

Stephen H. Fletcher

LIBRARY

LEARNING RESOURCES CENTER

A STUDENT GUIDE

TO L R C SERVICES,

POLICIES AND PROCEDURES

ALPENA COMMUNITY COLLEGE

2019-2020



665 Johnson Street * Alpena, MI 49707 * (989) 358-7252 or (989) 358-7406



Web page: http://discover.alpenacc.edu/admissions/current_students/library_services.php

Web Address: acclrc@alpenacc.edu

Renew books by telephone

Alpena Community College Learning Resources Center (LRC) consists of an Academic Library, Audio-Visual Service, and a Two-way Interactive Classroom.

The facilities are located on the north side of the Center building.

The Mission of the LRC is to provide intellectual access to recorded knowledge and information, which is consistent with the present and anticipated teaching and research responsibilities of Alpena Community College, and--insofar as possible--to share these resources with members of our community and other institutions.

We invite you to utilize our services and welcome your suggestions for their improvement.

Dr. Donald C. MacMaster

ACC President

Deborah Bayer

Vice President of Academic Affairs

Wendy Brooks

Dean of Learning Resource Center/Media

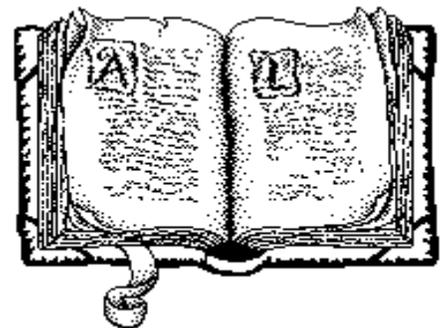
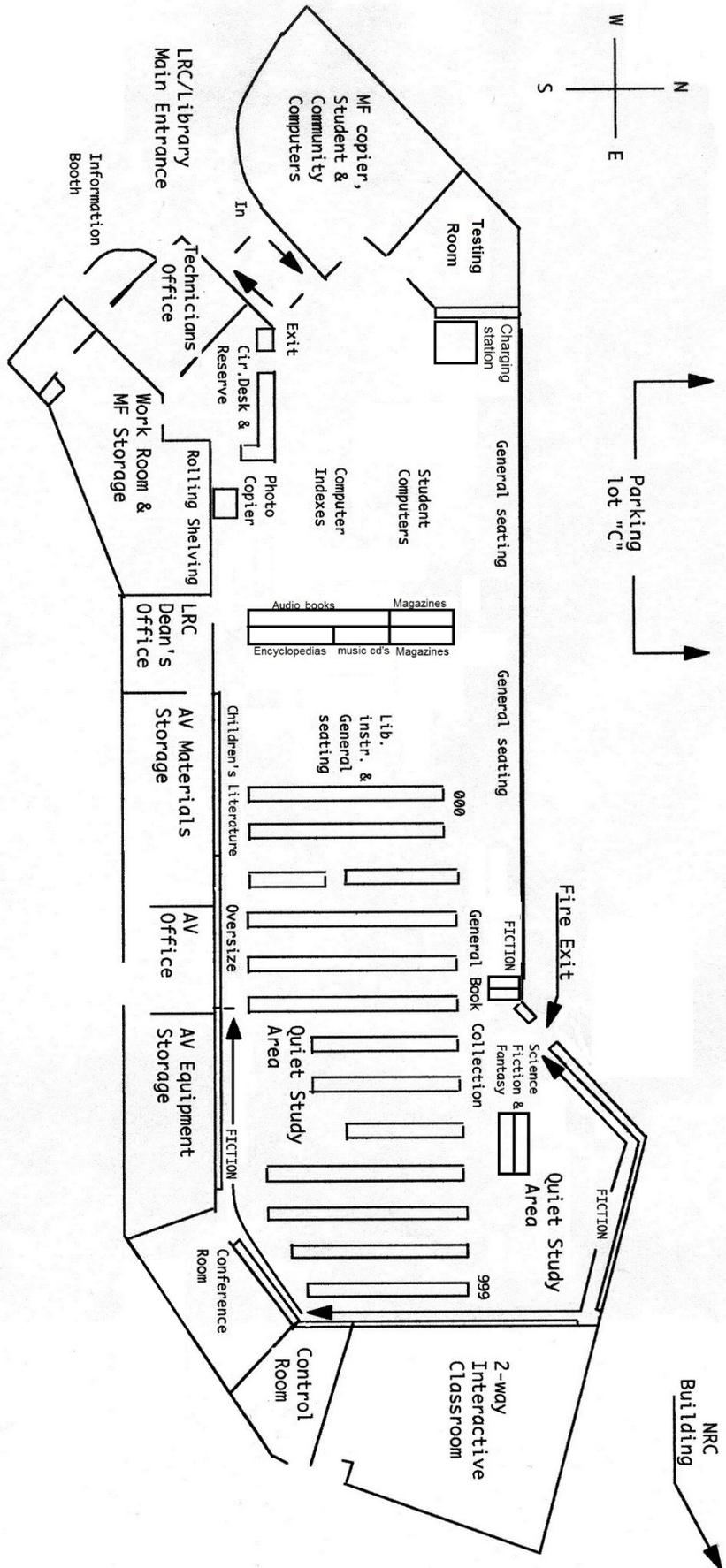


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Alpena Community College
Learning Resources Center / Library

LIBRARY STAFF

The non-student staff are here to help you find materials and to explain the use of the Learning Resources Center/Library. Always feel free to ask any questions you might have.

Staff include:

Wendy Brooks, Dean of LRC/Media
Nathaniel Salziger, Library Technician

April Barres, Library Technician
Pat Manning, Library Technician

LRC HOURS

During the fall and spring semesters the LRC is open:

Monday - Wednesday	7:30 AM - 8:00 PM
Thursday	7:30 AM - 5:00 PM
Friday	7:30 AM - 4:00 PM
Saturday	12:00 PM - 4:00 PM
Sunday	12:00 PM - 4:00 PM

Check campus bulletin boards or web site for changes due to holidays and break periods.

During summer:

Check postings on campus bulletin boards, Library door, Alpena County Library, and ACC's Library's Website

(http://discover.alpenacc.edu/admissions/current_students/library_services.php).

Special hours may be requested by an instructor or the library hours may be extended on a trial basis by student petition

NOTE: Children ten years of age and younger must be accompanied by an adult and are not allowed to be left unattended.

BORROWING PROCEDURES

Library ID cards are available, at no cost, to ACC faculty, all ACC students, and community patrons having legal identification. Community patrons must be at least 18 years of age to obtain an ACC library card.

Student and community library cards will be good for two years. Materials may be checked out by patrons who have a library card on file and can identify themselves by name and date of birth. LRC privileges may be lost temporarily by a patron if he or she has overdue materials and/or delinquent fines.

Books may be renewed by phone, if no fine has been incurred. (Phone # 989-358-7252).

NOTE: We will not be able to renew your loan if another person has placed a reserve on that item.

COMPUTER USE POLICIES

Multimedia room use:

These 17 computers (B1 - B17) are open to community & student use, but if you are not a registered ACC student, you must be at least 18 years of age, or have a parent or guardian with you, to independently use a computer. Any person under 18 years of age can work with a person over 18 years of age (not a parent or guardian) at the same computer. Non-ACC students under 18 cannot be left unsupervised at computers in the library (minors and parents must sit next to one another at computers). Users must have some form of legal ID to show if asked. Community computer usage is limited to 4 hours a day and 12 hours maximum per week. All chat usage must cease once there are no other computers available for use. The playing of computer games is discouraged anywhere in the library.

Printout fees are: 10 cents a page for all non ACC students or non University Center (UC) students. Current ACC and UC students are paying a technology fee and get the first 10 pages free every time they enter the library and pay 5 cents per page beyond the first 10 pages. Computer room rules and policies are also posted on the computer room door and walls.

Main library room use:

The 20 STU (Student) computers are restricted to ACC & UC students and Staff doing college work or college related activities. Printout fees on student computers are the first 10 pages are free every time you come into the library and 5 cents per page beyond the first 10.

Copyright Fair Usage Policy

One of the rights accorded to the owner of copyright is the right to reproduce or to authorize others to reproduce the work in copies or photo records. This right is subject to certain limitations found in sections 107 through 118 of the copyright law (title 17, U. S. Code). One of the more important limitations is the doctrine of "fair use." The doctrine of fair use has developed through a substantial number of court decisions over the years and has been codified in section 107 of the copyright law. Section 107 contains a list of the various purposes for which the reproduction of a particular work may be considered fair, such as criticism, comment, news reporting, teaching, scholarship, and research. Section 107 also sets out four factors to be considered in determining whether or not a particular use is fair.

1. The purpose and character of the use, including whether such use is of commercial nature or is for nonprofit educational purposes
2. The nature of the copyrighted work
3. The amount and substantiality of the portion used in relation to the copyrighted work as a whole
4. The effect of the use upon the potential market for, or value of, the copyrighted work

The distinction between what is fair use and what is infringement in a particular case will not always be clear or easily defined. There is no specific number of words, lines, or notes that may safely be taken without permission. Acknowledging the source of the copyrighted material does not substitute for obtaining permission.

The 1961 *Report of the Register of Copyrights on the General Revision of the U.S. Copyright Law* cites examples of activities that courts have regarded as fair use: "quotation of excerpts in a review or criticism for purposes of illustration or comment; quotation of short passages in a scholarly or technical work, for illustration or clarification of the author's observations; use in a parody of some of the content of the work parodied; summary of an address or article, with brief quotations, in a news report; reproduction by a library of a portion of a work to replace part of a damaged copy; reproduction by a teacher or student of a small part of a work to illustrate a lesson; reproduction of a work in legislative or judicial proceedings or reports; incidental and fortuitous reproduction, in a newsreel or broadcast, of a work located in the scene of an event being reported."

Copyright protects the particular way authors have expressed themselves. It does not extend to any ideas, systems, or factual information conveyed in a work.

The safest course is to get permission from the copyright owner before using copyrighted material. The Copyright Office cannot give this permission.

When it is impracticable to obtain permission, you should consider avoiding the use of copyrighted material unless you are confident that the doctrine of fair use would apply to the situation. The

Copyright Office can neither determine whether a particular use may be considered fair nor advise on possible copyright violations. If there is any doubt, it is advisable to consult an attorney.

CIRCULATION SCHEDULE

Books, Audio Books & Music CDsThree (3) weeks
Reserve materialsAs per instructor's instructions
A-V materials.....May be used on ACC campuses only

Exception

Community non-profit groups may use materials outside the college if there is no conflict with college usage.

A-V equipment.....May be used on ACC campuses only

Exception:

Community non-profit groups may use most A-V equipment, only with the consent of the college president's office outside the college, as long as there is no conflict with college usage. Daily rental fees will be assessed on all items for non-ACC activities on and off campus. Rental fee information may be obtained from Sally Shubert (358 7360).

Microforms, Bound periodicals, Rare books, and Magazines.

Exception

ACC instructors will be allowed to check these items out for a 24-hour period, for classroom use only.

OVERDUE FINES & PENALTIES

Any materials and/or equipment lost or damaged while checked out to a patron will be charged to that patron at a replacement cost, as determined by the LRC staff.

FINES:

NOTE: fines are in addition to the replacement cost of the item/s, if the item/s are not returned on time.

Books:

The fines are: 25 cents per day, per item day up to a maximum of \$3.00 for a single item. For multiple overdue items see back page for the Fine Structure Chart.

Reserve Books:

25 cents per hour overdue up to a maximum of \$3.00 per item.

Penalties:

Student transcripts will be withheld, and students will not be allowed to register for classes until all LRC fines and fees are paid and materials are returned. Legal action will be considered against non-student patrons having overdue materials with a collective value of over \$100.00. Reminder notices will be sent, but failure to receive such notice does not absolve the borrower of his or her responsibility.

SERVICES TO STUDENT AND COMMUNITY PATRONS

A) BORROWING PRIVILEGES

Patrons may borrow (checkout/limit 4) books, and A-V materials, as indicated under "Circulation Schedule" on page 4. A-V equipment is available for use in the classroom or LRC area by student and community persons. Under special circumstances students and non-profit community groups may use equipment off campus, but any damage caused to or by the

equipment borrowed is the responsibility of the borrower. Proof of insurance may be required when borrowing equipment. If the item is damaged beyond repair or lost, the borrower will be expected to pay the current full replacement cost of the item.

B) BOOKS REQUESTED FOR PURCHASE

Books requested for purchase by students will be honored if the request is relevant to a course of study and if funds are available.

C) EXTENDED LIBRARY HOURS

Library hours may be extended on a trial basis by student petition. The petition must consist of at least 45 student signatures. Special hours for faculty, students, and community groups can be arranged with one week's notice.

D) INTERLIBRARY LOAN SERVICE

Books and magazine articles (limit of 12 simultaneous items) can be borrowed from other libraries around the state or around the nation. For books, allow at least 1-3 weeks for delivery. Magazine articles can be obtained: over our facsimile machine in 1-4 days (\$ sometimes); or through the mail between 3 days to 2 weeks.

E) PHOTOCOPIER

A coin-operated copier is available in the library area for student and community usage. The cost is 10 cents per printed page. Note: by using the reduction feature on the copier more than one standard page can be copied per printed page.

A microform copier is also available in the library. This is not a coin operated unit. Microform copies are 10 cents per printed page. Ask for assistance when using it the first time.

F) TYPING & WORD PROCESSING

A typewriter is available for library patrons. Word processing computers are available (IBM compatible). Users must sign in, be an ACC student or 18 years of age or older, and show some type of I.D. Color Printing for ACC students is 25 cents per page, for all others it is 50 cents per printed page (there are no free color prints). B&W laser printing for students is: the 1st 10 pages are FREE every time you enter the library and 5 cents a page beyond the first 10 pages, for non-students B &W laser copies are 10 cents each.

G) LIBRARY BOOK RETURN BOX

A book return drop box is provided outside the library entrance for patrons to return library materials when the library is closed.

H) LIBRARY ORIENTATION

If a student has missed the English class orientation, an exercise and/or a special orientation can be provided. Some advance notice is requested and a minimum of one hour should be allowed for this orientation. There is also a library orientation available on the library web page.

I) MAKEUP VIEWINGS FOR INDIVIDUALS

Students missing a class can, with instructor permission, make arrangements with the A-V department to view materials at a later time.

J) RESERVE MATERIALS SERVICE

Reserve materials are kept behind the library desk for controlled use by designated classes. The instructor determines any restrictions to be placed on these materials. Reserve materials may include books, articles, video cassettes, pictures, audio-cassettes, etc.

K) E-BOOKS

Over 25,000 full-text electronic books (Ebsco), and Overdrive digital/audio book collections with illustrations available via your work, home or school computer.

Register once from one of the college library computers and gain access to a library of full-text books from anywhere you can access the internet.

MAJOR KEYS TO USING THE LIBRARY

ACC's On-Line Catalog

Indexes

InterLibrary Loan (ILL)

Online databases

Overdrive audio and ebooks

Regional On-line Catalog

Special Collections

ACC's ON-LINE CATALOG

The on-line catalog is an index to all the books available in the library. It is divided into many parts, the six most important are:

1. AUTHOR - lists each book by the author or authors -- the person who wrote the book.
2. TITLE - lists each book by the title -- the name of the book.
3. SUBJECT - lists each book by one or more subjects - what the book is about. The subject headings used are selected from special subject heading books used by libraries.
4. SERIES - not all books belong to a series of books, but the books that do belong to a series can be found under the series title as well as the individual book title.
5. NOTES - Find lists of books searching multiple topics and unique areas. (notes examples: Type "lineman" and you will find a list of utility technology books. Type "Written in" and you will get a list of books we own written in other languages, for a specific language type in the name of the language ("written in German").
6. ALL INDEXES- This will search all areas at one time. Sometimes it finds too much, but it is ideal for other searches. Type "Large Print" on 1st line and select OR in between and "Large type" on the second line and locate all the books we have in LARGE PRINT.

SAMPLE LIBRARY (Destiny) ENTRY

Full Record Display

Copies	1 , On shelf
Call	813.52 BAKE
Author	Baker, Carlos, 1909-1987
Title	Ernest Hemingway: Critiques of Four Major Novels
Edition	Paperback.
Series	Scribner research anthology
Subject	1. HEMINGWAY, ERNEST, -- 1899-1961-- CRITICISM AND INTERPRETATION 2. AMERICAN LITERATURE -- HISTORY AND CRITICISM
Summary	pt. 1. The sun also rises: ... (this part can be long)
Notes	Includes bibliography
Publisher	New York, NY: Charles Scribner's Sons, c1962.
LCCN	62-17589
Phys Desc	199 p., bibl, 24cm:

How to Find a Book - Using "call numbers"

The call number appears in the on-line catalog and on the spine of the book it refers to; it also determines the place of the books on the shelf.

Non-fiction books

Non-fiction books at ACC's Library use "subject" numbers within their "call" number and fiction do not. The non-fiction books are assigned a subject number. These books are arranged numerically by that subject number on the shelves and then all books with the same subject number are arranged alphabetically by the author's last name.

There are two types of subject numbers. The system we use is called the Dewey Decimal Classification System. The other system is called the Library of Congress System and it is commonly used in large libraries, with book collections over 100,000 volumes or highly specialized collections.

The Dewey Decimal System uses the following main subject divisions:

000 Generalities	500 Pure Sciences
100 Philosophy & related	600 Technology (Applied Sciences) disciplines
200 Religion	700 The Arts
300 Social Sciences	800 Literature
400 Language	900 General Geography & History

Non-fiction books are separated into collections outside the general circulating collection. Some of the most common collections would include:

Audiobooks (TA)	Encyclopedias (ENCYC)	Juvenile books (JUV)
Music CD's (CA)	Oversize (Q)	Rare Books (RBK)
Reserve (Reserve)		

These special collections have a location code placed over the subject number in their call number to identify them as part of special collection and to help locate them on the shelves.

Call Number explained:

-Parts- -Sample Explanation-

special location	JUV	= Juvenile book
subject	340	= Dewey Decimal subject number (law)
author	Jack	= the first 4 letters of the author's last name
special location	Q	= oversize book
subject	780	= Dewey Decimal subject number (music)
author	Salz	= the first 4 letters of the author's last name
special location		= no code means general circulating collection
subject	629.28	= Dewey Decimal number (auto repair)
author	Doug	= the first 4 letters of the author's last name

Fiction

The Fiction Collection is arranged by the author's last name, NO subject number (Dewey Decimal number) is given. Within the fiction collection there are a number of divisions. These divisions are: Short Stories (SS), Science Fiction (SF) and the general Fiction collection (FIC).

special location FIC = fiction area (these books circulate)
author Broo = the first 4 letters of the author's last name

EXCEPTION: Books analyzing fiction works will be located in the Dewey 800's even if they include an entire fiction work. Only fiction works without analysis contained within the book are placed in the Fiction collection.

Audio-Visual Materials

The audio-visual materials collection, (consisting of DVD's, and VHS tapes) is listed in the library's computer catalog.

INTERLIBRARY LOAN (ILL)

Books and/or periodical articles can be borrowed from other libraries around the state or around the nation.

A service charge is sometimes imposed by the lending library. Please indicate if you are willing to pay and how much you are willing to pay. If you are unwilling to pay any service charges and if the item you requested is only available through a library that imposes a service charge, then your request cannot be filled.

Boolean Logic Searches

Boolean logic uses operators that work by including or excluding a set of information from the results. These operations may be used by a search engine or programs, even though you may not see them or be able to manipulate them. We will be discussing those situations where you can manipulate them.

The primary operators are **AND**, **OR** and **NOT**.

AND This Boolean operator works by including all articles/web pages that contain ALL the terms entered but it does not care where within the article they are found. The 2 or more terms need merely to be present and not in any particular order.

FOR EXAMPLES:

1. **health AND occupation**
2. **health +occupation**
3. **health occupation**

1 -3 will retrieve all articles/web pages containing BOTH the words "health" and "occupation."

OR This boolean operator works by including all articles/ web pages that contain EITHER of the terms entered.

FOR EXAMPLES:

1. **health OR occupation**

NOT This boolean operator works by excluding all articles/web pages that contain any of the terms entered.

FOR EXAMPLES:

1. **health NOT occupation**
2. **health AND NOT occupation**
3. **health -occupation**

1-3 will retrieve all articles containing the words "health" and would exclude all that would have also contained "occupation."

Other Samples of Boolean Operators Available:

- " " This operator around two or more words will force some programs to see it as a phrase rather than automatically putting AND or OR between the words.
Example: "**child abuse**"
- ? Wild Card enter a '?' in place of any character which you are unsure of.
Example: **wom?n** (This will find woman and women)
- * Truncation tool that finds all words which start with a stem word (i.e. **child**) followed by an * . Example: **child*** (This will find child, children, childlike, etc.)

SPECIAL COLLECTIONS

(Look for them in large libraries)

Special collections include law, historical, music, and document collections (federal and state) to name a few. These collections usually have their own catalog, but they may also be blended with the main catalog. These types of collections are usually affiliated with large libraries or institutions and have specially trained librarians to assist you. Special collections may or may not be located in the same building as the main library. The music library, for instance, may be located in the music building rather than the library.

LIBRARY RULES OF COURTESY

1. Eating and drinking - all items containing fluids must be sealed and placed in a secure location (not in walkways) when not being consumed. Food and beverages are not allowed when you are at or near computers. Snack foods are tolerated, but you are instructed to dispose of all refuse. Persons bringing food trays or lunch bags, etc. will be asked to leave.
2. Quiet study areas means - no conversations, no cell phone usage, if you have to talk - WHISPER.
3. The deeper you go into the library the quieter it should become. There are lounge areas outside the library where you can have loud gatherings. Brief and quiet conversations are allowed. Persons will be asked to leave the library, if they continually disturb other persons.
4. Persons caught defacing, destroying, or stealing library property will lose all library privileges and will be expected to replace the property in question. The Dean of Student Affairs will be informed and if deemed necessary, legal action and expulsion may result.
5. Persons accidentally setting off the library security system are asked to report to the library desk immediately in order to clarify the matter.
6. Library materials should not be reshelved by library patrons. Items should be returned to the library desk when the user is finished with them. This is important so we can record internal usages for our statistics, which are needed for our annual report and for our regional accreditation self-study.

Material Fine Chart

25 cents per day, per item

There are 6 grace days (the fine is building but not imposed)
& no free days, no increases beyond the 12th day

and a maximum of \$20 total for fines.

This chart does not include the replacement cost
of the item or items if they are not returned.

	0-6 days overdue	7 days overdue	8 days overdue	9 days overdue	10 days overdue	11 days overdue	12 days overdue
1 item	\$0.00	\$1.75	\$2.00	\$2.25	\$2.50	\$2.75	\$3.00
2 items	\$0.00	\$3.50	\$4.00	\$4.50	\$5.00	\$5.50	\$6.00
3 items	\$0.00	\$5.25	\$6.00	\$6.75	\$7.50	\$8.25	\$9.00
4 items	\$0.00	\$7.00	\$8.00	\$9.00	\$10.00	\$11.00	\$12.00
5 items	\$0.00	\$8.75	\$10.00	\$11.25	\$12.50	\$13.75	\$15.00
6 items	\$0.00	\$10.50	\$12.00	\$13.50	\$15.00	\$16.50	\$18.00
7 items	\$0.00	\$12.25	\$14.00	\$15.75	\$17.50	\$19.25	\$20.00
8 items	\$0.00	\$14.00	\$16.00	\$18.00	\$20.00	\$20.00	\$20.00
9 items	\$0.00	\$15.75	\$18.00	\$20.00	\$20.00	\$20.00	\$20.00
10 items	\$0.00	\$17.50	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
11 items	\$0.00	\$19.25	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
12 items	\$0.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00

Note:

If the item/s are not returned the borrower will have to pay in addition to the fines listed above, the "replacement cost" of the materials borrowed. The cost of the item is based on the item's "current replacement value" not what the original value was when it was purchased.

Books can be renewed by phone, if no fine has yet been incurred by the borrower.