

SRTC Procedure: Library Services

I. PURPOSE STATEMENT

The Library Department of Southern Regional Technical College (SRTC) provides access to learner-centered high-quality resources and services to support and supplement academic and occupational credit courses at the associate degree, diploma, and technical certificate of credit programs; continuing education opportunities; business and industry training; and adult education programs. Through traditional and distance delivery methods at multiple instructional sites, the Library supports workforce development.

II. CIRCULATION PROCEDURES

A. College ID/Library Card

Students, faculty, and staff may borrow library materials with valid photo identification. Service area residents complete the borrower's application and provide two forms of ID to verify his/her address. One must be a photo ID. College IDs are preferred and may be obtained at the following locations.

Moultrie	Thomasville	Tifton
800 Veterans Parkway N.	15689 US Hwy 19 N.	52 Tech Drive
Moultrie, Georgia	Thomasville, Georgia	Tifton, Georgia
229-891-7020	229-225-3958	229-391-2623

The first ID is free, and there is a charge for replacements.

B. Loan Periods

These loan periods apply to SRTC students, faculty, staff, and service area residents.

Item Type	Students	Faculty/Staff	Service Area Residents
General Collection	2 Weeks	4 Weeks	2 Weeks
Reserve	N/A	1 Day	N/A
Reference	N/A	1 Day	N/A
Media	N/A	1 Day	N/A

C. Overdue, Lost/Stolen, or Damaged Materials

1. Library patrons with overdue, lost/stolen, or damaged materials will lose borrowing and renewal privileges, until restitution is made.
2. The Library Staff will place a hold on SRTC student's college account if a student owes a replacement fee for lost/stolen or damaged Library materials.
3. All library obligations must be paid before the Library hold on college accounts is removed.

D. Interlibrary/Intercampus Loan Procedures

1. The requestor fills out the Interlibrary/Intercampus loan form.
2. Library staff notifies the appropriate location.
3. Upon receipt, the item will be checked out to the requestor's account and routed for delivery.
4. Library staff notifies the patron/borrower when the item is received and the due date.
5. A log is kept of what is on loan or borrowed.

III. COLLECTION DEVELOPMENT PROCEDURES

A. Selection

Librarians are responsible for the acquisition and maintenance of a well-balanced collection that adequately supports the curricular needs of the College as well as the general education and leisure interest of library patrons. Selection of materials is a cooperative effort involving faculty, administrators, students, staff, and members of local businesses and industries.

1. Instructors assess the current collection in his/her program area and submit written requests for materials to the Executive Director or Director of Library Services.
2. The Executive Director or Director of Library Services receives all requests for materials and checks the current collection and the on-order files so that the quality of the collection will be maintained and duplication will be prevented.
3. The following are generally not purchased by the Library:
 - a. textbooks currently being used in classes;
 - b. workbooks, except ones used as reference sources;
 - c. consumable materials;
 - d. teacher's guide or manual to text; and
 - e. multiple copies except, where demand requires.
4. The Library Staff encourages suggestions for purchases and services from all users.
5. After primary needs have been met, consideration is given to other desirable materials that give balance to the collection and meet leisure, recreational, continuing education, and personal development needs of the students, faculty, and business and industry.
6. Gift materials are evaluated by the same criteria as are purchased materials. The Library accepts no responsibility for appraisal of gift items, nor does the Library accept gifts under restricted conditions.

B. Weeding Procedures

Decisions to weed are based on the following criteria:

1. poor physical condition;
2. obsolete information;
3. replacement by new edition;
4. lack of value to the collection;
5. serials duplicated by other formats;

6. excess duplicate copies of seldom used titles;
7. adequacy of similar information; and
8. lack of space.

C. Challenged Materials Procedures

Resources for the SRTC Library have been selected to support the curriculum and to promote scholarship. Should the appropriateness of a resource in the collection be questioned, the following process will be followed.

1. A "Challenged Material Form" is completed by the person making the challenge and submitted to the Executive Director or Director of Library Services.
2. Library Staff prepares background information on the pros and cons of the "challenged material."
3. A copy of the challenge is sent to a review committee within two weeks of submission.
4. The review committee meets and makes a decision within two months of receiving the challenge and background information and makes a recommendation.
5. Principles of the "Library Bill of Rights" are upheld at all times.

IV. EVALUATION PROCEDURES

Library services and materials are evaluated as follows:

1. satisfaction survey of students, faculty, staff, business and industry;
2. feedback from orientation programs, reference questions, and other comments or suggestions;
3. analysis of in-house use;
4. computer search and interlibrary loan requests; and
5. circulation data of usage.

Responsibility

The Assistant Vice President for Academic Affairs has the overall responsibility for ensuring this procedure is implemented.

Adopted: 10-06-14
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