

Library and Information Services Academic Support Manual

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FACULTY LIBRARY MANUAL

WELCOME

On behalf of St. Johns River Community College's library system, we would like to extend our welcome to all new and returning faculty members.

Once again, the Library Faculty Handbook has been updated, and we hope that this handbook facilitates and invites your use of our three facilities.

The Library Staff

INTRODUCTION

The three libraries of St. Johns River Community College (henceforth Library) recognize their basic responsibility to provide materials and services in support of the instructional program.

As an instrument of instruction, the library must stay abreast of curriculum developments, and its holdings must reflect the purpose of the institution. Apart from its instructional function, the library is committed to furnishing the means for stimulating the cultural and intellectual growth of both faculty and student body.

Close cooperation between the faculty and the library is necessary in developing and integrating the library as a part of the instructional program. We further recognize the necessity for maintaining communications with all faculty members in developing the library as one of the most important intellectual resources of the college community.

The purpose of this handbook is to encourage full use of each library as an instrument of instruction through the close cooperation of instructors and librarians. Any suggestions, criticism and assistance in achieving this purpose will be fully appreciated.

CARMEN M. CUMMINGS
Dean of Library Services

CHRISTINA WILL
Campus Librarian
St. Augustine Campus

DIXIE YEAGER
Campus Librarian
Orange Park Campus

LIBRARY STAFF & CAMPUS LOCATION

Professional Staff

Cummings, Carmen M.	Dean of Library Services
Allen, Robbie	Public Services Librarian Palatka Campus
Bass, Royce	Public Services Librarian St. Augustine Campus
Biggs, Eric	Public Services Librarian Orange Park Campus
Smith, Joyce	Public Services Librarian Palatka Campus
Will, Christina	Campus Librarian St. Augustine Campus
Yeager, Dixie	Campus Librarian Orange Park Campus

Paraprofessional Staff

Ackley, Jack	Library Technical Assistant I Palatka Campus
Anderson, Jennifer	Library Technical Assistant 1 St. Augustine Campus
Calvert, Andy	Library Technical Assistant I St. Augustine Campus
Combs, Thyra	Library Technical Assistant I Palatka Campus
Sperry, Annette	Library Technical Assistant I Orange Park Campus
Hayes, Joan	Library Technical Assistant 1 Orange Park Campus
Hunt, Colise	Library Technical Assistant 1 St. Augustine Campus

St. Johns River Community College Libraries

B.C. Pearce Learning Resources Center
Orange Park Campus Library
St. Augustine Campus Library
Open Computer Labs
www.sjrcc.edu/libraries/

2009 – 2010 HOURS AND HOLIDAYS

LIBRARY HOURS

FALL AND SPRING TERMS

Monday	8:00 a.m. – 9:00 p.m.
Tuesday	8:00 a.m. – 9:00 p.m.
Wednesday	8:00 a.m. – 9:00 p.m.
Thursday	8:00 a.m. – 9:00 p.m.
Friday	8:00 a.m. – 5:00 p.m.

SUMMER A

Monday - Thursday	8:00 a.m. – 7:00 p.m.
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SUMMER B

Monday – Thursday	8:00 a.m. – 6:00 p.m.
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OPEN COMPUTER LAB HOURS

Open Computer Lab hours generally follow library hours, however there may be variances by campus and semester. Please check the computer lab doors, the Library web site, or the Library tab on MySJRCC for current hours.

COLLEGE HOLIDAYS AND INTERSESSION BREAKS

The Libraries and Open Computer Labs will be **closed** on the following dates:

Independence Day	July 6, 2009
Interession	August 14 – 21, 2009*
Labor Day	September 7, 2009
Veterans' Day	November 11, 2009
Thanksgiving	November 25 – 27, 2009
Interession	December 16 – 18, 2009*
	January 4 - 5, 2010*
Winter Holidays	December 21, 2009 – January 1, 2010
Martin Luther King Jr. Day	January 18, 2010
Spring Break	March 15 – 19, 2010
Interession	April 28 – May 6, 2010*
Memorial Day	May 31, 2010

Holiday hours will be posted on doors and MySJRCC.

* The Libraries may be accessible to faculty & staff members on weekdays during interession.

FACULTY CIRCULATION SERVICES

All full-time and adjunct faculty members must obtain a library card at their campus library to access library materials. The SJRCC Library uses the LINCC automated circulation system, which requires a unique borrower's ID number.

FULL-TIME FACULTY

Loan Period for Materials

Books, musical scores, vertical file and uncataloged paperbacks –

Extended loan up to one academic year. Subject to recall after three weeks if another borrower requests the item.

Audio-Visual media -

Loan of up to 21 days.

Audio-Visual Equipment -

Short and long term loan.

Reference books -

May be borrowed for a limited loan period depending on the title and need. Please consult the Public Services Librarian on duty on your campus.

Periodicals -

Unlimited number for a three-day period, which may be extended if needed.

Faculty family members (age fourteen and above) -

May apply for library loan privileges. Family loan privileges are the same as those of community patrons.

Lost materials –

Lost materials should be reported to the Circulation Desk as soon as possible. The faculty member is responsible for paying the replacement cost of the lost material.

The replacement cost for materials that are in print will be the greater of the price paid by the State of Florida or the full current price as published by online book retailers.

For out-of-print materials, the replacement cost will be the greater of the price paid by the State of Florida or the average market value based on the current Library and Book Trade Almanac or Amazon.

A refund of the replacement price will be issued for returned undamaged materials.

Damaged materials –

The faculty member will pay repair charges for damages done to materials.

Material inventory –

All materials charged out must be returned in the Spring Inventory Recall. Faculty members may check out materials again after presentation to the Circulation Manager.

ADJUNCT FACULTY

Library Card

Adjunct faculty members should apply for a library card at his or her campus library. This card must be presented in order to borrow materials and must be renewed each term the faculty member is under contract.

Loan Period for Materials

Books, musical scores, vertical files, uncataloged paperbacks –

Extended loan up to one academic term. Subject to recall after three weeks if another borrower requests the item.

Audio-visual media -

Loan of up to 21 days.

Audio-visual Equipment -

Short and long term loan

Reference books –

May be borrowed for a limited loan period depending on the title and need. Please consult the Public Services Librarian on duty on your campus.

Periodicals -

Unlimited number for a three-day period, which may be extended if needed.

Lost materials –

Lost materials should be reported to the Circulation Desk as soon as possible. The faculty member is responsible for paying the replacement cost of the lost material.

The replacement cost for materials that are in print will be the greater of the price paid by the State of Florida or the full current price as published by on-line book retailers.

For out-of-print materials, the replacement cost will be the greater of the price paid by the State of Florida or the average market value based on the current Library and Book Trade Almanac or Amazon. A refund of the replacement price will be issued for returned undamaged materials.

Damaged materials -

The faculty member will pay repair charges for damages done to materials.

FACULTY TEACHING DUAL-ENROLLED CLASSES

Faculty members teaching dual-enrolled classes have the same library privileges as adjunct faculty. (See above)

DELEGATION OF AUTHORITY TO BORROW

Some faculty members may wish to have another person check out library materials for them. In order to grant this authority, the faculty member must fill out a special form that may be obtained through the Circulation Department. Materials thus borrowed are the responsibility of the faculty member concerned. (Contact the Circulation Manager on your campus.)

ANNUAL MATERIALS INVENTORY

All library materials charged out by faculty members must be returned in the Spring Inventory recall. The materials must be presented to the Circulation Manager at each campus. Faculty may check out the materials again after presentation to the Manager. NOTE: The faculty member who charges out library materials is responsible for the materials. Therefore, please remember:

1. If you give library materials to someone else to return and the materials are not returned, the faculty member--not the alleged carrier--is responsible at annual time.
2. If you give library material to another faculty member, the faculty member whose ID number is attached to the borrower record is responsible for the library materials.

ARTICULATED SERVICES TO ST. LEO UNIVERSITY

St. Leo University faculty members have the same library privileges as SJRCC adjunct faculty (see previous page). (Exception: St. Leo University will provide Interlibrary Loan services for its staff.)

The following "Memorandum of Agreement" between St. Johns River Community College and Saint Leo University explains the two libraries' cooperation of services:

Revised 12/2009

MEMORANDUM OF AGREEMENT

This agreement is between Saint Leo University (SLU) and St. Johns River Community College (SJRCC) to provide library services to students enrolled in St. Leo University's courses and their respective faculty.

1. Students enrolled in SLU courses and faculty will receive the same consideration and access to resources as any other users of SJRCC library resources and will be subject to the same policies and procedures as other library users.
2. SJRCC/SLU libraries will provide circulation services, provide access to reserve materials, and reference and information literacy to faculty and currently enrolled students. Interlibrary loan services will be provided by Saint Leo University.
3. A reasonable amount of space for library materials such as deposit collections, reserve material and equipment will be provided by the SJRCC Library if requested. Such collections will be processed and made ready for circulation by SLU as directed by SJRCC. SJRCC will be held harmless for losses of SLU material but will provide information to assist in retrieving material not returned.
4. SLU may provide audio-visual equipment for the use of SLU faculty. Need, availability, and storage space may vary from time to time. Equipment remains the property of SLU and may be recalled at any time. SJRCC may permit SLU faculty access to its equipment as determined by the SJRCC administrator in charge of such equipment.
5. SJRCC may deny borrowing privileges to SLU users who are delinquent or otherwise violate library or other College regulations.
6. The Library Directors will inform each other of problems encountered with users or procedures and endeavor to resolve problematic situations.

This agreement shall remain in effect subject to semi-annual review by the interested parties during the first quarter of each year. A letter noting continuance, with modifications or adjustments if any, shall be sent by SLU to SJRCC. Initiation of the review process is the duty of the SLU Library Director as is the drafting of the annual letter of continuance.

RESERVE SERVICES

Reserve Material Procedure

There are two ways in which material may be placed on reserve:

By the faculty member bringing the material to the desk and completing a “Faculty Reserves” request.

By the faculty member submitting a “Faculty Reserves” request to the Circulation Manager at least three days prior to the time of the class assignment. The request should include complete information—author, title, publisher, copyright date, circulation period desired, faculty member’s name, and the date material should be on the reserve shelf (see next page). Online [Faculty Reserves](#) forms are available from the library web page. There is no limit to the number of titles that can be placed on reserve. Reserve books circulate on Library Use Only, Overnight Loan, 3 Day Reserve and 7 Day Loan periods. Faculty must indicate which loan period they prefer when making the reserve request.

Please let the Circulation Manager know when the class assignment is over and you no longer need the reserve material so that there will be room for other reserve materials.

(NOTE: Faculty members must have a library card to place materials on reserve).

RESERVE REQUEST FORM

Please give the Library three days to place material on reserve before notifying your class of the material's availability.

NOTE: For circulation purposes, a barcode sticker will be placed on the reserve item. The Library cannot be held responsible for damage or theft of reserve items. However, if the item is damaged or lost the user will be charged.

Instructor Name: _____

Course Title & Number: _____

Today's Date: _____ **End Reserve Date:** _____

For Articles Only: Do you plan on keeping articles on reserve for more than one semester?

No: _____ Yes: _____ If yes, the library will obtain copyright permission from publisher.

In the table below, PC= Personal Copy. The Loan Codes are:

A=Library Use Only (material may not leave the Library at any time)

B=Overnight (material is due by 9:00 a.m. the next day)

C=Three Day Reserve (material is due three days after check out)

D=One Week Reserves (material is due one week after check out)

PC or Call #	Author	Title	Loan Code
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____

SELECTION OF LIBRARY MATERIALS

The librarians at each Campus solicit and seek the help of all faculty members in building a comprehensive collection. Although it is the Director's ultimate responsibility to acquire suitable materials, each faculty member is encouraged to participate in selection process. Faculty requests are given priority and ordered as funds are available.

The guiding force behind our selection process is stated in the Library's [Collection Development Policy](#), which is approved and reviewed annually by the Faculty Library Committee.

GUIDING PRINCIPLES IN SELECTION

Priority for books and other materials to be purchased for the Library is given to those materials that meet direct curricular needs in the courses offered. Included are items needed for (1) class assignments, (2) collateral reading, (3) references made in textbooks, (4) supplemental individual study or term papers and reports and (5) those references and bibliographic tools which will facilitate finding and using these materials. Special effort is made to develop a collection of classic works in each discipline. After the primary needs have been met, consideration may be given to other desirable materials, which will give balance to the collection or meet vocational, a vocational, cultural or special interest needs of the student body and the faculty.

While the library has a certain responsibility to serve the research needs of the faculty, the major responsibility of the library lies within the teaching program on the undergraduate level. In most instances, specialized research needs can best be served by the use of interlibrary loan services.

Materials needed for classroom instruction must be purchased from department funds.

How to Order Books and Audio-Visual Materials

Faculty members may request that materials be ordered by contacting the Dean or Campus Librarian at your library. Unless the material is unavailable, orders generally take 2 to 5 months to receive and process. Rush orders require at least 3 weeks to receive and process. The Acquisitions Department will notify you as soon as the order arrives and is ready for check-out. If you need status information on your request, please contact the Acquisitions Department located at the Palatka Campus.

RECENT ACQUISITIONS

New items are always being added to the collections of the SJRCC libraries. To let people know about our new acquisitions, titles, descriptions and when available, cover art of new items added are posted on the [Recent Acquisitions](#) page of the library web site after they are processed.

PUBLIC SERVICES

Inquiries concerning information services, information literacy tours, bibliographies, interlibrary loans and library publications should be directed to the Reference Department at each campus. The Director encourages faculty members to consult freely with the Campus and Public Services Librarians in planning assignments involving the use of library materials.

REFERENCE SERVICES

Each library has a reference and information area for locating materials on all subjects. It maintains a collection of dictionaries, encyclopedias, handbooks, yearbooks, indexes, and many general information books on a variety of subjects. A Public Services Librarian is on duty to assist you and your students in making full use of the library's resources, including the online public access catalog, LINCC, the Internet, and other electronic resources and reference tools. The necessity and importance of consultation between the instructor and the Public Services Librarian cannot be over-emphasized.

INFORMATION LITERACY

Librarians at each library are readily available for information literacy instruction, lectures, and tours. The librarians offer information literacy lectures for the Composition I, II, and Introduction to Literature courses.

In Composition I, the librarians give the students an overview of the library, instruct them on how to get a library card, and give them a guided tour of the library. The librarians also demonstrate how to search LINCC and other online sources.

The Composition II lecture consist of general information about the library, teaching students how to choose a topic, the strategies for collecting, analyzing, evaluating and citing sources, and information about intralibrary and interlibrary loans.

The Introduction to Literature lecture is primarily focused on teaching effective use of literature/literary resources, print and electronic databases.

These lectures are also available as individual online [Information Literacy Modules](#) on our website.

Lectures for other subjects such as College Success, Career Development, Nursing, and U.S. History are presented, as well. Upon request, the librarians will design and present lectures on most subjects in support of class assignments or special interests.

Handouts and other materials including research activities are produced to insure that the students are able to successfully complete their assignment. For more information regarding these lectures, please consult a Public Services Librarian at your campus. A three-day notice is required to schedule all lectures and tours.

INTERLIBRARY LOAN (ILL) SERVICE

Interlibrary Loan serves the serious researcher by providing materials that are neither owned nor readily available for purchase by the St. Johns River Community College Library. Please contact the Campus or Public Services Librarian at each campus for additional information.

Current SJRCC full-time, adjunct, and dual-enrolled faculty can submit [ILL requests](#) online or at their campus library. ILL requests for books can be executed electronically while using LINCCWeb. ILL requests for articles can be made through the campus Public Services Librarian. The amount of time it takes for requests to be filled can vary; normally, however, most patrons receive materials 1 to 4 weeks from the date of the request. Prompt return of borrowed materials to each campus library is essential. Failure to return ILL materials on time could result in loss of borrowing privileges for the SJRCC Libraries.

WORLD WIDE WEB RESOURCES

LINCCWEB

The College Center for Library Automation (CCLA) maintains an Internet site (LINCCWeb) that provides 24-hour access to all its resources. LINCCWeb allows keyword searching of the catalogs of all 28 Florida community college libraries either statewide, by individual community college or individual campus. Faculty accessing this resource from their office, home, or any Internet accessible computer should use the following address: <http://www.sjrcc.edu/quickstart/>.

RESPONSIBLE USE OF LINCC

The Libraries ask that all LINCC users adhere to the *Responsible Use of LINCC: Rules and Regulations* printed below.

St. Johns River Community College Responsible Use of LINCC Rules and Regulations

Users of LINCC, Library Information Network for Community Colleges, have a responsibility to maintain the integrity of the LINCC system and to protect its purpose of providing access to shared resources at the local, national, and international levels. Irresponsible behavior can destroy the reliability and availability of the system on all levels of access. Therefore, it is imperative that users act responsibly and “with the common good of LINCC system in mind.”¹

I. RESPONSIBLE BEHAVIOR

1. Users should report errors, problems, and questions of access to the library staff.
2. Users must not intentionally perform an act, which will seriously impact or modify the operation of computer software, computers, terminals, peripherals, or networks.
3. Users must abide by the terms of all software licensing agreements and copyright laws.

¹ College Center for Library Automation. Guidelines for Responsible Use of LINCC. Report of the Ad Hoc Committee on Responsible Use. 1 June 1995: 2

4. Users should practice appropriate computer etiquette and refrain from unfairly monopolizing resources to the exclusion of others. Please adhere to the posted SJRCC use policies.
5. Users must not attempt to breach the security of LINCC or other computers system accessible through LINCC.

II. VIOLATIONS

1. Violations of these rules or regulations will not be tolerated. Any violation is cause for dismissal, suspension, removal, and /or criminal prosecution.
2. Offenders will be prosecuted to the full extent of the law as outlined in the **Florida Statutes 815.01-07 Florida Computer Crimes Act of 1993** and the **18 US Code 1030: The Computer Fraud and Abuse Act of 1986** and the **Computer Abuse Amendments Act of 1994**. For example, Florida law states that if the damage to computer software, computers, terminals, peripherals, or network is \$1,000 or greater, the offender is guilty of a felony of the second degree which requires up to 15 years imprisonment and a maximum fine if \$10,000.

ONLINE DATABASES

With a current SJRCC ID, you have access to full-text databases which you can use at home or in the library. These databases provide complete articles from magazines and journals at no cost to you. To access these databases, go to www.sjrcc.edu/quickstart/.

Please note: The complement of online resources may change several times per year. For the most up-to-date list of online resources, please visit www.cclaflorida.org/docs/linccweb_eresources.asp.

WEBLUIIS

The library network of Florida's public state universities is administered by the Florida Center for Library Automation. To access WebLUIIS go to <http://www.sjrcc.edu/libraries/recip.htm/>

SJRCC LIBRARY WEB PAGE

SJRCC's library web page provides access to a variety of information and resources for faculty, staff and students. Faculty accessing this resource from their office or any Internet accessible computer should use the following address:
<http://sjrcc.edu/libraries/>

Quick start

Direct access to the online catalog and periodical databases

Library information

Hours and holidays, locations, item recommendations and more

How to

View step-by-step instructions for finding books and articles, requesting items from other campuses or colleges, and more

Library card information

Information about your Borrower ID number and PIN. Apply for or renew a card by phone or email

Ask a Librarian

Get help from your SJRCC Librarian in person or from home by phone, email, or chat

Check your account

See what you have checked out, renew items online and view the status of requested items

Cite your sources

MLA and APA citation guides for citing print and online resources

Administrative Information

Policy manuals, organizational chart, survey results, and planning forms

Information literacy

Online tours designed for COMP I, II, and Introduction to Literature are primarily focused on teaching effective use of literature/literary resources, print and electronic databases. students, but helpful to all users.

SJRCC library news

Recent acquisitions, new products, improved services, and special happenings

If you have any questions or would like a demonstration of any of the resources listed above, please contact the Public Services Librarian at your campus.

PERIODICAL COLLECTION

The Periodical Collection is an important source of material on a wide variety of subjects. The combined collection of the three centers is in excess of 300 titles, which include magazines, journals, bulletins, and newspapers selected by the faculty and librarians to provide general reading material and to support the college curricula. The library's collection includes popular titles as well as specialized journals in many subject fields. Requests for new periodical subscriptions may be made at any time. However, at present, publishers require 120 days to process a new subscription; therefore, there can be no "rush" orders. As the periodical collection must be limited, it is recommended that the faculty consider the following criteria when requesting periodicals to be purchased:

1. General impression and price of the title as compared to other similar titles.
2. Appropriateness to the instructional program with particular regard for the reading level of community college students.
3. Suitability of the periodical's purpose and scope.

The library's periodical collection is greatly augmented through access to online full-text electronic resources. These databases are updated with a frequency ranging from weekly to quarterly.

The non-current periodical collection is continually increasing so that the library can maintain a source of retrospective research materials. At the Palatka Library, bound volumes of back issues of periodicals are available. Generally, periodicals do not circulate; however faculty members may check out periodicals for a three-day use. Special permission slips are issued at the Circulation Desk.

ACCESS FOR STUDENTS WITH DISABILITIES

THE ADA AND SJRCC LIBRARIES

SJRCC Libraries constitute an equal access/equal opportunity institution, providing services and resources in compliance with the Americans with Disabilities Act. Each library's ADA Committee is responsible for surveying the needs of the users and implementing the necessary policies and procedures needed for recommended changes. Each library has a copy of its progress report available for public inspection.

The SJRCC Libraries provide information concerning accessible services for students with disabilities. This information is available in accessible formats.

Each library provides services that afford students with disabilities the opportunity to obtain the same result, gain the same benefit, and reach the same level of achievement as other patrons.

All patrons (regardless of disabilities) may make appointments for individual services.

ACCESS ABOVE ALL

Librarians and other staff gladly perform any functions that are necessary in order for students and patrons with disabilities to utilize the library's resources. The SJRCC Library staff is committed to helping provide access to all users.

Each library is equipped with a video phone for students with hearing impairments and Zoom Text and/or JAWS assistive reading devices for the visually impaired. Also, the phone number for the Florida Relay Services (FRS) is available for students with hearing disabilities and other interested patrons at each library's Circulation Desk.

Services for students with disabilities are provided via the ADA Coordinator in the Counseling Center at each campus.

More specific information regarding services provided for students with disabilities is available in the most current edition of the [Reference and Information Services Policy Manual](#).

ADA LIBRARY COORDINATORS

Joyce Smith
Christina Will
Dixie Yeager

Palatka Campus
St. Augustine Campus
Orange Park Campus

SERVICES FOR DISTANCE LEARNERS

CIRCULATION SERVICES

A distance learner must have a valid SJRCC library card to borrow materials and access online services. The student may apply for a library card by e-mail, by phone or at a local campus library. The card is valid for the current term only and must be re-validated each term. For eligibility requirements, please visit our [web site](#) or a campus library.

PRIVILEGES

With a valid library card, the student can borrow books and A/V materials, access online databases and services, and borrow items from other libraries.

SJRCC Libraries provide reference and information services to students enrolled in distance learning courses. Distance learners may access the SJRCC Reference Desk via telephone, e-mail, fax and the U.S. Postal Service or via the Ask a Librarian service at www.AskALibrarian.org. Reference services are available during weekday library hours by phone, by e-mail or in person. Our services for distance learners include:

- ❖ Answering questions, including those requiring facts, statistics, or bibliographic information.
- ❖ Instruction and assistance in accessing and using LINCCWeb, online databases, and other applicable information technologies.
- ❖ Assistance with formulating search strategies.
- ❖ Referral to appropriate resources, agencies, and libraries.
- ❖ Document delivery either electronically, via U.S. mail or to the nearest Campus Library. Delivery method will depend on the type of item requested.

LINCC, the library's online catalog, eBooks and online databases are accessible via the World Wide Web at <http://www.sjrcc.edu/libraries/research.htm>. A valid Library ID number is required.

RESOURCE SHARING AND INTERLIBRARY LOAN SERVICES

LINCC provides access to the collections of Florida's 28 community college libraries. If the SJRCC libraries do not have an item, distance learners may search statewide and request the item from another college using LINCC's request feature. If a community college library does not own the book the student needs or the student can't find a needed article in one of our online databases, the material may be requested through Interlibrary Loan (ILL). Both of these services are free. Delivery time varies. The SJRCC library card is also accepted at every community college and state university library in Florida, allowing distance learners to check out materials directly from another library, however, the borrower is responsible for returning such items to the lending library.

DELIVERY OPTIONS

There are a couple of ways for distance learners to receive library materials. They can pick up an item at the most convenient campus library or have an item mailed to their home. Please note that videos, reserve items, and ILLs will not be mailed.

LOAN PERIODS, RENEWALS & HOLDS

Most books are loaned out for three weeks. The loan periods for A/V, reserve materials and interlibrary loans vary. Circulating materials may be renewed unless the item is overdue or a hold has been placed on the item by another borrower. Items may be renewed once online by using the "myAccount" feature or by calling the local campus library. Subsequent renewals must be requested in person. Library materials may be returned to any SJRCC campus library.

A "hold" may be placed on an item that is checked out so it will be reserved upon its return. To place a hold, use LINCCWeb's request feature or contact the SJRCC campus library that owns the item.

CONTACT INFORMATION

For assistance with library services, please contact the local campus library.

Palatka:	(386) 312-4153
Orange Park:	(904) 276-6751
St. Augustine:	(904) 808-7474

Or visit our [web site](#).

AUDIO-VISUAL RESOURCES

Audio-Visual Resources

Audio-visual materials

Each campus library has a variety of audio-visual materials. To view the library's audio-visual holdings, search LINCC, our online catalog (linccweb.org).

Library audio-visual materials are designated for short-term use by SJRCC students and faculty only. If a faculty member requires an audio-visual resource for his or her exclusive or long-term use, the faculty member must submit a purchase request to the appropriate Dean or Vice-President as stated in the *College Handbook*. Library audio-visual resources are for supplemental, short-term use only.

If faculty are aware of an audio-visual resource that would benefit our students and the request meets the standards set forth in our *Collection Development Policy*, the item will be purchased pending availability of funds and vendor supply. After the item is purchased, it will be placed in the circulating or reserve collection for use by all students and faculty. The acquisition of new items takes at least three weeks. To request an item, simply bring a photocopy of a catalog page or a printout from an online retailer to the library, or use our online item request feature (sjrcc.edu/libraries/recommend.htm).

Any item owned by a faculty member or SJRCC department may be placed on reserve in the library. The library then checks out the item to the user so the faculty member does not have to manage the item. The item's owner determines the loan period. To place an item on reserve, submit the *Faculty Reserve Request* form on page 4 of this section to the Circulation Manager of the campus library where you would like the item to be housed.

Audio-visual equipment

Each campus library has televisions, VCRs, DVD players, audio cassette players/recorders, and CD players for in-library use by students and faculty. The library's equipment may be checked out by faculty for short-term use. The faculty member must come to the library to check out and return the equipment or authorize a student to do so on his or her behalf. The equipment is checked out to the faculty member's account and is usually due back at the end of class or, for night classes, the following day.

In Palatka and Orange Park, the libraries house all of the equipment available for short-term classroom use. On the St. Augustine Campus classrooms share an overhead projector and a TV/DVD/VCR. The St. Augustine Campus Library's equipment is for supplemental or emergency back-up purposes.

In Palatka and Orange Park, the faculty may call the Circulation Manager to arrange for equipment and should do so five days in advance.

Palatka: (386) 312-4153
Orange Park: (904) 276-6830

In St. Augustine, faculty should arrange for classroom use of audio-visual equipment through the campus Administration office. The number is (904) 808-7400.

Equipment purchased by a College department may be placed on reserve for faculty or student use. Usage terms are determined by the item's owner. To place an item on reserve, submit the *Faculty Reserve Request* form on page 4 of this section to the Circulation Manager of the campus library where you would like the item to be housed.

Assistive Technology Resources

Assistive technology resources are available for disabled students at each campus. Faculty should contact the ADA Coordinator in the Counseling office to find out what resources are available, to arrange for equipment use, or to report the need for additional equipment. The Counseling office numbers are:

- Palatka: (386) 312-4035
- Orange Park: (904) 276-6855
- St. Augustine: (386) 808-7400

Assistive technology housed at the library varies by campus. Each library is equipped with a video phone for students with hearing impairments and Zoom Text and/or JAWS assistive reading devices for the visually impaired. Also, the phone number for the Florida Relay Services (FRS) is available for students with hearing disabilities and other interested patrons at each library's Circulation Desk. When a patron with a hearing disability needs to contact the library by phone, he or she is able to call the FRS number using the TDD (Telecommunications Device for the Deaf). FRS will then contact the library and relay the patron's message. Likewise, library staff calls the FDR "voice" phone number with a message for the patron, and FRS will call the patron on TDD

The St. Augustine Campus Library has a variety of assistive technology resources available for disabled students. Some equipment, due to its size, must remain in the library; those items are marked with an asterisk (*) in the table below. Other devices may be checked out by the campus ADA Coordinator on a student's behalf for up to a term or may be checked out by a faculty member for short-term use.

<i>St. Augustine Campus Library Assistive Technology Resources</i>
Assistive technology computer workstation
Audio amplifier/microphone/transmitter
Book magnifier in L-111*
Variable speed tape recorder/player (3)
Variable speed tape recorder/player - mini