Library

2020-2022
Library Handbook
A Guide for Students

(334) 876-9344
http://www.wccs.edu/library/

Introduction

The community college (two year) makes significantly different contributions from other academic institutions. It is generally more responsive to local needs. Moderate costs and open-access allow greater flexibility to students who would not otherwise be able to attend college. Emphasis on vocational and adult programs and continuing education provides employable skills to many adult students through responsiveness to changing vocational needs.

At the same time, while allowing remedial work to remove deficiencies, academic programs in community colleges parallel education in arts and sciences in four-year institutions. Reflecting the combination of availability of opportunity and expectation of excellence in performance, more than half of the students pursuing higher education are enrolled in community, technical, and junior colleges nationwide.

Philosophy, Mission, Vision, and Goals of Wallace Community College Selma The philosophy of Wallace Community College Selma is expressed in the following beliefs:

MISSION STATEMENT

The mission of Wallace Community College Selma is to provide high-quality learning-centered educational opportunities and services through diverse instructional-delivery modes that are responsive to individual, community, state and global needs.

PHILOSOPHY

The philosophy of Wallace Community College Selma is expressed in the following beliefs:

☐ Education is essential to the economic, social, environmental, and political well-being of the citizens of West Central Alabama;

☐ Education should be made academically, geographically, physically, and financially accessible to all students;

☐ Wallace Community College Selma is uniquely qualified to deliver excellent and equitable educational opportunities and services; and

☐ Quality education requires unity and cooperation of all stakeholders who work together toward a common goal.

VISION STATEMENT

The College shares a vision of a learning-centered education that is responsive to the

needs of our service area and is manifested by quality teaching, opportunities for learning, effective educational support services, and access to a quality education. Challenged by change and innovation, the College will move forward to create a future responsive to the diverse needs of students, community, and state.

Core Values

With the completion agenda and emphases on the learning-centered college as our ultimate priorities, Wallace Community College Selma is guided by the following core values:

• Affordable and accessible educational opportunities to meet the needs of our diverse service area;

• Instructional excellence, faculty and staff competency, and continuous training in all academic and technical programs;

• Dedication to increasing skills and competencies that allow for upward mobility and increased opportunities in the employment market;

• Partnerships with other organizations and institutions that promote community outreach and respond to needs of the service area;

• Principles of personal ethics, integrity, academic honesty and civic responsibility;

• Economic and workforce development that supports growth in the communities that the college serves;

• Technology as a critical element in achieving the strategic and annual goals of the College;

• Accountability and assessment that result in continuous program improvement; and

• Equal opportunity for employees, students, and representatives of the community at large regardless of age, color, sex, disability, national origin, race, religion, or veteran status.

GOAL 1

QUALITY TEACHING/LEARNING

Promote and provide teaching and learning environments and experiences that encourage the development of knowledge, skills, behaviors, and values for students in order for them to be successful in the workforce or subsequent education.

STRATEGIES

1.1 Provide associate in arts and associate in science degree programs that prepare students to transfer to baccalaureate institutions.

1.2   Provide associate in applied science degree and certificate programs that prepare students for immediate placement into the job market.

1.3   Identify college-level general education competencies and measure the extent to which students have attained them.

1.4   Increase student success through a comprehensive developmental education program.

1.5   Document Student Learning Outcomes in all degree and certificate programs and ensure that results are used for program improvement.

1.6   Develop a Quality Enhancement Plan based on institutional assessment, focuses on learning outcomes and supports the mission of the College.

1.7   Conduct a process of program reviews in order to ensure the College is offering up-to-date and relevant programs.

1.8   Support quality teaching and learning through comprehensive learning resources that are easily accessible to students (includes library, writing laboratories, and computer laboratories).

1.9   Develop and implement new instructional programs based on the needs of the service area of the College.

1.10 Enhance student learning, expand instructional programs, and deliver instructional services in keeping with the concept of the Learning Centered College.

GOAL 2

ACCESS

Provide and promote accessible, affordable quality education and training.

STRATEGIES

2.1 Provide access through various modes of instructional delivery including an E-Learning program to meet the needs of diverse learners.

2.2 Promote early college entrance or enrollment.

2.3 Cultivate college attendance through ongoing programs with feeder schools of the College.

2.4   Develop and sustain mutually beneficial partnerships.

2.5   Expand relationship with p-12 to inspire/promote postsecondary education.

2.6   Provide appropriate educational and support services to students with disabilities.

GOAL 3
TECHNOLOGY
Expand the development of educational and administrative technology that enhance student learning and improve college management processes and functions.

STRATEGIES

3.1 Improve and enhance technological access to online courses and degree programs.

3.2 Maintain, upgrade, and expand technological resources to support instructional and administrative systems in classrooms, laboratories, and services.

3.3 Utilize online survey instruments to assess consumer satisfaction with services offered by the College.

3.4 Enhance the efficiency of the College's assessment process through utilization of Strategic Planning Online.

3.5 Improve instructional processes through college-wide utilization of an online course management system.

3.6 Provide appropriate technology training and resource availability for faculty, staff, and students.

3.7 Upgrade the technological skills of all employees of the College through an ongoing professional development program.

GOAL 4
WORKFORCE AND ECONOMIC DEVELOPMENT
Provide high quality workforce development programs that meet the demands of local employers and enhance the economic development efforts of the state and the region.

STRATEGIES

4.1 Deliver customized training programs in response to workforce development opportunities.

4.2 Establish agreements with corporations and businesses in the service area of the College to deliver online professional development training courses and programs.

4.3 Develop and expand opportunities for displaced workers through credit and non-credit programs.

4.4 Enhance services to existing business and industry.

4.5 Expand co-op educational opportunities.

4.6 Expand and enhance partnerships and planning with educational institutions, businesses, government agencies, and community organizations to further the mission of the college.

GOAL 5
PROFESSIONAL DEVELOPMENT

Provide development and training opportunities that encourage faculty and staff to become more proficient in the delivery of student services, instructional services, and operational services.

STRATEGIES

5.1 Improve employee productivity, increase faculty and staff utilization and satisfaction with professional development and training.

5.2 Enhance the teaching skills of the full-time and adjunct faculty by providing information and training in the best practices in teaching.

GOAL 6
STUDENT FOCUS /SERVICES SUCCESS

Promote student success and development through services consistent with student needs, interests and abilities.

STRATEGIES

6.1 Develop and maintain a comprehensive and coordinated process for data collection, reporting and evaluation of student satisfaction.

6.2 Improve student utilization of and satisfaction with academic support and student services.

6.3 Improve the retention of students through an ongoing counseling and advisement program that will make high quality advising available to all students.

6.4 Increase student transfer to four-year colleges and universities.

6.5 Provide academic support services to students with academic challenges.

GOAL 7
DIVERSITY

Provide access to programs and services that strengthen the educational, social, and economic life of the diverse community served by the College.

STRATEGIES

7.1 Meet the needs of diverse learners through innovative programs and delivery

methods.

7.2 Assure that educational opportunities are available without regard to race, gender, sexual orientation, ethnicity, socio-economic status, disability, or age.

7.3   Assess special needs of diverse student populations and provide support and educational services to meet those needs.

GOAL 8

COMMUNITY DEVELOPMENT AND LIFELONG LEARNING

Provide educational opportunities that support a culture of lifelong learning.

STRATEGIES

8.1 Provide cultural enrichment and educational opportunities to the students as well as the community through a variety of arts and humanities.

8.2   Provide accessibility to lifelong learning opportunities to the service area of the College.

8.3   Partner with the Alabama Community College System and local agencies in the service area of the College in offering adult education classes.

8.4   Provide service-learning opportunities that expose students to a lifestyle of community involvement and the community to lifelong learning.

GOAL 9

PUBLIC RELATIONS

Expand and enhance the image and reputation of the College through ongoing public and communication effort.

STRATEGIES

9.1 Promote a strong college identity that reflects WCCS as a success driven institution that demonstrates a leadership role in its service area.

9.2   Design, produce, and deliver professional communications about programs, instructional support and services to a diverse student population, the general public, and the media.

9.3   Strengthen internal channels for internal communications and efficient flow of information throughout the Institution

GOAL 10

EFFICIENCY OF OPERATIONS

Improve efficient operations of the college.

STRATEGIES

10.1 Ensure a stable financial program that enhances resource allocation and promotes accountability of institutional resources.

10.2 Continue to align the annual budget of the College to the institutional effectiveness plans of each office, program, and department of the College.

10.3 Administer policies and procedures that promote fairness, consistency, and excellence in the management and administration of programs and services.

10.4 Improve the financial position of the College through new funding efforts by aggressively pursuing new funding resources.

10.5 Provide safe, clean, and comfortable facilities, accessible to all students and the community.

10.6 Develop and maintain a Facilities Master Plan that ensures that the College is fulfilling its mission to its students and the area that it serves.

10.7 Recruit and retain talented full-time and part-time faculty, administrators, and staff.

10.8 Maximize the use of personnel, physical, and financial resources of the College.

10.9 Develop and maintain an ongoing program of Institutional Effectiveness and Research that promotes ongoing, integrated, institution-wide, research-based, and evaluation processes.

10.10 Assure that the Institution maintains accreditation by the Commission on Colleges of the Southern Association and   Schools, and that individual programs acquire and maintain appropriate accreditation and certification.

10.11 Provide opportunities for faculty, staff, and students to become involved in institutional governance.

GOAL 11

ENROLLMENT MANAGEMENT

Maintain an ongoing program for the recruitment, retention and graduation of students.

STRATEGIES

11.1 Improve student retention, graduation and transfer rates through the implementation of a completion agenda.

11.2 Explore innovative recruitment and marketing strategies to manage enrollment efforts.

11.3 Enhance the enrollment in online courses by developing enhancements that will

attract broader credit and non-credit populations.

11.4 Analyze and cultivate prospective student markets.

Mission of the WCCS Library/Learning Resource Center:

The College Library/Learning Resource Center is an integral part of the total college program. The mission of our College Library/Learning Resource Center is to provide modern, high quality, interactive library services, which will be coordinated and integrated into the general instruction program of the college.

To this end, the Library Learning Resource Center seeks to provide quality, cost-effective information that is sufficiently flexible to meet the challenges of educational, societal, and technological change.

Goals of the WCCS Library/Learning Resource Center:

1. To support new and existing programs and make available Library/learning Resource Center resources and services to meet the educational objectives of the college.

2. To involve faculty and staff in the selection of materials and development of collections.

3. To accommodate users in facilities that are conducive to study, work, and available for use at appropriate hours.

4. To provide orientation and informational activities to students, faculty, staff and community patrons.

5. To use appropriate management methods that ensure optimal use of human, physical and financial resources.

6. To employ, develop, and retain qualified and service-oriented staff capable individually and collectively of achieving these goals.

The Classification System

The Wallace Community College Selma Library/Learning Resource Center uses the Library of Congress classification system. This system of classification us used by most college and university libraries. The LC system arranges materials into subject areas and allows books or media on the same subject to be placed together on the shelves. Each item is assigned a call number, which consists of a series of letters and numbers.

EXAMPLE: GV   broad subject – RECREATION

> 995 further identifies the subject
> .B37 B is the first letter of the author's last
> name, 37 further identifies the author

When one has identified a call number, he can locate materials in three separate areas of the Library/Learning Resource Center. These areas are circulation, reference, and media. NOTE: Oversized books are shelved in a separate area, and the patron may require assistance when looking for these books.

Reference and audiovisual materials indicate that they are shelved separately from circulating books because they have REF or a media abbreviation above the call number.

When one finds the correct area, each self has designated signs with letters/numbers on the end panels. Locate the first letter of the call number on the end panel, and then look for the second letter, if there is one. A single letter B would come before BC. BJ would come before BT, etc. Follow these two rules when there are decimals in a call number:

1. Number before a decimal are read as whole numbers.

2. Numbers that follow a decimal are read as decimals.

WCCS Library Acquisitions Policy

The major goals of the library are to provide resources supporting the curriculum, inspire teaching, bring strong intellectual stimulation to both faculty and students, help keep faculty abreast of current developments in their fields, meet the informational needs of students by providing materials which reflect the diversity of students' abilities, interest, and comprehension levels, and to provide professional services for academic community.

The library acquires materials needed to support the teaching programs of the College, as well as many current publications of popular appeal and interest, general reference works traditionally found in a college library and other resources necessary to meet the above-stated goals. Materials include, but are not limited to, books, pamphlets, periodicals, newspapers, and audiovisual material. Multiple copies of titles and replacements for lost, stolen, or damaged volumes are secured when instructional need is indicated. Gifts to the college library are accepted or rejected in accordance with this acquisitions policy and must be channeled through the college's "Foundation" via the Office of the President.

The library does not purchase books that are required as texts for any course offered by the college, upper division or graduate level books or journals, materials for individual faculty research, musical score, rare books or manuscripts, or books written in languages not represented in the curriculum.

Wallace Community College Library believes in and supports the ALA Library Bill of Rights (see Appendix A). The library also supports and reflects the concept of the individual's right to read and obtain access to information. Neither the defense of that which is thought to be good nor the protection of readers from that, which is thought to be bad, are objectives of the library. Published material is not excluded from the collection because it has aroused public antagonism, nor is it added only for that reason. Every effort is made to assure that conflicting viewpoints on political and social matters are adequately reflected in the collection; however, we recognize that it is impossible to represent every point of view or any point of view completely.

Faculty members are encouraged to become familiar with the library's holdings in their subject fields, to read book reviews in their professional journals, to keep themselves informed on current publications in their subject area, and to request that library materials supporting their courses be acquired. Requests from other staff members and students are also given full consideration. In addition to this, the librarians are responsible for selecting materials in whole, and for maintaining a vigorous weeding program in order to keep the collection active and relevant to the needs of the academic community.

General Criteria and Priority for Selection of Materials

1. Primary consideration will be given to developing collections to support the instructional program of the college. This is best accomplished when there is no percentage allocation of funds by subject area or type of material.

2. Materials will be selected if they contribute to the general education of the student and would be useful to students pursuing research topics not specifically labeled in the course outlines.

3. High priority will be given to maintaining a strong reference collection in support of the curriculum and for general information.

4. Recognizing the need for current information in most of the instructional areas, a strong periodical collection will be maintained.

5. Obligation to provide recreational materials is recognized and selection in this area will be made as funds permit.

6. As funds permit, materials will be selected to assist faculty in preparation for teaching and for general research in their subject areas.

7. Priority will be given to replacing basic materials missing from the collections, determined through inventory and overdue files.

8. In general, reprints, out-of-print duplicates, condensed books and college texts will not be added to the collection.

9. The following specific criteria will be applied to the selection of individual titles in all subject areas:

anticipated use	accuracy	authority
library merit	level of treatment	timelines of publications
format	special features	cost
scope		

Book Selection Guidelines

- All requests for the acquisition of library books must be sent to the librarian.

- Administrators, faculty, and students may request books for purchase. The librarian makes the final decision as to whether these requests will be honored.

- Only current editions will be ordered for nursing books, unless requested by a director, division chairperson, one of the instructors, or by the librarian.

- It will be the responsibility of the faculty of each division to recommend materials in support of their subject area. If a catalog or brochure should come to the library and the librarian determines that the information will be vital to any particular department or program, the brochure will be forwarded to that department/program.

- As new courses, new majors, new departments, and new programs are added, library materials are purchased for these areas.

- Duplicate titles of books will be purchased depending upon the demand.

- The library will not purchase copies of textbooks.

- Buying annuals, yearbooks and the revised editions update encyclopedias.

- All request forms that are sent to the library for purchase of books and non-book materials must be legible and have complete ordering information. See Appendix B for a copy of "Request Forms for Library Purchase."

- Publishers and producers' catalogs are available in the library for faculty use.

Community Use of Learning Resource Equipment

In an effort to provide services in the best community spirit, Wallace Community College Library/learning Resource Center offers limited public services to the community served by the College district. State law regarding non-college affiliated individuals and groups governs the extent to which these services can be offered.

1. Community patrons who wish to borrow Learning Resource Materials to acquire a library courtesy card and complete a patron information form.

2. With special permission from the librarian, materials may be checked out for overnight or on the weekend. Periodicals and vertical file materials may be used only in the library. Community patrons may check out up to three books for any circulation period. No overdue fines are charged, but cost-plus-book processing will be charged for unreturned or damaged items.

3. Audiovisual materials may be borrowed for a limited time with the approval of the librarian.

4. The college reserves the right to refuse checkout privileges to any community organization or person.

5. Patrons viewing pornography on WCCS Library Computer will be asked to leave the library facility. In addition, future privileges using the library's computers may be denied.

Permanent Loans and Purchases for Division

The library will purchase only those materials to be cataloged and made a part of the collection. Materials purchased for instructor, administration or classroom use will be billed to the appropriate division or administrative office. There will be no permanent loans to individual faculty or division offices.

Purchases from Faculty and Staff

The library does not purchase materials from faculty or staff. Faculty ordering materials for preview that they wish to see added to the collection of the library should return the preview material and request the purchase through channels on a "Request for Library Purchase Form" found on Appendix B at the conclusion of this section.

Procedures for Checking Out Audio-Visual Equipment

Please us the following procedures for checking out audio-visual equipment from the Library/learning Resource Center:

- Reserve equipment one day in advance, if possible.

- Return library equipment on time.

- If you need assistance with the operation of equipment, notify the library staff.

- Please do not leave equipment in the classroom after use.

- Report all damaged equipment or blown lamps to the library staff immediately.

- The person who checks out the equipment is responsible for returning it to the library.

Weeding, Discharging, Replacement

Materials will be removed from the WCCS Library's collections when they no longer fall within the parameters of selection criteria, or when they have physically deteriorated beyond reasonable use.

Please inform the librarian if a book needs to be discarded. The decision to discard materials is based on the following criteria:

- Age and applicability of information.
- Completeness of holdings
- Availability of replacement for damaged items.
- Importance of the item(s) to the collection.

Policy Specific to Nursing

Nursing books and journals extended past the five-year publication date will be pulled at the request of nursing faculty and discarded.

Electronic, Audio-Visual, and Multimedia Materials

The WCCS Library provides access to electronic and audio-visual resources through appropriate technology. Many of the resources available to WCCS community are provided cooperatively through the Alabama Community College System.

Selection Guidelines for Electronic Resources, Audio-Visual, & Multimedia Materials

Audio-Visual Materials:

Circulation of audiovisual material is for library use only. Included are approximately 452 video tapes and 164 CD/DVDs.

Equipment:

Ideally, the WCCS College Library provides hardware to run electronic or audio-visual items, including CDs and DVDs that accompany books. Many library patrons do have access to personal computers or audio-visual equipment either on campus or at home. Therefore, the college library will acquire electronic and audio-visual materials for the necessary hardware.

Microcomputer Applications:

Students should not assume that they have a bona fide right to use the library's computers in any way they wish, such as to harass or threaten others, or to view pornography. The library staff has the right to monitor student use on computers. Any student who is accused of misusing the computers will be given due process.

Books with appended CDs, DVDs or audio recordings:

The College Library purchased books with accompanying material on CDs, DVDs, or e-books where items fall within subject area collection development policies, regardless of the availability on campus of hardware for accessing them. Books with accompanying CDs or DVDs should be located in the regular loan policies for that collection. These items need not be placed on reserve, unless specifically requested by a professor for classroom use.

The WCCS Online Public Access Catalog (OPAC) is the Destiny. To connect to WCCS Electronic Library Catalog, the Destiny, please refer to the following commands:

- Click on Start, Startup, and Internet Explorer

- WCCS Web page will appear

- Click on Library

- Next Click on WCCS Library Catalog

- Browse the WCCS Library Catalog

- In the query box type in either the author's name, title, or subject

- Search either by Author, Title, or Subject (see Appendix C)

WCCS Library Catalog also links to the following sites:

- *WCCS Library Catalog* – Search our local catalog of printed, video, and web resources.

- *Alabama Virtual Library* – Alabama's online access to essential library and information resources.

- *American Journalism Review* – A national magazine that covers all aspects of print, television, radio and online media.

- *Britannica Online Encyclopedia* – Search articles and reviews from four complete encyclopedia – Please note that this service functions only from the WCCS campus.

- *Encyclopedia of Alabama*

- *ERIC*

- *FindLaw's Constitutional Law Center* – An educational resource site dedicated to the United States Constitution and the U.S. Supreme Court.

- *Gale E-Books*

- *Health Advance*

- *Infoplease* – Online access to almanacs, atlases, dictionaries, encyclopedia, and thesauri – "All the knowledge you need."

- *LearningExpress Library* – Whatever your goal, LearningExpress Library's resources will help you succeed. Each of our Learning Centers offers the practice tests, exercises, skill-building courses, eBooks, and information you need to achieve the results you want-at school, at work, or in life. Looking to land a job? You'll find an entire Learning Center dedicated to helping you get the one that's right for you. First click the "LearningExpress Library" link above. Then choose LearningExpress Library. Create an account and begin to find a wealth of learning resources.

- *The Librarian's Index* – An extensive index of resources for librarians – "Information you can trust."

- *Library of Congress*

- *Pearson Portal for WCCS* – "It provides one place for students to register and log in for all the MyLabs."

- *Purdue Online Writing Lab*

- *ProQuest*

- *Salem Press*

Essential Information Concerning the WCCS Library:

Reserve Materials:
    These are materials placed on reserve by instructors for use only in the library. Wide ranges of videos are placed in the reserve section as well as books, CDs, periodicals, and pamphlets.

Reference Books:

The designation "ReF" included as part of the call number of a book indicates that the book is shelved in the reference collection. Reference books may not be checked out.

Regular Books:

The regular books are checked out for a two-week period. There is no limitation on how many books can be checked out.

If books are out longer than the loan period, an overdue fine of $.25 per day is charged.

Periodicals and Newspapers:

Current periodicals and newspapers are located in the "Reading Room." All periodicals are used in the library only. Copies of articles not on microfilm may be copied on the photocopiers for $.10 per page. Microfilm and microfiche readers are available for viewing and making copies.

Photocopies:

There are two photocopiers located next to the library office. Copies are $.10 per page-regular or legal size.

Audiovisual Collection:

The audiovisual collection includes motion picture, video recordings, CDs, DVDs, sound recordings, and a variety of other non-print materials. These materials and equipment for their use are used only in the library.

Library Hours:

7:00 a.m. - 8:30 p.m. Monday-Thursday
7:00 a.m. - 12:00 p.m. Fridays

Appendix A

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of views on current and historical issues. Materials should not be prescribed of removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries, which make exhibit spaces and meeting rooms available to the public they serve, should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Appendix B

Learning Resource Center Fact Sheet

WCCS Online Public Access Catalog (OPAC)

Like the old card catalog, the online catalog is an index to books and audio-visual material in the LRC. Each books or AV title owned by the LRC can usually be searched in three ways: author, title, or subject.

The Author Search

To search by author, input the writer's name, last name first. The title will appear directly below the author.

If there are several books by the same author in the LRC, an author screen will indicate the title of each book.

If several authors have the same last name, but different first names, initials, or birth/death dates, a numbered search screen will appear by each name.

Title Search

If one knows the title of the book, he can input the full or partial title. All alphabetical lists will appear of all available titles. From the list, choose the correct number for the title in order to view the full record.

The Subject Search

When one is interested in a particular subject, or when one knows the subject of a book, but not its title or author, click on subject. If the Library of Congress subject is not known, select "Subject Keyword Search" from the Search Options Menu.

Searching Hints

1. Search for the first word, ignoring the beginning articles a, an, or the

2. Search for a person by typing his/her last name first,

3. Abbreviations in the alphabetical lists are arranged as if spelled out. EXAMPLE: Mac for Mc, Saint for St.