



Purpose

To set forth those services available to patrons of the College Library.

General Policy

CIRCULATION

The College Library offers a variety of materials for circulation, ranging from fiction and nonfiction print books to audio books, DVDs, CDs, laptops, calculators, and AV equipment. (Please refer to the Circulation Policy for more details, including the lending schedule.)

PRINT/COPY/FAX/SCAN

- The Library operates printing on PaperCut managed print solution software. For students, faculty, and staff, each black and white page (one side) printed costs \$0.05 and each color page printed (one side) costs \$0.35. This cost is automatically deducted from the student's print account when printed automatically at the assigned printer. Community patrons will be charged \$0.20 for each black and white page (one side) printed and \$0.35 for each color page printed (one side). Patrons without PaperCut accounts will have their prints held in a queue at the circulation desk until the print job is released, paid for, and receipted.
- The Library offers a coin-operated copy machine located in the E. Street Jones, Jr. Business Center (Room E 106). Copies are made in black and white only and cost \$.05 per page (one side).
- The Library offers faxing services at the circulation desk. With a provided fax number, the Library staff will fax and receive documents at a charge of \$0.50 per page for JCC students, faculty, and staff, and at a charge of \$1.00 per page for community patrons. No international faxing is provided.
- The Library offers scanning services located in the E. Street Jones, Jr. Business Center (E106). Scanned documents will need to be saved to a flash drive or emailed. Community patrons are charged \$1.00 per page for scanning.

INTERLIBRARY LOAN

Interlibrary loan services (ILL) are available to students, faculty, and staff. At this time, the College absorbs the cost of ILLs from other

community colleges within the North Carolina Community College System. Community patrons needing materials beyond those in the Library are referred to the Public Library of Johnston County and Smithfield.

- Interlibrary loan is performed when an item is held by a community college participating in the CCLINC consortium other than the Library. A hold is placed on a requested item with the patron's JCC ID number.
- The person in charge of ILLs will process all materials when they arrive and will notify the patron by phone, e-mail, or both that their requested material is available for pick up.
- If items are requested from the Library, the staff member in charge of ILLs processes the material and sends it to the requesting library.

INFORMATION LITERACY INSTRUCTION

All information literacy instruction is performed by a librarian holding an ALA-accredited Master of Library Science or Master of Library and Information Science. Library instruction is offered in person and virtually.

- Each instructor is encouraged to schedule an instruction session designed specifically for their course assignment. Electronic resources are constantly changing, so instruction is needed frequently. Instruction can be scheduled by contacting a Library staff member or through the Library website.
- All students are encouraged to request individual assistance as needed. In order to provide additional assistance in utilizing Library resources, the Library has developed online tutorials featured on the JCC Library website.

OFF CAMPUS JCC LIBRARY SERVICES

- All students have the same access to the Library. Students at off-campus instructional sites can apply for library cards and search the online catalog for materials to check out. The materials selected are delivered as requested to the off-campus instructional sites.
- Distance learning students and students at off-campus instructional sites can access the Library's electronic resources via the library web page both at off-campus instructional sites and remotely from home.

- Library materials are housed at off-campus instructional sites as space and staffing allow.
- College Stakeholders are provided training in the use of all library resources, if available, upon request. The library also offers a variety of workshops for students, faculty, and staff regarding library resources.
- Library staff-generated brochures are placed at off-campus instructional sites to advertise the many Library services available.