Procedure 3.2509

Library Procedure

The BCCC (Beaufort County Community College) Louise R. Lester Library includes Audiovisual, North Carolina Information Highway (NCIH), Blackboard LMS (Learning Management System), and Library Services. The purpose of the library is to enrich the teaching/learning process of the college and the community by supplying resources, instructional support, equipment, and qualified staff.

The library is in the Library and Early College High School Building (#5) and supplies resources and services that support, facilitate, and enhance the information and learning needs of the college community. The collection consists of print and non-print materials in a broad range of formats. These resources include books, periodicals, newspapers, audiovisual materials, streaming resources and services, and access to digital content online.

Services Available in the Library

- CCLINC (Community College Libraries in North Carolina) - online access to a combined collection of several North Carolina community college library holdings.

- NCLIVE (North Carolina Libraries in Virtual Education) - NC Live is a cooperative library service for the students, faculty, business people, and residents of North Carolina. The website allows access to digital content such as eBooks, ejournals, streaming video, and downloadable audiobooks offered from a variety of vendors. NC Live provides: Access to an essential and powerful array of online resources to all North Carolinians Complete articles from over 16,000 newspapers, journals, magazines, and encyclopedias, indexing for over 25,000 periodical titles, and access to over 25,000 online print books.

- Private and group study rooms.

- ILL (Interlibrary Loan) – via computers and electronic transmissions, the Library has the capability to borrow from, and lend to, libraries throughout the United States. Materials available through this service include books and periodicals considered loanable through the home institution.

- Streaming media through Hoopla and Dogwood Digital Library Consortium (a division of Overdrive/Libby). These services provide access to over 4000 periodicals, thousands of audiobooks, eBooks, music and movies and are downloadable through links on the library website.

- Two computer labs with full Internet access available for the student population and community patrons.

- Laptops available for student check out by the semester.

- Virtual Reality Programs and space to engage in VR (Virtual Reality) use. This provides students and faculty with access to hundreds of virtual environments for program area enhancement or leisure activities.

- Monthly curated displays focusing on cultural and curricular content.

- A copy machine and scanner for patron use. There is no charge for scanning, and $0.10 per page for copies. Black and white printing is available for students, faculty, and patrons. Students receive 10 free pages a day when presenting a BCCC ID; patrons are charged $0.10 per page.

- Color printing is available for students, faculty, staff, and patrons for $0.25 per page.

- Laptops and iPads/Apple pens are available for use in the Library.

- Proctoring Services for on campus and online students provided through Respondus software. Faculty must fill out a proctor form supplying instructions on test administration. The library requests faculty to use Respondus software.

- Chat Now 24/7 website presence available through the library website. This service is provided by NCCCS (North Carolina Community College System) and provides added reference support beyond business hours.

- Research Training and Consulting for faculty courses.

- Blackboard Professional development in the Instructional Technology Room provides faculty with targeted lessons in the nuances of the LMS. Librarian guided research and literacy instructional sessions by faculty request or for individual student appointments.

- The North Carolina and genealogical archives provide search opportunities for students, faculty and the community, including genealogical research for our Eastern NC area.

- Access to BCCC historical documents and college archives.

Patrons using the Library must complete application cards and present proper identification before using the computers and checking out materials. Reference materials, newspapers, magazines, may only be used in the Library but online services are always available through Library web links.

Library Hours

| Monday – Thursday | 8 a.m. - 8:00 p.m. |
| Friday | 8 a.m. - 1 p.m. |

Library hours are subject to change during the holidays or summer term. For more information, call 252-940-6282.

References

Legal References: *Enter legal references here*

SACSCOC References: *Enter SACSCOC references here*

Cross References:

History

Leadership Council Review/Approval Dates: *3/10/2023*

Senior Staff Review/Approval Dates: *7/1/2015, 8/22/2016, 02/05/2018, 02/09/2023*

Board of Trustees Review/Approval Dates: *Enter date(s) here*

Implementation Dates: *Enter date(s) here*