

Circulation Policy

Students and members of the community over the age of 16 are welcome to get library cards to check out materials. General procedures regarding library cards are as follows:

- A photo ID with a current mailing address is required to complete an application form.
- A library card is required to check out materials.
- Patrons should inform the LRC staff of any changes in address or phone number.
- Patrons are responsible for the materials charged to their card.
- The Library staff does not assume the role of parent or supervisor of minors and is not responsible for monitoring use of materials, computers, or Internet access.

Loan periods and fines:

- **Books in print, on tape or cd - 4 week** checkout period; \$.05/day overdue fine
- **Videos and dvds - 1 week** checkout period; \$1.00/day overdue fine
- **Magazines/periodicals** - do not circulate
- **Reserve material** - checkout period - determined by the instructor
- **Renewals** - books may be renewed one time. Videos and dvds cannot be renewed.

We're Here To Help You!

LRC Staff

Penny Sermons	Director LRC/DL
Heather Greer	Librarian
Betty Beacham	Secretary, LRC
Gail Ambrose	Technical Services Coordinator
Tricia Woolard	Media Services Coordinator
Doug Stalls	AV/EDL Coordinator
Brenda Rogers	LRC Technical Assistant
Betty Ferrell	Evening Librarian
Gerald Butler	Evening Librarian
Diane Wells	Library Aide

Location

Learning Resources Center
Building 5, Upper Level
Resource Circle
Beaufort County Community College
5337 U.S. Hwy. 264 East
Washington, NC 27889
Phone: 252-940-6282
Fax: 252-946-9575
www.beaufortccc.edu
pennys@beaufortccc.edu

Cell phones should be turned on silent or vibrate mode in the library.

BCCC LRC

*The choice is
yours at your
Learning Resources
Center...*

Hours

Monday - Thursday
8 a.m - 9:00 p.m.
Friday
8 a.m. - 4 p.m.



**Beaufort County
Community College**

www.beaufortccc.edu



Resources

North Carolina Libraries in Virtual Education (**NCLIVE**) (www.nclive.org).

NCLIVE offers the citizens of North Carolina online access to a diverse collection of electronic resources including full-text articles from thousands of newspapers, journals, magazines, and encyclopedias. Many e-books and audio books are accessible. NCLIVE is available free of charge to students, faculty, and staff. **BCCC students, faculty, and staff have remote access to NCLIVE with a password.** You may get your password in the library or by emailing pennys@beaufortccc.edu.

CCLINC (www.cclinc.ncccs.cc.nc.us) is BCCC's online catalog that allows you to search the library's holdings for books, videos, periodicals, etc. Over forty community college libraries are full participating members of the CCLINC consortium. Library users may borrow books from other community college libraries by contacting the library staff or by placing holds.

The purpose of **Interlibrary Loan** service is to locate and obtain materials from other libraries and to loan items to other libraries. ILL provides access to books and periodicals not available in the BCCC Library. For more information, check at the circulation desk. Feel free to call, fax, or email:

Telephone: 252 940 6243
Fax: 252 946 9575
Email: heatherg@beaufortccc.edu

The **BCCC web site** (www.beaufortccc.edu) and the **LRC web site** (www.beaufortccc.edu/library/library.htm) provide information about the campus and the Learning Resources Center. These sites have useful links to a diverse array of information including access points to the library's electronic resources and CIRCANCeast (circanceast.beaufortccc.edu), NCLIVE, and the library's electronic card catalog. Visit these sites to find out what is happening on campus.

Reserve Materials are available at the Circulation Desk placed there by faculty for student use. Unless otherwise noted, these materials are not to leave the library.

The library has numerous **audiovisual resources** including books on tape, cds, and over 700 curriculum and popular videos/dvds that may be checked out.

Current newspapers and magazines as well as some back issues are available for use in the library.

There are two **study rooms** available to individuals or groups. The conference room can also be used for individual or group study.

Technology

The library provides numerous **computers** for patron use. A Computer Lab containing computers with various software applications and full Internet access is open to students during regular library hours unless reserved for class use. Other computers are conveniently located in the library and are available for library users. All users must sign a computer usage policy. **Printers** are located at the circulation desk. Copies are 10 cents per page.

Wireless laptops are available for BCCC library patrons and student use. Users must be 16 years or older, have a BCCC library card, and sign a laptop lending agreement. Wireless access is available for individual use.

Equipment available for library users include:

- a **photocopy machine** for patron use, copies are 10 cents per page
- a computer with **assistive technology**

Contact Tricia Woolard, Doug Stalls, and Brenda Rogers for information about:

- **Distance Learning (Blackboard, NCIH)**
- **Media resources, Desktop publishing**
- **AV equipment**
- **BCCC web site**