

**CENTRAL CAROLINA TECHNICAL COLLEGE**

# **Library**

## **Student Handbook**

**<http://www.cctech.edu/library.htm>  
[library@cctech.edu](mailto:library@cctech.edu)  
803-778-6647**

## **Welcome**

It is the goal of the library staff to help students be successful in their academic pursuits. The staff will be happy to provide you with assistance in using the library. We have many print and non-print resources and electronic databases available for your use. We look forward to serving you.

## **Mission Statement**

Provide information services and bibliographic resources to support the scholarly and information needs of the College community by requesting, organizing, and maintaining an excellent collection of print and non-print resources and providing instruction on and assistance with the acquisition of information to library users and by creating an academic atmosphere that fosters lifelong learning and intellectual inquiry.

## **GENERAL INFORMATION**

### **Hours of Operation**

#### **Fall and Spring Semesters**

Monday – Thursday                      8:00AM – 8:30PM

Friday, Saturday, & Sunday    CLOSED

Hours vary during Holidays and Summer Term.

The library's hours of operation may be adjusted around holidays. Consult the posted hours for more information during these times. If the College is closed (due to bad weather, a holiday, etc.) the library will also be closed.

## **Contacting the Library**

During working hours, you may call the library at 803-778-6647. This number dials directly into the library, even if the college switchboard is closed. You may also contact the library via email at this address: [library@cctech.edu](mailto:library@cctech.edu)

## **Library Staff:**

Linda Heimburger, Head Librarian  
Johnette Brewer, Library Technical Assistant  
Melanie Cooper, Part-time Evening Assistant  
Natasha Covington, Library Assistant

## **Obtaining a Library Card**

A Central Carolina Technical College ID is required to check out library materials. The library also has joint borrowing agreements with Sumter County Library, Harvin Clarendon County Library, and the Kershaw County Library. Patrons from these institutions may present their valid current library card from one of these libraries to check out books.

## **County Libraries**

Central Carolina Technical College faculty and students have the benefit of cooperative agreements with Sumter County Library and Kershaw County Library. A current, validated Central Carolina Technical College ID card is required to borrow materials from these institutions. It is the student's responsibility to satisfy any obligations incurred at these libraries, such as fines or fees for lost or damaged books. As a part of the cooperative agreement, Central Carolina Technical College must place a hold flag on a student's record until he or she clears their record with the other library. We cannot accept monies at Central Carolina Technical College which are owed to another library.

## **PASCAL Delivers Borrowing**

Current CCTC students may request to borrow books through [www.pascalcat.org](http://www.pascalcat.org) . This searchable catalog is comprised of the collections of over 45 public and private college and university libraries throughout the State of South Carolina. Books circulate for one 6-week period and may not be renewed. Books are requested online and the student is contacted when the book arrives at the CCTC Library.

## **Code of Conduct**

In order to achieve our mission, the following "Code of Conduct" applies to all CCTC students.

- Food and tobacco are not allowed in the library.
- All drinks must have secured lids on them and are not allowed at the public computers.
- Animals are not allowed in the library, except guide dogs.
- Concealed or illegal weapons are not permitted in the library.
- Illegal or indecent acts or conduct in violation of Federal, State, or local laws, ordinances or regulations are not allowed.
- Children in the library must be accompanied by an adult.
- Possession or consumption of alcohol or illegal drugs or being under the influence of same is not permitted.
- Soliciting, surveying, selling, campaigning, and distribution or posting of materials not approved by the College is not permitted.
- Monopolizing equipment, materials, or facilities so as to interfere with their use by other patrons are not allowed.
- The library computers are for academic use. Chatting, gaming and downloading of software is not permitted. Further details are in the CCTC Acceptable Use Agreement.
- The library staff reserves the right to ask disruptive patrons to leave the Library.
- Any person using the library will be deemed to have consented to questioning in the event that the book detection alarm is activated.

## **Suggestions/Information**

The library staff welcomes your suggestions. A suggestion box is located in the Library. If you have any questions, please call 803-778-6647.

## **LIBRARY CIRCULATION POLICIES**

All currently enrolled students may borrow materials from the library. In order to borrow library materials, the student must have a current, validated Central Carolina Technical College ID card. Most materials that can be borrowed are in the general circulating collection. A student may borrow a maximum number of eight items.

### **Loan Periods**

Books from the general circulating collection may be borrowed for three weeks. Audio books and sound recordings circulate for two weeks. Video recordings circulate for three days. Students may not borrow periodicals.

### **Renewal of Library Materials**

Renewal of library materials may be done at the Front Desk or by telephone. If the material has been placed on hold for another patron, it cannot be renewed. Renewing overdue items does not negate the accrued fines prior to renewal. Items that are renewed are subject to recall. Materials borrowed through interlibrary loan may be renewed only if the lending library agrees.

### **Overdue Materials**

Please return books on or before the due date so that others may use them. A fine of 10 cents per day is charged on overdue books, audio books and sound recordings; one dollar a day for videos and DVDs.

### **Lost or Damaged Materials**

Patrons are responsible for the materials that they check out. In the event that materials are damaged, destroyed or lost, the patron responsible will need to pay the replacement cost, plus a non-refundable service charge. A hold flag will be placed in the student's College record until the bill is paid. Adequate clearance of fines and return of materials is necessary before registration or graduation.

## **LIBRARY SERVICES**

The Front Desk is located on the first floor of the library. It is staffed during operating hours. A variety of study environments containing individual carrels, study tables, and lounge seating are available on both floors of the library.

### **Interlibrary Loan**

The Central Carolina Technical College Library provides interlibrary loan services for items unavailable at this library and other local libraries. Fees vary and are based on the lending library's policy. Books we do not own may be requested through PASCAL Delivers and borrowed from academic libraries in South Carolina. Please ask at the Front Desk for more information.

### **Reference Assistance**

Members of the library staff are on duty during all hours of operation in order to provide assistance in using the library.

## **Research**

The library staff is available to assist students with academic research projects.

## **Reserves**

Instructors may request class materials be placed on reserve. These may be personal copies or library resources. Loan periods will be determined by the instructor. Reserves are located at the Front Desk.

## **Photocopier**

A coin-operated, self-service photocopier is located on the first floor of the library. The user assumes responsibility for compliance with copyright law in making copies and assumes all liability for infringement of the law.

## **TV/VCR/DVD Combo Units**

TV/VCR/DVD combo units are available for viewing reserve videos in the library. For assistance, please see a member of the library staff.

## **ONLINE RESOURCES**

**Remote access to research databases is available to students through myCCTC. Database links and passwords are found by clicking on the Library tab in myCCTC.**

## **Library Catalog**

The library's catalog, UNICORN, is available via the World Wide Web. Users can search UNICORN for books, video recordings, periodical titles, sound recordings, and audio books. To access the Library Catalog from the library's web page, click on Online Resources, then click on Library Catalog.

## **eBooks**

The NetLibrary eBook collection contains over 60,000 titles. These full text books are accessible to currently enrolled CCTC students by creating a personal account on campus. In order to use the eBook collection off campus an account must be created from a computer on campus. Log in to my CCTC and access through the Library tab or go to <http://www.netlibrary.com>.

## **NoodleBib**

*NoodleBib* generates, edits, and publishes an MLA Works Cited list, bibliography, or APA Reference list that complies with all of the rules detailed in the MLA Handbook and APA Publication Manual; NoodleBib takes care of punctuation, alphabetization and formatting, producing a polished source list that can be imported directly into your Word document. Access by logging in to myCCTC, or through the library web page.

## **Online Databases**

The library provides access to over 60 online databases. These databases may be accessed through the Library tab of myCCTC. These resources provide full text coverage of over 13,000 magazines, newspapers and scholarly journals. Off campus access is available for most of the online resources. Check with library staff or log into myCCTC for usernames and passwords.

## **LIBRARY COMPUTERS**

### **Library Code of Conduct for Student Computer Use**

Students must present a CCTC ID with a current semester sticker when signing in to use Library computers.

The Library computers are primarily provided for use in academic research. If you are engaged in other activities you may be asked to relinquish your seat.

Students must protect their myCCTC username and password by not allowing others access to it.

Computer users are to conserve expensive resources by printing only what is needed. Check the print preview to be sure the print out will have the information you need. Excessive or recreational printing is not permitted.

Do not make unauthorized changes to the settings on the computer hardware or software.

Do not use computing resources for playing games or for sending/downloading frivolous, obscene, or harassing messages or images.

Be aware that confidentiality and privacy are not guaranteed. Computer use is monitored.

Library computer users are not to use computing resources for private, recreational, commercial, or political activities or to threaten, harass or intimidate others.

Vandalism, disruption of services, attempting to circumvent security measures, spreading computer viruses or worms, viewing/transmitting pornography, promoting hate sites, installing software, or connecting electronic devices is prohibited.

Library computer users are personally liable for any copyright violations or unauthorized bills incurred.

### **Library Code of Conduct for Student Computer Use - continued**

Library computer users are responsible for any damages incurred by inappropriate use of computing resources.

Food is not permitted in the Library. Beverages with secured lids are allowed.

Cell phones and beepers should be set on vibrate or turned off.

By using the library computers, the student agrees to be subject to and abide by the College's Acceptable Use Agreement which is posted on each workstation desktop.

**Students who do not comply with this Code of Conduct may be asked to remove themselves from the computer workstation and may be reported to College Security or to other appropriate authorities.**

### **SECURITY**

An electronic security system is in operation. This system ensures that Library materials being carried out of the Library are properly checked-out. The security system is safe and will not affect films, tapes, digital watches or medical devices. The system will detect library materials through briefcases, parcels and clothing. Any person using the library will be deemed to have consented to questioning in the event that the book detection alarm is activated.

The following materials are for use in the library only:

Reference                      Indices                      Newspapers  
Periodicals                      Microforms                      Law Collection  
Reserves (those designated Library Use Only)

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