

## Library

The PCC Library provides information resources for Portland Community College students, faculty, and staff.

The Library provides a full set of practices and procedures for its staff. It is available on request at each campus library and “published” in wiki form. The Library also publishes practices and procedures on the library website on how to use its services.

### LIBRARY RESPONSIBILITIES

#### Access to Information

The Library works to help students and staff discover, gain access to, and use the widest possible range of information resources.

##### **Activities**

The Library purchases and organizes a multi-media collection of resources and promotes their use. To further its aim of gaining ready access to the greatest amount of information resources possible, it partners with libraries throughout the country and invests in new technology. To make resources easily available to all students at all times, the PCC Library closely evaluates any electronic equivalent to a physical resource so as to choose the most suitable format. To encourage use of the collection, charges to students and staff are minimal.

##### **Limitations**

The Library limits full service to the three comprehensive campuses and the Southeast Center. The Sylvania library has the larger collection of physical materials. The PCC Library will only purchase physical materials to be housed in the Cascade, Rock Creek, and Sylvania libraries and the Southeast Center; it will not purchase office or laboratory collections. To maximize the variety of materials available on each campus, the Library limits spending for multiple copies and lesser used items.

#### Curriculum Focus

The primary mission of PCC Libraries is to support the instructional process by providing and promoting use of materials relevant to PCC's curriculum.

##### **Activities**

The Library encourages faculty and patron requests for materials. Reference librarians have liaison responsibilities to all departments and faculty are encouraged to contact their library representative. Reference librarians will often recommend materials to faculty.

The Library provides database searching, interlibrary loans and extended-loan periods to faculty involved in class preparation.

The Librarians provide information literacy skills training through in-class instruction and electronically. They are more than willing to collaborate with and support teaching faculty to develop learning outcomes, learning experiences, and research assignments that use library resources.

### **Limitations**

The Libraries restrict use of some expensive equipment and resources and some high demand resources to in-library and faculty use. It also limits the access of outside agencies and the public to materials needed for classes. It reserves the right to refuse the purchase materials that are too expensive and/or tangential to the curriculum.

## **Community Service**

The PCC Library is part of a public institution which encourages use by the public. The Library, therefore, welcomes the public.

### **Activities**

The Library registers community members and extends borrowing privileges to these members.

### **Limitations**

Non-PCC users and pre-college (non-credit) students are limited in the number of items they can check out and are not able to borrow materials through the shared Summit catalog.

## **Collection Security**

The Library has an obligation to protect, guard, and retrieve public property.

### **Activities**

Each Library uses an electronic-security system to control unauthorized removal of material. The Library maintains a database of people using materials, sets timelines for return of materials, and charges fines for delinquent users. It will bill patrons for lost or damaged materials and the college will hold transcripts until bills are paid. Video surveillance cameras are in place to record unauthorized activities in public areas, as well as entrance and egress to the buildings.

### **Limitations**

The Library will not fine faculty, but it will bill them for materials held over one academic year.

## **LEGAL RESPONSIBILITIES**

The Library follows laws relevant to [copyright](#) and privacy issues.

Library staff are aware of copyright restrictions. The staff will post the restrictions and limit services accordingly. A file of licenses for classroom and public display of media is maintained.

Patron information is not publicly available. Patron's use of library items is routinely purged. Law enforcement personnel will only receive access to patron information when authorized by warrants and properly executed subpoenas.

Approved date: May 2007