

Holt Library

Library Services Complete Guide

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Overview

LIBRARY FACILITY

SCC's Holt Library is located on the south end of Jackson campus in an 11,000 square foot building. To accommodate different learning styles, 110 seating spaces are arranged in study areas for collaborative study, quiet computer use, and silent study. Students and employees use their SCC photo ID card as a library card. Library checkouts can be routed to students at Macon and Swain centers by courier. The Library also provides services and library cards to local community residents age 16 and over with a driver's license or NC ID card.

LIBRARY MISSION

The Mission of Holt Library is to provide an information commons for learning resources designed to support and implement the total instructional program of the College. Its chief aim is to contribute to the realization of the institution's objectives by acquiring, organizing and circulating the books, periodicals, audiovisuals, and online resources and materials needed to support the instructional program; to provide a variety of learning and study options; to provide instruction in the use of resources; and to promote the cultural development of library users.

COLLECTIONS AND SERVICES

The Library building houses an academic collection of print-copy books, periodicals, and audiovisuals, plus a selection of online databases for 24/7 access to e-books, academic reference sources, peer reviewed journals, streaming videos, and more. Staff assistance is available in person, by phone, and by email. Study spaces include a networked computer lab with 26 workstations and wireless laptop access. Computer workstations offer the Microsoft Office suite and connection to a black-and-white printer. Instructors, student study groups, and community members may schedule the Conference/Instruction room, one group study room, or one individual study room.

The book collection offers 30,000 non-fiction volumes selected by faculty to support academic course offerings, along with a Fiction collection and a Reference collection of specialized resources, subject encyclopedias, and literary criticism. The Library subscribes to 140 academic journals and magazines in print format. Audiovisual media include DVDs, videotapes, and CDs that may be used in study rooms and/or checked out. Faculty Reserves provide student access to course-specific supplementary materials such as books, DVDs, scientific study kits, and more.

ONLINE RESOURCES

To access Library resources online, students and SCC employees should login to the MySCC portal and click the Library tab. This password-protected Library portal provides complete access to all subscription-based research sources and information about Southwestern's Library services and resources.

ONLINE LIBRARY CATALOG:

[CCLINC](#) (Community College Libraries In NC) is the shared online catalog of our local library and 50 community college libraries in NC. Users may access books and items in the local Library, or request books from other libraries by contacting Holt Library staff. Holt Library receives CCLINC books by mail in about a week. Nationwide Interlibrary Loan service is also available by contacting Holt Library staff. Interlibrary loans are free for students and college employees.

All checked-out library materials must be returned or renewed by the due date. All student library accounts must be cleared of overdues and fines before students can register, receive grades, graduate, or receive a transcript.

ONLINE RESEARCH DATABASES:

[NC LIVE](#) provides access to full-text content and indexing for magazine articles, professional and business journals, peer-reviewed scholarly publications, streaming video, e-book reference sources, and much more. On-campus users DO NOT need a password. Log in to MySCC, then choose the "Library" tab at the top of the page.

From the website, "NC LIVE offers free electronic access to resources for all ages on topics ranging from careers, business, and investing, to health, history, and genealogy. Ebooks, audiobooks, videos, magazines, newspapers, journals, language-learning tools, and other online materials available through NC LIVE are designed for at-home use, and are available from any Internet connection via NC library websites."

ONLINE LIBRARY HELP:

[NC KNOWS](#) is an online reference chat service that connects students to a Librarian to provide 24/7 answers, articles, and more. It is linked on our website, and it appears in a pop-up window in NC LIVE.

MORE RESEARCH DATABASES:

Westlaw Campus Research is a collection of United States legal research, criminal justice resources, business information, and worldwide news.

LIBRARY RESEARCH INSTRUCTION

Research assistance for individuals is available in person, by phone, by email, or via NC KNOWS chat. Students may either walk in or make an appointment to meet with a library staff member for individual face-to-face assistance.

Library research instruction is available to SCC classes, regardless of location or mode of delivery. All SCC students receive basic library instruction through the required ENG 111 class. Faculty members may request library instruction to either demonstrate basic research skills or to highlight relevant database content for specific courses. Research workshops are taught in face-to-face classes by a Librarian who holds the MLS degree from an ALA-accredited Library Science program. The Librarian also travels to Macon and Swain centers to teach these workshops. The same Librarian creates online workshops in BlackBoard, and all SCC students have a link to the basic research workshop in their BlackBoard account. The basic workshop discusses creation and use of the library user's account; how to search for and request traditional library books in the online card catalog; and basic searching for digitized publications in at least one of the NC LIVE academic databases.

LIBRARY POLICIES AND PROCEDURES

LIBRARY HOURS

8 a.m. to 8 p.m. Monday – Thursday

8 a.m. to 3 p.m. Friday*

*Library hours are determined by the College academic calendar. Please check our website or call about hours during student breaks and holidays.

LIBRARY & I.D. CARDS

The SCC photo ID card is also the SCC Library card. Students and College employees may bring their photo ID card to the Library to register the barcode number as a library account number. This is required as a one-time process. Library staff will scan the barcode on the card to begin a library transaction, so it is necessary to bring the card into the library.

Users who need to register from a distant location may contact staff via library@southwesterncc.edu.

All SCC students have a link to the basic research workshop in their BlackBoard account. The basic workshop discusses creation and use of the library user's account; how to search for

and request traditional library books in the online card catalog; and basic searching for digitized publications in at least one of the NC LIVE academic databases.

FINDING BOOKS & ARTICLES

Students & Employees: Login to MySCC, then select the Library tab. Select SCC Holt Library Catalog to search for books and audiovisuals. To search for scholarly articles, select NC LIVE, Westlaw Campus Research, or EBSCO Academic Search Premier.

Please feel free to ask, call, or e-mail library staff for help.

FINDING JOURNALS & MAGAZINES IN THE LIBRARY

Periodicals contain the most current information available in print. As such, they provide an essential component in the academic research process. The Library subscribes to 140 magazines, journals and newspapers. A printable list of titles and holdings is available on the Library website. Titles are also listed in the Online Catalog. Current issues are displayed alphabetically by title on the shelves near the circulation desk. Magazines and journals, both current issues and back issues, may be checked out for 7 days.

CHECKOUTS

Books check out for 2 weeks and can be renewed for another 2 weeks. DVDs, magazines, and journals check out for 7 days. SCC students are allowed to check out 8 items at a time. Residents of the SCC service area - Jackson, Macon and Swain counties - may use the Library, apply for a borrower's card, and check out 4 items at a time.

RENEWALS

Users can call the library at 828.339.4288 or email library@southwesterncc.edu to renew materials. It is the borrower's responsibility to request a renewal and to pay any fines if they accumulate.

OVERDUE FINES

The Library charges ten cents per overdue item, per day, except days when the library is closed. Fines on DVDs are \$1.00 per day. Written notices are mailed to remind users of overdue item status. Please contact library staff as soon as a notice arrives to request a renewal.

As stated in the Student Handbook, "All library materials must be returned by the end of each semester and accounts cleared before students will be allowed to register, graduate, or receive a transcript."

COPY MACHINE & PRINTER

Students may print “school-related” information from a library workstation for free. Please limit personal printing to 10 pages per day. To make photo copies, ask library staff. Copies cost 10 cents per page. Users are responsible for bringing cash to pay for photocopies.

COMPUTER LAB AT HOLT LIBRARY

The Southwestern Community College computer lab network is available to students, faculty and staff for research and academic purposes. Library lab computers are equipped with Windows operating software, Internet access, and Microsoft Office suite. A centrally located black-and-white laser printer is connected to these computer lab workstations.

SCC ACADEMIC COMPUTER LAB USER POLICY

Internet computers are provided for academically-related learning, research, and information. Time may be limited if others are waiting. Users are expected to be computer literate, and all computer users are expected to bring their own storage media to save their work. Users are expected to treat these learning resources in a responsible manner, consistent with the educational and informational purposes for which they are provided, and to follow the College’s basic rules and regulations. Users may not engage in any activity that is disruptive to others. Users may not print copyrighted information or copy licensed software unless such use is authorized by law.

CONFERENCE / INSTRUCTION / STUDY & TUTORIAL ROOMS

- Rooms are available on a first-come, first-serve basis.
- Contact library staff to schedule or reserve in advance if a specific day and time is needed.
- Conference/Instructional Room #112 seats 24 (white board, projector, computer).
- Instruction Room #119 seats 12 (white board, projector, computer).
- Study Room #120 seats 1-3 (computer & large screen, DVD/VHS player, small whiteboard).
- If no rooms are available, tables in the collaborative study zone can be used.

FACULTY SERVICES AT HOLT LIBRARY

FACULTY: SELECTION AND ORDERING OF LEARNING MATERIALS

- Library materials are ordered annually.
- Faculty members participate in the selection of instructional materials (books, magazines, DVDs, CD-ROMs, etc.) for the library collection.
- Materials may be requested by emailing or by sending a publisher's brochure or catalog to the Library Director.
- Please notify library staff of upcoming assignments so we can coordinate availability of library sources.

FACULTY: BIBLIOGRAPHIC INSTRUCTION WORKSHOPS (RESEARCH SKILLS)

Library research instruction is available to SCC classes, regardless of location or mode of delivery. All SCC students receive basic library instruction through the required ENG 111 class. Faculty members may request library instruction to either demonstrate basic research skills or to highlight relevant database content for specific courses. Research workshops are taught in face-to-face classes by a Librarian who holds the MLS degree from an ALA-accredited Library Science program. The Librarian also travels to Macon and Swain centers to teach these workshops.

The same Librarian creates online workshops in BlackBoard, and **all SCC students have a link to the basic research workshop in their BlackBoard account.** The basic workshop discusses creation and use of the library user's account; how to search for and request traditional library books in the online card catalog; and basic searching for digitized publications in at least one of the NC LIVE academic databases.

The Librarian can customize a workshop appropriate for your class. Please contact Tracy Musick at t_musick@southwesterncc.edu or 828.339.4268.

The following workshops and activities describe the various levels of instruction:

- **Basic Services:** Library tour and general services, getting a card, brief overview of catalog and databases. (30-60 minutes) / ACA 111, 122 & ENG 111 courses.
- **Research Strategies:** Interlibrary loans, specific databases (according to research assignment), and a "hands-on" activity at computer workstation to practice navigating the databases. (30-60 minutes)
- **Online Library Instruction:** All SCC students have a Library link in their **BlackBoard** account for a basic Research Skills workshop. (30-60 minutes to complete)

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Users who need to register from a distant location may contact staff via library@southwesterncc.edu.

All SCC students have a link to the basic research workshop in their BlackBoard account. The basic workshop discusses creation and use of the library user's account; how to search for and request traditional library books in the online card catalog; and basic searching for digitized publications in at least one of the NC LIVE academic databases.

FACULTY BOOK LOANS

- Faculty members may keep Holt Library books checked out as long as necessary. Please request renewals for interlibrary loan materials.
- Notices are sent periodically as reminders; no fines are charged to SCC employees.
- Notify Library staff to renew the materials if you need more time.
- Books are subject to recall after the initial loan period if another user has requested them.

CHECK-OUT PERIODS for FACULTY

Books 14 days
Periodicals 7 days
Audiovisuals 60 days
Interlibrary Loans varies

FACULTY RESERVES

- Contact us, at least one day in advance, to place instructional materials on the Reserve shelves for student use.
- Reserves are shelved by subject or the course number.
- Library-owned materials may be removed from reserve at the end of the semester unless otherwise advised by faculty.
- Please bring Reserve materials to the Information Desk, and supply us with the following information:

Name & Phone #

Department & Course #

Item title & Author, Edition or Issue/Volume

Loan period: In-house only / overnight / etc.

COPYRIGHT CONCERNS AND FACULTY RESERVES

- Fair Use limits photocopied materials' term of use to one semester per instructor per course.
- The Holt Library adheres to the American Library Association (ALA) standards for sharing copyrighted material through paper-based reserves.
- The amount of material should be reasonable in relation to the total amount of material assigned for one term of a course, taking into account the nature of the course, its subject matter and level. See 17 U.S.C. § 107(1) and (3).
- The number of copies should be reasonable in light of the number of students enrolled, the difficulty and timing of assignments, and the number of other courses which may assign the same materials. See 17 U.S.C. § 107(1) and (3).
- The material should contain a notice of copyright. See 17 U.S.C. § 401.
- The effect of photocopying the material should not be detrimental to the market for the work. (In general, the library should own at least one copy of the work.) See 17 U.S.C. § 107(4).

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