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# Educational Support Services

## **Library Services**

*to provide a description of operating policies*

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Library Services, located in the R. Alton Cox Learning Resources Center (LRC), includes two major components under the supervision of the Dean of Library Services: the library and the LRC Computer Lab.

Information on services and resources is available on the department's website:

<http://library.randolph.edu>

### **Borrowing Privileges**

All currently enrolled students, faculty and staff at RCC may check out library materials after registering with the library. Randolph Early College High School students are considered to be RCC students. Limitations are not placed on the number of items checked out by students, faculty or staff with the exception of no more than two (2) non-book item checkouts by a student.

Community borrowers must be 16 years of age or older and are limited to a total of five (5) items of which no more than two (2) can be non-books. A photo ID is required to verify age and identification.

Students at other North Carolina community colleges are eligible to check out RCC library materials as a result of a cooperative agreement signed by representatives of the libraries. Other college students may check out RCC library materials if a reciprocal agreement is in effect. Checkouts per person are limited to a total of five (5) items of which no more than two (2) can be non-books. Presentation of a valid college ID and verifying photo ID is required.

### **Computer Use**

Access to library and lab computers is available to RCC students, faculty, staff and non-students who are 16 years of age or older. RCC students have first priority in the use of computers.

Computer users are expected to comply with Library Services and institutional policies as well as local, state, and federal legal standards. Use of library and lab computers for commercial purposes is prohibited. |

Computer users are expected to respect the rights of copyright owners by adhering to the United States copyright laws, including, but not limited to, the United States Copyright Act, 17 U.S.C. §§ 101 *et seq.*

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Use of computers for displaying, printing, storing, or distributing matter that may offend others (e.g., pornographic or racist matter) is not permitted.

Library Services assumes no responsibility for misuses of software or for software errors incurred by the user nor for problems caused by computer viruses, improper use of the equipment, or loss of data due to equipment malfunctions or any other reason.

### **Confidentiality of Library Patron Records**

In accordance with the American Library Association's Code of Ethics, the RCC library strives to protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

North Carolina General Statutes defines the legal conditions for disclosing information regarding library use as follows:

#### § 125-19. Confidentiality of library user records

(a) Disclosure. -- A library shall not disclose any library record that identifies a person as having requested or obtained specific materials, information, or services, or as otherwise having used the library, except as provided for in subsection (b).

(b) Exceptions. -- Library records may be disclosed in the following instances:

- (1) When necessary for the reasonable operation of the library;
- (2) Upon written consent of the user; or
- (3) Pursuant to subpoena, court order, or where otherwise required by law.

### **Conduct and Safety**

Facilities and collections are intended for use by our students, faculty, staff, and residents of Randolph County. Therefore, we aim to provide an environment that is conducive to research, reading, and study. In order to maintain such an environment, the following policies will be enforced by Library Services staff.

#### **Animals**

Only service animals are permitted in Library Services.

#### **Behavior**

Library Services strives to maintain a pleasant and productive environment for study and research. Engaging in any behavior that interferes with the normal use and operation of the library or LRC Computer Lab by others is prohibited. In addition, students are expected to adhere to RCC's Student Code of Conduct.

#### **Cell Phones and Audio Equipment**

Cell phones must be turned off or set to vibrate while inside Library Services. Use is prohibited in all areas of the library and LRC Computer Lab.

Audio equipment or personal players must be used with headphones. The volume should be kept at a level that is not audible to others.

**Food and Drink**

Eating or drinking is prohibited in Library Services in order to preserve library materials, furniture, carpet, and equipment.

**Fees for Lost Materials/Cards** – Students, faculty/staff and community residents (16 years or older)

Book/AV materials	Cost of material + \$5.00 non-refundable processing fee
Interlibrary loan materials	Lending library charge + \$2.00 non-refundable processing fee
Library borrower's cards	\$3.00 non-refundable

Students are not allowed to register, graduate or receive transcripts until all overdue materials have been returned to the library and outstanding fines have been paid.

**Minor Children**

Library Services provides an adult, unsupervised environment for the purpose of academic research and study. Minor children under the age of 16, who are not enrolled as students at RCC, must be accompanied and continuously supervised by a parent or legal guardian. The parent or legal guardian is responsible for the minor child's use of materials and services, including access to the Internet, and will be held responsible for the child's behavior, actions and any resulting damages.

**Mutilation or Theft of Library Materials**

Mutilating library materials by marking, underlining, removing pages, removing binding, removing electronic theft devices or in any way injuring or defacing materials is in violation of State law and can be prosecuted accordingly.

North Carolina General Statutes defines the legal conditions as follows:

§ 14-398. Theft or destruction of property of public libraries, museums, etc.

Any person who shall steal or unlawfully take or detain, or willfully or maliciously or wantonly write upon, cut, tear, deface, disfigure, soil, obliterate, break or destroy, or who shall sell or buy or receive, knowing the same to have been stolen, any book, document, newspaper, periodical, map, chart, picture, portrait, engraving, statue, coin, medal, apparatus, specimen, or other work of literature or object of art or curiosity deposited in a public library, gallery, museum, collection, fair or exhibition, or in any department or office of State or local government, or in a library, gallery, museum, collection, or exhibition, belonging to any incorporated college or university, or any incorporated institution devoted to educational,

scientific, literary, artistic, historical or charitable purposes, shall, if the value of the property stolen, detained, sold, bought or received knowing same to have been stolen, or if the damage done by writing upon, cutting, tearing, defacing, disfiguring, soiling, obliterating, breaking or destroying any such property, shall not exceed fifty dollars (\$50.00), be guilty of a Class 1 misdemeanor. If the value of the property stolen, detained, sold or received knowing same to have been stolen, or the amount of damage done in any of the ways or manners hereinabove set out, shall exceed the sum of fifty dollars (\$50.00), the person committing same shall be punished as a Class H felon.

**Overdue Fines – Faculty and staff**

Faculty and staff are not charged fines for overdue RCC library materials; however, they are expected to pay for all materials lost or damaged while checked out in their name.

Faculty and staff are responsible for the payment of fines assessed by interlibrary loan lending libraries and for audiovisual materials borrowed from the State Library of North Carolina or any other agency if the materials are returned to the library after the due date.

**Overdue Fines - Student and community borrowers**

Materials circulating 21 days	10 cents per day
Videos/DVDs	50 cents per day
Software (Disk/CD-ROM)	50 cents per day
Reserve materials	50 cents per day
Interlibrary loan materials	10 cents per day + lending library charge

Fines are charged only for the days the library is open and stop accumulating as soon as an overdue item is returned to the library.  
Maximum overdue fine of \$10.00 per item is charged on materials loaned by RCC.

**Personal Possessions**

Library Services staff members are not responsible for any lost or stolen personal possessions.

**Printing Fees**

Photocopy machine	\$0.10 per copy (black & white)
Computer printers	\$0.05 per copy (black & white) \$0.20 per copy (color)

Faculty and staff may charge work-related printing to the appropriate department code.