

Clarendon College Vera Dial Dickey Library

Library Purpose

The purpose of the Clarendon College Library/LRC is to support the college curriculum and provide library services and resources to all Clarendon College students and faculty regardless of location.

Library Mission

The mission of the Clarendon College Vera Dial Dickey Library is to provide resources and services to support the academic curriculum and to assist all library users in the development of lifelong learning and information literacy skills. The library staff focuses on meeting the users' needs, providing learning opportunities, fostering relationships, supporting academic disciplines, and participating in the teaching process by assisting in information access and library instruction.

Faculty Services

Library Card

Faculty is encouraged to acquire a Clarendon College library Card. Clarendon College library cards are accepted at all participating Harrington Library Consortium (HLC) libraries, and must be presented at time of checkout. The public libraries in Amarillo, Childress, Clarendon, and Pampa are members of HLC.

Loan Periods

Books are checked out to students for two weeks; faculty may check out book for a longer periods of time if no hold is placed on the book. Reserve materials are checked out for two hours. The loan period for Interlibrary Loan materials are set by the lending library, and it is generally two weeks. Videocassettes and DVDs are checked out for three days, compact discs and magazines are for one week. Reference materials do not check out to students; they are in-library use only.

Renewals

Renewals are available upon request. Policies on this vary by library. Books may be renewed in person or by phone by calling the appropriate number below:

Clarendon College Library: (806) 874-4815

Lovett Memorial Library in Pampa: (806) 669-5780

Childress Public Library: (940) 937-8421

Amarillo Public Libraries:

Central Library – (806) 378-3054

Southwest Branch - (806) 359-2094

North Branch - (806) 381-7931

Northwest Branch - (806) 359-2035

East Branch - (806) 342-1589

Library Instruction/Orientation

Library Instruction is provided for all classes at the instructor's request. Instructors may request a librarian to teach a library session tailored to your course. Sessions are taught

either in the library, classrooms, in the computer lab, or thru Zoom; depending on the type of instruction requested. The orientation explains the effective use of library resources and services. These sessions may cover use of the online catalog, internet resources, search strategies and/or evaluation of resources, Library of Congress classification system, and introduce key concepts in a particular subject area. The sessions are designed to promote information literacy as an integrated part of the library experience. Class visits may be arranged at the faculty's request by contacting a library staff member with the following information: course name, number, what do you want students to be able to do and/or know at the end of the orientation, preferred date(s), time(s), and the number of students in the class. Library Instructions can be done at any campus with at least a seven day notice.

Videos and PowerPoint presentations have been created over the online catalog and databases for off campus and online student convenience. PowerPoint presentations are located on the Library's webpage. Other HLC librarians can assist students on a one-on-one basis in the library.

Developing Effective Assignments

Librarians are available to work with faculty to create effective assignments that make the best use of the library's resources and emphasize course content. The assignments foster critical thinking, evaluation skills, and promote lifelong learning. Faculty are encouraged to notify library of units they are considering so library staff can prepare displays, exhibits, programming and resources that will support the assignment.

Class Handouts & Web Guides

As part of the Library Instruction sessions and classroom presentations, faculty may request librarians to create printed guides for their classes outlining useful resources and research methods. Faculty will need to give notice of when the handouts are needed, for it may take time to put the information together. Subject Research Guides may include information such as:

- Library of Congress Call Number by subject
- Directories, indexes, almanacs, dictionaries, encyclopedias, Internet sites
- A list of History titles
- A list of career websites, etc.

Faculty Reserve

All faculty reserves are kept at the Circulation Desk or on display in the library. Depending on faculty instructions, some reserve materials must be used in the library, while others may be checked out. The instructor has set loan periods, and approval from the instructor is needed to extend the loan period or check out reserve material. Faculty may request library staff to put materials they expect to be in high demand or that require special security in the library's reserve collection. Examples of what may be placed on Reserve include: course readings, library and personal copies of books, articles, pamphlets, class assignments and lecture notes. Faculty may designate shorter loan periods for high demand materials, such as two hour or one day. The Reserve collection is shelved behind the Circulation Desk. To place a library item(s) on reserve, bring them to the circulation desk and fill out the reserve form. Reserves are accepted throughout the

semester and must be removed or evaluated for continuation at the end of the spring semester.

HLC (Harrington Library Consortium)

HLC is a computerized cooperative library network established to meet the informational and research needs of library users. It consists of over 100 public, academic, and school libraries providing a collection of over 3 million items. To check out materials from any of the libraries, users must have a valid HLC library card and be in good standing with the HLC libraries. It is the responsibility of the borrower to satisfy any financial obligation incurred at the lending library. Clarendon College will place a hold on a patron's record until the fine is cleared and/or materials returned to the lending libraries. We cannot accept money for payment of fines that are due at another library, and we cannot accept materials that belong to another library; they must be returned to the appropriate library.

Affiliation Agreements

Affiliation agreements with other libraries and agencies are used to enhance the resources and services available to Clarendon College students and faculty. These agreements are not used by the library to avoid responsibility for providing adequate and readily accessible library resources and services. Formal agreements are formalized and annually evaluated by the library director.

Interlibrary Loan (ILL)

Materials not available in the Clarendon College Library or home public library may be requested through Interlibrary Loan by contacting the Clarendon College Library or filling out a request form on the Clarendon College Library's website. The requesting library patron must have a library card that is in good standing. This service generally takes 2-8 weeks and delivery by the date requested is not guaranteed due to the lending library's ability to fill the request. Books and other material, depending on the library, may be requested from other libraries and mailed to the main campus at no charge. Requesting ILL material at a local library may have a shipping fee with this service, depending on the Library. To ensure proper check-in and return of material to the lending library, return all interlibrary materials to the Library staff.

Intercampus Loan Service

Off-campus library users are encouraged to check out materials from the college library. Students can request, via email or online form, a book from the Clarendon College Library with their register student ID/library card. Once the request is received the item will be mailed to the Pampa Center's main office or LRC for student pick up. Students must show their student ID when picking up the item. Items will be checked out to the student for three weeks, two weeks checkout time and one week for shipping. Students may call (806)874-4815 or email pamela.reed@clarendoncollege.edu to renew their item for another two weeks. When ready to return the item, just drop it off at the main office or LRC. Please return books to an actual CC staff member, not on someone's desk. Students will be responsible for any late fees on the item checked out to them. Items not

returned or fees not paid will cause a hold to be placed on the student's record at the end of the semester.

TexShare Library Card

Clarendon College, along with other academic and public libraries in Texas, participate in a state funded program established to allow participants to share resources. TexShare libraries have agreed to extend free reciprocal borrowing privileges to each other's patrons in an effort to provide direct access to materials that are not available at the home library. Each library has specific rules and regulations that apply to borrowed materials. Please check the lending policy of the library you are going to before attempting to borrow materials. For a list of participating members and their library policies visit the [TexShare](#) webpage.

Free Database Trials

From time to time the library implores input from students and faculty regarding their opinion of databases the library is considering for purchase. The library will notify all Clarendon College students and faculty that the free trial is available via the college e-mail or flyers. Users will have an opportunity to let the librarians know what they think about the database.

Learning Resource Center (LRC) Computer Reserves

Computers can be scheduled by students, faculty, and staff for group projects. Computer reservations are made for groups only, not individuals. Reservations are scheduled with the Library Director or LRC Coordinator and noted on daily stat sheets. After a reservation has been scheduled, a reservation slip will be placed on the computers by staff 30 minutes before they are needed. Please have students check with staff when they come in to the reserved computers. Reservation for a group is nullified if the group has not shown up after 15 minutes of the scheduled time.

Photocopying

Faculty receives a copy code issued by the business office to be used on the copiers located in the faculty mailroom or in the library.

TEACH Act

The Technology Education and Copyright Harmonization Act - (TEACH Act) was signed into law by President Bush on November 2, 2002. The Act redefines the terms and conditions on which accredited, nonprofit educational institutions throughout the U.S. may use copyright protected materials in distance education – including websites and other digital means without permission from the copyright owner and without payments of royalties. The new opportunities are subject to new limits and conditions. To learn more about the TEACH Act, go to www.ala.org/washoff/teach.html.

Copyright Notice

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or reproductions of copyrighted material. All library users are expected to obey the copyright law in their use of print, audiovisual, and microcomputer software.

Illegal copies of copyrighted material may not be made or used on equipment owned by the college.

Fair Use for Faculty

The issue of just what is fair Use of copyright protected materials comes up often in education circles. The key for faculty is to apply the four-factor test set forth in the copyright law:

1. **The purpose and character of the use** - Make sure that the use is for education in a non-profit educational setting. The use also has to be germane to the instruction of the topic. In other words, don't show a movie just for entertainment or as a "reward".
2. **The nature of the copyrighted work** - Make sure that you legally obtain the copy. Even if it's used for educational purposes, a bootleg copy of a video is still illegal. When possible use factual works but when necessary, dramatic works can be used to illustrate a point or as a basis for criticism or commentary. You may also use excerpts from periodicals but make sure that that a copyright notice appears on each copy. It's probably a good idea to follow the copyright print guidelines. **The amount and value of the portion used in relation to the copyrighted work as a whole** - Unless you're teaching a course on a specific author, it's not a good idea to use too many items from one author. Also, according to the guidelines, you need to either obtain permission or use another author after two years.
3. **The effect of the use upon the potential market for or value of the copyrighted work** – One of the key components of the copyright centers is the effect of use on the marketability of the work. Does your use dilute the market or potential sales of the copyright holder? If it does then you're probably infringing on the copyright holders' rights. Limit your use of copyright protected works to those in your classes and the immediate educational community. One way to determine if you are infringing on copyright work is to ask, could anyone off the street just walk in here and use this material? If they can then you are probably in infringement. Finally, use of copyright-protected material should not be a substitute for students purchasing textbooks or other books readily available in the market place.

Licensing

It's important to remember that any license you enter into with a publisher overrules basic copyright provisions. For example, under copyright law it is illegal to copy from tests or other "consumables". However, a textbook publisher will often grant permission to copy tests from test banks if you have adopted the textbook. Likewise, almost all computer software comes with separate licensing agreements that put limits on uses that might have been acceptable under the Fair Use clause.

Permission

Finally, remember you can ask for (and often obtain) permission to use copyright-protected materials for your courses. It is import to first identify what material you wish to use, how much and why. Then contact the publisher and request permission for that specified use. Often this will result in no reply. Don't give up. The Copyright Clearance Center provides a service of researching and requesting permission from copyright holders. There is often a fee that accompanies the granting of permission.

Multimedia Area

The library has an area where students can watch videos or DVDs. These areas are equipped with either a TV/VCR combinations, DVD, and CD player. Library policies about food, drinks, and cell phones also apply to multimedia areas.

Group Study Areas

Group study areas are available for group studying. Areas are used on a first come first served basis; however a 2 hour limit may be imposed as needed. Library policies about food, drinks, and cell phones also apply to the study areas.

Equipment/Media Services

The Library provides audiovisual equipment and resources to support classroom assignments. Most classrooms are equipped with an LCD projector, a document camera, and the capability to play a DVD or CD. The library has the following audiovisual equipment available for student use: TV, VCR player, DVD player, CD player, tablets, scanner, typewriter and more.

Tablet Checkout Guidelines and Procedures:

- Current Clarendon College faculty must present a current Clarendon College library card to check out a tablet.
- Data should be saved on your own form of storage. Data saved to the hard drive will be erased on return.
- Borrowers should immediately report any technical difficulties to library staff.
- Borrower must complete a loan agreement accepting responsibility for any loss or damage to the computer. Costs for damage attributable to the borrower will be charged to that borrower.
- Tablets must be returned to library staff. Never leave the tablets unattended.

Tablets have the following computer programs and features:

1. Touch screen
2. Internet Explorer, Microsoft edge, Chrome
3. Microsoft Office 2016 - Word, Excel, PowerPoint
4. Adobe Acrobat Reader
5. Windows 10 Pro, 64bit
6. There is access to games and Netflix.

Bulletin Boards and Display areas

The library maintains several bulletin boards and display areas at the front of the library. The college and library schedules educational, cultural and recreational activities for the students and community. The library is a place for information and the bulletin boards are one place to find out what is going on at Clarendon College. The library has one bulletin board for library staff use only and two bulletin boards for College and other bulletins. In order to post on the bulletin boards please contact the Library Director.

Newsletters

An electronic memo/newsletter will be sent to faculty and posted for students, to inform them of new books and magazines, special library displays, programs, exhibits, workshop, highlights of articles that are of educational, instructional and informational value, etc.

Recommend New Resources

The Library will order book, magazine, audiovisual, software, and/or online database requested by faculty that is not in our collection subject to availability of funds. If you wish to have the library purchase materials, contact the library director by e-mail pamela.reed@clarendoncollege.edu , telephone extension 116; online form, or you can also place your request in the library mailbox located in the faculty mailroom. Please include as much information as possible for example include Title, Author, Subject, and ISBN (international standard book number) if known. It is the mission of the Library to purchase materials that support the college curriculum.

Collection Development Criteria Selection Guidelines:

- Relevance to the curriculum
- Relevance to the instructional needs of faculty and research needs of students
- Relevance to the correlation with the existing collection
- Appropriate level
- Accuracy and objectivity
- Intellectual content and scholarly worth
- Demand
- Permanency of material
- Currency of material
- Price appropriateness