LRC MISSION STATEMENT

The mission of the Learning Resources Center is to support the mission of the College and to enhance the teaching/learning process through:

- Provision of adequate, up-to-date resource collections in formats consistent with prevailing technologies
- Access to the collections of other libraries
- Promotion of user-directed electronic database searching
- Instruction in the selection and use of resources that will enable users to function in an information-driven society
- Promotion of life-long learning opportunities.

GOALS

- To assume an integral support role in fulfilling the mission of the College;
- To provide library services and well-organized, accessible collections in various formats consistent with the needs of the instructional programs;
- To provide library services for students, faculty, and staff in support of instructional objectives;
- To provide access to educational technology and instruction in its use;
- To provide a learning environment for users in which they can be free to explore interests at a learning pace tailored to individual needs;
- To provide for the needs of people with disabilities in compliance with the spirit of the Americans with Disabilities Act through special collections and equipment designed for their use;
- To support the development of an enlightened and conscionable citizenry through the provision of a range of materials which express a variety of viewpoints and reflect multicultural diversity.

PURPOSE AND SCOPE

As part of the instructional support system, the LRC is dedicated to the principle of lifelong learning. The LRC supports the College’s goals by providing materials, services, equipment and facilities to assist students, faculty and staff in the teaching/learning process. A suitable atmosphere is provided for research, study, and leisure reading. In keeping with the open door philosophy of the community college system, opportunities are provided for cultural activities and community involvement.

The Learning Resource Center provides library services, media services and technology training for faculty and staff. Two facilities serve the CFCC community. The Wilmington Campus LRC is located on the 2nd floor of the Allied Health/LRC building at 415 N. Front Street. It is composed of the Library, the
The North Campus LRC is located in the McKeithan Building at 4500 Blue Clay Road in Castle Hayne and provides both library and media services.

The library has over 48,000 books, over 800 periodical titles, and more than 6,300 audiovisual titles. The LRC’s collection of microforms includes journals, magazines, newspapers, and census records from the Cape Fear region. More than 50 up-to-date electronic databases, with full-text from over 10,000 serials, are available through NC LIVE. The Library also subscribes to specialized electronic databases as budget permits.

The staff provides instruction in the use of library resources, specialized online databases and the Internet. Library orientation tours are also conducted. All tours and instruction are available to individuals as well as classes. A brochure, *A Guide to the Use of the LRC*, is available to supplement the instruction.

The *Library Bill of Rights*, adopted by the American Library Association, (Appendix A) and the *Freedom to View* statement, adopted by the Educational Film Library Association Board of Directors, (Appendix B) are an integral part of the LRC’s policies and procedures.

The Library has public computer workstations available for access to the online catalog and to support educational research. Computer usage and printing are managed by PC Reservation and LPT1 Print Management software. This software enables the Library to collect data on the number of sessions and the amount of time that the computers are used. Users are authenticated and logon to a computer by typing their library barcode number into the reservation system. Initial computer sessions are for 30 minutes with the option to extend the session an additional 30 minutes if no other users are waiting. Users must abide by the College’s *Computer Acceptable Use Policy*. (See Appendix C) Campus Cruiser, the e-mail system provided by the College to current students, is the only e-mail which is allowed on the LRC’s public computers. LRC staff offers assistance in using the online catalog, the Internet and in the use of all databases.

**STAFFING**

The LRC is staffed by professional personnel who hold graduate degrees in library science or related fields and Assistants, Specialists, Technicians and Clerks who have received specialized training in acquisitions, cataloging, serials, reference, circulation, television/video production and/or other media services.

The Director is responsible for planning, budgeting, and directing the operations of the LRC and serves on the Learning Resource Committee. The Director serves as an ex-officio member of College Council, the management team of the College. A Master’s Degree in Library Science or related field is required for the Director.

The Librarians provide reference services; instruct users in the selection and use of information resources in all formats (Bibliographic Instruction); select materials to be acquired for the LRC’s collections; weed the collections;...
supervise technicians and clerks; and oversee the day-to-day operations of the Library. A Master’s Degree in Library Science or related field is required for all Librarians.

The Media Specialist recommends the purchase of all media equipment for the College; provides the training, supplies and services necessary to meet the media needs of the College; supervise specialists, technicians and clerks; and oversees the day-to-day operations of the Media Center including the Television Studio. A Bachelor’s Degree is required for the Media Specialist.

The Reference Assistant processes Interlibrary Loan requests (the borrowing/lending of library materials with other libraries), assists with providing reference services and bibliographic instruction, and participates in special projects. The Reference Assistant holds a bachelor’s degree or an associate degree in library services.

The Television/Video Production Specialist is responsible for operating the television studio and producing a variety of media products. A Bachelor’s Degree in Media or related area is required.

The LRC Technicians order and catalog library materials; maintain financial, statistical and other records; order, check-in and bind serials; process microforms and provide media services. Technicians hold an associate’s degree in library, computer or media services or equivalent.

The LRC Clerks register patrons; check-in and check-out library materials; maintain the reserve collection; monitor and service equipment; shelve library materials; assist with special projects; maintain financial, statistical and other records; label and process library materials; and provide a wide variety of clerical support services. Clerks have a high school diploma or equivalent.

The Secretary prepares requisitions, travel requests and other documentation; maintains personnel, financial, equipment and other records; assists with Circulation Desk services; deposits all funds collected in the LRC; and works with the College’s registration system. The Secretary holds an Associate’s Degree in Library Science, Business, Computer or Information Science.

LRC staff have the appropriate credentials required for their positions.

LEARNING RESOURCE COMMITTEE

Purpose of the Committee – To serve as a medium through which instructors, students, and the CFCC professional staff may discuss and interpret matters concerning the overall operation of the Learning Resource Center’s programs. This Committee will conduct an annual evaluation of LRC services and assist in making recommendations concerning the use of facilities, policies, methods of increasing the use and effectiveness of services, and additional acquisitions.

The Committee is appointed by the President of the College based on recommendation of the Committee on Committees. The LRC Director serves as an ex officio member of the committee.
CHANGES IN LRC POLICY

Any changes in the LRC policies are submitted for review to the Learning Resource Committee. After review, the Committee forwards the changes to the Vice President for Instruction for approval. The Vice President then sends changes to College Council for approval. If the change requires more formal action it is sent to the Board of Trustees. The policy manual is reviewed annually by the LRC Committee and updated whenever policies change.

EVALUATION

The Learning Resource Committee conducts an annual user survey of CFCC faculty, students, and staff. Results of the survey are compiled and published in an annual report, which is forwarded to the Vice President of Institutional Development and the Vice President of Instruction. Additionally, statistics on circulation, reference, computer use, and door counts are kept daily. Information received from acquisitions, circulation and database use, and the door count are compiled yearly. These statistics are reported on alternate years in North Carolina Higher Education Digest (NCHED) and the Academic Library Survey (ALS) of the National Center for Educational Statistics.

An annual review is made of all cooperative agreements. Technology is continually assessed and up-dated as the budget and space will allow. As a result of this evaluation process, new LRC services are planned and existing resources and services are improved.

LRC USERS’ RIGHTS AND RESPONSIBILITIES

RIGHTS
Confidentiality of Library User Records

Users have a right for their registration and circulation records to remain confidential, and the Library adheres to state law 125-19 regarding confidentiality of user records as follows:

(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. (1985, c. 486, s. 2.)
**Service**
LRC users have a right to receive prompt, courteous service from the staff with reasonable accommodations for disabilities, as needed.

**Environment**
LRC users have a right to a clean, quiet, safe environment conducive to study and research.

**RESPONSIBILITIES**
A clean, quiet, and safe environment requires the cooperation of all who use the Learning Resource Center. To that end, LRC users should refrain from:
- Talking loudly or otherwise creating excessive noise
- Using cell phones (Ringers on cell phones and pagers should be silenced upon entering the LRC)
- Consuming food or beverages in any area of the LRC (Any food or beverages brought into the LRC must be sealed and hidden from view.)
- Removing LRC materials or equipment from the facility without proper checkout procedures
- Smoking or using tobacco products
- Sleeping in any area of the LRC
- Leaving children unattended
- Writing in or mutilating library materials
- Damaging LRC furnishings/equipment
- Possessing firearms or other weapons (other than authorized law enforcement officers)
- Using and/or possessing illegal substances
- Stalking or harassing other patrons or staff
- Soliciting or petitioning
- Posting or distributing flyers without permission
- Fighting

These offenses show disrespect for other LRC users, and the LRC will pursue disciplinary action as necessary.
LIBRARIES
LIBRARY COLLECTIONS

ORGANIZATION

New books and audiovisual materials are shelved using the Library of Congress (LC) classification system. Special book collections include: Reference, Allied Health, North Carolina, Bestsellers, Adult High School, Law, Spanish Language, and Children’s Literature. Periodicals are shelved alphabetically by title.

ACCESS

All of the Libraries’ collections are cataloged using the MARC record format and entered into the Horizon automated library system. This system is shared with three other North Carolina Community Colleges (Carteret, Davidson, and Guildford) in a consortium called NC-LITN. The online public catalog provides a web based interface to the NC-LITN database.

The Serials Holdings List provides detailed access to the current subscriptions and retrospective holdings for the Library’s periodicals collections at both campuses. This list is available in the Library, on the CFCC Intranet, and on the Library’s web page. A subject guide is also available in the Library and on the Library’s web page.

MATERIALS SELECTION POLICY

Library materials are selected for both campuses by the Librarians with input from faculty, staff, students, and community patrons. Each Librarian is responsible for selecting materials in assigned subject areas. The current list of assignments is available on the LRC’s web page. Faculty are encouraged to recommend materials for acquisition. Each fall, faculty are sent, via e-mail, information about requesting new resources. (See Acquisition Procedures for Faculty in Appendix D.)

Resources in a variety of formats are selected to support each program in the curriculum and to facilitate lifelong learning as well as provide leisure reading, viewing, and listening. Materials are selected to promote cultural enlightenment, factual knowledge, literary appreciation, aesthetic values, ethical standards, literacy education, and recreational reading. The community college student body is as diverse as the community the College serves. It is the obligation of the LRC to provide for each unique group by considering different points of view. Principles are placed above personal opinion and reason above prejudice to select resources of the highest quality in regard to content and format.

Selection Criteria

When making selections, the following criteria are used:

- Educational significance
- Relevance to curriculum
- Positive reviews
- Faculty recommendation
• Credibility of author, producer, or publisher
• Accuracy of information
• Copyright date
• Timeliness and permanence
• Integrity
• Cost
• Format
• Contribution to overall collection
• Representation of a controversial subject
• User appeal
• Literary style

Collection Levels

The LRC selects and acquires resources based on the American Library Association’s definitions for collection levels. The LRC will select materials at levels 3b, 4, and 5. The ALA collection levels are:

1. Comprehensive level
2. Research level
3. Study level
   3a. Advanced study level
   3b. Initial study level
4. Basic level
5. Minimal level

Level 3b: The collection at the initial study level is adequate to support undergraduate courses. It includes a judicious selection from currently published basic monographs supported by seminal retrospective monographs (as are represented by Books for College Libraries); a broad selection of works of more important writers; a selection of the most significant works of secondary writers; a selection of the major review journals; and current editions of the most significant reference tools and bibliographies pertaining to the subject.

Level 4: The basic level is a highly selective area of the collection which serves to introduce and define the subject and to indicate the varieties of information available elsewhere. It includes major dictionaries and encyclopedias, selected editions of important works, historical surveys, important bibliographies, and a few major periodicals in the field.

Level 5: The minimal level is a subject area in which few selections are made beyond very basic works.

Donations

Contributions of library materials shall be evaluated by the same criteria for selection and will be accepted or rejected based on the criteria.

Serials

Magazines and journals are purchased to support programs of study at each campus as well as general and popular reading. Priorities are given to titles,
which are indexed in periodical indexes subscribed to by the library or available in NC LIVE. The LRC currently subscribes to over 650 periodical titles.

Textbooks

Textbooks are not purchased by the Learning Resource Center. However, textbook donations by faculty are accepted, subject to the LRC’s policy. Books for the Adult High School collection are provided by the Adult High School program.

New Programs

Department heads, lead instructors, and or/deans are asked to notify the LRC Director of new courses or curricula. Notification should be made in writing, well in advance, to ensure the selection and purchase of appropriate resources. One Librarian serves on the CFCC Curriculum Committee.

WEEDING THE LIBRARIES’ COLLECTIONS

The existing collection is evaluated by the LRC Director and the Librarians. Materials no longer appropriate will be removed. Materials of educational value that are worn or lost will be replaced. Faculty members are an integral part of this process and are requested to assist the librarians with this task. The LRC Director will notify faculty when their subject areas of the collection are being evaluated, so they can review those materials.

Factors to consider when discarding material are:
- Value to the collection;
- Date of material;
- Physical condition;
- Coverage of subject by other materials in the collection;
- Availability of better or more recent material;
- Demand for and past use of the material;
- Number of copies in the collection.
- Programs with outside accrediting agencies that may have more stringent weeding policies, such as the Nursing/Allied Health collection.

Recommendations for removal of library materials may be submitted to the LRC Director, in writing, at any time and evaluations will be made according to the previously stated criteria. (See Requests for Reconsideration of Materials Forms in appendix E.)

CONTROVERSIAL MATERIALS

Cape Fear Community College subscribes in principle to the Library Bill of Rights (See Appendix A) as written by the American Library Association. No duly-selected materials, whose appropriateness is challenged, shall be removed from the College except upon the recommendation of a review committee (LRC Committee) and with the concurrence of the President or the Board of Trustees,
or upon consent of the Board of Trustees following a formal appeal. Procedures for challenging library material(s) are enumerated in the LRC’s Procedures Manual.

SPECIAL COLLECTIONS/FORMATS

Adult High School
Several copies of textbooks used by the Adult High School classes, and supplied by that program, will be kept in this collection at the Wilmington campus.

Allied Health and Nursing
Only books that are less than five years old or are about the history of medicine will be placed in the Allied Health and Nursing Collection at the Wilmington campus.

Audiovisuals
Audiocassettes, music CDs, VHS, and DVDs will be placed in special format specific collections.

Bestsellers
A new book title is automatically added to the library’s Bestsellers collection each week after its first inclusion in the New York Times Book Review. Both fiction and nonfiction titles are included in the Bestsellers collection at the Wilmington campus.

Law
All legal reference materials at the North Campus Library are shelved in the Law Collection.

Newspapers
The LRC subscribes to a variety of local, national, and state newspapers as well as various topic-specific newspapers.

Periodicals
Periodical subscriptions are reviewed in the summer. All subscriptions run from January to December. If a new periodical title is desired, a request should be submitted the previous summer. New titles may be requested by submitting an online journals request form, contacting the librarian assigned to the subject area (list is available on the LRC website), or by e-mailing the Serials Technician.

Microforms
The Libraries’ collection of microfilm and microfiche include magazines, journals, newspapers, and a variety of census records from the Cape Fear area. There are over 25,000 pieces of microforms in the collection. Reader/printer
equipment is available to utilize these materials, and copies cost five cents (5¢) each.

**North Carolina Collection**
Books about the history and geography of North Carolina are placed in this collection at the Wilmington campus.

**Reserve Collection**
A reserve collection is maintained by the LRC and shelved behind the circulation desk. Faculty or LRC staff may place material, print or audiovisual, on Reserve. Faculty place material on Reserve for their students for a predetermined length of time. These materials may belong to the library or be instructors’ personal copies. Instructors will find this service helpful when a large number of their students need a limited number of resources so that everyone has equal access to the information. LRC staff may place some items on Reserve to assure equal access to all patrons or for preservation of popular, rare, expensive or fragile items.

A Library Card barcode number is required to check these items out or to copy them. These materials are available to Distance Learning students also. Reserve materials usually check out for two (2) hours use in the Library Reading Room. However, at faculty request, the check out period may be set at twenty-four (24) hours or two (2) days.

**Spanish Language**
The Spanish Language collection is made up of popular works on a variety of topics written in Spanish.

**Electronic Resources**
Electronic resources are selected to support the curriculum. These resources include indexes, abstracts, and/or full-text information on a wide variety of subjects. Faculty, staff, and students may request database(s) for consideration. The requests should be made using the same guidelines as used for purchasing books. The purchase of these products will depend on compatibility with the present technology, budget, and educational value.
LIBRARY SERVICES

REFERENCE

Library Instruction and Tours

Faculty may request that a Librarian instruct their class in the use of print and/or electronic resources and/or give the class a tour of the Library. The tours and instruction are structured to meet the needs of the specific class; therefore requests for instruction must be made at least 48 hours in advance. Faculty can make an appointment for their class by calling the reference desk at 362-7034.

Faculty, staff, students, and community patrons may request an individual tour of the Library.

Interlibrary Loan

CFCC faculty, staff and students may request materials through Interlibrary Loan (ILL). Books that are available from another library in the NC-LITN consortium may be requested via the Horizon system. Books that are not available from NC-LITN may be obtained by the Reference Assistant via OCLC/SOLINET. Borrowers must abide by the policies of the lending library.

Photocopies of magazine, journal, and newspaper articles may also be requested. Requesters are responsible for copyright compliance.

Interlibrary loan requests may be made using printed forms (see Appendix F), which are available at the reference desk, by printing out the form from the LRC webpage, or by using the online ILL form. Records are maintained for monthly and annual statistics for five years.

The Library does not charge for Interlibrary Loan services, but if the lending library or document supplier charges a fee, the charge will be passed on to the requester. No material will be obtained for a fee, unless the requester has expressly agreed, in advance, to pay the fee.

Publications

A publication, “A Guide to the Use of the LRC” is provided by the LRC. This publication aids LRC users in locating materials and in the use of LRC services. The Librarians also prepare subject guides to doing research. Most LRC publications are available in the Libraries’ and on the LRC website.

Document Reproduction Services

Coin-operated, self-service photocopy machines and microforms printers are available to all Library users. Copies are five cents (5¢) each. Change machines, which give quarters, are also available. Nickels for the microform printers can be obtained at the circulation desk. Photocopy monies are collected regularly and deposited in the Business Office.

Individuals are responsible for copyright compliance for all copies they make. (See the Copyright Restrictions notice in Appendix G.)
CIRCULATION SERVICES

Library Cards

CFCC students, faculty and staff must obtain a CFCC identification card to checkout LRC materials. A barcode will be placed on the back of the ID card which becomes the “library card.” It provides access to data needed to obtain patron records, recover over-due items, and collect payment of fines or lost/damaged material charges. The Circulation Staff is responsible for applying the barcodes. The library card must be presented at the Circulation Desk for all borrowing transactions.

There is no charge for a library card barcode, but a replacement barcode costs $1.00. Special procedures for issuing library cards to distance education students allow them to check out materials without visiting the Library.

Residents of New Hanover or Pender Counties, age eighteen and older, may register for a CFCC Community Patron library card. Proof of residency is required at the time of registration.

Lending Policies

The checkout periods, fines, and maximum fines are indicated in the table below:

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Loan Period</th>
<th>Fine</th>
<th>Max. Fine</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books (except Reference)</td>
<td>3 weeks</td>
<td>$.10 / day</td>
<td>$3.00</td>
</tr>
<tr>
<td>Adult High School books</td>
<td>1 week</td>
<td>$.10 / day</td>
<td>$3.00</td>
</tr>
<tr>
<td>Children’s books</td>
<td>1 week</td>
<td>$.10 / day</td>
<td>$3.00</td>
</tr>
<tr>
<td>Audiocassette</td>
<td>3 weeks</td>
<td>$1.00 / day</td>
<td>$10.00</td>
</tr>
<tr>
<td>CDs</td>
<td>1 week</td>
<td>$1.00 / day</td>
<td>$10.00</td>
</tr>
<tr>
<td>DVDs</td>
<td>3 days</td>
<td>$1.00 / day</td>
<td>$10.00</td>
</tr>
<tr>
<td>Videocassettes</td>
<td>3 days</td>
<td>$1.00 / day</td>
<td>$10.00</td>
</tr>
<tr>
<td>Reserve materials</td>
<td>period varies</td>
<td>$.25 / hour</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

All material should be returned on or before the date due; however faculty may make special arrangements to check out material for a longer period of time if it is needed for classes. Near the end of the Fall, Spring and Summer Semester, each faculty member will receive a notice listing materials (print, audiovisual, and equipment) checked out to them. If the same materials are needed for the next semester, they may be renewed. All library materials checked out to faculty must be returned by the end of the Spring Semester so the staff can conduct an annual inventory.

Fines and Lost Library Materials

Students with lost or overdue library materials or outstanding fines will not be permitted to register for classes, graduate, or receive transcripts. After items are returned or paid for and fines are paid, the student will be cleared to register graduate or receive his/her transcript. If payment has been made for lost
materials and the item(s) is found, the student may recover the cost, minus any overdue fees, within 6 months of the date of payment with a paid receipt.
Technology Training Center
Technology Training Center

The College provides access to both technology and training for faculty and staff to enhance student learning and otherwise meet the goals and objectives of its programs.

The LRC’s Technology Training Center (TTC) is a facility that is available to any campus department that wishes to offer professional development classes and workshops, often related to technology. Classes offered in the past have included: all modules of the MS Office Suite (beginning, intermediate and advanced levels); Dreamweaver and Contribute web design workshops; Groupwise and Campus Cruiser e-mail; BlackBoard Course Management; and SmartBoard technology.

The TTC classroom contains computer workstations connected to the College’s administrative network. A printer, LCD projector, whiteboard, screen and Smart Board instructional equipment are also available. The software loaded on this network includes Windows, Office Professional, Internet Explorer, Groupwise, Net Term Sun Access, WSFTP, Acrobat Reader, Datatel, Dreamweaver, and Contribute.

The Learning Resource Center staff have partnered with other College Departments and outside organizations to present these technology workshops as well as leadership and management seminars for faculty and staff.

To inquire about availability or to schedule the TTC, contact the LRC secretary at 362-7282.
MEDIA SERVICES
AUDIOVISUAL RESOURCES AND SERVICES

Multimedia Production
The Media Center provides Multimedia Computer Workstations for faculty and staff use. They are located in room L221. The following software is available:

- Adobe Photoshop 6.0 Professional and 7.0
- Microsoft Office Suite (Word, Publisher, Access, PowerPoint, Excel)
- Macromedia Dreamweaver MX 2004
- Macromedia Flash MX 2004
- Macromedia Studio MX 2004
- Roxio Easy CD Creator

Media Production services include audio and video recordings (see Appendix), multimedia presentations and assistance with computerized presentations. The following aids are available:

- Transparencies
- Spiral Binding
- Audio Dubbing
- Video Dubbing
- Label Making Presentation Materials
- Hole Punching
- Laminating
- Poster Making
- Multimedia Computer Workstations

AUDIOVISUAL EQUIPMENT

Audiovisual equipment needed by faculty and staff is provided to help ensure that institutional goals and objectives are met. Most classrooms are equipped with overhead projectors, televisions and VCRs. This equipment is not to be removed from its assigned area.

Each program purchases its own audiovisual equipment for permanent use. Other AV equipment needed for short term use may be checked out from the Media Center. Equipment should be reserved at least twenty-four (24) hours prior to its use and returned in two weeks unless other arrangements have been made with the LRC Director.

The person checking out the equipment is responsible for picking up the equipment and for its safe use and return. Instructions on the care and use of AV equipment and materials are available upon request. The Media Center should be notified of any malfunction or problem with AV equipment when it is returned to the LRC.

Many CFCC classrooms are equipped with Smart Technology, including the Smart Boards. Classes on the use of Smart Boards are offered in the
Technology Training Center (Room L210). Information about those classes is available through the LRC Reference Department by calling 362-7034.

**Faculty & Staff Use of Audiovisual Equipment**

Cape Fear Community College audiovisual equipment may be checked out for classroom or office use for a period not to exceed two weeks.

Overnight or weekend checkout is permissible for faculty and staff use at home providing such equipment is needed for job-related activities. AV equipment, if available, may be checked out for off-campus use by faculty, administration and support staff. This equipment must be checked out from, and returned to, the LRC.

The person borrowing the equipment is responsible for it while it is checked out. Borrowers of AV equipment must comply with all regulations and policies of the LRC and Media Center.

All equipment requests for non-institutional use must be approved by the LRC Director.

In all cases, employees are personally responsible for loss or damage to equipment and its replacement or repair to the satisfaction of the Director of the LRC and the Vice President of Fiscal Services.

No Cape Fear Community College equipment will be removed from the LRC without going through the proper check-out procedure. Checking out equipment for classroom use does not constitute official procedures required to remove equipment from CFCC campus.

**Student Use of Equipment**

Instructors may checkout audiovisual equipment for students to use for class demonstrations. The instructor must personally checkout the equipment or give his/her ID card (with Library barcode on back) to the student(s) to use for checkout.

All software and equipment leaving the library must be checked out from, and returned to, the circulation desk.

**Community Organizations’ Use of Audiovisual Equipment**

Cape Fear Community College will lend AV equipment to community organizations for educational and/or training purposes **ONLY** if:
- the organization is a component of local, state, or federal government
- the equipment is not currently needed or reserved for use within the College
- the equipment will be used in the CFCC service area of New Hanover and Pender Counties.
- such request are approved by the Director of the LRC.
- the borrowing agency assumes all responsibility for any loss or damage to equipment on loan to such organization.

A member in good standing with the organization must call and reserve the requested equipment at least twenty-four (24) hours prior to use. The request
must be in writing and include the following: name, address, and phone number of the organization, proposed use, and the name, address and phone number of the responsible member. This information must be received prior to removing the equipment from the campus. (See Assistant Vice President for Instructional Operations.)

Non-functioning equipment must be returned to the Media Center for repair and/or replacement.

Cape Fear Community College will not be held liable for any damages incurred to an individual or a group while using the equipment.

Some items may be excluded from this loan policy due to the value of the items, the number of similar items in inventory, or the purpose for which the items were purchased. The following items will not be loaned to community organizations and community patrons:

· Microcomputer
· Laptop Computers
· Video Equipment
· Photographic Equipment

Groups that fail to return equipment promptly and in good order will be denied further loans.

**Disposal of Equipment**

The AV equipment will be kept in operative condition through preventive maintenance and repair. If the equipment is beyond repair, financially impractical to repair, has outlived its usefulness, or can be replaced by a more effective piece of equipment, then it will be removed from inventory. Removal of all audiovisual materials or equipment will be made according to procedures mandated by the North Carolina Community College System.
COPYRIGHT GUIDELINES

The following "Copyright Guidelines For Off-Air Recording of Broadcast Programming For Educational Purposes" applies only to off-air recording by non-profit educational institutions.

1. Copy may be retained by educational institute for not more than 45 calendar days, then be erased.

2. Broadcast programs are those transmitted by stations for free reception by general public.

3. Off-air recordings may be used only once by a teacher in the course of teaching activities, and repeated only when instructional reinforcement is necessary in a classroom or place devoted to instruction or in home of student receiving individual instruction during the first 10 school days of the 45 day period.

4. Off-air recordings may be made only at request of a teacher and used only by teachers. They may not be regularly recorded in anticipation of requests. No program may be recorded more than once.

5. A limited number of copies may be made of the program to meet legitimate needs of teachers. Each copy is subject to all laws governing the original.

6. After the first 10 school days, the recording may only be used during the last period of time until the 45th day for evaluation purposes; to determine whether to buy the program or license for it.

7. Recording need not be used in its entirety, but may not be altered from its original intent.

8. All copies must include copyright notice as recorded.

9. Appropriate controls must be established by institution to meet all guidelines.

Copyright laws do not prohibit off-air recordings by persons in their own homes for personal use at home, but the law does not permit the use of these tapes outside the home in a public performance situation. (You can’t tape a program at home and legally use it in the classroom unless the institution has officially and properly called for this to be done.)
TELECOMMUNICATIONS

Teleconferences

Teleconferences are a two-way interactive meeting between groups of people who usually use permanent teleconferencing facilities. A teleconference involves audiovisual communication between the locations, but also may involve audio, telephone hook-up, graphics or facsimile. Scheduling is done by the LRC Director on the recommendation of the deans and chairs to support the College mission.

Tapes of all teleconferences are maintained in the LRC by cataloging them and adding them to the videocassette collection. Live teleconferences can be scheduled for groups by notifying the Media Specialist or LRC Director. To schedule a teleconference, fill out a Teleconference Request Form (Appendix I.) All teleconferences are taped for later viewing by any interested party.

Telecourses

Telecourses are aired on the local PBS network and are taped or purchased by the LRC. The Media Center keeps the original videocassette of each program on file and a copy is located near the circulation desk for two-hour check out. Students may view these in the LRC with proper Student ID. Since multiple copies of videocassettes will have to be made, instructors should notify the LRC Director a month prior to new telecourses being offered. Telecourses are often offered in Business, Sociology, Psychology, History, and Art.
Television Studio

The primary purpose of the Studio is to provide a laboratory setting for students to learn the tools and tasks needed to produce television content. The Studio will also produce programming for broadcast on The Learning Network and create promotional videos on the college. A strong emphasis will be put on the quality of content considered for broadcast. Some programs and concepts that have strong educational value may not make for good television. Therefore, all ideas or concepts for programming will be treated as proposals. Unfortunately, no matter how interesting a particular subject matter may be, it holds no value if it is never seen. The goal of providing programming that an audience will not “click” right by will determine content choices. Overall, the mission of the studio is to educate and highlight the college to the public.

The duties of the TV/Video Production Specialist include writing, producing, shooting and editing promos, commercials and full-length shows. Other tasks include recording specific school events and ceremonies. Requests for taping instruction, special lectures or debates will be handled through The Media Center. The Media Center can provide a non-studio camera for checkout to tape these events. They will provide any assistance needed to operate equipment.

The TV/Video Production Specialist and his team of work-study students will meet the needs of production. Access to equipment and resources will be limited to authorized members of the Media Center staff and Public Information Office. At no time will equipment be checked out or borrowed from the studio by unauthorized students or employees. Supervision and use will be handled entirely by the TV/Video Production Specialist.

Proposals for long-form programming (full-length shows) should be presented at least two months in advance of the prospective shooting date to the TV/Video Production Specialist. A committee will give final approval for all projects. Short programs will require a minimum of one week’s notice and are subject to approval as well. The majority of college activities are planned well in advance and there should be few exceptions to this procedure.

Proposal forms for programming are available in Television Studio office and on the Intranet.

Programming Goals:
Student Film Series
News Magazine Program
Cooking Shows
Comedy Shows
Music Videos