

Charlie and Helen Hampton Library Policies Manual  
Northeast Texas Community College  
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## **Mission and Objectives**

### ***Northeast Texas Community College Mission Statement***

Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.

### ***Charlie and Helen Hampton Library Mission Statement***

The primary mission of the Charlie and Helen Hampton Library is to provide the information resources and services necessary to support the college's instructional programs. In addition, the Library strives to meet the general information needs of, and to promote lifelong learning among, NTCC students, faculty, staff, and community users. The Library achieves its mission through the acquisition and maintenance of a well-balanced collection of print, nonprint, and electronic resources and instruction in the use of these resources. The Library seeks to provide maximum access to these resources regardless of location or format. The goal of the Library is to meet the information needs of its users as determined by its users. Achieving this goal entails the periodic evaluation of the collection and services.

### ***Objectives***

The following ongoing objectives have been established to support the mission and goal of the Library:

- Select, acquire, process, and maintain a collection of print, nonprint, and electronic resources to support instruction and serve as a resource center for the college district.
- Select, acquire, and maintain the audiovisual equipment and information technology necessary for the use of nonprint and electronic resources.
- Provide for the circulation of learning resources.
- Provide appropriate space, furnishings, and equipment to promote learning.
- Provide qualified staff to serve the information needs of students, faculty, staff, and community users.
- Provide reference assistance and instruction, both formal and informal, in the use of LRC materials and services.
- Provide access to a broad resource base through initiatives such as interlibrary loan and cooperative agreements at the regional, state, and national level.
- Evaluate the library collection, equipment, facilities, and services on a periodic basis.

### **Saving Clause**

Nothing contained in this policy manual shall conflict with the laws of the State of Texas or with any policy established by Northeast Texas Community College or its Board of Trustees.

# Collection Development Policy

In the spirit of academic inquiry, the Library makes every effort to provide users with materials that present all sides of an issue, either benign or controversial. The balance of pros and cons shall be maintained to the extent possible, given the availability of materials.

The “[Library Bill of Rights](#)” and the “[Freedom to Read Statement](#)” of the American Library Association are adopted by the library as being consistent with and supportive of the basic selection policy. Selection is accomplished as a cooperative effort on the part of the library professional staff, faculty, administration, and students. The professional staff use their knowledge of the collection, competencies they may have in various disciplines, and sources available for reviewing current literature to assure balanced collection development in a variety of print, nonprint, and electronic formats. Faculty, administrators, and students request specific titles or materials needed to enhance instruction, to conduct independent research, to fill in perceived gaps within subject areas, to maintain currency in areas of community college curriculum and administration, and for general use. The responsibility for acquisition of materials for inclusion in the library collection lies with the Director of the Library Services after consultation with appropriate members of the faculty and staff.

Those participating in the selection process should use standard reviewing sources as their primary source for requesting materials. The sources listed below are typical of those used, although this list is far from exhaustive:

- Professional association journals, newsletters, and book reviews
- Generally recognized bibliographies, e.g.:
  - Hysell, [Recommended Reference Books for Small and Medium-sized Libraries and Media Centers](#)
  - Katz, [Magazines for Libraries](#)
  - Texas Library Association, [Texas Reference Sources](#)
  - Bibliographies in textbooks
- Generally recognized current reviewing media, e.g.:
  - Booklist
  - Books in Print with Reviews (online)
  - Choice (print with online supplements)
  - Library Journal
  - Science Books and Films
  - Reviews in recognized literary periodicals, e.g., New York Times Book Review
  - Reviews in current trade reviewing media
  - Publishers’ advertisements or flyers

Audiovisual materials should be previewed before purchase whenever possible. Those wishing to purchase audiovisual materials are requested to contact library staff to arrange for previewing. The Library will not be responsible for purchasing materials for which previewing has been arranged by other departments.

The following criteria and additional considerations are used to govern final consideration:

- Does this material provide information needed to support one or more courses in the curriculum?
- Does it offer professional resource material to help faculty and staff with their responsibilities, both current and anticipated?
- Are format and subject content applicable to the undergraduate level?
- Is the content valid? Is it current?
- Does it have literary merit?
- Does it have dual or multi-purpose coverage for faculty, courses, or departments?
- Will the material contribute to general education at the undergraduate level?
- If the item is a translation, is it the best available?
- Does the material round out any special collection or subject (e.g., music, art, literature, history, etc.) even though not specifically requested by an instructor?
- Should the material be purchased or can the need for it be met adequately through loan, lease, or rental from other sources, either regionally or nationally?

## ***Purchase of Multiple Copies***

Purchases of multiple copies should be kept to a minimum except where the needs of the students and the continual demand for particular material make it apparent to the Director that additional copies should be acquired.

## ***Replacement of Lost Materials***

The library professional staff, in consultation with the appropriate faculty, shall determine if lost material is to be replaced with identical material or whether more current information should be sought.

## ***Religious Materials***

Few religious materials are acquired. Titles that are selected should be authoritative and central to an expression of doctrine. Books that proselytize and inspirational tracts for specific denominations are not purchased. An effort is made to maintain a balanced collection of religious materials.

## ***Textbooks***

Textbooks are not routinely acquired for the library collection but are judged by the existing criteria for all materials and are purchased when they are the most suitable format for supplementary reading, reference, or research.

## ***Format of Books***

Both hardback and paperback books may be purchased. As a general rule, if the price difference between the hardback and paperback editions is less than 15 to 20 percent, the hardback should be purchased. If a title is expected to be heavily used and the price difference between formats is not prohibitive, the hardback should be purchased.

Electronic books (eBooks) are considered for inclusion in the collection based on the same criteria used to acquire print books.

The format of a title shall not be the chief determining factor in whether a title should be purchased. If a title is deemed an appropriate or necessary addition to the collection according to criteria outlined elsewhere in this manual, it should be purchased regardless of format.

## **Gifts**

The Library is pleased to accept gifts and memorials of appropriate library materials. Gifts are accepted with the understanding that they will be added to the collection only when needed. After all reasonable efforts have been made to distribute unneeded materials, the materials will be discarded. The Director or a designee shall be the sole judge of what disposition is to be made of any gifts.

All gift materials or materials purchased with gift monies shall be incorporated into the general collection.

The Library is not obligated to retain back issues of gift periodical subscriptions that are of limited interest or are not indexed in any standard source.

If requested, a bookplate will be affixed indicating that the material is a gift.

All donations of library materials will receive written acknowledgement upon receipt of the items.

Library personnel are not qualified to appraise books or other materials for income tax purposes. The dollar value of donated materials should be determined by the donor.

## **Challenged Materials**

Since free access to information is essential not only to education but to our democracy, the Library upholds the principles of the American Library Association's "Freedom to Read Statement" statement and makes every effort to provide materials representing all points of view, including those that are unpopular or unorthodox. However, since opinions may differ in a democracy, procedures must be established for persons or groups wishing to challenge the appropriateness of materials in the collection.

The procedure for requesting the removal of material is as follows:

- Criticisms must be made in writing to the Director of Library Services. The letter must state, in specific terms, the reasons for the criticism. It must also contain the name and address of the complainant.
- The criticism will be referred to the library professional staff, the Charlie and Helen Hampton Library Council (an ad hoc task force called by the Director), and the Executive Vice President for Instruction.
- Each member of the Charlie and Helen Hampton Library Council will review the challenged material prior to meeting to discuss it. The complainant will be invited to attend the meeting to provide clarification.
- The decision of the Charlie and Helen Hampton Library Council and all relevant materials, including the complaint, will be forwarded to the college President and, at his request, to the College Council and the Board of Trustees.
- The complainant may appeal a decision through the College Council.

## **Weeding the Collection**

Weeding is the removal of an item from the library collection for the purpose of discarding it. Materials are discarded because of their content (dated or no longer of interest), their physical condition (scratched, torn, generally ragged and beyond repair), their usage patterns (declining or nonexistent), or a combination of these reasons. The primary benefits of weeding are:

- Improved use of shelving space.

- Improved access to the collection, i.e., users can more easily find up-to-date materials.

Weeding requires judgment (as did the original selection of a title) and knowledge of the entire collection and its users. A number of factors must be taken into consideration when weeding, including the relation of the book to other books on the same subject; the availability of money to purchase more satisfactory titles; the degree to which the library wants to represent older material; and the possible usefulness of a particular title to some special group or individual. These factors are best known by the librarians, and the final decision for removal of an item should rest with them.

## ***General Suggestions for Weeding***

The following general suggestions for weeding are adapted from *Building Library Collections*, by Wallace Bonk and Rose Mary Magrill, 5th edition.

Books that have become obsolete in content, style, or theme should be removed from the collection. In addition, duplicate titles and superseded editions should be carefully considered for removal. Generally, textbooks that are older than ten years should be discarded.

General reference works. Bibliographies and encyclopedias are of little use after five years, although exceptions may be made. When a new encyclopedia is purchased, the previous edition should be moved to the circulating collection. Sets of almanacs such as *World Almanac* and *Time Almanac* will be maintained for at least five years. Issues of the *Texas Almanac* will be kept permanently.

Religion and philosophy. Retain systems of philosophy, but discard historical and explanatory texts when superseded. Also to be discarded are older theology, old commentaries on the Bible, and books on the conduct of life that are no longer popular.

Psychology. Discard popular self-help psychology and other guides to living that are outdated.

History, geography, anthropology. Discard sparingly. Keep everything related to local or regional history.

Travel. Keep one edition, in addition to the most recent, of travel guides. Discard other travel books that are older than ten years.

Folklore, manners and customs, sports and amusements. These areas require frequent revisions. Historical works should be kept.

Music, fine arts. Discard sparingly.

Language. Discard old grammars. Watch usage patterns.

Literature. Discard sparingly. Watch usage patterns.

Pure science. Discard books with obsolete information or theories; all general works that have been superseded, unless they are classics in their field. All ordinary textbooks can be discarded after ten years. Botany and natural history should be inspected carefully before discarding. Astronomy dates rapidly.

Applied science. Keep this section up-to-date by discarding older material. Three to five years will date much of the material in medicine, nursing, inventions, agriculture, radio, television, and computer science. Retain historical works.

Home economics, gardening, crafts. Watch usage patterns.

Biography. Keep collected biography. Keep anything that may be useful for local history.

Periodicals. Strongly consider discarding incomplete runs, discontinued periodicals, and periodicals that are not indexed.

When materials are discarded, consideration should be given as to whether they would be appropriate for another library. Those that are will be donated. All cataloged materials that are removed from the collection will be so noted on various library statistical reports. Each item will be stamped "Discarded" or "Withdrawn."

## **Interlibrary Loan Policy**

Northeast Texas Community College provides interlibrary loan services for users who need materials that are not available in the Library and that can be borrowed from other libraries. Our materials are also loaned to other libraries. Resource sharing is an important way to expand collections and maintain a high level of service to library users throughout the state and region. However, interlibrary loan requires a high degree of cooperation and coordination resulting in many hidden costs to both borrowers and lenders. To insure that these costs are kept to a minimum, the following guidelines for service will be followed.

### ***Borrowing from Other Libraries***

#### **Eligibility for Service**

Interlibrary loan (ILL) requests will be accepted from NTCC students, faculty, and staff. Faculty and students of TAMU-T at NTCC are likewise entitled to ILL requests.

#### **Conditions of Service**

- All available sources of information located in our library that are appropriate to the research being undertaken should be explored prior to making an interlibrary loan request. A reference librarian is available for assistance with research.
- All interlibrary loan requests must be approved by a librarian. The librarian can assist the user to determine whether alternate sources of information are available within the Library.
- The number of interlibrary loan requests is limited to 20 requests per user per semester. A maximum of three requests may be made at one time. Students, faculty, and staff who are doing extensive research may be exempted from this limitation. Community borrowers in need of ILL should contact their public library.
- Interlibrary loan requests are also limited due to copyright restrictions. Only five articles can be requested per periodical title within any calendar year for titles not owned by the Library that have been published in the last five years.

- While every effort will be made to find a lending library that does not charge for lending material through interlibrary loan, this is not always possible. Users will be informed in advance if a charge is unavoidable. Charges from lending libraries for lending or photocopying materials must be paid by the requestor.
- The following materials should *not* be requested through interlibrary loan:
  - Materials in our collection that are checked out
  - Materials that are on order
  - Currently popular materials (e.g., best sellers)
  - Books not yet in print
  - College catalogs
  - Pamphlets
  - Reference books
  - The entire issue of a magazine or journal
  - Audiovisual materials (these are borrowed for instructional use through a different process)
- Interlibrary loan requests must have accurate and complete bibliographic information for the materials being requested and for the source of the information. The source should be a library reference source (i.e., index, catalog, bibliography).
- Materials borrowed through interlibrary loan must be returned on time in compliance with the lending library's conditions and our library circulation policy. The materials can usually be renewed; however, we must follow the lending library's conditions for renewal. Fines, including service fees assessed by the lending library, will be assessed to the borrower if material is overdue, lost, or damaged.
- Interlibrary loan requests will not be filled for those users who have returned interlibrary loan materials late or who have lost or damaged interlibrary loan materials on at least two occasions.
- Users who have an urgent need for materials that cannot be filled quickly enough through standard interlibrary loan procedures should consider applying for a TexShare card. The TexShare Library Card Program allows users to borrow materials from participating TexShare libraries across the state. Users must visit a participating TexShare library in person to borrow materials. Information on TexShare, including how to obtain a card, is available from LRC staff.

## ***Lending to Other Libraries***

### **Eligibility for Service**

Library materials may be loaned to other libraries throughout the United States through the OCLC Interlibrary Loan Subsystem. Northeast Texas Community College is a member of Amigos Library Services, a network that includes academic, public, school, and special libraries in Arizona, Arkansas, Kansas, Illinois, Missouri, Oklahoma, New Mexico, and Texas. At its discretion, the Library may give priority in lending to other Amigos-member libraries; however, lending is not restricted to Amigos members.

### **Conditions for Service**

The Library generally lends only circulating books. In addition, the following materials will *not* be loaned:

- Materials that are in heavy demand by NTCC students, faculty, or staff
- Materials that are on reserve
- Currently popular materials

- Pamphlets
- College catalogs
- Oversized books
- Reference books
- Unusually expensive books
- Multi-volume sets
- Audiovisual materials

## **Circulation Policy**

### ***Borrowing Privileges***

The following categories of users are eligible to check out materials from the Library:

- Currently enrolled students at NTCC
- Currently enrolled students at TAMU-T and taking classes at NTCC
- Faculty and staff currently employed at NTCC and TAMU-T faculty working at NTCC
- Residents of Camp, Morris, and Titus Counties who are eighteen years of age or older
- High school students who are residents of Camp, Morris, or Titus County, are younger than eighteen years of age, and have a consent card cosigned by a parent or guardian
- Persons enrolled in the GED program at NTCC
- Persons enrolled in continuing education courses at NTCC
- Persons presenting a valid TexShare card
- All who qualify by the terms outlined in this section, without denial nor abridgement because of sex, age, or religious, racial, social, economic, or political views or status

The Library may deny its use or services or may require any individual or group to leave the premises for due cause. Due cause may include, but is not limited to, the following actions:

- Failure to return library materials or to pay penalties for lost or damaged materials
- Destruction of library property
- Disturbing other users
- Any objectionable or illegal conduct on library premises
- Theft or improper removal of library materials from the premises
- Repeated violation of the library's Internet Use Policy
- Violation of any terms or conditions of this policy

The Library reserves the right to deny or limit its use and services to groups or individuals making excessive demands. Such demands may include those made by students, educators, and others. Often their needs for staff time, available materials, or space prohibit attention to other individuals and groups. The following guidelines will be used to determine the excessiveness of demands:

- The Library will not take the place of area schools or institutional media centers. Students' assignments are made to teach them to think, to apply themselves, and to learn to use reference sources. Provision of in-depth aid beyond standard reference and instructional service is counterproductive to the learning experience.
- Library personnel will not address or answer lists of questions.
- The Library reserves the right to limit the number of titles borrowed by any one person or loaned to any single address at any one time or during concurrent checkout periods.

- Staff will answer telephone questions as soon as possible, but individuals who come to the library have first priority. Staff cannot respond over the telephone to requests involving extensive research.
- The Library is not responsible for any additions or other alterations to materials.
- Library personnel are not qualified to provide legal, medical, financial, or spiritual advice.

## ***Loan Period***

Most books and audiovisual materials may be checked out to users with a current library card. Items may be renewed once unless there is a waiting list.

The following guidelines will be used when lending materials:

- Books. Up to four (4) books with no more than two (2) from the same section may be borrowed for a period of three (3) weeks. A “section” is defined by the first letter or letters of the Library of Congress Classification number.
- Audiovisual materials. Two (2) DVDs, videocassettes, etc. may be borrowed for a period of one (1) week. Additional discs/tapes may be borrowed if an individual title contains more than one part.
- Reserves. Items placed on reserve may be borrowed for up to two (2) hours and are restricted to use in the Library unless specific arrangements have been made in advance. Users requesting reserve items will be asked to leave a library card or other identification at the circulation desk until the material is returned.
- Computer programs on reserve are for Library use only unless specific arrangements have been made in advance.
- USB flash drives are available for use at the circulation desk. USB flash drives are for LRC use only and must be returned before the user leaves the LRC.

Reference books, periodicals, and materials labeled “Campus Use Only” or “Library Use Only” are for in-library use only and may not be checked out. Exceptions may be made for faculty or staff with a librarian’s approval.

The Library reserves the right to limit the number of titles borrowed by any one person or loaned to any single address at any one time or during concurrent checkout periods.

## ***Overdue Materials and Fines***

The Library does not charge fines for overdue materials. However, users with overdue materials will not be allowed to check out additional items until all late materials are returned. If applicable, users must also pay for lost or damaged materials. In addition, users who do not return overdue materials after receiving two (2) written notices will have their student records blocked and will not be allowed to register for subsequent classes at NTCC or to receive transcripts.

## ***Library Cards***

NTCC student ID cards will function simultaneously as library cards; however, the student will have to register their card with the Library. The Library will likewise issue a free library card to any eligible community user who wishes to check out materials but has not previously been issued a card. Users are advised to keep their card in a safe place, as they are responsible for any and all activity on their card. Users will be asked to present their library card when

they want to check out materials or use items on reserve from the Library's reserve shelf. The replacement cost for NTCC student ID cards is \$25.00.

## 3D Printing Policy

NTCC Library's BIBO2 3D printer, Cura 3D printer slicing application, and Inventor 3D CAD software are available for use by library patrons.

Patrons can access this equipment based on the following criteria:

- The user is a current NTCC Library patron in good standing.
- The user shall schedule a time to use equipment in advance.
- Prior to use, **the user must demonstrate knowledge or prior experience with equipment, or arrange to attend training.** Training may be provided by a library specialist, or an instructor with sufficient knowledge.
- Library staff reserves the right to deny usage based on availability or failure to meet the terms and conditions set forth by the Library.
- **The user must provide their own USB drive or SD card.**

Conditions of Use:

- School projects will take first priority.
- The 3D printer may only be used with the appropriate printing material provided by the Library.
- **Users may not create objects that are considered harmful, dangerous, obscene, or in violation of any copyright, patent, trademark, or NTCC policy.** Library staff reserves the right to determine if a print is appropriate.
- NTCC Library Policies apply when using the 3D printer. The Library Policies Manual can be found online at <https://www.ntcc.edu/library>.
- Charges for any damages will be billed to the user.
- User must clean up after him/herself.

To Schedule a Session:

- Approved users may schedule a session by contacting a Library staff member or calling the Library at 903-434-8151.
- The Library charges a nominal fee for the amount of material/filament used: *\$0.10 per gram* for the finished print. Users may use the free, open-source software *Cura* in advance to verify the approximate weight of their anticipated print.
- \$5.00 deposit is due before printing. At the time of pickup, the remainder of the deposit will be refunded, if cost is under \$5.00. If printed item costs over \$5.00, the remaining balance is due at the time of pickup. We accept cash payments only.

Printing:

- To send a "print job" to the 3D printer, you need to have a *.stl*, *.obj*, or *.thing* file. Many of these files have already been created and are free to download.
- There are several websites with free downloads of files for ready-made designs. Some examples are [www.thingiverse.com](http://www.thingiverse.com), [www.pinshape.com](http://www.pinshape.com), [www.youmagine.com](http://www.youmagine.com), and [www.myminifactory.com](http://www.myminifactory.com).
- If you want to create your own designs, NTCC Library Computer Lab has *Inventor* software installed on all computers. In addition, *TinkerCAD* and *Autodesk 123D Design* are some free tools that can be used to create your own designs.
- Printed items must be picked up by the individual who initiated the "print job".
- Printed items that are not picked up within 7 days will become the property of NTCC Library.

- The Library will not be responsible for any defects in the quality of the finished prints. No refunds will be given after the item is picked up.

## Library Hours

The Charlie and Helen Hampton Library maintains regularly scheduled hours; however, hours may be adjusted as necessary to provide for the needs of students within staffing constraints. Hours are posted at the library entrance, on campus bulletin boards, and on the Library website.

The library will be open the following hours:

Fall and Spring Semesters:

- Monday & Tuesday: 8:00 a.m. to 7:30 p.m.
- Wednesday & Thursday: 8:00 a.m. to 6:00 p.m.
- Friday: 8:00 p.m. to 12:00 p.m.

Intersession:

- Monday through Thursday: 8:00 a.m. to 6:00 p.m.
- Friday: 8:00 a.m. to 12:00 p.m.

Summer Semesters:

- Monday through Thursday: 8:00 a.m. to 6:00 p.m.
- Friday: 8:00 a.m. to 12:00 p.m.

## User Responsibilities

### ***General***

User responsibilities include, but are not limited to, the following:

- Respect for public property.
- Respect for the rights of others.
- The need to mention dissatisfaction with library service.
- The need to suggest improvements in service and the collection.

## ***Public Property***

### **Materials**

- Users are responsible for compliance with all current laws applying to library materials, such as federal copyright law ([Title 17, United States Code](#)).
- By requesting a library card, users agree to be responsible for all materials borrowed on their card, including but not limited to the following provisions:
- Proper care of materials as interpreted by library staff.
- Return of all items borrowed by the date(s) on which they are due.
- Payment for damages to materials.
- Payment for lost materials.
- Responsibility for notifying the library if material is lost, stolen, or damaged.
- Users are responsible for reimbursing the library the value of lost items based upon current replacement costs plus a \$5.00 processing fee.
- Users assume all responsibility for damages incurred to their person or property resulting from the use or misuse of the facility, equipment, materials, and information borrowed or obtained from the library.
- Users must comply with such library rules or regulations enacted, approved, or amended in accordance with provisions made by the Northeast Texas Community College Board of Trustees or its legal designees.
- Users who set off the library security detection system upon entering or exiting the building will be expected to cooperate in a reasonable search of all parcels, purses, bags, briefcases, and similar items.

### **Facilities**

- Users will be careful not to damage the grounds, buildings, or furnishings.
- Users should notify either the staff or security should they witness someone vandalizing or otherwise damaging the Library.
- Users are allowed to have food and drink *within reason* in the Library. “Within reason” means no large meals, and people are expected to clean up after themselves. Drinks should have lids or covers. Users are expected to comply with staff requests to remove food or drinks from the premises if asked to do so.

## ***Respect for the Rights of Others***

### **General Regulations and Prohibitions**

While in the Library, users will be subject to certain prohibitions and will not do the following:

- Use tobacco products of any kind inside the building.

- Solicit or otherwise engage in commercial activity in a way that harasses other users.
- Bring animals inside the building, except for special service animals for the blind, hearing impaired, or physically and/or emotionally handicapped.
- Sit or stand on display and work surfaces, such as tables, end tables, counters, desks, etc.
- Make excessive disruptive noises or gestures.
- Exhibit poor personal hygiene.

Library staff may ask any disruptive person to leave and may summon Student Services or Campus Security if the staff cannot or wishes not to contend with the situation.

## ***Unattended Children***

Although the Library is pleased to offer numerous services for children and their parents, the library is not a daycare facility and will not serve as such.

Because of state liability laws, children age nine (9) years and under must be accompanied by an adult and supervised at all times. Staff will deal with unattended children younger than nine by calling either Student Services or Campus Security so that the child's parent or guardian can be contacted and the child removed from the Library.

Parents who wish to leave a child over nine years of age in the LRC while taking a class or exam must first get approval from the librarian on duty. Parents must indicate *in writing* where on campus they can be found and when they expect to return. Children will be taken to the parent's classroom when the Library closes if no parent has returned to claim the child.

Parents must understand that library staff are not licensed childcare providers and cannot guarantee the safety of their children while they are in the library.

## ***Disruptive Children***

Library staff may reprimand disruptive children. If the disruptive behavior continues, a staff member will inform the parents that their child is disturbing others. If the parents refuse or are unable to control the child, a staff member may ask the family to leave. If the family refuses to leave, a staff member may summon Student Services or Campus Security.

Disruptive children older than nine will be dealt with in the following manner:

- A staff member will warn the young person that he or she is causing a disturbance.
- If the disruptive behavior continues, staff will ask the young person to leave.
- If necessary, library staff will call Student Services or Campus Security.

## **Audiovisual Equipment**

The Library is responsible for purchasing, scheduling, circulating, and maintaining some of the audiovisual equipment used at Northeast Texas Community College. Equipment is delivered to and picked up from various campus locations by Library staff and student workers. Equipment may not be checked out for use off campus unless authorized by the Director.

Audiovisual equipment is available only for the direct support of NTCC instructional programs, for promotional support of campus programs, and for related administrative functions. Equipment is available for use on campus only unless the Director has given prior approval. Equipment will be reserved for use on a first-come, first-served basis. The person making arrangements must be an employee (faculty or staff) of the college. This person will be responsible for the equipment, including making arrangements for delivery and pickup. Audiovisual equipment is not delivered off campus. Off-campus use is limited to college personnel for job-related purposes only. Equipment designated "Campus Use Only" cannot be taken off campus without the Director's prior permission.

*The Library does not circulate audiovisual equipment or instructional technology of any kind to students under any circumstances.* Faculty members who wish to reserve equipment for students to use in classroom presentations are responsible for making the appropriate arrangements.

The college does not lease or loan audiovisual equipment to persons, groups, or organizations not affiliated with Northeast Texas Community College.

## Computer and Internet Use

Public computers or workstations in the Library are primarily for educational use in support of classroom assignments. The Library assumes no responsibility for the content, accuracy, or quality of information accessed on the Internet. Parents are solely responsible for the use of the Internet by their minor children and for whatever material they may access.

In addition, a few laptops are reserved for using the online public access catalog (OPAC) only. Sign-in is not required. These laptops are for library catalog searches only and are not connected to printers; scratch paper is provided for making notes.

Current NTCC students must log-in to workstations using their myEagle Passport username and password. Community users and campus guests must ask for assistance from Library or Computer Services personnel to be logged-in as guests.

Student use of workstations will be limited to one (2) hours per day for class assignments or (1) hour per day for personal use such as chat or email. The two-hour limit may be extended, at the discretion of Library and/or Computer Services personnel, if there is no wait for workstations. Community users will adhere to the same stipulations. Students and community users needing a workstation for longer periods will be referred to other computer labs on campus.

No advance reservations will be taken for workstation use. If all workstations are in use, staff will either advise users as to when they may become available or direct users to other computer labs on campus in accordance with their computing needs.

At any time, Library or Computer Services personnel may reserve a *limited* number of workstations for classes doing assignments or for outside groups visiting the Library to do research. When the remaining workstations are full, users will be referred to other computer labs on campus. At no time will *all* Library workstations be reserved for any one group.

Persons under eighteen (18) years of age who are not currently registered as NTCC students may not use the Internet without a parent present. The parent must sign in for Internet access and sit with the child at the workstation at all times. Parents are responsible for monitoring their child's Internet activity. Public school classes using the Library for research must have a teacher sit at the workstation with students while they use the Internet. Users may not play music CDs or load their own software programs on computers without prior permission of Computer Services staff. Permission will not likely be granted for any purpose other than completion of a class assignment.

Although the Library has automatic virus-scanning software on all its computers, it may still be possible to download a virus from the Internet. Users who have computers at home are strongly encouraged to purchase anti-virus software if they have not done so. The Library is not responsible for damage caused by viruses downloaded from its computers.

Federal copyright law ([United States Code, Title 17](#)) prohibits the unauthorized reproduction or distribution of copyrighted materials except as permitted by the principles of “fair use.” Users may not copy or distribute text, images, programs, or data from the Internet or other electronic sources without the explicit permission of the copyright holder. The person using the workstation is liable for any consequences of copyright infringement. The Library expressly disclaims any liability or responsibility resulting from such use.

Users of Library workstations are expected to treat equipment and resources responsibly and appropriately. Certain actions, if repeated after a first warning, may result in a loss of computer privileges for the remainder of the day on which they take place. Repeated offenses of the same nature may result in an extended loss of computer privileges. These actions include, but are not limited to, the following:

- Using a computer for other than its designated purpose (e.g., using an OPAC computer for non-OPAC activities).
- Refusing to relinquish a workstation when one’s allotted time is up and others are waiting to use it.
- Playing music CDs or loading personal software on computers without permission from Computer Services staff.
- Indulging in behavior that is offensive or disruptive to others.

The following actions are more serious and may result in an indefinite suspension of Library computer privileges:

- Violating copyright law (see above).
- Attempting to change or damage computer settings, software, or hardware.
- Creating, using, or distributing viruses, worms, or other programs that attempt to explore or exploit network security or vulnerability.
- Attempting to gain unauthorized access to information resources (hacking).
- Attempting to defraud or obtain money or other valuables by false representation.
- Using a workstation for any criminal or illegal purpose as defined by state and federal laws that may result in arrest or prosecution.
- Invading the privacy of individuals.
- Using the campus Internet for commercial purposes.
- Sending, receiving, or displaying text or graphics, including sexually explicit material that may cause an intimidating, hostile, or offensive working or learning environment for others.

The Library reserves the right to modify this policy at any time.

This section may occasionally be posted separately and in other formats under the title “Computer and Internet Use Policy.”

## **Statistics and Surveys**

The regular and systematic measurement of library and media services is necessary for supporting internal library decision-making, assessing performance, and allocating resources. The most commonly used measurements are quantitative statistics and user surveys. The Library records a variety of statistics and conducts user surveys at regular intervals.

There is no set rule as to which kinds of statistics should be recorded. The chief criterion should be whether the information to be recorded is important for one or more of the reasons listed above. The Library has kept the following statistics in the past and will continue to do so:

- Number of titles and volumes held in all formats
- Number of items added and withdrawn from the collection
- Number of items circulated by format (includes audiovisual equipment)
- Number of library instruction sessions and number of students in attendance
- Number of items sent and received through interlibrary loan
- Number of registered borrowers
- Number of visits to Library website and online databases

This list is not intended to be all-inclusive. The Library shall collect any statistics deemed necessary to measure the effectiveness of library and media services.

The Library shall conduct a survey of *students* in the spring semester of every odd-numbered year. The Library shall conduct a survey of *faculty* in the spring semester of every even-numbered year. This schedule does not preclude the conducting of surveys at other times. The Library may conduct surveys of other groups for specific purposes at any time if a need to do so has been determined.