-inch computer disks, etc.).

Ownership and Use of Gifts

Upon receipt, gifts become the possession of the RSTC Library. As owner, the Library has the right to determine retention, location, circulation, and all other considerations relating to storage, shelving, usage, and/ or disposition of the donated item. The Library usually adds items that would be unique to their collections and items that may serve as useful second copies. We will offer titles that are not well suited for our collections to other libraries and agents in our local region.

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Tax Information

RSTC Library encourages donors to discuss prospective donations and appraisals with their attorneys or other tax experts before donating. Attorneys or tax experts can best answer specific questions about charitable contributions for gifts-in-kind.

Appraisals

RSTTC Library is unable to provide appraisals for the gifts we receive. Appraisals are the responsibility of the donor. We can create gift letters for donations as a receipt of acknowledgment.

Distance Education

RSTC distance education and dual enrollment students are granted the same library privileges as other RSTC students. Information about RSTC Library resources and services is available on the Library website and all RSTC students' Canvas accounts.

Services for distance education/dual enrollment/off-site students and faculty include the following:

- Access to databases, which include online journals, magazines, and other publications.

- Access to over 200,000 eBooks.

- Access to subject-specific and program-specific research guides (LibGuides), created by the RSTC Coordinator of Library Services.

- Access to resources from other libraries via interlibrary loan, which may be delivered electronically or U.S. mail for students who reside more than 60 miles from campus.

- Reference service via the Ask-a-Librarian service-students may text, phone, email, or chat with a librarian.

- Library orientation and performance-based assessment through Canvas.

- Because Information Literacy is a general education outcome in the A.A., A.S., and A.A.S. degrees, **ALL** RSTC students must attend library orientation and complete a performance-based assessment.

- Follow the instructions posted within the course.

- Please note, the scavenger hunt (assessment) will be available **only** on the days specified by your instructor.

What Are Databases?

Online databases are electronic collections of resources including reference books, journals, reports, and other forms of authoritative information. In many cases, this should be your starting point for research. Databases offer a mixture of analysis and currency on topics. These resources are provided by the RSTC and by the Alabama Virtual Library and are selected specifically for students to use when completing assignments. Instructions concerning library orientation will be emailed to students enrolled in the course.

Distance learners should contact Ms. Tamiko Lawrence, Coordinator of Library Services for library assistance. For general Canvas assistance, they should contact Mr. Preyer.

Reid State Technical College's electronic databases and the Alabama Virtual Library are accessible to distance learners. The Online Public Access Catalog (OPAC) is linked from the library portion of Reid State's website. Students and instructors alike can request materials through the site. In anticipation of SACSCOC accreditation, research papers, and projects have been integrated and embedded into the curriculum. The main campus library can send items to the Reid State extension campuses or to local high schools for dual enrollment students if needed.

Finding Materials in the Library

Online Public Access Catalog (OPAC)

Students can search the library collection online by visiting https://www.rstc.edu/library and clicking on *the Online Public Access Catalog (OPAC) button* at the bottom of the page. You can search the OPAC by author, title, subject, or keyword. The OPAC provides access to the books and audio-visuals in our collection.

Boolean operators, and, but, or not can be used to limit and make your searches more precise. Boolean operators can narrow or broaden your search. **AND** narrows a search by telling the database that **ALL keywords used must be found** in an article for it to appear in your results list. Search for two or more concepts that interest you by combining descriptive keywords with AND. For example, if you need a book or article that deals with children and politics

OR broadens a search by telling the database that **any words it connects are acceptable**. This is particularly helpful when searching for **synonyms**, such as "death penalty" OR "capital punishment." So, if you type in *death penalty OR capital punishment*, your results will include articles with either term, but *not necessarily* both.

NOT narrows your search by telling the database to **eliminate all terms that follow it** from your search results. This can be very useful when:

- You are interested in a very specific aspect of a topic (letting you weed out the issues that you're not planning to write about).

- When you want to exclude a certain type of article (book reviews, for instance, aren't typically helpful when writing a college-level paper).

Use **NOT** with caution as good items can be eliminated from the results retrieved. Searching for *sex education NOT abstinence-only* will return articles on sex ed, but not those dealing with abstinence-only approaches.

Introduction to Call Numbers

The Reid State Community College Library uses the Library of Congress classification system for shelving books. The Library of Congress classification system assigns a unique call number to a book which acts like an address that tells us the book's exact location on the shelf. Just as a piece of mail needs all the correct information (i.e. house number, apartment number, zip code, etc.,), to be delivered, a book has multiple lines that must be read correctly to "deliver" it to the proper place on the shelf.

Example: QB   This line describes the main subject of the book.   Astronomy
         43.3   This line describes the precise subject of the book.   General Astronomy
        .S425   This line represents the author.   Seeds, Michael A.
       2004   This line states the year the book was published. 2004

Lines 1 & 2 –Items are shelved according to alphabetical and numerical order.

To put items on the shelf correctly, the first step is to put the items into alphabetical and numerical order. Do this by comparing the first two lines with items that are already shelved.
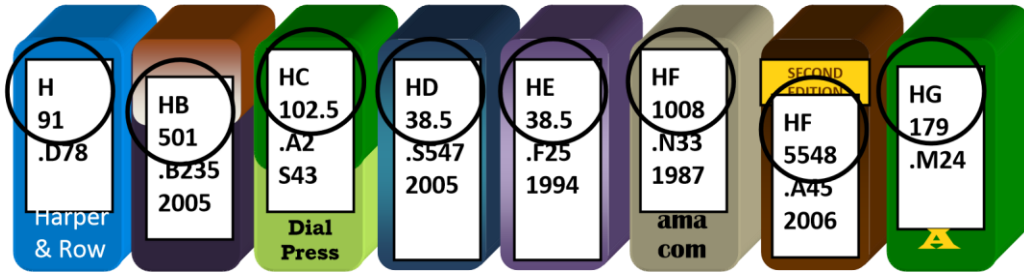
The first two lines are straightforward, but once we get to the third line the decimal system comes into play.

Line 3 – This line is considered a decimal point.

The third line of the call number is to be treated as a decimal and longer, larger numbers are not always last.   In addition to the decimal, the third line number is also accompanied by at least one letter. These letters are to be put into alphabetical order and then the number afterwards is taken into consideration.
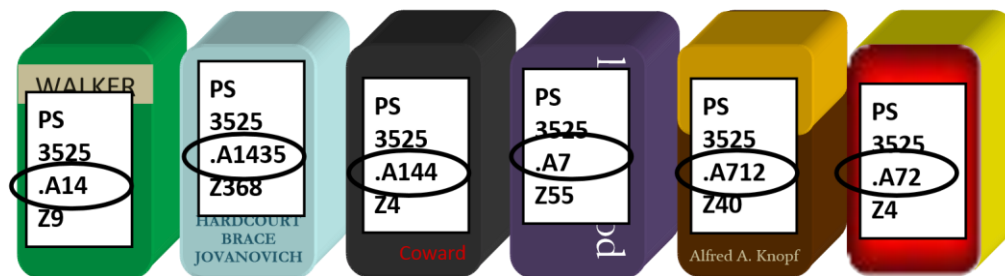
Often items will have the same or very similar call numbers. When this happens the fourth or fifth line will determine the placement of the item.

Line 4 and Beyond

The fourth line and beyond of a call number are dictated by two rules. The first rule is that *nothing* comes before *something.* This means that when reading a call number on the spine of a book and discovering that the first three lines of the call numbers are **identical,** the fourth line will dictate the placement of the item on the shelf. When deciding where to place an item with a call number that has no fourth line versus an item that does have a call number with a fourth line, the item with no information will come first.
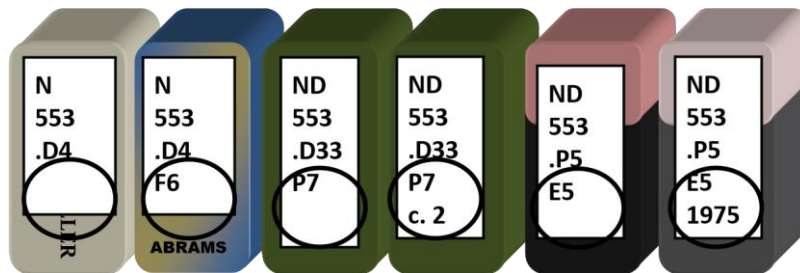
The second rule when reading the fourth line and beyond is that these numbers are still read like decimal points even though there is not a visible decimal point printed on the call number.
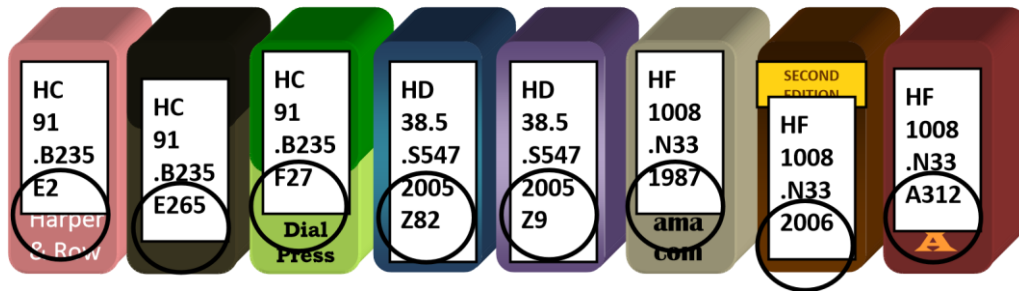
Remember to keep basic rules in mind, work carefully from line to line or digit to digit, and follow standard alphabetical and numerical order. If you keep these rules in mind accurate shelving should be easy.

Please see the following page for specific examples.

Specific Call Number Examples

Example 1 – Volumes and Indexes

Example 2 – Decimal Points in the middle of a line.
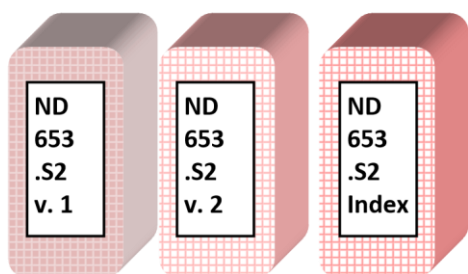
Volumes are shelved in numerical order with Indexes at the end.
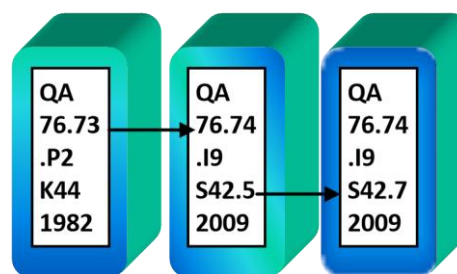
When decimal numbers appear in the middle of a line, order the numbers in regular numeric order.

Example 3 – One trick for reading decimals correctly.
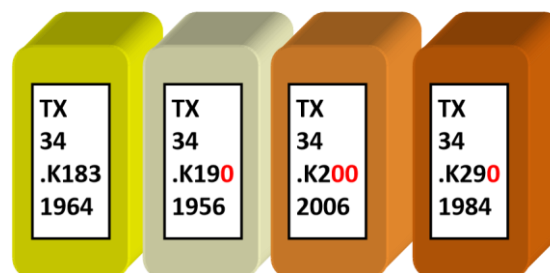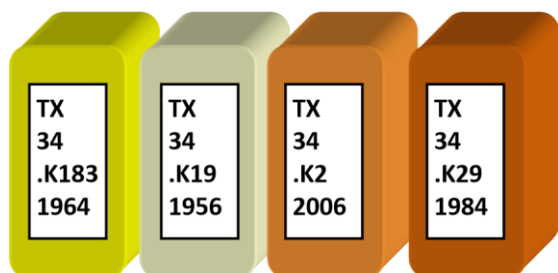
Sometimes adding zeros to the decimal in question will clarify where the item should be.

Example 4 – Another trick for reading call numbers correctly is to read the number line by line until a difference is encountered.

QH	QK
199	474.4
.L421	.M2
1985	1999

QK	QK	QK	QK
494	494.1	494	494.1
.S23	.T9	.S23	.T9
1985	1965	1985	1965

In this example the deciding line turns out to be the last line.

In this example the first line is enough.

QH	QH	QH	QH
301	301	301	301
.Y22	.Y22	.Y22	.Y22
E7	E7	E7	E7
2002	2003	2002	2003

In this example the second line is needed.

QH	QH	QH	QH
301	301	301	301
.Y22	.Y22	.Y22	.Y22
E7	E7	E7	E7
2002	2003	2002	2003
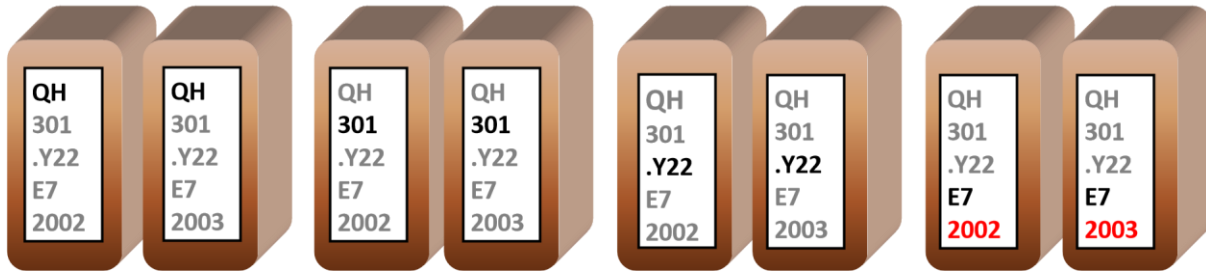
Library of Congress Classification System

Libraries use classification systems to organize the books on the shelves. A classification system uses letters and/or numbers (call numbers) to arrange the books so that books on the same topic are together. This arrangement results in "serendipitous browsing:" you find one book in the catalog, go to the shelf, and, an even better book is sitting right next to it. The Library of Congress Classification (LCC) system is used by many libraries around the world, including most academic libraries in the United States.

The books in this Library are arranged on the shelves according to the Library of Congress Classification System, which separates all knowledge into 21 classes. Each class is identified by a letter of the alphabet, subclasses by combinations of letters, and subtopics within classes and subclasses by a numerical notation.

Tips for Finding Books on the Shelf

Read call numbers line by line.

LB
Read the first line in alphabetical order:
A, B, BF, C, D... L, LA, LB, LC, M, ML . . .

2395
Read the second line as a whole number:
1, 2, 3, 45, 100, 101, 1000, 2000, 2430 . . .

.C65
The third line is a combination of a letter and numbers. Read the letter alphabetically. Read the number as a decimal, eg: .C65 = .65 .C724 = .724

Some call numbers have more than one combination letter-number line.

1991
The last line is the year the book was published. Read in chronological order:
1985, 1991, 1992...
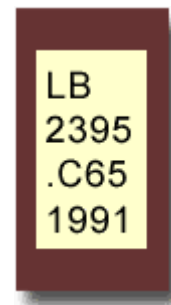
Library of Congress Classification Outline

A   **General Works**

A	General Works
AC	Collections
AE	Encyclopedias
AG	Dictionaries
AI	Indexes
AM	Museums
AN	Newspapers
AP	Periodicals
AS	Academies and societies
AY	Yearbooks, Almanacs, Directories
AZ	History of Scholarship

B   **Philosophy, Psychology, Religion**

B	Philosophy, Psychology, Religion
BC	Philosophy (General)
BD	Logic
BF	Speculative philosophy
BH	Psychology, Parapsychology, Occultism
BJ	Aesthetics
BL	Ethics, Social usages, Etiquette
BM	Religions, Mythology
BP	Judaism
BQ	Islam, Bahaism, Theosophy, etc.
BR	Buddhism
BS	Christianity
BT	Bible
BV	Christianity: Doctrinal theology
BX	Christianity: Practical Theology Christian Denominations

C   **Auxiliary Sciences of History**

C	Auxiliary Sciences of History
CB	General
CC	History of civilization
CD	Archaeology
CE	Diplomatics, Archives, Seals
CJ	Technical chronology
CN	Numismatics
CR	Inscriptions, Epigraphy
CS	Heraldry
CT	Genealogy Biography

D   **History: General and Old World**

D	General
DA	Great Britain
DB	Austria, Hungary, Czechoslovakia
DC	France
DD	Germany
DE	Mediterranean region - Classical
DF	Greece

DG   Italy
    DH   Low Countries: Belgium, Luxemburg
    DJ   Netherlands (Holland)
    DJK   Eastern Europe
    DK   Soviet Union, Poland
    DL   Northern Europe, Scandinavia
    DP   Spain, Portugal
    DQ   Switzerland
    DR   Balkan Peninsula, Turkey
    DS   Asia
    DT   Africa
    DU   Oceania, Australia, New Zealand,
    DX   Gypsies

E-F   History: Western Hemisphere

E   America
F   U.S. local history, Canada, Latin America

G   Geography, Anthropology, Recreation

G   General, Atlases, Maps
GA   Mathematical geography, Cartography
GB   Physical geography
GC   Oceanography
GF   Human ecology, Anthropogeography
GN   Anthropology
GR   Folklore
GT   Manners and customs
GV   Recreation, Sports, Games

H   Social Sciences

H   General
HA   Statistics
HB   Economics
HC   Economic history
HD   Land, Agriculture, Industry, Labor
HE   Transportation and communications
HF   Commerce
HG   Finance
HJ   Public Finance
HM   Sociology
HN   Social history
HQ   Family, Marriage, Women
HS   Societies, Clubs
HT   Communities, Classes, Races
HV   Social pathology, Social Service, Criminology
HX   Socialism, Communism

J   Political Science

J   General legislative and executive papers
JA   Political science – General
JC   Political theory, The State
JF   Constitutional History – General
JK   Constitutional history – United States

JL	Constitutional history – Canada, Latin America
JN	Constitutional History – Europe
JQ	Constitutional history – Asia, Africa, Australia, Oceania
JS	Local government
JV	Colonies and Colonization
JX	International law, International relations

K   Law

K	General
KD	United Kingdom and Ireland
KDZ	America, North America, OAS
KE	Canada
KF	United States
KG-KH	Latin America
	KJ-KK Europe

L   Education

L	General
LA	History of Education
LB	Theory and practice of education
LC	Special aspects of education
LD	Individual institutions – U.S.
LE	Individual institutions – Other Americas
LF	Individual institutions – Europe
LG	Individual institutions – Asia, Africa, Oceania
LH	College publications
LI	Student fraternities and sororities
LT	Textbooks

M   Music

M	General
ML	Literature of Music
MT	Music Instruction

N   Fine Arts

N	Visual arts (General)
NA	Architecture
NB	Sculpture
NC	Drawing, Design
ND	Painting
NE	Print Media
NK	Decorative arts, Applied arts
NX	Arts in general

P   Language and Literature

P	Philosophy and linguistics
PA	Classical languages and literature
PB	Celtic languages
PC	Romance languages
PD	Germanic languages, Scandinavian languages
PE	English languages

PF West Germanic languages, Dutch, German
PG Slavic, Baltic, Armenian languages and literature
PH Finno-Ugrian languages and literature
PJ Oriental languages and literature
PK Indo-Iranian languages and literature
PL East Asian languages and literature
PM American Indian languages, Artificial languages
PN Literature, General Literary history and collections, Performing arts
PQ Romance literatures
PR English literature
PS American literature
PT Germanic literature
PZ Juvenile literature

Q   Science

Q   General
QA   Mathematics
QB   Astronomy
QC   Physics
QD   Chemistry
QE   Geology
QH   Natural History, Biology
QK   Botany
QL   Zoology
QM   Human Anatomy
QP   Physiology
QR   Microbiology

R   Medicine

R   General
RA   Public aspects of medicine
RB   Pathology
RC   Internal medicine
RD   Surgery
RE   Ophthalmology
RF   Otorhinolaryngology
RG   Gynecology and Obstetrics
RJ   Pediatrics
RK   Dentistry
RL   Dermatology
RM   Therapeutics, Pharmacology
RS   Pharmacy, Materia medica
RT   Nursing
RV   Botanic, Thomsonian, eclectic medicine
RX   Homeopathy
RZ   Other systems of medicine

S   Agriculture

S   General
SB   Plant Culture
SD   Forestry
SF   Animal culture
SH Aquaculture, Fisheries, Angling
SK Hunting

T   Agriculture

T   General
TA   Engineering -General and civil
TC   Hydraulic engineering
TD   Environmental technology, Sanitary engineering
TE   Highway engineering
TF   Railroad engineering
TG   Bridge construction
TH   Building construction
TH   Mechanical engineering and machinery
    TK   Electrical engineering, Electronics, Nuclear engineering
    TL   Motor vehicles, Aeronautics, Astronautics
    TN   Mining engineering, Metallurgy
    TP   Chemical technology
    TR   Photography
    TS   Manufactures
    TT   Handicrafts, Arts and crafts
    TX   Home economics

U   Military Science

U   General
UA   Armies
UB   Military administration
UC   Maintenance and transportation
UD   Infantry
UE   Cavalry, armored calvary
UF   Artillery
UG   Military engineering, Air forces, Air warfare
UH   Other services

V   Naval Science

V   General
VA   Navies
VB   Naval administration
VC   Naval maintenance
VD   Naval seamen
VE   Marines
VF   Naval ordnance
VG   Minor services of navies
VK   Navigation, Merchant Marine
VM   Naval architecture, Marine engineering

Z   Bibliography: Library Science

Z   Books, Book industries, Libraries, Library science,
    Bibliography

Reference Collection

Reference books contain specific authoritative information and are not meant to be read cover-to cover. Examples of reference books include dictionaries, handbooks, and encyclopedias. Books of this type are shelved together by call number in a special section of the Library called the Reference Collection. Information in a reference book, which may be a single volume or multi-volume, is usually presented alphabetically or topically, often with thorough indexes at the end of the work and instructions for use of the book at the beginning. Reference books may not be checked out.

Dictionaries

Dictionaries are either single-volume or multi-volume reference works containing brief explanatory entries for terms and topics related to a specific subject or field of inquiry, usually arranged alphabetically. The most common use of a dictionary is to look up a meaning, or to check for the proper spelling of a word. The entries in a dictionary are usually shorter than those contained in an encyclopedia on the same subject. Dictionaries cover much more information than just meanings and correct spelling. Many dictionaries also give the pronunciation, usage, and origin of words.

There are a variety of dictionaries available:

1. **ABRIDGED DICTIONARIES** are commonly called "desk" dictionaries. An abridged dictionary provides a limited selection of words, less information in each entry, and contains words that are used most often. As a result, abridged dictionaries are limited in scope. Two examples of abridged dictionaries are: the American Heritage Dictionary of the English Language and Webster's New Collegiate Dictionary.

2. **UNABRIDGED DICTIONARIES** attempt to be comprehensive including any and all words in a language. Two examples of unabridged dictionaries are: the Oxford English Dictionary and Webster's New International Dictionary of the English Language.

3. **SPECIALIZED DICTIONARIES** cover special subject areas and include vocabulary used in the subject area. To locate a specialized dictionary on a particular subject, look in the Online Library catalog under the subject. Example: HORTICULTURE--DICTIONARIES, or SPANISH—DICTIONARIES. Two examples of specialized dictionaries are: Dictionary of American History and Dictionary of Foreign Phrases and Abbreviations.

Encyclopedias

Encyclopedias can be a single book or a numbered set of books containing authoritative summary information about a variety of topics in the form of short essays, usually arranged alphabetically by headword or classified in some manner. An entry may be signed or unsigned, with or without illustration and may contain a list of references for

further reading. Headwords and text are usually revised periodically for publication in a new edition. In a multi-volume encyclopedia, indexes are usually located at the end of the last volume. There are two kinds of encyclopedias: general and specialized.

- ➢ **GENERAL ENCYCLOPEDIAS** give information on a broad range of topics. These general encyclopedias usually come in multiple volumes with a comprehensive index. (It is a good idea to use the INDEX first when searching for information). Two examples of general encyclopedias are:

  - o Collier's Encyclopedia and
  - o Encyclopedia Britannica.

- ➢ **SPECIALIZED ENCYCLOPEDIAS** give information on a particular subject. To locate a specialized encyclopedia on a particular subject, look in the Online Library catalog under the subject. Example: ART – ENCYCLOPEDIAS or MUSIC – ENCYCLOPEDIAS. Two examples of specialized encyclopedias are:

  - o Encyclopedia of World Art and
  - o International Encyclopedia of the Social Sciences.

Almanacs

Originally, an almanac was a book listing the days, weeks, and months of the year, and providing information about festivals, holidays, astronomical phenomena, etc. Today's almanac is an annual compendium of practical dates, facts, and statistics, current and/or retrospective, often arranged in tables to facilitate comparison. The content of an almanac can be general or related to a specific subject or academic discipline. Two examples of almanacs are: the Guinness Book of World Records and World Almanac and Book of Facts.

Yearbooks

A yearbook is an annual documentary, historical or memorial compendium of facts, photographs, statistics, etc., about the events of the preceding year, often limited to a specific country, institution, discipline, or subject. Two examples of yearbooks are: Statesman's Yearbook and Statistical Abstract of the United States.

Handbooks

A handbook is a single-volume reference book of compact size that provides concise factual information on a specific subject, organized systematically for quick and easy access. Two examples of handbooks are: Occupational Outlook Handbook and CRC Handbook of Chemistry and Physics.

Periodicals

A periodical is a published work that appears "periodically", such as newspapers, magazines ("popular"), and journals ("scholarly"). Such sources will provide more up-to-date information than books. Each periodical has a distinctive title and contains a collection of articles, editorials, reviews, columns, short stories, poems, or other short works written by more than one contributor. Periodicals are usually issued in softcover format, more than once, and generally at regular stated intervals of less than a year. Although each issue is complete in and of itself, the relationship to preceding issues is indicated by enumeration, usually, issue number and volume number printed on the front cover. Content is controlled by an editor or editorial board. Two examples of magazines ("popular") are: *Essence* and *People.* Two examples of periodicals ("scholarly") are: *Alabama Law Review* and *Alabama Heritage*.

Online Resources

RSTC Library offers access to the Alabama Virtual Library, databases, LibGuides, and links to other online resources through the Library webpage.   Staff members can assist library users in utilizing these resources and provide research assistance.

Alabama Virtual Library

**The AVL databases are periodically updated and additional ones are added.
Please utilize the AVL link on the Library webpage for access.**

The Alabama Virtual Library provides all 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 sources is available to every citizen in Alabama, raising the level of excellence in schools and communities across the state. Each College Library location can issue an AVL card to students, faculty, staff, and community patrons for home access, if needed.

Online Databases

RSTC Library subscribes to several online databases for research for its library users.

ProQuest Databases

1. Alexander Street
2. Career & Technical Education Database
3. E-Book Central
4. Ethnic Newswatch
5. Nursing & Allied Health Premium
6. Proquest Central (47 Databases containing full-text content from journals, magazines, news sources, and trade publications).
7. Research Library

LibGuides

Please access LibGuides by going to the RSTC website
(www.rstc.edu) and then accessing the library webpage

LibGuides showcases the library's collections and services into a one-stop online subject resource, organizing core and relevant resources into one 24-hour accessible webpage. The subject guides pull together all types of information about a particular subject and/or course of study.   Each LibGuide contains information about all of the College Library's resources (such as books, databases, eBooks, multimedia, etc.) and provide additional online resources such as RSS feeds and videos.

Facilities

We encourage you to use the library spaces and available technologies. Study spaces are provided for your convenience to concentrate on reading, writing, and preparing for tests. Computers with Microsoft applications and internet access are also provided. Printers and copy machines are available.

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

- A 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 the protection of inappropriate sites
- Ample number of outlets for students and staff to charge their devices

Library Assessment

1. Annual survey studies to express the need for the expansion or downgrade of library 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 the needs of students, faculty, and staff.

2. Preparation of Annual Budget to express services needed or requested.

3. Collaborate with the 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 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.

Collection Development and Management

Collection development is how the Edith A. Gray Library and Technology Center provides and builds 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 Librarian is responsible for the 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 the material, credibility of publisher and author, usefulness of material for others already in the collection, determination of controversial issues, price of material compared to other works, format of work, and appropriateness of the material for the curriculum.

While each discipline is responsible for building and maintaining a strong subject area, the primary decision rests with the Librarian. Materials requested by administration, faculty, and staff will be purchased as funding is available. Procurement procedures for ordering books/materials through library funds is as follows:

1. Using the library request form, submit a book, journal, or other library materials needed as pertains to your program for class research and/or writing projects to the Librarian with explicit information (i.e., Title, Author, ISBN#, approximate price and any other identifying remarks.

2. A requisition is filled out and approved by library staff.

3. 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.

4. The Purchasing Agent handles the ordering/purchasing. Confirmation is sent to the Librarian/Media Services Specialist that an item/order has been ordered.

5. When received, and after cataloging, the requesting member is notified when an item is ready for use.

Should materials not be ordered, the requesting member would be notified and given a reason. In addition to purchasing, other methods include:

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

b. Seek and encourage gift 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, Atriuum, Automated Library Management System.

c. Gather Library User surveys annually to determine the needs of clientele.

Collection Development Policy

Introduction

The Reid State Technical College (RSTC) Library Collection Development Policy is designed for use as a planning tool and as a means of communicating the principles of the collection goals and policies used in maintaining the Library's collection. The purpose of the collection development policy is to guide the systematic development and management of RSTC Library collections of print, audiovisual, and electronic materials. Since the nature of information dissemination, networking, and library resource sharing has undergone revolutionary change, this policy considers collection development and management issues within the dynamic framework of global access to information resources and will require regular assessment and revisions. This policy is intended to define a collection development and information access program to meet the following objectives:

- o To assist librarians in providing current, diverse, balanced collections of materials to support the instructional, institutional, and individual needs of students, faculty, and staff.

- o To provide access to materials in appropriate formats including print, paid online services, and free websites, consistent with the RSTC's fiscal resources.

- o To encourage instructional faculty participation in collection development and organized access to electronic resources.

- o To foster coordinated collection development and resource sharing between the Alabama Community College System (ACCS) colleges.

- o To serve distance education students, working students, and faculty by providing remote access to materials appropriately and cost-effectively.

- o To assist with short-range and long-range fiscal planning.

Mission/Purpose

Reid State Technical College's Edith A. Gray Library 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 and 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 students, faculty, and staff as well as the surrounding community which will enable them to function responsibly in a diverse society.

Goals and Objectives

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

- Accessibility to the Library for students, faculty, staff, and the surrounding community.

- Circulation of materials, reference services, interlibrary loan, and library orientations.

- Accessibility to various online resources such as Ebsco Host, Newsbank, PrepStep, Alabama Virtual Library, and Proquest Central.

Responsibility for Collection Management

Collection development is coordinated college-wide by the Coordinator of Library Services following the guidelines and objectives in this document. The Library Coordinator keeps informed of curriculum development and the course needs of faculty through direct contact with the faculty and works cooperatively with departments in recommending and selecting materials for purchase. Standard reviewing journals such as Library Journal and Choice,   will be reviewed for recommendations from publishers, and other professional book suppliers are utilized in print and online formats to select appropriate materials, especially in areas of collection weakness or heavy usage.

Faculty members are encouraged to recommend materials in their academic disciplines. Notices are sent to faculty via e-mail, written memos, and by telephone requesting faculty suggestions. Suggestions may be submitted at any time during the year, however, a purchase is pending available funds.   An online Suggest a Book or Material Order Form is provided to facilitate faculty participation. All suggested titles are reviewed and evaluated by the professional library staff. The Coordinator of Library Services has final authority in the selection of materials.

It is understood that as the RSTC community changes, so will the collection development policy change to meet these needs. All of RSTC's community members are encouraged to contribute their ideas concerning the nature and content of the collection development policy.

General Selection Guidelines

The following guidelines assist library staff in selecting quality materials for inclusion in the Library collection:

1. Materials needed for instructional programs offered.

2. Materials required by the students, faculty, and staff for their general research, provided that the materials are not available through interlibrary loan and are needed as a permanent addition to the collection.

Budgetary restraints are always considered when selecting new materials for the Library's collection.

General Criteria for Selection of Materials

- Supports the curricular needs of RSTC's instructional programs.
- Relevance to the curriculum and appropriateness to the user.
- Enriches and supports the existing collection.
- Currency and quality of content.
- Timeliness and lasting value.
- Reputation of the author, issuing body, and/or publisher.
- Presentation: style, clarity, reading level.
- Aesthetic considerations: literary, artistic, or social value; appeal to the imagination, senses, or intellect.
- Ease of access or user-friendliness.
- Depth of current holdings in the same or similar subject.
- Demand, frequency of interlibrary loan requests placed for material on the same or similar subject.
- Cost of material relative to the budget and other available material.
- Availability in alternate physical or online formats.
- General information for the college community.

Types and Formats of Materials Collected

➢ Books

- Supports the needs of RSTC students, faculty, and staff, and ensures that the RSTC collection is balanced in its offerings.
- Collected in clothbound editions unless the cost is significantly higher than a paper edition.
- Books that should be frequently updated (nursing/medical texts, computer manuals, test preparation materials) are purchased in paper formats when available.
- Fiction works of contemporary authors who have achieved critical recognition will be purchased.
- Established literary works and new works receiving critical acclaim in the literary field are considered, especially those works that support literature course offerings.
- Literary prizewinners are purchased when funds permit.

➢ Children's Books

- The library purchases children's books to support the Early Childhood associate degree and Diploma programs.
- Reviewed regularly for currency, accuracy, and relevance.

➢ Reference Materials

- Includes encyclopedias, dictionaries, atlases, directories, indexes, bibliographies, and handbooks.
- Reviewed regularly for currency, accuracy, and relevance.

➢ Reserve Materials (Take two forms)

- Faculty Reserves: Videos purchased for classroom use.
- Student Reserves: Current textbooks and materials that the faculty want available to their classes.

➢ Recreational Reading Material

- In addition to purchasing materials directly related to the college's curriculum, the library selectively acquires materials of general interest to stimulate reading. These materials may include:
  - Popular Fiction
  - Best Sellers
  - General Interest Magazines
  - Local Newspapers

➢ Textbooks

- Textbooks will **NOT** generally be added to the collection.
- The Library will **NOT** purchase current textbooks being used at RSTC due to their high cost, frequent revision, and generally poor bindings.
- Textbooks are not selected unless recommended by faculty as exceptional resources.
- Exceptions are those that have earned a reputation as "classics" in their fields, or which are the only or best sources of information on a particular topic, or for a particular user group.
- Any textbooks available in the library are provided by either Academics or individual faculty.
- **NO** textbooks will be purchased with library funding.
- Textbooks will be on Reserve and not in the circulating collection unless it is deemed historical or exceptional.

➢ Periodicals

- Print periodicals are based on faculty requests.
- Popular serials will be purchased if the budget allows.

➢ Electronic Resources

- Includes databases, e-books, and any licensed resources.
- Considered when they provide the most current or cost-effective format, or to support distance education courses and programs.
- Selection Criteria
- Relevance to the curriculum.
- Cost.

- Ease of use.
- Extent of cumulative coverage.
- Ease of collection and dissemination of usage statistics by vendor in a useful format.

In addition to general selection criteria and online resources/Internet-based materials selection criteria, consideration is given to the availability of an archival copy of electronic texts purchased in perpetuity.

➢ Acquisition of Materials

- Purchase by request
- Faculty and administration requests receive priority attention when selecting materials to purchase.
- College staff, students, and community members may also suggest materials for purchase.
- These suggested resources must support the curriculum and the collection development plan.
- If the suggestion fails to meet these guidelines, the interlibrary loan program will be used to temporarily obtain materials requested.

➢ Donations

- Gifts are accepted, with the understanding that the library may add them to the collection at its discretion or dispose of them if they do not meet the standards for selection.
- As a general rule, gift books will be added to the collection based on the same criteria as purchased material.
- The library reserves the right to determine the retention, location, cataloging treatment, and other considerations related to the use or disposition of all gifts.
- The library assumes no responsibility for the appraisal of gift items, nor can the library accept items under restricted conditions.

➢ Maintenance of the Collection

- Replacement of Materials

  - Decisions will be made regarding the replacement of lost, damaged, missing, or worn-out materials.
  - The library will not automatically replace all materials withdrawn because of loss, damage, or wear.

- Materials will be replaced based on the following criteria:

  - Does the replacement material meet the general library collection development plan?
  - Does the frequency of use justify replacement?
  - Is the item used for class readings or is it on a faculty-recommended reading list?

- Is the material still relevant?
- Is the information represented available in other material in the library?

➢ **Weeding (Removal of Irrelevant, Outdated, Superseded, Worn, or Damaged Material)**

- Weeding is necessary to maintain a vital, useful, and up-to-date collection.
- All material discarded from the Library collection will be donated or discreetly disposed of.

AUTOMATION SYSTEM

Resource Mate Multi-Plus®, Automated Library Management System

Edith A. Gray Library and Technology Center currently uses Resource Mate Plus for its integrated library management system (ILS). Resource Mate Plus is expandable and networkable, and it is an excellent, cost-effective resource source for small to medium-sized libraries. ResourceMate® Pluse provides an online public access catalog (OPAC) as well as the capability for library management functions of cataloging, inventory, check-in/out, etc.

Atriuum Express Integrated Library Management System

After evaluating the effectiveness of ResourceMate® Plus, the new Coordinator of Library Services has researched ILS and proposed the change to Atriuum Express ILS. Atriuum Express is a subscription-based library automation system hosted by Book Systems. The Atriuum Express ILS is a powerful, web-based, cost-effective library management system for public, academic, school, church, and special libraries. It provides staff and patrons with instant access to Atriuum from any computer or mobile device with an internet connection. Atriuum Express offers many features including:

- Cataloging, circulation, inventory, custom reports, and a web-accessible OPAC.
- Quick Cataloging for downloading free MARC records from LOC and other libraries.
- Empowering patrons through patron-managed renewals, reserves, watch lists, etc.
- Multiple OPAC interfaces – Canvas with over 100 main themes and KidZviZ options, or Gallery, our modern, attractive, and mobile responsive OPAC.
- Stress-free cloud technology avoids costly hosting and provides a zero-maintenance environment.
- Mobile Apps for Patrons and Library Staff.
- SIP2, NCIP, and LDAP support included at no charge.

Library Personnel

Coordinator of Library Services – Tamiko D. Lawrence

Role/Responsibilities:

○ Assesses learning resources.
○ Provides database management of automated catalog and circulation system.
○ Collaborates with the Office of Institutional Effectiveness to handle requisitions and /or requests for materials.
○ Manages and prepares budget and annual unit plans.
○ Creates library brochures, library handbooks, and library handouts.
○ Develop the content for the library website.
○ Instruct patrons on bibliographic instruction, the locations of library materials, and how to use the online catalog, electronic databases, and print sources.
○ Orders and catalogs all library materials and equipment.
○ Conduct library tours and bibliographic instruction.
○ Works circulation and reference desks.
○ Maintains the library workroom.
○ Maintains current lists of library holdings/collections.
○ Inspects books for repair or disposal.
○ Conducts annual library surveys.
○ Chairs the Media Services Committee.
○ Reviews collection policies for the library to determine viability and adequacy using surveys, faculty interaction, and professional knowledge.
○ Maintains an orderly appearance in the library.

Part-time Library Staff – Vacant

Part-time Library Staff – Vacant

President -- Dr. Coretta Boykin

Role/Responsibilities:

○ Participates in curriculum development and implementation.
○ Serves as liaison for Deans/Faculty/Library Services.
○ Awareness of developments in the library field.
○ Communicates library plans, and 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 policies for the library to determine viability and adequacy through the use of surveys and faculty interaction.

Library Strategic Planning & 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 purpose 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 of students, faculty, and staff as well as the surrounding community which will enable them to function responsibly in a diverse society and contribute to global knowledge. To accomplish this mission, the library delivers exceptional instruction, collections, and services to foster academic success and lifelong learning.

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 on materials and services that expand upon and support the curriculum and faculty teaching.

Library 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 can 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 Librarian and 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, challenges, likelihood, and desirability of various characteristics that may shape our future.

Collection

The Edith A. Gray Library and Technology Center's current collection consists of 6,364 books, 258 CDs, DVDs, and audiobooks, 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 a laminator.

Databases

- Alabama Virtual Library
- Newsbank
- PrepStep
- Proquest Databases

Alabama Virtual Library (AVL)

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 allow most Alabama residents to access AVL from their homes without the need for a username and password.

Newsbank

Online, diverse, reliable news resource that provides researchers of every kind with valuable information on any topic imaginable. It consolidates current and archived information from thousands of newspaper titles, as well as newswires, web editions, blogs, videos, broadcast transcripts, business journals, periodicals, government documents and other publications. Using these online resources, researchers in libraries around the world can easily explore tens of millions of current and archived news articles and obituaries in order to pinpoint information from primary sources at the local, state, regional, national and international levels.

NewsBank also offers online educational resources covering all academic curricula. Aligned with state standards and targeting all subject areas, NewsBank's school-focused solutions include primary sources and inquiry-based projects that support learning, enhance research and help develop critical thinking skills.

NewsBank's [Readex division](#) offers authoritative digital primary source historical collections to academic libraries around the world, for exploring centuries of history, literature, politics, government, culture, and daily life. Beyond the library, professionals of all kinds can use NewsBank resources to access useful information of value to their organizations.

PrepStep

PrepSTEP for Community Colleges is an EBSCO database that includes ten targeted learning centers to help improve core academic skills, score higher on college placement tests, explore careers, prepare for occupational exams or build workplace skills, students can achieve their goals. The targeted learning centers contain practice tests, self-directed tutorials, microlessons, e-books, articles, and flashcards to help students:

- Build foundational skills for college success
- Improve core English, math and science skills
- Score higher on college placement tests
- Acquire basic computer skills
- Build workplace skills, including time management, communication and keyboarding/typing
- Explore careers in nursing, allied health, teaching, law enforcement, the skilled trades, and more
- Study for occupational licensing exams
- Develop skills in a wide array of leading-edge technology topics
- Succeed in college and beyond

ProQuest Databases

ProQuest is a multidisciplinary research solution including full-text journals, news, and more, supporting first-year students to scholarly researchers.   It contains a mix of broad foundational databases containing the full-text content students and faculty need to complete assignments and tackle the world's biggest research challenges at all levels, ProQuest delivers news sources, journals, magazines, trade publications, case studies, market and industry reports, business cases and more.