

ANNE SPRINGS CLOSE LIBRARY HANDBOOK
FACULTY & STAFF HANDBOOK

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I. STATEMENT OF MISSION AND PURPOSE

To support the College mission of accessible, relevant, and high-quality education by providing comprehensive resources to all library patrons, access to up-to-date print and non-print materials, and effective library instruction and customer service to students, faculty, staff, and the community.

II. GENERAL INFORMATION

Hours

Monday-Thursday 7:30am - 10:00pm

Friday 7:30am - 5:00pm

Hours vary during holidays, semester breaks, and the summer session. The changes are posted in the library and on the library website.

Library Staff

The library staff consists of two professional librarians and three paraprofessionals, as well as student employees. All of our staff members are available to assist you in your research and information retrieval needs.

Head Librarian Ext. 7075 (803-981-7075)

Librarian Ext. 2883 (803-325-2883)

Library Technical Assistants Ext. 8025 (803-327-8025)

Library Resources Coordinator Ext. 7247 (803-981-7247)

Suggestions & Information

For general questions, suggestions, and comments, call 327-8025 or go to "[Reference Assistance](#)" on the library's website to find out more.

If you have a reference-type question, you can go to the "[Ask A Librarian](#)" link on the library website to fill out and submit the online request form.

If you have a more detailed research question, please feel free to request a "[Research Consultation](#)" at the library's website.

If you would like to request that an item be added to the library collection, you can fill out and submit the online "[Material Suggestion](#)" form.

Arrangement of Materials

The book and periodical collections are located on open shelving. Books, videos, etc. are arranged by Library of Congress classification; periodicals are alphabetical by title.

The Information/Circulation Desk is fully staffed during operating hours.

Study environments including individual carrels and tables are available.

County Rooms

There are four county rooms, each equipped with a TV and VCR/DVD player. These rooms are primarily used for classes. Anyone wishing to use them for video viewing, study groups, meetings, etc. can use them on a first-come, first-served basis, if a class is not meeting in them or not scheduled to meet. Class schedules are posted on the door of each room.

If Faculty/Staff would like to reserve a county room for use, they should contact the Data Coordinator in the office of the Executive Vice President for Instruction and Student Services to register in advance. All persons using the county rooms must sign in at the Information/Circulation Desk desk.

Conduct Policy

Eating, drinking, smoking, loud talking, and viewing offensive materials are not permitted in the library. Anyone violating this rule will be asked to leave the library. We also ask that you turn off cell phones, pagers, etc. before entering the library. Please make other arrangements for your children when visiting the library.

Telephone

A handicap-accessible pay phone is available for public use on the south side of the building.

Lost Library Materials

Lost library materials or IDs should be reported to the library staff immediately. Borrowers are responsible for all materials charged out with their library barcode number unless the card is reported as lost.

Copyright

The Anne Springs Close library complies with the 1998 Copyright Law. Copyright warning notices are posted at appropriate locations, on equipment, and on materials. Consult the [York Technical College Copyright Manual](#) on the library website for detailed information regarding faculty/staff responsibilities regarding the copyright law. A print copy of the manual is also on reserve in the library.

Further copyright information can be found on the library website under the "[Copyright and Fair Use](#)," as well as a Copyright Compliance tutorial. Contact the library for the password to access the tutorial. Additional copyright questions or concerns may be directed to the Head Librarian or the Vice President for Business Affairs.

Security

An electronic security system is in operation. The security system is safe and will not affect films, tapes, digital watches, or medical devices. The system will detect library materials through briefcases, parcels, and clothing. Patrons will be asked to observe the following security policy:

Anyone attempting to leave the library with materials that are not checked out or materials that are for library use only will have to forfeit the materials. If a patron leaves through the wrong exit or the security alarm is triggered, the Information/Circulation Desk personnel will ask the patron to come to the desk to determine if all materials have been properly checked out. If the alarm continues to be triggered, the patron will be asked to wait for a security check.

Borrowing Policy

Faculty may check out many library materials and audiovisual equipment on a semester basis. A validated York Technical College ID is required to borrow any materials from the library. All materials must be returned at the end of the semester. A semester-by-semester renewal option is available upon request, particularly for audiovisual equipment.

The library system generates late notices that are sent out one week after the due date as a reminder to faculty members of overdue materials. Two additional notices are sent at one-week intervals. If the materials are not returned to the library, the library staff will ask the faculty member's dean for assistance with the return of the materials.

The following general circulation rules apply to faculty and staff:

- Library materials may be borrowed by faculty and staff for one semester.
- Materials checked out should be returned by the end of the semester, including audiovisual equipment.
- When equipment is returned, the library staff should be informed if new bulbs are needed or other parts need replacement. Any damage or operational problems should be reported when the equipment is returned.
- Faculty may borrow the following items from the library for the specified length of time:

AV Equipment	-	One semester
Circulating Books	-	One semester
Digital Camcorder	-	As needed
Laptops	-	As needed
LCD Projectors	-	As needed
Other media	-	As needed
Periodicals	-	As needed
Reference Books	-	As needed
Vertical Files	-	As needed
Videos/DVDs - Circulating	-	One semester
Videos/DVDs - Non Circulating	-	As needed

The following materials are for use in the library only:

CD-ROMS

Microfiche

Microfilm

Newspapers

Upon one's departure from the college, any outstanding materials checked out from the library must be returned before the exit-interview form will be signed.

Self-Study Reports

When a department in the college is in the process of writing a self-study report for accreditation, usually a section of the report requires a narrative description of library resources and services. The library will supply a comprehensive report about the services and resources available. Statistical information generated from various reports is included. An appointment with the Head Librarian to discuss the needed information in advance is essential.

III. RESOURCES

LIBRARY COLLECTION

Types of Materials Collected

Books - The book collection is intended to support the curriculum. A small number of general interest items are collected as well. Book purchases are based on faculty and librarian recommendations. Assistance identifying appropriate materials is available. Ask a librarian for assistance.

Electronic resources - The electronic resource collection provides access to a broad range of subjects and is reviewed on an as-needed basis. Most can be accessed remotely and include full-text, full-image, indexes, and abstracts of periodical articles. Collection development is accomplished primarily by the librarians.

For a complete list of resources currently available and links to them, connect to the library web page at <http://www.yorktech.com/library/> and click on "[Databases & Electronic Resources](#)." To access these resources remotely (from off-campus) click on the "Remote Access" link on top of the "Databases & Electronic Resources" page. You will need the remote access username and password, which you can get through Campus Cruiser or by contacting the library.

In addition to the 19 DISCUS databases provided to you by the SC State Library, which allows access to over 7,000 full-text journals, as well as the 12 Collegiate DISCUS databases through the PASCAL consortium, allowing access to over 12,000 full-text journals, York Technical College students, faculty, and staff have access to the following from the library's webpage:

- 16 Magazine & Journal Databases
- 20 Reference Sources
- 8 Government Information Gateways
- 5 dictionaries & Encyclopedias
- 9 other resources including:
 - 2 testing preparation programs
 - AccuWeather - Associated Press photographs & captions, graphics & sound
 - SC Hands on Health

From these sources you have immediate 24/7 access to

- Over 19,000 full text journals
- Over 41,000 electronic books through NetLibrary
- Over 1,600 Electronic Newspapers

Duplicates - Most materials are not duplicated. A decision based on need is made in consultation between the faculty member and a librarian.

Microforms – The criteria for retention of microforms are usage, space conservation and preservation.

New Books - All new books are placed on the shelves in the New Books area for one month after they are processed. Faculty and staff are notified electronically when new books that they recommended or requested are received. A print copy of the list is located on the New Books shelves and is also available online on the library catalog page under "Library Info."

Newspapers - Current newspapers are retained for up to three months. Newspapers may not be borrowed. Many newspapers are also available online through the library website; go to "[News Media](#)" under "Resources."

Periodicals - The periodical collection provides information that is more current than that found in books. We have over 200 periodicals in the library, and there are over 19,000 full text periodicals available online under "[Databases & Electronic Resources](#)" on the library's web site. An annual evaluation of students' use and faculty's recommendations is analyzed to evaluate holdings in the collection. Trade journals and newsletters are included in this collection.

Reference - The reference collection is evaluated by the librarians and faculty from the appropriate disciplines. Reference collection development includes the use of standard selection tools. The criteria used for selection of reference materials are:

- relevance to curricular needs;
- frequency of use;
- availability at other local libraries;
- cost; and
- availability on the Internet.

Several databases contain reference materials.

Replacements - Replacements are added to the collection as needed. Identification of these materials is based on faculty and library staff evaluations.

Sample Issues - Sample issues of periodicals to which the library does not subscribe are placed in the library and in other areas of the campus for patron enjoyment.

Textbooks - These materials are not actively collected. Faculty gifts and recommendations are evaluated on a title-by-title basis.

Vertical Files - Vertical Files include pamphlets, government documents, maps, and clippings from newspapers and magazines. A current list of the vertical file's contents is available in the online catalog and a paper list is also available. You may ask the library staff at the Information Desk for the files needed.

Videocassettes, DVDs, CD-Roms, and other electronic media - Recommendations and requests are reviewed as received. Department Manager and Division Dean approval may be needed for high cost items. Non-circulating electronic media are kept in the library workroom. Ask at the Information Desk for assistance in locating these items.

Library purchases are based on curricular need, cost, and availability of funds. Library resources are limited; therefore, duplication of materials that are not primary resources and/or do not support the curricula is avoided. The primary collection goals are to create a strong technical library and to support classroom instruction.

Arrangement of Library Materials

Periodicals are filed alphabetically by title in two locations. The current year is filed in the "Periodicals" shelving on the left side of the library behind the computer area. Three previous years are filed in the "Back Issues" section, which is located on the far wall behind the circulating books. Circulating books, reference materials, and videocassettes are classified according to the Library of Congress Classification System.

Library of Congress Classification

Organization of books and other materials in the Anne Springs Close Library follows the Library of Congress Classification System. This system is a combination of letters and numerals with the following general subject categories.

A General Works: Encyclopedias, Dictionaries
B Philosophy and Religion
C History of Civilization, Archeology, Biography
D General and Old World History
E-F American History
G Geography, Anthropology, Folklore, Recreation
H Social Sciences
J Political Sciences
K Law
L Education
M Music
N Fine Arts
P Literature
Q Science and Mathematics
R Medicine
S Agriculture, Fishing, Hunting
T Technology
U Military Science
V Naval Science
Z Bibliography, Library Science

THE LIBRARY WEBSITE AND OTHER ONLINE RESOURCES

All of the library computers are networked and connect to the Internet. Through the Internet, patrons have access to the library website and the variety of sources available there. Wireless access is also available in the library. Instruction on how to set up your laptop or other device can be found at www.yorktech.com, click on “Faculty & Staff,” then “Help Desk,” then “Wireless Campus” or go directly to “[Wireless Campus](#).”

The Library Web Page

The library web page is available through the [York Technical College website](#) by clicking on “Current Students” and then “Library” and also directly at <http://www.yorktech.com/library/>, and offers a wealth of information and resources, including:

[Faculty & Staff Support](#)

[Electronic Resources](#)

[Online Catalog](#)

[About Your Library](#)

[Ask the Librarian](#)

[Reference Websites](#)

[Interlibrary Loan](#)

[Library Tour](#)

[Library Tutorial](#)

[Other Libraries](#)

And much more!

Orientation Tours

A self-paced [Library Tour](#) and a [Library Tutorial](#) are both accessible from the library website. The tour familiarizes patrons with the facility, resources, and services provided by the library. The tutorial provides various modules that instruct how to use the online catalog, electronic databases, and other library resources. Any library staff member can provide a walk-around tour for individuals, and faculty can also schedule a walk-around tour for their class via the ways described under “Library Instruction” in this handbook.

Library Instructional Materials

The library regularly develops handouts of interest for library patrons. Please contact the library directly if you have need of specific handouts. Much useful information is included on the library website, including the school's [Copyright Manual](#); [Research Guides](#), which will help you get started on doing research on a specific subject; [Electronic Resources](#), which describe and provide links to all of our online resources; and much more. To find out more information about accessing the library's electronic resources from off-campus, check Campus Cruiser announcements or ask at the library Information/Circulation Desk for Username and Password information.

Using the Online Catalog

Opening Screen

The online catalog is available through the library's website by clicking on the “[Search the Catalog](#)” link. From the opening screen you are able to do a quick search by typing your search words in the white box and selecting one of the following search options from the drop down box: *words or phrase*, *author*, *title*, *subject*, *series*, or *periodical title*.

The default library should be *York Technical College Library*. If it is not, you will want to change it to reflect our catalog. If you want to search both print materials and electronic materials, then you will use the drop down box and scroll up to find the selection *YTC Library* and *E_RESOURCES*.

You will be able to access other library information at the top right of the page by selecting links that will direct you back to the library web page. You will also be able to go to the reserve desk or review your library account. At the bottom of the page you will find recommended reading, best sellers, selected web site, and most used items.

Search Results

The library catalog will allow you to search for materials owned by the Anne Springs Close Library. You will find listings for books, eBooks (electronic books), videos, cassettes, and journal titles in the catalog. You will not find journal articles by searching the library catalog. For journal articles, refer to the Electronic Resources section on the library web page. Also, you need to set up an eBook account on campus in order to use eBooks off campus. Please contact the library for more information.

After you search for your item, a Search Results screen will come up, displaying the number of items found, the number of pages in the display, and information about each item. Images of the book covers will be included when available. The call number, titles, author, and availability will be shown on the first page. Selection buttons for "Details" and "Summary" are also available in the event you need more information about the item.

Always click "Go Back" on the search bar on top of the screen instead of the "back" browser button to avoid unnecessary problems. You may want to select the "Keep" button while searching in order to build a list of items that you will be interested in selecting. "X-Refs" and "Try These Too..." will give you further search results by providing related titles.

Power Search

Power Search or Advanced Search combines search elements to refine or limit a search. You can also produce a browse list of specified items, or perform a call number search. Searches can include a single word or several words with operators and special punctuation. Use "Searching Tips" if you need help.

Combining Search Elements: You can combine search elements in Power Search by using Boolean operators. You can combine word or phrase, author, title, subject, series, and periodical title searches.

- Type a Word or Phrase for a typical search
- Type an Author to search for the name. You can search for an author by the first name, last name, or initials. However, searching by an author's last name produces a more complete list of search results.
- Type a Title to search for an item by title. The search ignores articles as well as other stopwords (such as a, an, as, at, be, but, by, do, for, if, in, it, of, on, the, and to, among others).
- Type a Subject to search the subject index.
- Type a Series to search for a series title.
- Type a Periodical title to search the periodical keyword index.

Power Search also allows you to limit your search by the type of item, for example, video; or by location, for example, Kershaw. You can even use the catalog searches to the right of the power search screen and search by call number.

Using "pubyear" you can narrow your search as in the following examples:

<2002	Published before 2002
>2002	Published after 2002
=2002	Published in 2002
2002-2003	Published in 2002 or 2003
>=2002	Published in 2002 or after

Reserve Desk

When looking for materials that have been placed on reserve, you can search by instructor name, course number, or course name. If you do not find it under one option, try searching under another. Make sure you have selected *YTC Library Reserve Desk* on the "desk" drop down menu.

Once you find the class, you will be able to look at the reserve items for that class. For each item, you will be able to see if any are available, how long the items can be checked out, if it is currently out, and when it is due back.

My Account

You can check your library account online from any computer with internet access and:

- Change your library PIN;
- See what you have checked out from the library;
- See when your library materials are due;
- And if the items are overdue, see how much you owe.

The information you will need to review your account includes:

- User ID – This is your library barcode number. A sticker with this number is placed on your York Tech identification card when you come in to register with the library. Your barcode number remains the same unless you come in to change it.
If you lose your identification card, stop by the library to get a new barcode number sticker when you get your new card. Also, be sure to alert the library that your card is lost so you will not be penalized if someone else tries to check out books under your name and fails to return them.
- Alternate ID – This number is a combination of the school code and your CID number.
- PIN – Personal Identification Number. When you registered with the library this should have been changed to the last four digits of your CID, or, you may have selected another number. If this does not work, and you had a library barcode prior to Spring 2004 semester, try CHANGEME. If this still does not work, please contact the library and request your PIN.

Library materials are designated on the online catalog as follows:

Reference Books - Reference books do not circulate and are processed as non-circulating. The availability status of reference books is noted as "Copy available in Reference."

Circulating Books - The availability status of circulating books is noted as "Copy available in Stacks" if a copy is available or "No copies currently available" if a book is checked out.

Videocassettes – The library has circulating and non-circulating videos and DVDs, which show up in the catalog as indicated below. A videocassette or DVD can be processed as either circulating or non-circulating upon request of an instructor. (Duplication of these items is difficult due to copyright laws. Copyright permission and a fee are required prior to duplication.)

Circulating: VIDEO-C, DVD-C - "Copy available in Video"

Non-circulating: VIDEO-NC, DVD-NC - "Copy available in Video – Library Use Only"

Other materials – Also available are sound recordings, electronic resources, and computer files (CD-ROMs), which are indicated as such on the catalog record.

Audiovisual Equipment - An online record is available in the catalog for each piece of audiovisual equipment available for use.

Reserves - Items on reserve are noted in the online catalog with a brief catalog record and can be accessed with a subject search using the instructor's name, course number, or course name. ("Copy available in Reserves")

Vertical Files - Brief records for the vertical files are entered in the online catalog and can be accessed with a subject search (S=subject heading). A list of all vertical files can be obtained (S=vertical file) ("Copy available in Vert File").

Using the Library's Electronic Resources

The library offers access to a wide variety of full-text article, encyclopedic, and subject-specific databases. For a complete list of resources currently available and links to them, connect to the library web page at <http://www.yorktech.com/library/> and click on "[Databases & Electronic Resources](#)." To access these resources remotely (from off-campus) click on the "Remote Access" link on top of the "Databases & Electronic Resources" page. You will need the remote access username and password, which you can get through Campus Cruiser or by contacting the library.

EQUIPMENT

Audiovisual Equipment

- Audiovisual equipment for instructional use is circulated through the library.
- Most equipment, with a few exceptions, circulates for one semester. Faculty should reserve the equipment at least one week in advance.
- All equipment must be checked out with a validated York Technical College faculty ID. Faculty who borrow equipment are responsible for its return.
- All equipment must be returned during regular operating hours immediately after use. In order for equipment needs to be accommodated, please call or send an email several days in advance to reserve needed audiovisual equipment.
- Please use the [Equipment Request Form](#) on the library's website for reserving laptops, LCD projectors, and digital cameras. This form is available on the library website, under "Faculty & Staff Support," and "Equipment Check Out."
- The Equipment Request Form must be completed and signed by the requestor and the Head Librarian or other library staff member prior to check out. One copy of the form is kept on file for the semester and one copy is given to the requestor upon checking the item out. A new form needs to be filled out and signed each time the item is borrowed.
- Students are not permitted to borrow equipment; therefore, they should not be sent to borrow equipment. The loan period for most equipment is one semester.
- Limited resources require the return of laptop computers, LCD panels, and LCD projectors immediately after use.
- A faculty/staff member is responsible for the return of all equipment charged out to her/him.
- A member of the library staff should be contacted if operational problems arise. The library staff will try to correct the problem or provide a replacement.
- All equipment charged out for a semester should be returned to the library at the end of each semester for discharge and cleaning. Regular maintenance keeps the equipment in optimal working order.
- During semester breaks, light maintenance is performed to extend the life of the equipment and keep it functioning properly.
- The same equipment may be borrowed for the following semester.
- When picking up equipment, the borrower should ask for assistance from the library staff at the Information/Circulation Desk desk.
- When the faculty/staff member is returning equipment, he/she must return it to the Information/Circulation Desk for discharge, or the equipment will remain charged out to the faculty member.

The following equipment is available for checkout:

- 16mm movie projector
- 486 PC on a portable table (available for use in L-100 or L-113)
- Audiocassette recorders
- Dukane filmstrip projector
- Laptop computers
- LCD panels
- LCD projectors
- Opaque projector
- Overhead projectors
- Public address system
- Record player
- Slide projector
- TV/VCR combinations with closed captioning
- Videocassette recorders (1/2" VHS) and monitors
- CD/Tape player boom box
- DVD player

Photocopiers

Two coin-operated photocopy machines and a microfiche reader/printer are available in the library for public use. The cost is 10 cents per page for all machines. Instructions for the photocopiers are posted, and assistance is available at the Information Desk. Please bring change or small bills to use the copier.

Computers

The computers in the public area are available for school-related research and information retrieval only. Anyone using the library computers is required to have a valid York Tech ID with a library barcode or a York Tech Library community card with a library barcode and must sign in at the Information/Circulation Desk. Instruction on how to use the online catalog and other electronic resources is available on the library website in the [Library Tutorial](#). Also available through the website is an online [Library Tour](#). Additional library database instruction is available upon request. Instructional materials, search aids, and manuals are kept on the shelves near the computers.

Computer # 6 is situated on a computer table that accommodates wheelchairs. A large trackball mouse with extra large buttons make it easier to navigate the Internet and use programs that are installed on the computer, since less hand and arm movements are required. The software, JAWS (Job Access with Speech), is loaded on this computer and is designed to meet ADA specifications.

You can make an appointment with the Library Resource Coordinator at 981-7247 to receive instruction regarding the use of this computer and software. Anyone requiring extensive computer assistance due to lack of basic computer skills will be referred to a tutorial or the librarian for further assistance.

The library will enforce the College's Computer Facilities and Software Policies in the use of computer equipment. Anyone viewing inappropriate material or using unapproved chat rooms on the Internet will be asked to leave. Also, students are not permitted to download material to the computer. The college reserves the right to deny use of equipment if violation of the college's policy is determined.

A laser printer at the Information/Circulation Desk is available for patron use. The cost is 10 cents per page. A DeskJet printer, also at the Information/Circulation Desk, is available for printing in color. The cost is 15 cents per page with a maximum of four color printouts. Scanners and laser printers are also available for student use in the computer labs.

IV. SERVICES

Library Instruction

- Library instruction is provided for all students and faculty at York Technical College because information literacy is an essential skill for all people in the workplace and is integral to becoming a life-long learner.
- Cooperative planning between the librarians and instructors to determine and schedule the use of materials, equipment, and other resources needed for research is essential to ensuring a successful class. Please contact the library at least one week prior to the needed time. Please plan an appointment with the librarians by one of the following ways:
 - Complete an instructional service form and submit it to the librarian.
 - Email the following information to [Debbie Jones](#):
 - class name and number
 - number of students in class
 - date and time requested
 - nature of project or assignment
 - specific areas or resources that you would like us to explain or demonstrate.
 - Call the library at extension 8025 (off campus, 327-8025) and give the library staff member the necessary information.
- The library staff desires to work with faculty in meeting class needs. In order to do that efficiently, it is suggested that faculty come to the library with their classes and stay with them during the entire class period. Librarians are available to work with classes at off-campus centers by appointment.
- Some tips to ensure the best possible library instruction session:
 - notify the library staff in advance;
 - identify the number of students/class;
 - identify the type of instruction needed;
 - send a copy of assignment to the library prior to distributing it to students;
 - convey any additional guidelines and expectations;

- accompany students to the library;
- emphasize to students that research takes time;
- encourage students to begin the research process early.
- Library staff will also be happy to conduct bibliographic instruction in the classroom on the main campus and at the off-campus centers as requested by the faculty.

Research

The librarians welcome the opportunity to provide assistance with academic and other research needs. To set up a research consultation with a librarian, go to the "[Research Consultation](#)" link on the library's website.

Reserves

Instructors may request that class materials be put on reserve. These materials may be borrowed by a student for a time specified by the instructor. All reserve materials are listed in the online catalog and may be found by performing a title search or subject search (S=course number, or S=last name of instructor). Copies of periodical articles may be placed on reserve for one semester only.

If an instructor would like to keep copies of articles on reserve for more than one semester, he or she must obtain written permission from the copyright holder. Permission forms are available in the library. The signed, returned forms are kept on file in the library. Copyright laws require the library to monitor carefully materials placed on reserve.

Faculty members should contact the library to put materials on reserve. A reserve request form can be found on the library website under "Faculty & Staff Support," "[Academic Reserves](#)."

Interlibrary Loan

The Anne Springs Close Library provides interlibrary loan services for items unavailable at this library and other local libraries.

Interlibrary Loan (ILL) is available through [FirstSearch](#). If you need assistance with learning to use this database, please feel free to stop by the library, email, or call library staff.

Interlibrary loan (ILL) provides access to materials that the library does not own, but may be borrowed from other libraries with a validated York Technical College ID.

Please check Winthrop University and York County Public Library first for availability. If the materials are not available, complete one ILL form for each item; there is a maximum of five items per transaction. A complete citation must be submitted. Allow two weeks to receive the material (s). Overdue fines are \$0.50 per day past the due date up to a maximum of \$15.00 per item or the replacement cost for each item.

Complete an interlibrary loan form [HERE](#) or at the Information/Circulation Desk of the library. Periodically check to determine if the item(s) requested has been received. Call: 327-8025 or Email: Dkoebler@yorktech.com

Students and Faculty may go to any academic library in South Carolina to borrow materials. Library borrowing cards for S. C. Libraries are required and are available at the Information/Circulation Desk in the library.

V. COLLECTION DEVELOPMENT

Collection development is an integral part of the library program, and faculty input is essential. Selection of primary and secondary source materials, both print and non-print, is considered during the collection development process.

It is the intent of the library staff to develop a collection that supports the curricular needs of faculty and students as well as faculty research needs and institutional research needs. Faculty are encouraged to assist the library staff in the selection and deselection of materials pertinent to their subject areas. The library staff guides the faculty through the collection development process.

The collection development process includes identification of specific needs, evaluation of current holdings, review of appropriate selection sources, and examination of recommendations. Acquisition of materials is based on appropriateness for the collection and budgetary considerations.

Collection Development Committee

Each academic department selects a faculty representative from the department to be on the Collection Development Committee, which is chaired by the Head Librarian. Each representative is a liaison to their department regarding collection development initiatives. The committee meets twice during the academic year. Its primary purpose is to increase participation and departmental involvement in library collection development.

Several resources are available to committee members to assist with collection development. They include online resources such as Title Source II, Choice Reviews online, and Books In Print online, as well as reviews in library and technical literature, bibliographies, publisher's catalogs and reviewing tools housed in the library

Criteria for Selection of Library Materials

The collection development process includes consideration of the following criteria:

- long- and short-term needs of the collection;
- relevance and usefulness to the curriculum;
- appropriate instructional level;
- date of publication;
- cost;
- availability.

Collection Development Process

The collection development process includes the following:

- evaluation of all materials in one's subject area;
- identification of materials that are outdated;
- review of selection sources;
- identification of specific materials that are needed;
- acquisition of the signature of the division dean when necessary;
- recommendation of materials to be purchased.
-

Collection Development Committee members are usually asked in the Spring/Summer semester to spend some time in the library reviewing their collection areas and making recommendations for deselection/adding items in their area. The Anne Springs Close Library Collection Development Policy is available upon request.

Weeding Guidelines: Deselecting of Library Materials

Library materials acquired, cataloged, and maintained in the collection include print and non-print materials. These materials need to be reviewed routinely for withdrawal and replacement. It is the policy of this library to withdraw periodically outdated materials in order to keep the collection current and usable.

This process is accomplished with the coordination of the library staff and faculty from the respective disciplines. The weeding process provides the opportunity to withdraw and replace outdated and worn materials. The following criteria serve as guidelines to assist in identification of materials for withdrawal:

- materials that are no longer current, thus inaccurately representing a discipline, should be weeded and/or updated;
- worn materials should be considered for withdrawal or replacement;
- as new reference materials are received, previous editions will be considered for the circulating collection or are withdrawn;
- classics in a particular field should be retained.

Withdrawn library materials are donated to a needy library or recycled.

Ordering and Processing Library Materials

Faculty Recommendations

Instructors are encouraged to submit book, video, and periodical requests during the summer to facilitate the ordering process prior to the fall semester or several months prior to the start of a new program or class. Recommendations are preferred via the online "[Material Suggestion](#)" form found on the library's web site.

Faculty recommendations are checked against the online catalog to avoid duplication. Instructors are notified electronically when library materials have been processed and are shelf ready. All newly received materials are placed on the New Books shelves for one month.

Preparing Materials for Use

Several steps are required to prepare materials for use after they are received. They include:

- unpacking items from boxes,
- checking materials ordered and received against the invoice,
- stamping and labeling,
- checking the database for an existing record,
- ordering a record from OCLC if there is no existing record,
- if there is no record in OCLC, creating a new record,
- uploading the record to the database,
- adding an inventory record, which indicates in the library catalog that we have a copy of the item,
- placing items on the New Books shelf.

VI. RESOURCE SHARING

The Anne Springs Close Library has numerous reciprocal agreements with other libraries, including the following individual institutions or consortia:

Charlotte Area Education Consortium (CAEC)

Barber-Scotia College
 Belmont Abbey College
 Cabarrus College of Health Sciences
 Carolinas College of Health Sciences
 Catawba College
 Catawba Valley Community College
 Central Piedmont Community College
 Cleveland Community College
 Davidson College
 Garner-Webb University
 Gaston College
 Gordon-Conwell Theological Seminary
 Johnson C. Smith University
 Lenoir-Rhyne College
 Livingstone College
 Mitchell Community College

Pfeiffer University
Queens University of Charlotte
Rowan-Cabarrus Community College
Stanly Community College
University of North Carolina at Charlotte
University of South Carolina at Lancaster
Wingate University
Winthrop University
York Technical College

Library Director's Forum/South Carolina Independent Colleges and Universities (South Carolina Statewide Borrowing Agreement)

South Carolina Information and Library Skills Consortium (SCILS)

Central Carolina Technical College
Greenville Technical College
Horry-Georgetown Technical College
Northeastern Technical College
Spartanburg Technical College
Technical College of the Low Country
Tri-Country Technical College
Williamsburg Technical College
York Technical College

Winthrop University

York County Public Library

Lancaster County Library

Chester County Library

Borrowing privileges are extended to faculty at the listed institutions.

A reciprocal agreement among the CAEC institutions permits faculty from one institution to borrow materials from another institution. A CAEC library card is required and is available upon request at the Information/Circulation Desk desk.

The Library Director's Forum/South Carolina Independent Colleges and Universities agreement permits students, faculty, and staff from South Carolina higher education institutions to borrow library materials from each other upon presentation of a valid LDF/SCICU Borrowing Card issued by the home institution and a valid picture ID.

Further details are available upon request.