



Library Learning Resource Center

Policies Manual

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Library and Learning Resources Center

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ALA LIBRARY BILL OF RIGHTS

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

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

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

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

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

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

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

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

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

MISSION STATEMENT

In support of the purpose and mission of Oxnard College, the Library Learning Resource Center (LLRC) empowers students, faculty, and staff to become effective researchers, industry leaders, critical thinkers, and lifelong learners. Through facilitating access to resources necessary to meet these goals, the LLRC contributes to the intellectual and vocational advancement of the Oxnard College community.

VISION STATEMENT

Oxnard College Library Learning Resource Center is an academic library. The primary vision of the LLRC is to facilitate and enhance the pursuit of knowledge for the academic community of Oxnard College students. Any usage that hinders the academic vision and mission of the LLRC herein shall be considered unacceptable and appropriate action shall be taken.

ACCESS TO COLLECTION

The LLRC has open stacks. Access to the library book stacks on the second floor is open to students, faculty, staff and the general public per acquisition of Community Borrower Card available through the circulation desk.

LLRC OBJECTIVES

The LLRC provides materials and resources to assist students in the acquisition of information research, intellectual development, and enrichment of the Oxnard College Community. The library seeks to:

- Select, organize, and make available necessary books and materials.
- Provide guidance and assistance to patrons.
- Cooperate with libraries of Ventura County Community College District, Gold Coast Library Network and others.
- Secure information beyond the in-house collection when requested (through utilization of interlibrary loan and other available consortia sharing methods.)
- Loan materials to other libraries upon request.
- Develop and provide services to patrons with special needs.
- Provide service during hours that best suit the needs of the Oxnard College community, including evening and weekends when funding permits.
- Provide meaningful information literacy instruction to assist students in their pursuit of information.

- Regularly review and evaluate library services offered.
- Utilize multi-media and other public relations mechanisms to promote library services to the Oxnard College community.

CIRCULATION POLICIES

BORROWERS CARDS

- **Students:** are granted borrowing privileges upon proof of current enrollment.
- **Community members:** Community Borrower's Cards are available for free from the circulation desk upon presentation of valid California identification.
- All users are financially responsible for all items charged to their account.
- Oxnard College LLRC reserve the right to recall any item within the time it is checked out if requested by another user.
- It is the user's responsibility to notify the LLRC of lost or stolen cards.
- The LLRC will not be held responsible for any items checked out with a student's ID by any other individual.

GENERAL STACK BOOKS

- The loan period of circulation books is 21 days.
- Materials may be renewed a maximum of two times.
- Faculty may borrow books for 90 days; subject to recall by another user.
- Library users may borrow a maximum of five items at one time.

RESERVE BOOKS & OTHER MATERIALS

- Reserve books are available at the Circulation Desk for use in the LLRC.
- The loan period of reserve books varies depending upon the conditions stipulated by the faculty member who placed the item on reserve.

HOLDS

A user may place a hold request for an item that is currently checked out. Hold requests are on a first-come-first-serve basis. An item will be held for a maximum of one week before being released back into the collections.

RENEWALS

- Library materials may be renewed in person or by telephone.
- Renewals will be granted if there is no hold placed on the item.
- Renewals may be denied if there are holds or fines on a patrons account.

- **Students and Faculty/Staff** are allowed renew of all in house items twice.

RETURNING LIBRARY MATERIALS

Materials are to be returned to the circulation desk at the LLRC during regular hours or after regular business hours to the book drop box outside the LLRC.

OXNARD COLLEGE STUDENTS WITH VALID STUDENT ID

5 Items	Loan Period	Renewal*
Books	21 Days	Two: by phone or at Circulation Desk
Videos, DVDs, CDs, other Audio/Visual materials	2 hr. use in LLRC, some 24 hr. checkout	Two: by phone or at Circulation Desk
Course Reserve items	Library Use Only (Or As Arranged)	Two: by phone or at Circulation Desk
Interlibrary loan items	See Book Label	Must ask one week before due date.

*Dependent on other student request of material.

FACULTY/STAFF

5 Items	Loan Period	Renewal
Books	90 Days	Two: by phone or at Circulation Desk
Videos, DVDs, CDs, Audiotapes	7 Days	Two: by phone or at Circulation Desk
Course Reserve items	Library Use Only (Or As Arranged)	Two: by phone or at Circulation Desk
Interlibrary loan items	See Book Label	Must ask one week before due date.
Periodicals/Reference Items	See Librarian	

RETURN OF LIBRARY MATERIALS

LLRC materials may be returned at any of the following locations:

- Circulation Desk
- Drop box

OVERDUE FINES

CHARGES

If materials are not returned when due, a hold will be placed on the student records. This hold will only be removed when the student pays their fee completely. This hold entails:

- Borrower will be liable for replacement fee.
- College registration will be blocked.
- Grades, Transcripts, Degrees and Certificates are not released.
- Library privileges are suspended.

OVERDUE FEES SCHEDULE

Circulating (2 nd floor) books	\$ 0.15 per day
All semester checkout items	\$ 0.50 per day
All two-hour in-house checkout items	\$ 1.00 per hour
All 24 hour checkout items	\$ 5.00 per day

LOST OR DAMAGED MATERIALS

- User pays for full replacement costs of materials.

OVERDUE NOTICE PROCESS

- Overdue notices are mailed to the user's address of record.
- Email notifications are available through the College's online systems.

TEST PROCTORING (MAKEUP EXAMINATIONS)

Designated circulation staff may administer makeup examinations to Oxnard College students upon request from instructors using the [Proctoring Request Form](#) (Appendix B, p. 16.) The time, date, duration and other considerations will be set up in advance of the makeup examination. Makeup exams will be proctored only for courses taught at Oxnard College.

CONFIDENTIALITY OF PATRON INFORMATION

Oxnard College Library Learning Resource Center recognizes the following:

- All records that identify the names, social security numbers, and identification numbers of library patrons are confidential in nature.
- Such records are not to be revealed to anyone other than the patron in question without either the express written permission of the patron in question or the adherence to proper legal procedures regarding required access to such information.

This policy is based on the following:

- The American Library Association holds that Privacy is essential to the exercise of free speech, free thought, and free association.
- The American Library Association further states: "The right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality relates to the possession of personally identifiable information, including such library-created records as closed-stack call slips, computer sign-up sheets, registration for equipment or facilities, circulation records, Web sites visited, reserve notices, or research notes." The right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality relates to the possession of personally identifiable information, including such library-created records as closed-stack call slips, computer sign-up sheets, registration for equipment or facilities, circulation records, Web sites visited, reserve notices, or research notes."

INTERLIBRARY LOAN (ILL)

ILL allows the collections of multiple libraries to be linked and shared for the benefit of the campus community. This allows for students to access a breath of materials beyond the LLRC. Librarians are responsible for processing student requests to borrow materials. ILL services are available to students and faculty with valid campus identification. Contact the reference librarian to make an ILL request.

COLLECTION DEVELOPMENT

PHILOSOPHY AND OBJECTIVES

The selection of materials for the Library is an important educational function designed to implement the curriculum. Books shall be chosen for values of curriculum support, interest,

information and enlightenment of the college community. No book shall be excluded because of the race or nationality or the social, political or religious views of the authors. Books which contribute to an appropriate balance of representative points of view concerning the problems and issues of our times shall be included; no books shall be proscribed or removed from the library merely because of partisan or doctrinal disapproval.

RESPONSIBILITY FOR SELECTION

Responsibility for the final selection (and deselection) of books shall rest with the Librarians. Selections shall be made within the basic framework and philosophy of the college and of the college community which it serves. Faculty and student requests shall be given careful consideration.

MATERIALS SELECTION CRITERIA

In general, materials shall be selected by personal examination or from standard buying guides, bibliographies, review journals and review media on the basis of the Librarians' critical judgment. Individual materials shall be judged by the following criteria:

- Contribution to the curricular and extra-curricular interests of student and faculty.
- Scope and purpose of the material.
- Qualifications of the author and publisher or producer.
- Currency and accuracy.
- Readability and literary style.
- Format and technical excellence.
- Economical soundness.
- Special features.

DESELECTION

In a process of continuous evaluation, obsolete and otherwise unsuitable materials will be removed from the collection. Deselection is conducted on a continuous basis and is solely at the discretion of library faculty (librarians).

REFERENCE SERVICES

Librarians provide reference services at desks located on the first and second floors of the LLRC. Such services include:

- Providing answers to specific questions and guidance in locating material for patrons.

- Teaching users basic research methodologies. When appropriate, this includes providing help in developing a research strategy.
- Providing bibliographic verification of items both inside and outside the LLRC, including obtaining materials through interlibrary loan when appropriate.
- Referring LLRC users to other agencies and libraries in the pursuit of their informational needs.
- Compiling and making available “quick reference sheets” for finding resources, critically evaluating sources and creating citations. This includes study guides and pathfinders delivered via the LLRC website and/or other electronic media.

LIBRARY INSTRUCTION (ORIENTATION)

Faculty who wish to schedule their classes for a library instruction session must submit the online request form located on the LLRC webpage. Please give at least one week's notice so faculty can prepare their best orientation for the class. Instructors are strongly encouraged to attend the library orientation with their class.

FOOD, DRINK & TELEPHONE POLICY

Food, drink and telephone usage is prohibited in the library except in designated areas.

LIBRARY INSTRUCTION LAB USE (LLR-101)

(Note: under control of college administration through CY2016; manual will be revised as conditions change.)

DESCRIPTION

~~The Library Instruction Lab provides a space for instruction within the LLRC. The lab contains one (1) instruction station and thirty six (36) computer stations. Maximum occupancy is sixty seven (67). Each workstation provides access to the library catalog, research databases, and the Internet. Microsoft Office Suite (Word, Excel, and PowerPoint) is also loaded on each computer.~~

USE AND SCHEDULING

~~As library instruction requests cannot be predicted, non-library events are normally not scheduled in the lab. Other requests for the use of the lab by campus faculty and staff are accommodated when possible, and these requests are scheduled no more than 7 days before the event. The room is scheduled during library hours only. Regular, weekly meetings of non-library classes are not permitted due to the irregular nature of library instruction sessions.~~

SCHEDULING PRIORITIES

The Library Instruction Lab is scheduled according to the following priorities:

- Library related instruction (e.g. orientations and credit/non-credit Library Science courses)
- LLRC staff training sessions
- Professional development workshops
- Academic use

USAGE GUIDELINES

Users of the Library Instruction Lab must abide by the following guidelines:

- Introduction of software not already on the computers is prohibited.
- Computers are for academic course work only.
- No library computer may be used for illegal or unethical activities.

GROUP STUDY ROOMS (LLR—111 to –113 and –121 to –125)

Group study rooms are available for Oxnard College students, faculty and staff by scheduling with Circulation Desk personnel. These spaces are available for academic use only by groups of two or more, except during periods of low demand. If a group of two or more users requests a study room, the solo user must give way to the group.

FACULTY ROOMS (LLR—129 to –132)

These rooms may be scheduled with Circulation Desk staff according to the following priorities:

- Tutoring conducted by faculty and/or Tutoring Center or Writing Reading Center tutors.
- Small group seminars conducted by faculty members.
- Faculty office hours.
- All other uses.

EXHIBITIONS & COMMUNITY EVENTS IN THE LLRC

All requests for community programs and art exhibitions must be submitted in writing to the Library Learning Resources Committee (Appendix A, p. 15.)

COURTESY

Behavior of any type that is counter to the mission of Oxnard College and the LLRC will be treated in the following manner:

- A verbal warning will be given to the individual or group who is disrupting the ability
- A second warning will inform the patron that any further violations will result in the removal of all library privileges. Remove of privileges for a length of time will be determined by the division Dean.
- Individuals who are disruptive will be asked to leave the library. If necessary campus police will be contacted.

Repeated or severe problems will be referred to the Dean of Transitional Studies/Academic Support/Library Services for further action.

It should be noted that the students are welcome to use the Library as a place to study. All educational and reference activities have priority over the privilege to use the Library as a place to study.

USER POLICIES

- Unattended children (ages 0—18) are not allowed in the LLRC. Any children left unattended will be asked to show where their parents currently are. If parents are in the library they will be issued a verbal warning regarding the LLRC policy. If the child is discovered to be unattended again, the incident will be reported to campus police.
- No food or drink allowed in the LLRC at any time. Exception: lobby area.
- No animals are allowed in the LLRC at any time with the exception of Service animals.
- No bicycles are allowed in the LLRC at any time. No notices or flyers may be hung on the premises without prior consent from staff.
- Any computer station left unattended for more than ten minutes may be given to another user.
- Only District-approved software may be installed on LLRC computers.
- Anyone caught damaging LLRC property will be reported to campus police.
- Any files created on computers will only remain during that user's session. Once logged off your files will disappear. Saving your work via media drive is suggested.

Staff reserves the right to ban or restrict access to anyone who violates the policies, disrupts the lab in any way, or fails to act in a courteous and respectful manner as laid out in the COURTESY section of this document.

PUBLIC RELATIONS

The librarians and staff of Oxnard College Library and Learning Resource Center will make every effort to assure that the entire campus community is made aware of library hours, services, policies and events. This includes the up-to-date maintenance of:

- Web access to the Library Catalog and Databases
- Social media platforms

VOLUNTEERS

The Library encourages individuals and groups to volunteer their time and talent in the service of Oxnard College Library Learning Resource Center. Internships by Library and Information Science students are welcomed and coordinated by librarians. Volunteers are to contact the LLRC supervisor; potential interns are to contact librarians.

GIFTS AND DONATIONS

DONATION POLICY

Materials offered to the library as gifts are often valuable additions to the collection. Our library has been given some excellent materials in the past and we are grateful to the donors for their generosity. Many items regularly offered as gifts, however, are less useful. We hope the following guidelines will answer questions about donations.

We cannot use:

- Out-of-date materials.
- Textbooks more than five years old.
- Underlined/written-in books.
- Items in poor physical condition.
- Discards from other libraries.
- Duplicates of items in the collection.
- Most magazines.

Materials donated will be accepted with the understanding that they will be evaluated on the same basis as purchased items. We cannot guarantee that a donated book will be added to the collection. Please tell us if you want your gift acknowledged.

LIBRARY LEARNING RESOURCES COMMITTEE (APPENDIX A)

The LLR Committee serves as the college's policy-setting and advisory body for all activities within the LLRC.

Authority

The LLR Committee is recommended by faculty and staff and approved by the President. The Committee is advisory to the Vice President of Academic Affairs, the Dean of Transitional Studies, Tutorial Services Specialist II, Writing & Reading Center Director and Associate Librarian.

Purpose

The purpose of the Library Learning Resources Committee is to support and advise the development and use of library and learning resources at Oxnard College.

Co-Chairs: Dean of Transitional Studies/Instructional Support/Library Services and Associate Librarian.

Membership: Writing & Reading Center Director, Associate Librarian, Math Center Coordinator, Instructional Technology Representative, All Full-Time Library Staff. One suggested representative each from: English Department, Social Science Department, Math Department, Student Provisional LLRC Staff Representative and ASG Representative.

TEST PROCTORING REQUEST FORM (APPENDIX B)



Oxnard College Library Learning Resource Center

Request for Test Proctoring Form
 "Helping Students To Be Better Students"

Faculty Name:					Date:	
Course Name:						
Contact E-mail:					Phone/Ext.	
<i>The Oxnard College Library Learning Resource Center strives to provide comprehensive student academic support services.</i>						
Student Name:		Start Time:	End:	<i>Oxnard Student</i>	<i>Oxnard Student</i>	
Student Name:		Start Time:	End:			
Student Name:		Start Time:	End:			
Student Name:		Start Time:	End:			
Materials Allowed:	<input type="checkbox"/> Calculator <input type="checkbox"/> Text Book <input type="checkbox"/> Note Card <input type="checkbox"/> Notes <input type="checkbox"/> None <input type="checkbox"/> Other:				Testing Time Allotted:	
Special Instruction:						
Faculty Signature:						Date:
TO BE COMPLETED BY LLRC STAFF ONLY						
Staff Signature:						Date:
List Any Issues:						Date:

➡ Faculty Picked up Test (Signature & Date): _____