

**Policy No: 500**

**Policy Contact: Vice President for Instruction**

**Policy Title: EDUCATIONAL SUPPORT SERVICES**

Educational Support Services on campus include Library Instructional Support, Computer Services, and the Success Center.

(Reviewed 3/8/16)

**Policy No: 501**

**Policy Contact: Vice President for Instruction**

**Policy Title: LIBRARY**

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

Purpose: The purpose of the Library is to provide the constituents of the College with access to adequate library collections and other learning resources consistent with degrees offered and the mission of the college; to provide bibliographic instructions which offer opportunities for users to learn how to access, evaluate, and use information regardless of format; to promote lifelong learning skills; to ensure these resources and activities are accessible; and to ensure that adequate services and resources are readily available for constituents of the College beyond the campus.

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 lifelong 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; and
- To staff the library with skilled personnel who hold appropriate qualifications and/or degrees.

(Revised 8/10/10; Revised 11/10/15)

**Policy No: 501.1**

**Policy Contact: Vice President for Instruction**

**Policy Title: SERVICES OF THE LIBRARY**

Service oriented programs offered by Burton Library include bibliographic instruction, circulation (Policy 501.4), interlibrary loan, distance online resources, others. Auxiliary services are photocopy, fax transmission, book club, exhibits, others. Specific policies and procedures governing library services are stated in each section for that service.

Facilities

Burton Library is centrally located on the East Central Community College Campus. The library has a 135 seating capacity, with shelving for approximately 50,000 volumes. The Library also contains a lobby, leisure reading area, study rooms, offices for the library staff, workroom, and public restrooms. Public access restrooms, handicapped accessible doors, and the water fountain are ADA compliant. Two special collections, the Archive Collection and the Memorabilia Collection, are also housed in Burton Library. Approximately thirty computer workstations are housed in the library, including the online catalog.

Bibliographic Instruction

Burton Library staff strives to support the College's information literacy statement as defined as following The Association of College and Research Libraries (ACRL January 18, 2000) and endorsed by the American Association for Higher Education (October 1999) and the Council of Independent Colleges (February 2004). Information literacy is a set of abilities requiring individuals to "recognize when information is needed and have the ability to locate, evaluate, and use effectively the needed information."

Burton Library provides bibliographic instruction in a variety of formats and procedures including group, one-on-one and specialized tours and a one-hour credit course covering library research, techniques, databases, and a basic overview of some government publications, special collections, and Internet searching. Bibliographic instructions are accessible and made available via the Library webpage, brochures, formal classroom setting, group tours, one-on-one sessions, and classroom presentations. Patrons may also access bibliographic assistance via MELO (Mississippi Electronic Libraries Online) which is accessible through Burton Library webpage [www.eccc.edu/library.html](http://www.eccc.edu/library.html) and is available 24/7.

The primary target group for bibliographic instruction and tours are the students, faculty, and staff of the College. Library instruction and tours are also provided, with advanced notice, for area high school students and the general public. Bibliographic services include library orientation and instruction, demonstrating the use of the available library resources and services; instructions of the forms of print and electronic resources via the resources, handouts, tutorials and database guides; and specific classroom / subject bibliographies and handouts targeting specific users' needs. The library staff asks that the constituents of the College request(s) for general and specialized tours, though not limited to, be made in advance, when possible. Area high school students and the general public are encouraged to schedule tours in advance (Monday-Friday between 8:00 a.m. and 3:00 p.m.).

Interlibrary Loan Service

Burton Library provides interlibrary loan services as governed by the National Interlibrary Loan Code of the American Library Association. The *Mississippi Community College Libraries Reciprocal Lending Agreement for the Mississippi Virtual Community College Consortium* establishes a reciprocal lending agreement for system-wide library cooperation for the Mississippi Virtual Community College

Consortium which increases access to library resources, maximizes uses of the combined collections of member libraries and supports the Mississippi Virtual Community College distance learning program. The member libraries agree to loan books and other printed materials to member libraries through existing inter-library loan procedures. The library staff will also make interlibrary loan requests via the Library of Congress.

### eLearning / Online Students

Burton Library staff strives to provide library and learning resources and services for all constituents of the College, regardless of location or mode of delivery. General information for remote access including information resources and services are accessible via the library web site: [www.eccc.edu/library.html](http://www.eccc.edu/library.html). Distance learning / online students are asked to review the following procedures:

1. Read information on the library web site including policies, staff directory, hours of operation and tutorials.
2. Submit a user profile via email.
3. Utilize 24/7 Reference service via MELO.

### Auxiliary Services

#### Photocopy

A coin operated machine is available for student / patron use. Copies are ten (\$.10) per page. The copy machine accepts nickels, dimes, quarters, \$1.00 and \$5.00 bills; change is available at the Circulation Desk. Patrons are encouraged to read the instructions for making copies posted on the copy machine or ask at the Circulation Desk for assistance.

#### Fax Machine

A fax machine is maintained for interlibrary loan and business purposes. The fax service is offered to patrons for a nominal fee. All patrons using the fax machine are asked to follow the procedures as outlined in the Library procedure manual for using the fax machine.

#### Book Club

The mission of Student Book Club Panel is to promote reading, enhance critical thinking skills provide cultural awareness among classmates and friends in an open, non-threatening forum, to discuss key themes, literary elements and when applicable, discuss how the book may relate to today's society.

Book Club Guidelines include:

1. Members may read works of fiction and non-fiction of various genres.
2. Members come to the club as equals with the opportunity to read and express thoughts and viewpoints.
3. Members are free to filter meaning through personal experiences and to attempt to enhance the meaning of the material.
4. Members must respect the opinions, point of views and ideas of others.
5. Members should select material(s) depending on literary merit.

### Exhibits

The primary purpose of Library exhibits is to provide education and enrichment for students beyond the

classroom and to promote library materials. The primary emphasis of exhibits is educational or enrichment, with the following goals:

1. To inform users of resources of the library, calling attention to the unique strengths of the collections
2. To promote unusual or memorable aspects of a topic as revealed in books and other library materials
3. To bring together, in a display, different material(s) on a topic, that might be scattered throughout the collections
4. To commemorate events, such as national and local holidays, College programs or activities; and
5. To showcase various collectibles.

(Revised 8/10/10; Revised 11/10/15)

**Policy No: 501.2**

**Policy Contact: Vice President for Instruction**

**Policy Title: STAFF OF THE LIBRARY**

The staff of the Library shall consist of the Dean of Learning Resources, Librarian I, an adjunct librarian to work on a limited schedule, an administrative assistant, and students assigned to the Library through the work-study program. All professional personnel employed in the Library shall possess appropriate education and experiences in library and other learning information resources to their specific positions. The Dean of Learning Resources shall be a contracted employee of the College. The Librarian I shall be classified as professional staff under the personnel policies of the College. Both positions shall be compensated for degree and experience required for each position. The Administrative Assistant is compensated according to the degree and experience required for the position. These policies shall be made available and discussed with all employees at the time of employment.

(Edited 5/15/14; Reviewed 12/15/15)

**Policy No: 501.3**

**Policy Contact: Vice President for Instruction**

**Policy Title: LIBRARY HOURS**

Burton Library maintains adequate library hours to meet user needs.

Library hours shall be posted on the door of Burton Library and listed in various publications of the College and web sites, including online and library web pages.

The hours of operation are:

Regular Session	7:30 a.m. - 9:00 p.m. Monday - Wednesday
	7:30 a.m. - 6:00 p.m. Thursday
	7:30 a.m. - 3:00 p.m. Friday
	4:00 p.m. - 9:00 p.m. Sunday

Summer Session	7:30 a.m. - 3:30 p.m. Monday - Thursday
	7:30 a.m. - 3:00 p.m. Friday

Burton Library will not open during holidays or days when the College is closed.

Inclement weather conditions may affect library hours.

(Reviewed 12/15/15; Revised 6/11/19)

**Policy No: 501.4**

**Policy Contact: Vice President for Instruction**

**Policy Title: CIRCULATION**

Eligible borrowers of Burton Library are East Central Community College students (full and part-time students) with a current ECCC identification card and College employees (administration, faculty, and staff). These constituents are required to present a valid ECCC identification card when requesting / using circulating materials. The enrollment status of MSVCC (Mississippi Virtual Community College) online students and other distance learning students without a valid ECCC identification card will be verified by the Librarian on duty (re: Student Services or Office of Admissions, Records and Research).

High school students and other individuals, not currently enrolled or currently employed by the College, may use the Library, but are not given any circulation privileges. These patrons use the library at the discretion of the Librarian on duty, and they are encouraged to make photocopies from print media (books and physical copies of periodicals) or print via the shared printer for electronic resources. These patrons may use the computers via a "Guest" pass, providing that they are a minimum of 18 years of age and present valid identification. Guest users are reminded that library use by the constituents of the College takes precedent over all other users. Patrons who request to use a computer and are under the age of 18 must be accompanied by a parent or have a record on file at the Library showing current parental consent for computer use, along with direct Librarian supervision at the time of use. These patrons can use the computers only for educational purposes. Retired personnel who maintain an up-to-date record and are willing to follow circulation procedures from Burton Library may continue to use the library.

Reference materials, audio visual software / hardware, reserve materials and periodicals must be used in the library by the student population. Students are granted a two-week loan period for non-reference books. Patrons may renew their books three times, providing a hold is not placed against the item(s). A fine of ten cents per day will be charged on each book that is not returned on the due date. Fines are not assessed against late books for the days which the library is closed. A lost or damaged book will be assessed at the replacement cost of the book plus any accrued fine(s). Students withdrawing from College are expected to verify their library status prior to completing the withdrawal process. Students are expected to clear all library charges and or fines prior to taking final exams. Patrons are notified of overdue charges and late fees via the Business Office, *Daily Student Bulletin*, mail, and email services. Some users may be contacted via phone. Delinquent user records are periodically routed to the Business Office where these names become part of a unified financial obligation list.

Administrators, faculty, and staff will be granted extended loan privileges; however, all library materials (print and non-print) must be returned at the end of the spring semester to ensure accurate inventory assessments. Unbound periodicals will be loaned to administrators, faculty, or staff for a limited time frame. Some periodicals are departmentalized, and some periodicals are routed directly to the Executive Council of the College. Audio visual software is circulated only to faculty and staff. The administrators, faculty, and staff members are responsible for all material(s) lost or damaged which are charged against his / her name. Employees, who retire or terminate their services with the College, are expected to verify their library status prior to completing the exit process.

(Revised 8/10/10; Revised 11/10/15)



**Policy No: 501.5**

**Policy Contact: Vice President for Instruction**

**Policy Title: PERIODICALS, REFERENCE, AND RESERVE MATERIALS**

Periodicals

Burton Library subscribes to a sufficient number of periodicals to support the curriculum and to provide educational and recreational reading for the constituents of the College. Priority is given to titles which are not available in the online database (EBSCOHost). Newspapers from the five county areas that support the College as well as state and selected national newspapers are maintained by Burton Library.

All bound volumes of periodicals are housed in the Mississippi Room. Nursing and medical periodicals are retained for five years, and nonmedical periodicals are retained for three years. All unbound periodicals are housed in the Workroom and are available upon request.

An electronic periodical index, MAGNOLIA / EBSCOHost, which also provides full text articles on general and specific subjects, such as social sciences, humanities, accounting, and medical topics is funded by the Mississippi state legislature. EBSCOHost databases also include *Credo*, *GaleNet*, *SIRS*, and *Wilson's Biographies*. All MAGNOLIA / EBSCOHost databases require a password which is provided to the constituents of the College in the Burton Library bookmark and posted in the student learning management system.

Reference Collection / Service

The reference collection is a non-circulating collection, acquired through the guidelines set forth in the acquisition policy. The reference collection, print or electronic formats, includes encyclopedias, dictionaries and glossaries, bibliographies, directories, almanacs, statistical resources, atlases, current awareness and loose-leaf services, reports, school guides and handbooks, periodical indexes and abstracting services in print or via online resources. The reference collection includes back issues of serials, bound volumes and individual issues and vertical file materials. Special collections adhere to the guidelines set forth in the general reference policy. The Memorabilia Collection and archival materials are reference materials and are non-circulating items.

Reserve Books

Materials are placed on Reserve based upon an individual instructor's discretion and/or the library staff. Instructors may submit a reserve list. Instructors may also make reserve requests by subject, author or title. The library staff will pull library owned materials or the instructor requesting the materials may pull the items and submit them to the Circulation Librarian / staff member. Personal copies may also be placed on Reserve. A security strip may be placed in personal copies with permission of the owner. Photocopies may also be placed on Reserve. The instructor will decide the length of time the materials are to remain on Reserve. All reserve requests will be processed in a timely manner. Books borrowed through Interlibrary Loan and materials rented from a retail video store cannot be placed on Reserve.

Reserve materials are limited to in house use, unless otherwise requested by the instructor placing the material on reserve. Students must present a valid East Central Community College ID when requesting the use of reserve materials. Titles will be removed from Reserve at the requested date by the instructor or at the end of each semester, unless otherwise instructed. Some items may remain on reserve "indefinite" or "permanent." Only items with copyright compliance can remain on Reserve permanently or indefinitely.

(Revised 11/10/15)

**Policy No: 501.6**

**Policy Contact: Vice President for Instruction**

**Policy Title: MEMORABILIA / ARCHIVAL COLLECTION**

The Memorabilia/Archival Collection consists of archival and historical records of the College and adheres, but not limited, to the following principles:

1. Materials relating to the origin and history of the College;
2. Official publications of the College;
3. Personal papers, letters, photographs and other manuscripts and memorabilia of persons affiliated with the College;
4. Materials carrying the College's name, logo and letters including athletic, cultural and social events;
5. Works of the faculty, staff or students of the College in these categories: artwork, books, music, drama, sports, etc.; and
6. Organization and cataloging of materials for the Memorabilia / Archival Collection follows the overall cataloging and classifying policy of the library with some materials placed in special archival containers.
7. Memorabilia items have been digitized electronically in all formats and published on the Burton Library website and can be assessed under Helpful Links: Memorabilia Media and Memorabilia Room Collection. Memorabilia items are also searchable in the Burton Library Management System (OPALS) located under Helpful Links.

(Revised 8/10/10; Revised 11/10/15; Revised 7/14/20)

**Policy No: 501.7**

**Policy Contact: Vice President for Instruction**

**Policy Title: INSTITUTIONAL RELATIONSHIPS**

In recognition that no one library collection can supply the needs of all its patrons, Burton Library will provide interlibrary loan services. The policies governing these services are stated in the National Interlibrary Loan Code of the American Library Association. A copy of this publication shall be on file in the office of the librarian and available for patron use. Requests to universities shall not be made unless the patron can provide the specific information needed for completing the interlibrary loan request form.

Burton Library will loan material to other libraries when requested.

In all cases, the cost of postage and copying will be paid by the individual requesting the material. When cooperative agreements with other libraries are needed to enhance the resources and services available to library users, such agreements will be developed with the appropriate libraries. These agreements shall describe the services and resources to be provided by both the College and the cooperating libraries. The agreements will be evaluated and revised regularly to reflect current needs. Copies of the agreements will be on file in the office of the Vice President for Instruction and the Librarian. Recent advancements in the area of technology have diminished the need for such arrangements with other area libraries. (Cross reference Policy 506, INSTRUCTIONAL SUPPORT SERVICES AND STUDENT DEVELOPMENT SERVICES FOR OFF-CAMPUS CLASSES, Section 5.d.)

(Revised effective 10/12/99; Revised 11/10/15)

**Policy No: 501.8**

**Policy Contact: Vice President for Instruction**

**Policy Title: 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. 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*.
2. It shall be unlawful for any person to willfully mutilate library materials.

Challenged Materials

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" is available in the library. 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*.

(Revised 8/10/10; Reviewed 12/15/15)

**Policy No: 501.9**

**Policy Contact: Vice President for Instruction**

**Policy Title: LIBRARY SECURITY SYSTEM**

The Security System is designed to help prevent the theft of books, magazines and other library materials. The current Security System is a 3M Detection System; Model 3802DM, Serial Number 38210131. The detection system will sound an alarm as protected materials are taken through the exit gate before being properly deactivated at the Circulation Desk. The librarian on duty at the Circulation Area is responsible to assess the situation any time the security alarm is set-off at any of the exit doors.

(Reviewed 12/15/15)

**Policy No: 501.10**

**Policy Contact: Vice President for Instruction**

**Policy Title: LIBRARY EVALUATION TECHNIQUES**

Planning Process

Burton Library is a component of the overall Strategic Plan of the College. The Library Staff presents an annual budget request each spring; participates in the annual Major Maintenance Plan during the beginning of the fall semester and maintains an up-to-date Needs Assessment Plan / Folder. The library staff also uses inventory assessments, curriculum changes and additions, survey results, requests for materials from the faculty, staff, administrators, and students to ensure that the library meets user needs. Professional judgment and review of professional literature are also components of the planning process for current and future facilities and resources for Burton Library. The Dean of Learning Resources takes sole responsibility for the overall planning process and selection of resources and materials for Burton Library.

Evaluation

Formal evaluations of the library and learning resource environment, services, collections, and staff are conducted on an annual basis. The library staff is evaluated by the Dean of Learning Resources; the Dean of Learning Resources is evaluated by the Vice President of Instruction. The library staff is evaluated as a part of the college-wide evaluation process and is described in the Policy and Procedures Manual of the College. Some electronic sources are evaluated via the Mississippi Virtual Library Consortium. Random immediate evaluations and assessments are conducted following some group tours. The results of all surveys are assessed and copies of the results, along with a plan for improvement or changes are routed to the Vice President for Instruction and the President of the College. To further complete the assessment of the library, immediate and verbal evaluations of the collections and services are made by students and faculty. Community college libraries are compared using statistical data collected annually by the directors of the two year colleges of Mississippi for evaluation purposes.

(Edited 5/15/14; Reviewed 12/15/15)

**Policy No: 502**

**Policy Contact: Vice President for Instruction**

**Policy Title: AUDIO VISUAL RESOURCES**

Equipment for viewing non-print library resources is housed in the library and is available for short-term loan periods for classroom use. Some departments opt to purchase and house audio visual hardware by department or course of study, including Allied Health, Communications, Social Science, Business Administration, and Education. Several study rooms in the library house audio visual equipment. Also, instructors may request some assistance with audio visual hardware via the Technology Department, especially those items involving technological combinations.

Audiovisual software is purchased via a recommendation of the faculty in order to support the curriculum and to enhance student learning.

(Reviewed 12/15/15)

**Policy No: 503**

**Policy Contact: Vice President for Instruction**

**Policy Title: TECHNOLOGIES AND ELECTRONIC RESOURCES**

1. The library staff strives to make technological advances readily available and accessible to assist library patrons with accessing learning resources, regardless of location and to utilize Microsoft Office applications, laboratory assignments, limited social networking and other applications.
2. The computers and other technological equipment are manned by the Institution's Technology Department.
3. The library uses the OPALS (Open-Source Automated Library System) automation system to handle library resources and services.
4. Electronic resources for the library include the following:
  - A. Online catalog serves as an index for library resources including books, audio visual materials, and periodical titles.
  - B. MAGNOLIA (Mississippi Alliance for Gaining New Opportunities Through Library Information Access) provides access to thousands of periodicals and other resources, serves as an index and makes full-text article available for some titles.
  - C. MELO (Mississippi Electronic Libraries Online) is a tool developed by the Mississippi Community College Libraries Consortium to ensure that online students and their Instructors are provided adequate access to library and learning resources, in addition to the traditional library.
  - D. Additional electronic resources include Credo Reference, Wilson Biographies, CINAHL, World Book Online, and others.
5. Library orientation sessions are presented by the library staff as scheduled by the Instructor utilizing a LCD projector, the Internet, Burton Library website, and other technology resources to best demonstrate library resources.

(Revised 8/10/10; Reviewed 12/15/15; Revised 7/14/20)



**Policy No: 504**

**Policy Contact: Vice President for Instruction**

**Policy Title: COLLECTIONS**

The holdings of Burton Library shall consist of print, non-print and electronic resources. Requests for additions to the collection are made by all departments of the college, including the administrators, faculty, staff, and student population, along with the library staff. The Dean of Learning Resources and assistant librarians hold the responsibility of maintaining and building the library collection according to the following criteria:

**Book and Non-book Materials**

1. Resources shall support and be consistent with the educational goals of the College and objectives of the curriculum.
2. Materials shall be of high quality and the presentation applicable for community college students.
3. Materials may be purchased for professional development of the administration, faculty and staff.
4. Duplicate copies of materials will not be a consideration for acquisition.
5. Physical format and appearance of materials will be suitable for their intended use. (Purchase quality hardback books when possible.)
6. Selection of challenged materials/controversial issues will be suitable for their intended use.
7. The format of non-print materials must be consistent with the equipment available to utilize the material.
8. Supplemental material, such as teacher's manuals, workbooks, programmed materials, or textbooks will not be considered for purchase.
9. Audio visual software is purchased based solely upon the instructor(s) request(s)
10. Some electronic resources may be added to the collection via the Mississippi Community College Libraries Consortium and the above criteria.

**Serials**

1. Priority for purchasing magazines / journals will be given to those titles which adequately support the curriculum of the College.
2. Physical copies of some periodicals may not be purchased by the library if these titles are accessible via databases (MAGNOLIA) made available through the library.
3. The library will carry subscriptions to the State newspapers available in the area and newspapers from the supporting counties.
4. Serial gifts will be accepted and shelved in the Miscellaneous Periodical section for Current Periodicals, unless the subscription is on a continuous basis.
5. According to the research value of the articles in a particular title, back issues of selected periodicals are bound and retained in the Reference Collection permanently. Bound volumes of periodicals are housed in the Mississippi Room. Nursing and medical periodicals are retained for five years, and nonmedical periodicals are retained for three years. All unbound periodicals are housed in the workroom and are available upon request.
6. An electronic periodical index, MAGNOLIA / EBSCOHost, which also provides full text articles on general and specific subjects, such as social sciences, humanities, accounting, and medical topics is funded by the Mississippi State Legislature. EBSCOHost includes a number of databases which support the curriculum of the College. MAGNOLIA/EBSCO Host databases require a user id and password which is provided to the constituents of the College in Burton Library bookmark and via telephone or email.

**Gifts**

Gifts are accepted with the understanding that the library staff will decide if the material is to become a part of the library collection. Items added to the collection must meet the guidelines as stipulated in the

acquisition / selection policy. Gifts are acknowledged via a formal letter to the donor, with a courtesy copy routed to the College's Foundation Office. If a tax deduction is desired, the donor must route the gift through the ECCC Foundation or request that a tax notification assessment is routed to the Foundation. The donor may be responsible for determining the value of the gift or the value of the gift will be accessed by the library staff via Amazon.com, Baker and Taylor or other jobber, etc. However the donor is responsible for justifying the value of the donation to the US Internal Revenue Service.

#### Acquisition / Weeding/Selection Responsibility

The primary responsibility for the selection of library resources exists with the librarians under the auspices of the Dean of Learning Resources, along with the mission of the College in mind. The selection / acquisition process is a joint effort among faculty members, administrators, staff, students and librarians. The faculty members serve as subject specialists for their respective disciplines and are encouraged to assess the adequacy of resources, including participating in the weeding / reselection process of resources.

(Revised 8/10/10; Edited 5/15/14; Revised 11/10/15)

**Policy No: 505**

**Policy Contact: Vice President for Instruction**

**Policy Title: INSTRUCTIONAL SUPPORT SERVICES**

To support its curricula East Central Community College provides specialized laboratories, audio visual equipment, duplicating services, communications services and Success Center. Specialized laboratories are provided in all career programs, all workforce education programs, and all areas of biological and physical sciences that are taught. The College provides a central duplicating and communications center with facilities for photocopying, telephone service, and mail service.

Departmental budgets provide for specialized instructional materials and supplies.

Instructional Support Services include the Success Center that provides tutoring and supplemental learning aids.

(Reviewed 12/15/15; 3/8/16)

**Policy No: 506**

**Policy Contact: Vice President for Instruction**

**Policy Title: INSTRUCTIONAL SUPPORT SERVICES AND STUDENT DEVELOPMENT SERVICES FOR OFF-CAMPUS CLASSES**

Student services available on campus are also available to students taking classes at off-campus locations. Specific provisions for providing off-campus students with access to the full complement of student services follow:

1. **Basic Services:** The Academic Counselors will make at least one visit per semester to each off-campus location to meet with interested students. Academic advising and program planning for students will be the basis for each visit. Financial Aid and other personnel will visit as needed or requested.
2. **Provisions for Services:** Decatur evening classes will be covered by extended office hours. Carthage, Choctaw, Forest, Louisville, and Philadelphia will be visited once each semester and other times as needed or requested.
3. **Specific student development services shall include but will not be limited to:**
  - a. **Academic Advising:** Advising will be made available to off-campus students through direct visits to the off-campus locations by the Academic Counselors. (Cross reference Policy 804)
  - b. **Adult and Continuing Education:** Many student development services are coordinated through the Office of Academic and Continuing Education. These include but are not limited to: publication of a brochure targeting adult students, visits to classes, liaison between the College and off-campus instructors, etc. (Cross reference Policy 803)
  - c. **Career Development:** Assistance in this area is available from the Career Center Director. Appointments can be made to discuss career options at the convenience of the students. (Cross reference Policy 803)
  - d. **Extended Office Hours:** To better serve on-campus students who take course work in the evenings, the Student Services Office will maintain the following schedule:

Monday	8:00	a.m.	- 6:00	p.m.
Tuesday	8:00	a.m.	- 6:00	p.m.
Wednesday	8:00	a.m.	- 6:00	p.m.
Thursday	8:00	a.m.	- 6:00	p.m.
Friday	8:00	a.m.	- 4:00	p.m.
  - e. **Financial Aid:** The Academic Counselors will provide financial aid information to students at the regular visits to the off-campus locations. When situations warrant, financial aid personnel will visit the off-campus sites. However, the services of the financial aid office are always available by telephone, email or with on-campus appointments. (Cross reference Policy 805)
  - f. **Orientation:** The regular on-campus summer registrations and orientation programs are available for off-campus students. In addition, all new and transfer students have access to, and are required to complete the College's On-Line

Orientation. Specific questions may be directed to the Vice President for Student Services or the Academic Counselors when site visits are made each semester. (Cross reference Policy 802)

- g. Personal Counseling: College counselors are available to all students. Students experiencing personal problems can talk with a counselor by appointment or when site visits are conducted each semester. (Cross reference Policy 803)
  - h. Student Activities Program: A varied program of student activities is offered by East Central. These activities are publicized in the various campus publications. All activities are based at the Decatur campus.
  - i. Student Body Association: All full-time students are members of the Student Body Association. Information about the Association is included in the Student Handbook. Activities of the Student Body Association are available to all full-time students of East Central Community College.
  - j. Student Handbook: The Student Handbook of East Central Community College is the official compilation of the rights and responsibilities of students. These handbooks shall be made available to students at all instructional sites during registration.
  - k. Student Newspaper: The Tom-Tom is the official student newspaper of the College.
4. Specific instructional support services will include but not be limited to:
- a. Duplicating services: Duplicating of instructional materials including tests, notes, course outlines, and other teaching materials shall be provided for all off-campus instructors. The Vice President for Instruction shall coordinate these services.
  - b. Laboratory facilities and services: Appropriate laboratory facilities and equipment shall be provided for all off-campus courses requiring such.
  - c. Transportation of instructional materials service: Instructional materials needed by off-campus instructors shall be delivered by college personnel.
  - d. Library Services: Recent advances in technology make accessing the on-line catalog and retrieving full-text periodical articles from Burton Library possible via Internet. Internet access is available at all public libraries in the district for all library users. The librarian meets with the adjunct faculty and provides them with a bookmark of user ids and passwords for the online databases describing library services for off-campus students. The faculty is requested to provide a copy of the bookmark to each student. The Library is also open on Sunday evening thus making it accessible for off-campus students who wish to come to the campus to do research. (Cross reference Policy 501.7)

(Revised 10/12/99; Revised 6/8/10; Revised 3/8/16)

Policy No: 507

Policy Contact: Vice President for Instruction

Policy Title: THE SUCCESS 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.

The Center's components will be implemented by the Director of the Success Center/Testing, & Continuing Education with the advice of the Success Center Advisory Committee in policy recommendations and performance of assessment activities. The Success Center Advisory Committee will be composed of:

- a. Two student representatives: one sophomore and one freshman appointed by the SBA;
- b. A cross-section of faculty representatives to include English, math, and Career-Technical Support Services faculty;
- c. Academic Counselor;
- d. Workforce Education Counselor;
- e. Director of the Success Center/Testing, & Continuing Education;
- f. Dean of Learning Resources (ex-officio)

Coordination: The Director of the Success Center/Testing, & Continuing Education will meet with the Success Center Advisory Committee to facilitate services and determine the needs of students.

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 or ACT Residual.

Schedule: The Success Center will be open the following hours:

Monday through Thursday	8:00 a.m. - 4:30 p.m.
Friday	8:00 a.m. - 3:00 p.m.
Evening hours will follow the published tutoring schedule.	

(Revised 6/8/10; Revised 3/8/16; Revised 7/14/20)