

LIBRARY

Hours

The library is open the following hours during the fall and spring:

7:30 a.m. to 10:00 p.m. Monday to Thursday

7:30 a.m. to 5:00 p.m. Friday

12:00 p.m. to 4:00 p.m. Saturday

3:00 p.m. to 9:00 p.m. Sunday

Hours for weekends, summer school, holidays, and between semesters will be posted at the library entrance.

Mission Statement

The mission of McLennan Community College Library is to support and assist the institution, its administration, faculty and students in obtaining the educational goals as stated in the College's Statement of Purpose. The library's primary objectives in this endeavor are to provide the best services possible by purchasing, organizing and maintaining an up-to-date collection of resources and educational materials supporting all areas of the curriculum; to provide professional assistance in locating information in the collection; and to assist users in becoming competent, self-sufficient users, not only of the MCC library resources, but also those of other libraries.

Check Out Information

Only currently enrolled students, staff, and faculty of McLennan Community College will be permitted to check materials out of the library. Retired MCC personnel may also check out materials. Fines are charged for selective overdue materials and unauthorized removal of library materials. All fines must be paid and all materials returned to the Library before a student's record will be cleared with the Office of Student Records. A replacement charge will be assessed for all lost and/ or damaged Library material. All large purses, briefcases, notebooks, etc. will be subject to examination when students leave the library.

Reserve Collection (Information Desk)

The purpose of the Reserve Collection is to provide required reading materials of a timely nature. The collection includes print and electronic reserves. Some reserve guidelines includes:

1. Instructors are asked to make sure that materials for required readings are in the library well in advance of the time classes begin. Various reserve forms showing teacher's name, course, date placed on reserve, date to take off reserve, type of reserve (2-hour, 24-hour, 3-day, 1-week), call number, author, and title must be completed before the materials can be processed.
2. Instructors are asked to send in their reserve lists at least five (5) days in advance of the beginning of the semester. It takes approximately two (2) days for the circulation department to prepare books and articles for the reserve collection. Reserve forms are available at the Circulation/Reserves Desk.
3. Instructors are encouraged to distinguish on their lists between the books they require their students to read and those they suggest for supplementary reading.
4. Copyright: Guidelines for use of copyrighted materials are available at the Circulation/Reserves desk. One copy of a hardcopy article is permitted for instructional use for only one semester for every 10 students. If the article is to be used for more than one semester, copyright permission must be obtained by the instructor and the approval form must be kept on file at the Library.

5. The reserve collection should be kept as free as possible of inactive reading material. Remember that no college library can provide effective reserve service without the full cooperation of the faculty. Careful attention to the suggestions made above will help provide effective service for required readings.

Electronic Reserves

Electronic Reserves exists to provide instructors and students with 24-hour web access to course syllabi, lecture notes, study guides, practice tests, and other materials. Electronic Reserves may be accessed from the Electronic Reserves link on the library home page: <http://www.mclennan.edu/library>. Instructors may submit material to be placed on electronic reserve in person at the Library Circulation Desk. A completed Reserves Request Form must be submitted with the materials. Materials may also be submitted electronically by e-mail to eshultz@mclennan.edu with a completed Reserves Request Form. Preferred formats for submission are Microsoft Word files, files on a disk, pages to be scanned, and Adobe Acrobat PDF files. Scannable photocopies should not exceed 20-25 pages in length, due to required downloading time for the user and should only be one-sided documents. Powerpoint files will be accepted as well, as long as the document does not exceed 2 MB. Instructors must submit materials at least 5 work days prior to announcing their availability to the class. All material will be removed at the end of the semester unless otherwise specified. The Library accepts material from the faculty with the understanding that the faculty member has complied with the requirements of copyright law.

Circulation Information - Faculty

Books:

Faculty may check out books for longer periods than two weeks, but not to exceed the end of the semester. (Exceptions include "Locked Case" items.)

Reference books:

The Director of Library Services approves circulation of selective reference materials. Reference books will circulate for classroom use only and must be returned to the library as soon as possible after use.

ACQUISITION POLICY

The Director of Library Services, and librarians are responsible for selection of electronic and periodical resources to be acquired for the library. The Collections & Resource Management Librarian is responsible for selection of books to be acquired by the Library with the aid and advice of the faculty and librarians, within the limits set by the budget. Selection of materials is reflective of the Library's mission statement. The librarians will examine the recommendations and requests made by the faculty together with items located through standard bibliographies, notices of new publications, out-of-print catalogs, and other professional sources, and will make the selection of those items to be acquired with the view of maintaining a balanced collection in all subject areas as well as meeting the curricular needs of the subjects taught. The Director of Library Services is ultimately responsible for the authorization of all acquisitions.

Priority for books and other materials to be purchased for the library will be given to those materials which meet direct curricular needs of the students in the courses offered, including items needed for class assignments, collateral reading, references in the textbooks, supplementary individual study, or for use in preparing term papers and reports, including those reference and bibliographical tools which will facilitate finding and using these materials.

After the primary needs have been met, then consideration can be given to other desirable materials which will give balance to the collection or meet vocational, avocational, cultural, or special interests or needs of the student body and the faculty. The following materials will not normally be purchased:

1. Rare books and first editions per se.
2. Extensive collections of materials in a limited subject area.
3. Research materials (except for those that have a definite function).
4. Books in minor languages not taught at the College.
5. Technical reports (except when needed for specific classes).
6. Specialized technical books beyond the curriculum needs of students.
7. Textbooks of courses offered at the College.
8. Out-of-print materials.

There will be a limited amount of duplication of books (i.e., duplicate copies of the same book) except where the needs of the students and the demand for the book makes it apparent to the library staff that additional copies should be secured. For most materials initially only one copy of a title will be purchased.

GIFTS

Gift books are added to the library collection based on the same criteria as purchased items. Any donations made are accepted with the understanding that the library may dispose of them if they fail to meet the selection criteria. If any large, unique, or significant collection in a limited subject area were offered as a gift it might be judged on the value of the individual books in the collection.

All money contributed to the library for the purchase of books and materials may be designated to subject areas, but specific suggestions are subject to the approval of the Director of Library Services.

WEEDING POLICY

The purpose of the Weeding Policy of the McLennan Community College Library is to work in conjunction with the Acquisition Policy to maintain a balanced collection and meet the curricular needs of the subjects taught. The following criteria will be used to select candidates for withdrawal from the collection:

1. Material which is outdated or obsolete. These items could be replaced by newer editions or in another format. Scientific, medical, and computer books over 3 years old will be considered for withdrawal or replaced.
2. Material in poor condition, beyond the point of repair.
3. Material which is ephemeral such as newspapers, pamphlets, or brochures.
4. Multiple copies of titles will not normally be kept, in accordance with the Acquisitions Policy.
5. Material for discontinued programs or courses, unless it supports other subject areas.

6. Materials which have not circulated within the previous 5 years. Circulation of materials will be monitored through the library's automated system.

Candidates for withdrawal may be retained for the following reasons:

1. Material is located in a standard bibliography.
2. Library owns other material by or about the same author such as literary criticisms.
3. If the library owns no other material on the topic, the items may be retained until such time as it can be replaced.

PERIODICAL SUBSCRIPTIONS

Recommendations for new periodical subscriptions will be considered after evaluating availability in electronic databases with full-text articles. Periodical subscriptions will be acquired after taking into consideration: (1) curricular needs, (2) interests of the students and faculty, (3) type of information contained in the magazine, (4) whether or not they are indexed in available periodical indexes, (5) cost of the subscription in relation to its possible use, (6) inclusion in other standardized lists, and (7) other subscriptions already received by the library in the same general area of interest. Periodical subscriptions will be purchased to start at the beginning of the volume number.

Since most periodical subscriptions will be handled through an agency and since much time is needed before the first issue is received, recommendations for new periodicals should be made by department or program heads at least six months before the subscription is to begin. All periodical subscriptions will be reviewed annually and all unnecessary titles deleted.

DATABASES

Consideration for acquiring electronic databases include similar standards as described in "Periodical Subscriptions." In addition, selection is based on: (1) careful physical examination and evaluation of the database by librarians, (2) student and faculty evaluation and demonstrated interest, (3) selection of subscriptions contained in the database, (4) cost of the database in relation to its possible use, (5) consideration of either databases already available in the library, of similar interest, and (6) availability of funds.