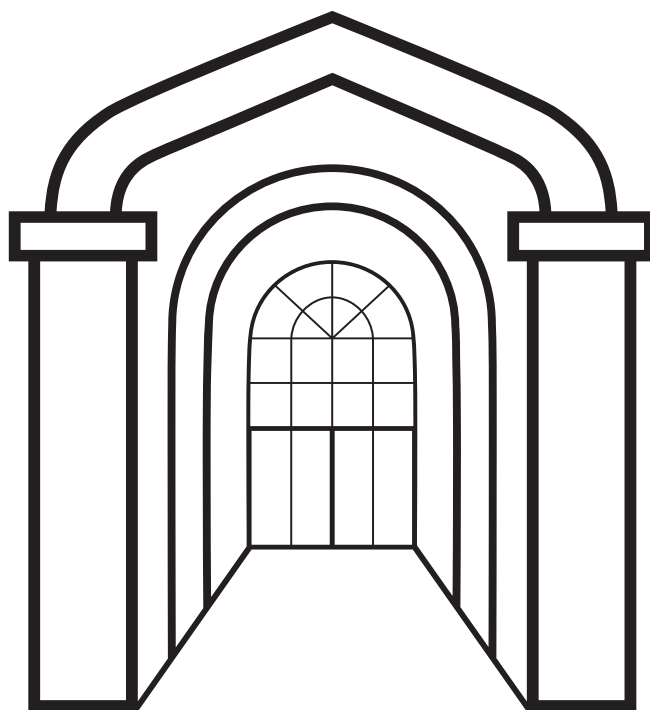# LEARNING RESOURCES

2022-23 Handbook

EAST CENTRAL
COMMUNITY COLLEGE
With *You* In Mind

Accreditation

East Central Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the Associate Degree. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College.

Non-Discrimination

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: compliance@eccc.edu.

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: compliance@eccc.edu.

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: compliance@eccc.edu.

Please refer to the ECCC College Catalog, the ECCC Policies & Procedures Manual, and the ECCC Student Handbook to review all College policies, procedures, guidelines, and other information as it pertains to both students and employees of East Central Community College in Decatur, Miss. These publications are located on the college's website at www.eccc.edu. (The College reserves the right to change any policies announced herein when deemed necessary.)

SUCCESS CENTER/TESTING CENTER
ARCHIVES
A-V MATERIALS
BOOKS
COMPUTERS
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Mission

East Central Community College provides and supports access and user privileges to library collections and other learning/information resources via Burton Library.   The mission statement of Burton Library serves as a guide for services and materials provided by the Library.

Mission Statement: Burton Library provides and supports the constituents of East Central Community College with access and user privileges to library collections and other learning/ information resources and services consistent with the College's curriculum and appropriate degree level. The library staff makes resources readily accessible and available when and wherever they are needed to enhance and promote the total growth and development of the constituents of the College. The library staff also provides students with opportunities to learn how *to locate, evaluate, and use effectively the needed information* (Information Literacy) materials in a variety of formats regardless of location for educational and life-long learning purposes. The library staff is committed to providing services and resources to meet the library and learning resource needs of its users and adheres to the following guidelines:

- To make adequate library and learning resources and services available and accessible to all constituents of the college regardless of location
- To acquire quality materials and resources relevant to the curriculum and to meet user needs
- To promote / seek faculty, administration, staff, and student involvement in the acquisition process for library and learning resources
- To catalog and organize the collections in an orderly and accessible arrangement
- To provide bibliographic instruction formally and informally that offers opportunities for users to learn how to access, evaluate and use applicable information
- To make readily available appropriate audio visual equipment
- To incorporate technological advances into library / learning resource operations
- To offer main and auxiliary services to enhance user needs and promote lifelong learning
- To maintain a facility that is adequate to house, service and make library collections available and accessible
- To demonstrate ownership of library / learning resources which support the mission of the College through budgetary / purchase processes
- To systematically evaluate the library resources, services and staff
- To adhere to accurate, up-to-date and realistic policies and procedures
- To promote an atmosphere that stimulates the mind and encourages total growth and development of library users
- To maintain adequate library hours
- To staff the library with skilled personnel who hold appropriate qualifications and/or degrees

Library Hours	Success Center Hours
Regular Academic Year Monday-Wednesday - 7:30 a.m. - 9 p.m. Thursday - 7:30 a.m. - 6 p.m. Friday 7:30 a.m. - 12 p.m. Sunday 6 p.m. - 8 p.m.	Monday - Thursday - 8 a.m. - 4:30 p.m. Friday - 8 a.m. - 12 p.m. *Evening hours will follow the* *published tutoring schedule.*
Summer Sessions Monday-Thursday 7:30 a.m. - 3:30 p.m. Friday - 7:30 a.m. - 12 p.m.	Monday.-.Thursday 8 a.m. - 4 p.m. Friday - 8 a.m. - 12 p.m.

Inclement weather conditions may affect library hours. Hours may vary during holidays.

Communication Links

Elizabeth Minter - Librarian I
eminter@eccc.edu

Roger Allen Davis, II - Librarian II
rdavis@eccc.edu

Vivian Taylor - Administrative Assistant
vtaylor@eccc.edu

Telephone: 601-635-6219
Fax: 601-635-2150

Mailing Address (Regular Delivery)
East Central Community College
Burton Library, Box Q
P.O. Box 129
Decatur, MS 39327

General Information And Services

Our Patrons
Burton Library is proud to serve our patrons:
Any student holding a valid East Central Community College identification card; all college employees; eLearning students with a valid East Central identification card; online / MSVCC students and faculty; public use is limited to in-house use of resources and services, identification may be required.

Identification
Patrons should expect to present valid identification before using library services. East Central students are required to present an East Central I.D. card. Guests will be sent to Student Services/Campus Police to receive a Visitor's Pass. Guest users must use resources in-house only.

Reference Services
Burton Library provides both traditional and electronic reference services. Personalized bibliographic instruction and assistance are available including individual and group tours. Materials available are non-circulating and provide brief, detailed and factual information, literary criticisms and other resources on a wide variety of subjects. 24/7 'live chat' is available via the library web page, accessible through MELO and allows patrons to ask questions and get answers in real time from a live reference staff.

Memorabilia Room
Archival resources include records and documents such as letters, programs from the college's musicals and other activities, photographs and other materials which are of historical value for the College. Memorabilia items are currently being digitized and uploaded to https://www.eccc.edu/library. These links are under the Helpful Links: memorabilia Media and Memorabilia Room Collection. Items may also be searched in the Library Management System (OPALS).

Interlibrary Loan
Burton Library subscribes to the National Interlibrary Loan Code for the United States 1993, which permits libraries to cooperate in exchanging materials.

General Collections And Databases

General Collection
The general collection consists of more than 30,000 circulating books, monographs, and audiovisual materials. Since January 1997 the collection is accessible through an online catalog. Patrons may search for materials by title, author, subject, keyword or combination searching strategies. Patrons can determine item availability directly from the online catalog.

Newspaper
Burton Library subscribes to the following newspapers:
Carthaginian, Meridian Star, Neshoba Democrat, Newton County Appeal, Scott County Times, and Winston County Journal.

Mississippi Room/Rare & Archived Books
Burton Library has a collection of rare, autographed, and antiquarian books. These books are housed in the Mississippi/Archival Room.

Media Collection
The resources of the media collection consist of DVDs, CDs, and Audiobooks. The resources from the media collection are available for student use in the Library Study Rooms, while some items circulate to faculty and staff only for classroom use.

Children's Collection
The Children's Collection consists of resources defined as materials written or produced for the information and or entertainment of children and young adults. The Children's Collection offers supplementary support for the child care curriculum and other programs of study requiring the use of children's books, etc.

OPen-source Automated Library System

Use the Library Catalog to search for books and videos.

1. Books: Library Catalog
   https://www.eccc.edu/library

Use the Library Catalog to search for books by:
- Author
- Title
- Keyword or Subject

Steps to check out the book:
- Make sure book is available (not checked out)
- Write down call number
- Bring book and ID to Circulation Desk
- Check book out

Check out policy:
- 5 books at a time (limit of 3 on a particular research topic)
- Check out period: 2 weeks
- 10 cents fine per day if returned after date due

2. Audio Visual Software: Collection of A-V software is available in a variety of forms (CD and DVD); A-V software only circulates to faculty and staff; students use the Library Study Room for viewing A-V resources.

How Books Are Arranged on the Shelves

The holdings of Burton Library are classified and cataloged based upon the Library of Congress Classification System. The Library of Congress Classification System organizes information into 21 broad areas, which are broken into smaller and smaller topics. Different topics are assigned a combination of letters and numbers, known as "call numbers."

Library of Congress Classification System

A -- General Works
B -- Philosophy. Psychology. Religion
C -- Auxiliary Sciences of History
D -- World History and History of Europe, Asia, Africa, Australia, New Zealand
E -- History of the Americas
F -- History of the Americas (Specific to states)
G -- Geography. Anthropology. Recreation
H -- Social Sciences
J -- Political Science
K -- Law
L -- Education
M -- Music and Books on Music
N -- Fine Arts
P -- Language and Literature
Q -- Science
R -- Medicine
S -- Agriculture
T -- Technology
U -- Military Science
V -- Naval Science
Z -- Bibliography. Library Science. Information Resources

Burton Library Location Codes

ARC- Archives/Rare Books
AB- Audiobooks
AV – Audiovisual Materials
GEN- Genealogy, housed with Archives
JUV- Juvenile (Children Collection)
MEM-RM – Memorabilia Room
OS – Over-sized
REF – Reference Area
RESERVE – Request at Circulation Desk
VF- Vertical File, Request at Circulation Desk

Resources - Databases

The online resources of Burton Library are provided by and funded by MAGNOLIA (Mississippi Alliance for Gaining New Opportunities Through Library Information Access), MELO (Mississippi Electronic Libraries Online), or Burton Library.

MAGNOLIA is a statewide consortium funded by the Mississippi Legislature which provides online research databases for publicly funded K-12 schools, public libraries, community college libraries, and university libraries in Mississippi.

MELO is a virtual library developed in March 2000 to meet academic resource needs of distance learning within the Mississippi community and junior colleges. It is an electronic environment that mirrors the traditional library through online databases, electronic books and journals, and scholarly web sites. The provider of each resource is denoted in bold below.

EBSCOHost
- ***Academic E-Book Collection* (MELO)**
  This growing subscription package contains a large selection of multidisciplinary eBook titles representing a broad range of academic subject matter, and is a strong complement for any academic collection. The breadth of information available through this package ensures that users will have access to information relevant to their research needs.

- ***Academic Search Complete* (MAGNOLIA)**
  It is the world's most valuable and comprehensive scholarly, multi-disciplinary full-text database. The database features PDF content going back as far as 1887, with the majority of full text titles in native (searchable) PDF format.

- ***Associates Program Source Plus* (Burton Library)**
  This database is designed specifically for the research needs of two-year colleges, and provides comprehensive coverage of the most relevant associate's program level content.

- ***CINAHL Complete* (Burton Library)**
  It is the world's most comprehensive source of full-text for nursing & allied health journals. This authoritative file contains full text for many of the most used journals in the CINAHL index, with no embargo. CINAHL®Complete is the definitive research tool for all areas of nursing & allied health literature.

- ***Community College E-Book Collection* (MELO)**
  Focused on the academic and trade information needs of community colleges, covering topics across programs and fields of study in key subject areas such as the Humanities and Social Sciences, Business, Science & Technology, and Literary Criticism. The complexity of the information available in this collection varies from introductory/basic content to higher-level content, providing students with a range of information to meet their needs as they develop in their area(s) of study.

- ***Consumer Health Complete* (MAGNOLIA)**
  The single-most comprehensive resource for consumer-oriented health content. It is designed to support the information needs of patients, and to foster an overall understanding of health-related topics. CHC provides content covering all areas of health and wellness from mainstream medicine to the many perspectives of complementary, holistic and integrated medicine.

- ***EBSCO Discovery Service (EDS)* (MELO)**
  From the users' point of view, it is simply a new type of research environment, but EDS is much more than that. It takes research to the next level through a perfect combination of content and technology, taking into account all of the critical elements in the research process, and changing the expectations of how a discovery solution can and should address the needs of its users.

- ***Health Source: Nursing/Academic Edition* (MAGNOLIA)**
  This database provides scholarly full text journals focusing on many medical disciplines. Health Source: Nursing/Academic Edition also features the Lexi-PAL Drug Guide, which covers generic drug patient education sheets.

- ***History Reference Center* (MAGNOLIA)**
  It offers full text from reference books, encyclopedias and non-fiction books, cover to cover full text for leading history periodicals, historical documents, biographies of historical figures, historical photos and maps, and historical video.

- ***H.W. Wilson Biography Reference Bank* (MAGNOLIA)**
  Wilson's largest biography database has combined the in-depth, original profiles of Wilson Biographies Plus Illustrated, plus the thorough periodicals coverage of Biography Index, full-text articles, page images, and abstracts from the complete range of Wilson databases (including biographical profiles, feature articles, interviews, essays, book reviews, performance reviews, speeches, or obituaries). With links to every article focused on any individual in nearly every WilsonWeb database, Biography Reference Bank offers a breadth and depth of information you'll find in no other biography database.

- ***Literary Reference Center* (MAGNOLIA)**
  A full-text database that combines information from major respected reference works, books, literary journals as well as original content from EBSCO Publishing. Literary Reference Center contains full text for plot summaries, synopses and work overviews, articles/essays of literary criticisms, author biographies, literary journals, book reviews, classic and contemporary poems, classic and contemporary short stories, author interviews, classic texts and much more.

- ***MasterFILE Complete* (MAGNOLIA)**
  Designed specifically for public libraries, this multidisciplinary database provides full text for general reference publications with full text information dating as far back as 1922. Covering virtually every subject area of general interest, MasterFILE Complete also contains full text for reference books and primary source documents, as well as an Image Collection of photos, maps & flags. This database is updated daily via EBSCOhost.

- ***Newspaper Source* (MAGNOLIA)**
  It provides cover-to-cover full text for (U.S.) & international newspapers. The database also contains selective full text for regional (U.S.) newspapers. In addition, full text television & radio news transcripts are also provided.

- ***Nursing Reference Center* (MELO)**
  This database contains quick lessons and evidence-based care sheets, nursing skills and skill competency checklists, continuing education modules, legal cases, and research instruments. This essential evidence-based nursing database provides nurses with a wealth of resources right at their fingertips. Nurses can quickly access point-of-care material, strengthen their nursing skills and access nursing literature.

- ***Points of View Reference Center*** **(MELO)**

  It contains many topics, each with an overview (objective background/description), point (argument) and counterpoint (opposing argument). For each topic, this database also offers a Guide to Critical Analysis, which helps the reader evaluate the controversial topics. It includes main essays, leading political magazines from all sides of the political spectrum, newspapers, radio & TV news transcripts, primary source documents and reference books. The database also offers guides for writing position papers, developing arguments and debating.

- ***PrepSTEP*** **(MELO)**

  It provides the most comprehensive selection of academic and career-related resources available for students in one online location. Targeted learning centers provide easy-to-use, intuitive online navigation for interactive tutorials, practice tests and e-books. PrepSTEP features academic skill building, college placement test preparation, college and life skills tutorials, soft skills training, career advancement resources, professional licensing and certification test prep, basic computer skills training and much more.

A To Z The World (Burton Library)
It is the world's most thorough country-by-country resource for learning about culture and customs worldwide.

Films On Demand Streaming Media: Humanities & Social Sciences Collection (MELO)
The Humanities and Social Sciences collection consists of a wide variety of academic disciplines including anthropology, area studies, art and architecture, communication, criminal justice, education, English and language arts, geography, history, music, philosophy and religion, political science, psychology, sociology, and world languages.

Films On Demand Streaming Media: Health & Medicine Collection (Burton Library)
Documentaries on the full spectrum of diseases and disorders; titles on human anatomy and physiology; investigations into public health issues; programming on nutrition and wellness; instructional films on health care and treatment; primers on careers in health and medicine—this comprehensive collection covers the wide range of topics relevant to anyone studying health and medicine.

Issues and Controversies (MELO)
It helps researchers understand the crucial issues we face today, exploring hot topics in business, politics, government, education, and popular culture. Updated weekly, with links to a 12-year backfile, Issues and Controversies offers in-depth articles made to inspire thought-provoking debates. This database is great for research papers and debate prep.

SIRS Researcher (MELO)
It provides background and current analysis necessary for research and understanding of 320+ current and pervasive leading Issues. Thousands of hand-selected, highly targeted newspaper & magazine articles, graphics, charts, maps, primary sources, government documents, websites, and multimedia support viewpoints from the pros and cons, to everything in-between.

Students ECCC email and password are used to access databases.

Circulation Policy

How To Borrow Books
Books to be borrowed should be taken to the Circulation Desk. The patron will be asked to present a valid East Central Community College identification card.

How To Return Books
Return books to the Circulation Desk.

Loan Period For Books
Books are loaned for a period of two weeks and can be renewed for an additional two-week period, depending on HOLD request. Books must be returned to the Circulation Desk for renewal.

Fines
A fine of ten cents per day that the library is open will be charged on each overdue book.

Lost Books
Students will be charged the actual or replacement cost for lost books plus any accrued fines. Lost books should be reported immediately so that fines will not continue to accrue.

Clearing Before Exams
Students should return all books and pay any outstanding fines before final exams start. If for some reason a student does not, the appropriate charges will be made to the student's account through the Business Office.

Copy Machine/Printer
There are two copy machines/printers in the Burton Library. A printer is located in the Main Area of the library that can print color/black and white, scan to email, and copy. Another printer is located in the Success Center that prints black and white copies only. Copies/Prints are ten cents each. The Copy Machine/Printers will take dimes, nickels, quarters, and $1 and $5 bills. Change is available at the Circulation Desk.

Computers
Computers with word processing and Internet access are located in the Library. Computers located in the Study Rooms have Zoom capability and have webcam capability. These computers are to be used ONLY for class related purposes. Patrons will be asked to present valid identification before using a computer. Computers are monitored at the Circulation Desk via a management system software. Thirty -five laptops are available for student use in the library with Zoom capabilities. **The use of library computers or wireless access for viewing pornographic material is strictly prohibited, and any library patron seen viewing such material will immediately be reported to campus police.**

Study Rooms/Study Pod
See "Study Rooms/Study Pod" under "Library Regulation"

Library Regulations

Conduct

The library is a quiet place for reading, study and research. Students not conducting themselves in a manner conducive to this atmosphere will be instructed to leave the library. For serious infractions, students may be required to surrender their ID card and meet with the Vice President for Student Services.

Study Rooms/Study Pod

A limited number of study rooms/study pod are available for group study. The patrons must adhere to library policy when using the study room. There is a one-hour limit on Study Room use, dependent on student need.

TOBACCO USE IS PROHIBITED IN THE LIBRARY.

Telephone And Fax Machine

The telephone and fax services are restricted to use by the library staff for official school business. A fee is assessed for sending personal fax transmissions. (See library staff for policy) Public telephone service is not available in the Library.

Emergency Exit Door

The emergency exit door is used for emergency only. Patrons using the emergency door for generic or non-emergency purposes will be reported to the Vice President for Student Services.

Evaluating Resources/Websites

Assess Relevance
*Does the material address your research question?
  Evaluate reliability/credibility
*Is the information accurate?
*Is the information editorially approved?
*Does the author cite any credentials?
*Does the material contain key terminology applicable to your research question?
*Is there a bibliography or footnotes attached with the material?
*What is the publisher's reputation?
  Identify the timeline/currency
*Is the information within the time frame for your research question?
*When was the information published?
*Does the publication reflect developments or innovations?
  Identify Perspective
*How is the information presented?
  Primary source-researched material
  Secondary source-summary/discussions
*Is the information objective?
*Is the information bias/opinionated?

Note: Internet resources generally supplement what you find through your library research. Contact your librarian(s) if you are having difficulty finding materials. Elizabeth Minter, Librarian, email: eminter@eccc.edu, Telephone: 601-635-6219 Toll Free: 1-877-462-3222 Ext. 219

Tours And Bibliographic Instruction
Individual and group tours of Burton Library are available upon request. Throughout each semester organized group tours will be held to satisfy class assignments. Individual bibliographic instruction is always available.

Interlibrary Loan
Interlibrary loan services for the borrowing of materials from other libraries may be obtained by contacting the circulation desk. Costs vary depending upon the library borrowed from, the type of material, length of use, and need for turnaround time. For more information, contact the librarian on duty at the circulation desk.

Library Participation
Administration, faculty and staff are strongly encouraged to participate in the selection of library resources. Students may also suggest resources to be added to the collection. A copy of the library acquisition policy is accessible at the Circulation Desk and the library web page: https://www.eccc.edu/library-policies-and-handbooks. Please contact any library staff member to select resources or to post comments or see the Purchase Request Form online at: https://www.eccc.edu/purchase-request-form.

Policy on Copyright Law, Mutilation of Materials, Challenged Materials, and Privacy

Copyright Law
Burton Library adheres to the principles included in the Copyright Law of 1976, available upon request at the Circulation Desk. Copies of an abbreviated version of the Copyright Law (Title 17 U. S. Code) and Mississippi Library Materials Security Act (Senate Bill 2442, Chapter 418, Laws of Mississippi 1978) are displayed in the Library. Fair use of a copyrighted work includes use by reproduction of copies for purposes such as criticism, comment and teaching (including multiple copies for classroom use), scholarship or research is not an infringement of copyright ("Limitations on exclusive rights: Fair use". *Copyright Law of the United States*. Par. 107. 14 December 2009. Web.) Downloading music, video recordings or other intellectual property off the Internet is prohibited.

Mutilation of Materials
Burton Library adheres to the *Mississippi Code 1972 39-3-303*. **Unauthorized removal or willful mutilation of library materials.**
1. It shall be unlawful for any person to remove library materials, without authorization, from the premises wherein such materials are maintained or be retaining possession of library materials without authorization.
2. It shall be unlawful for any person to willfully mutilate library materials.

Challenged Material
Mamie Ethel Burton Library adheres to The Library Bill of Rights adopted by the American Library Association in 1948. This document states that library patrons should have access to information on all sides of the issues. However, any patron can register a criticism of resources found in the library collection. To register a complaint, a "Request for Reevaluation Form" must be completed. The complaint will be investigated and a written report of the findings will be sent to the Vice-President for Instruction.

Privacy Policy
Burton Library Staff is committed to protecting the privacy of its users. The Library adheres to the *Mississippi Code Annotated 39-3-365, Confidentiality of library user records and the American Library Association Library Bill of Rights*.

The Success/Testing Center

The Success Center is a tutorial lab for students located in the Burton Library. The purpose of the Success Center is to provide the following:

- Academic success skills training, tutorials, and computer assisted instruction for students who need assistance with academic studies;
- Faculty-led individualized tutoring to support student learning; and
- Relevant, updated academic support resources to students in the attainment of their educational goals.

Subjects: Assistance and tutorial services will be provided for all academic subjects following a published tutoring schedule.

Referral: Students may be referred to the Success Center by faculty or counselors, or may seek assistance upon their own initiative.

Student Assessment: Students will be assessed for academic placement using the Accuplacer Assessment. ACCUPLACER, CLEP, NOCTI, and other tests are administered in the Success/Testing Center by appointment only.

Schedule: The Success Center will be open the following hours:
Monday through Thursday 8 a.m. - 4:30 p.m.
Friday 8 a.m. - 12 p.m.
Evening hours will follow the published tutoring schedule.