

Charlie and Helen Hampton Library Policies Manual
Northeast Texas Community College
Updated by Ron Bowden, Director of Library Services
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Mission and Objectives

Northeast Texas Community College Mission Statement

Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.

Charlie and Helen Hampton Library Mission Statement

The primary mission of the Charlie and Helen Hampton Library is to provide the information resources and services necessary to support the college's instructional programs. In addition, the library strives to meet the general information needs of, and to promote lifelong learning among, NTCC students, faculty, staff, and community users. The library achieves its mission through the acquisition and maintenance of a well-balanced collection of print, nonprint, and electronic resources and instruction in the use of these resources. The library seeks to provide maximum access to these resources regardless of location or format. The goal of the library is to meet the information needs of its users as determined by its users. Achieving this goal entails the periodic evaluation of the collection and services.

Objectives

Collection Development Policy

In the spirit of academic inquiry, the library makes every effort to provide users with materials that present all sides of an issue, either benign or controversial. The balance of pros and cons shall be maintained to the extent possible, given the availability of materials.

The “[Library Bill of Rights](#)” and the “[Freedom to Read Statement](#)” of the American Library Association are adopted by the library as being consistent with and supportive of the basic selection policy. Selection is accomplished as a cooperative effort on the part of the library professional staff, faculty, administration, and students. The professional staff use their knowledge of the collection, competencies they may have in various disciplines, and sources available for reviewing current literature to assure balanced collection development in a variety of print, nonprint, and electronic formats.

Does it meet a (limited) need of our Tri-County community patrons? The great majority of the collection will serve college students, faculty, and staff.

Should the material be purchased or can the need for it be met adequately through

Gifts

The library is pleased to accept gifts and memorials of appropriate library materials. Gifts are accepted with the understanding that they will be added to the collection only when needed. After all reasonable efforts have been made to distribute unneeded materials, the materials will be discarded. The Director or a designee shall be the sole judge of what disposition is to be made of any gifts.

All gift materials or materials purchased with gift monies shall be incorporated into the general collection.

The library is not obligated to retain back issues of gift periodical subscriptions that are of limited interest or are not indexed in any standard source.

If requested, a bookplate will be affixed indicating that the material is a gift.

All donations of library materials will receive written acknowledgement upon receipt of the items.

Library personnel are not qualified to appraise books or other materials for income tax purposes. The dollar value of donated materials should be determined by the donor.

Challenged Materials

Since free access to information is essential not only to education but to our democracy, the library upholds the principles of the American Library Association's "Freedom to Read Statement" statement and makes every effort to provide materials representing all points of view, including those that are unpopular or unorthodox. However, since opinions may differ in a democracy, procedures must be established for persons or groups wishing to challenge the appropriateness of materials in the collection.

The procedure for requesting the removal of material is as follows:

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Improved access to the collection, i.e., users can more easily find up-to

Pamphlets
College catalogs
Oversized books
Reference books
Unusually expensive books
Multi-volume sets
Audiovisual materials

Circulation Policy

Borrowing Privileges

The following categories of users are eligible to check out materials from the library:

Currently enrolled students (including dual credit students) at NTCC
Currently enrolled students at TAMU-T and taking classes at NTCC
Faculty and staff currently employed at NTCC and TAMU-T faculty working at NTCC
Residents of Camp, Morris, and Titus Counties who are eighteen years of age or older
High school students who are residents of Camp, Morris, or Titus County, are younger than eighteen years of age, and have a consent card cosigned by a parent or guardian
Persons enrolled in the GED program at NTCC
Persons enrolled in continuing education courses at NTCC
Persons presenting a valid TexShare card
All who qualify by the terms outlined in this section, without denial nor abridgement because of sex, age, or religious, racial, social, economic, or political views or status

The library may deny its use or services or may require any individual or group to leave the premises for due cause. Due cause may include, but is not limited to, the following actions:

Failure to return library materials or to pay penalties for lost or damaged materials
Destruction of library property
Disturbing other users
Any objectionable or illegal conduct on library premises
Theft or improper removal of library materials from the premises
Repeated violation of the library's Internet Use Policy
Violation of any terms or conditions of this policy

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Staff will answer telephone questions as soon as possible, but individuals who come to the library have first priority. Staff cannot respond over the telephone to requests involving extensive research. The library is not responsible for any additions or other alterations to materials. Library personnel are not qualified to provide legal, medical, financial, or spiritual advice.

Loan Period

Most books and audiovisual materials may be checked out to users with a current library card. Items may be renewed once unless there is a waiting list.

The following guidelines will be used when lending materials:

Books. Up to six (6) books with no more than two (2) from the same section may be borrowed for a period of four (4) weeks. A “section” is defined by the first letter or letters of the Library of Congress Classification number.

Audiovisual materials. Three (3) DVDs, videocassettes, etc. may be borrowed for a period of four (4) weeks. Additional discs/tapes may be borrowed if an individual title contains more than one part.

Reserves. Items placed on reserve may be borrowed for up to four (4) hours and are restricted to use in the library unless specific arrangements have been made in advance. Users requesting reserve items will be asked to leave a library card or other identification at the circulation desk until the material is returned. Computer programs on reserve are for library use only unless specific arrangements have been made in advance.

USB flash drives are available for use at the circulation desk. USB flash drives are for library use only and must be returned before the user leaves the library.

Reference books, periodicals, and materials labeled “Campus Use Only” or “Library Use Only” are for in-library use only and may not be checked out. Exceptions may be made for faculty or staff with a librarian’s approval.

The library reserves the right to limit the number of titles borrowed by any one person or loaned to any single address at any one time or during concurrent checkout periods.

Overdue Materials and Fines

The library does not charge fines for overdue materials. However, users with overdue materials will not be allowed to check out additional items until all late materials are returned. If applicable, users must also pay for lost or damaged materials. In addition, users who do not return overdue materials after receiving two (2) written notices will have their student records blocked and will not be allowed to register for subsequent classes at NTCC or to receive transcripts.

Library Cards

NTCC student ID cards will function simultaneously as library cards; however, the student will have to register their card with the library. The library will likewise issue a free library card to any eligible community user who wishes to check out materials but has not previously been issued a card. Users are advised to keep their card in a safe place, as they are responsible for any and all activity on their card. Users will be asked to present their library card when

they want to check out materials or use items on reserve from the library's reserve shelf. The replacement cost for NTCC student ID cards is \$10.00.

3D Printing Policy

The library's BIBO2 3D printer, Cura 3D printer slicing application, and Inventor 3D CAD software are available for use by library patrons.

Patrons can access this equipment based on the following criteria:

The user is a current library patron in good standing.
The user

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The library will not be responsible for any defects in the quality

Solicit or otherwise engage in commercial activity in a way that harasses other users.
Bring animals inside the building, except for special service animals for the blind, hearing impaired, or physically and/or emotionally handicapped.
Sit or stand on display and work surfaces, such as tables, end tables, counters, desks, etc.
Make excessive disruptive noises or gestures.
Exhibit poor personal hygiene.

Library staff may ask any disruptive person to leave and may summon Student Services or Campus Security if the staff cannot or wishes not to contend with the situation.

Unattended Children

Although the library is pleased to offer numerous services for children and their parents, the library is not a daycare facility and will not serve as such.

Because of state liability laws, children age nine (9) years and under must be accompanied by an adult and supervised at all times. Staff will deal with unattended children younger than nine by calling either Student Services or Campus Security so that the child's parent or guardian can be contacted and the child removed from the library.

Parents who wish to leave a child over nine years of age in the library while taking a class or exam must first get approval from the librarian on duty. Parents must indicate *in writing* where on campus they can be found and when they expect to return. Children will be taken to the parent's classroom when the library closes if no parent has returned to claim the child.

Parents must understand that library staff are not licensed childcare providers and cannot guarantee the safety of their children while they are in the library.

Disruptive Children

Library staff may reprimand disruptive children. If the disruptive behavior continues, a staff member will inform the parents that their child is disturbing others. If the parents refuse or are unable to control the child, a staff member may ask the family to leave. If the family refuses to leave, a staff member may summon Student Services or Campus Security.

Disruptive children older than nine will be dealt with in the following manner:

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Audiovisual equipment is available only for the direct suppo

