

**Mississippi Gulf Coast Community College**  
**Library Handbook**

**Fall 2019**



## *Perkinston Campus*



### *Hours*

<b>Fall &amp; Spring</b>	Monday – Thursday	7:30 a.m. – 9:00 p.m.
	Friday	7:30 a.m. – 2:30 p.m.
	Sunday	6:00 p.m. – 9:00 p.m.
<b>Summer</b>	Monday – Thursday	7:30 a.m. – 5:00 p.m.
	Friday	7:30 a.m. – 2:30 p.m.

*Closed all college holidays and Sundays preceding or following a holiday.*

### *Personnel*

<b>Vanessa Ritchie</b> Assistant Dean, LRC	vanessa.ritchie@mgccc.edu (601) 928-6242
<b>Shugana Williams</b> Librarian	shugana.williams@mgccc.edu (601) 928-6259
<b>Laura Savage</b> Librarian	laura.savage@mgccc.edu (601) 928-6380
<b>Valerie Bonner</b> Technical Services Librarian	valerie.bonner@mgccc.edu (601) 528-8905
<b>Erin Elliott</b> Administrative Assistant	erin.elliott@mgccc.edu (601) 928-6286

## *Jackson County Campus*



### *Hours*

<b>Fall &amp; Spring</b>	Monday – Thursday	7:30 a.m. – 8:00 p.m.
	Friday	7:30 a.m. – 4:30 p.m.
<b>Summer</b>	Monday – Thursday	7:30 a.m. – 7:00 p.m.
	Friday	7:30 a.m. – 4:30 p.m.

*Closed all college holidays and Sundays preceding or following a holiday.*

### *Personnel*

<b>Melissa Davis</b> Assistant Dean, LRC	melissa.davis@mgccc.edu (228) 497-7642
<b>Dr. Gwendolyn Carter</b> Librarian	gwendolyn.carter@mgccc.edu (228) 497-7715
<b>Tim Koehn</b> Librarian	tim.koehn@mgccc.edu (228) 497-7716
<b>Johanna Martin</b> Administrative Assistant	johanna.martin@mgccc.edu (228) 497-7825

## *Jefferson Davis Campus Library*



### *Hours*

<b>Fall, Spring &amp; Summer</b>	Monday – Thursday	7:30 a.m. – 8:30 p.m.
	Friday	7:30 a.m. – 3:30 p.m.

*Closed all college holidays and Sundays preceding or following a holiday.*

### *Personnel*

<b>Adrienne McPhaul</b> Assistant Dean, LRC	adrienne.mcphaul@mgccc.edu (228) 896-2514
<b>Shake DeLozier</b> Librarian	shake.delozier@mgccc.edu (228) 897-3880
<b>Sarah Dauterive</b> Librarian	sarah.dauterive@mgccc.edu (228) 897-3809
<b>Kerry Ladnier</b> Administrative Assistant	kerry.ladnier@mgccc.edu (228) 896-2540

## ***College Mission Statement***

The mission of Mississippi Gulf Coast Community College is to meet the educational and community needs in George, Harrison, Jackson, and Stone counties by providing superior instruction through traditional and technological formats. MGCCC's mission allows the College to provide a wide variety of curriculum, trades, and professional training opportunities to meet the educational needs of the community. The College offers instruction to stakeholders who wish to obtain workforce pathways, certificates, diplomas, and associates transfer and applied degrees. The college embraces lifelong learning, productive citizenship, service learning, and leadership development in a dynamic and innovative learning environment.

## ***Library Mission Statement and Goals***

The mission of the Library at Mississippi Gulf Coast Community College is to provide instructional support services that reinforce the curriculum of the college. We accomplish this by providing a well-trained staff, excellent resources and accessible facilities. We both encourage and assist students to use the resources of our library to meet their personal and educational goals. The goals of the library are: to provide an environment rich in research and reference materials to assist the educational and personal needs of on campus and online students, to ensure students have the resources needed for research, provide knowledgeable and qualified personnel to assist students, promote library usage and establish operating hours that best meet college needs, and lastly to promote a positive, friendly learning environment and prompt service to allow students to meet their education goals.



# *General Information*

## **Circulation Policies**

- General Collection – Items listed as stacks in the online catalog may be checked out by students for 3 weeks and by faculty and staff for the length of the session (fall, spring, summer). These items may be renewed if no holds have been placed on the item by another user.
- Reference – Items may not be checked out. They are to be used only in the library.
- Reserves – Items can be placed on reserve by instructors. The length of checkout for these items is specified by the instructor. Items may be library materials or materials owned by the instructor.
- Media – Instructional videotapes and DVDs may be checked out only to faculty. Other DVDs and audiobooks may be checked out to students and employees (in-house use only for Perkinston campus students).
- Periodicals/Magazines – These may not be checked out; however, they may be circulated to employees.

## **Inter-Campus Loan**

Items may be borrowed from other MGCCC campus libraries. A shuttle runs among the various facilities Wednesday and Friday. Anyone needing materials should contact a librarian at their home campus for instructions. Loan periods are the same as for regular materials.

## **Interlibrary Loan**

Interlibrary loan services are available for MGCCC faculty, staff, and students (with advisor sponsorship). Requests for books or journal articles should be submitted to the librarian for the resident campus. Some libraries charge fees for copying articles. Borrowers will be informed of any loan amount before the item is ordered. It can take up to several weeks for delivery of requested items.

## **User Conduct**

Library users are expected to act in accordance with college rules and regulations. Students are expected to respect the rights of others to study in a quiet atmosphere. Cell phone use is discouraged within library buildings. Library users observed surfing inappropriate websites may be asked to leave the facilities. Further information regarding the college Internet Policy is located on the MGCCC website.

### **LLI Members**

Lifelong Learning Institute (LLI) members have full library privileges at all MGCCC campus libraries.

### **Printing**

Printing is available in all libraries via WEPA for a fee through the use of a WEPA print card or a credit/debit card. Students can purchase a WEPA print card from their campus bookstores. A WEPA print app is available for download on personal computers or mobile devices. Additional information is available in the LRC and on the MGCCC Library website and at [wepanow.com](http://wepanow.com)

## *Collection Management Policies*

MGCCC libraries work cooperatively with faculty and staff in recommending and selecting materials for acquisition. Suggestions for purchase are strongly encouraged from the faculty to support current and future courses. Student requests for materials are also welcomed and given consideration. Collection development is the ultimate responsibility of the Assistant Dean of Learning Resources who has final authority in the selection of materials.

MGCCC libraries collect materials primarily in the following formats: book, periodical, DVD, newspaper, and electronic.

### *Criteria*

The following criteria are used in the selection of materials for addition to the libraries:

- Support of curriculum
- Appropriateness to the user
- Appearance in standard bibliographies, indexes, and authoritative lists
- Date of publication
- Accuracy of information
- Special features (detailed and accurate indexes and bibliographies)
- Authority of author, issuing body or publisher
- Literary or artistic merit
- Physical condition/technical quality
- Extent of current holdings in same or similar subject matter
- Usage or projected usage
- Frequency of interlibrary loan requests for materials in same subject area
- Suitability of format to purpose
- Ease of access or user friendliness
- Price

### *Gifts*

MGCCC libraries do not accept gifts under restricted conditions. Gifts will be evaluated using standard collection development criteria and subsequently added to the collection if deemed acceptable for inclusion by the library staff. All gifts become the property of the library and fall under the same guidelines as purchased materials, including weeding policies.



### **Textbooks**

MGCCC libraries do not purchase textbooks, accompanying manuals, workbooks or other auxiliary materials unless they are the only or best sources of information on a particular topic or they are requested for the reserve collection by a faculty member.

### **Censorship**

Libraries follow the American Library Association Bill of Rights guidelines. Materials will be purchased that relate to all sides of controversial issues as long as the material is in good taste. Any complaint about a library book must be submitted to the Assistant Dean of Learning Resources. The Assistant Dean will then make a final determination of the complaint's merit after discussion with the Dean of Teaching and Learning.

# *Acquisition Policies*

## **Responsibility for Acquisition**

Faculty, staff, and students may recommend items to be purchased, but the final decision concerning purchase rests with the Assistant Dean of Learning Resources. Full consideration of each item will be given but the items must support the college curriculum.

## **Policies for Acquisition**

The selection of materials is a continuous process affected by changing curriculum content and the availability and cost of new materials. Materials are selected for campus library collections based on the following requirements, in order of priority.

1. Materials and resources necessary for courses being taught at the college.
2. Materials and resources necessary to maintain a strong library collection.
3. Materials and resources that improve the breadth or depth of the library collection in specified weak areas.
4. Materials and resources that meet user needs, including requirements of special populations.
5. Materials or resources recommended by faculty members.
6. Books and other items of general interest to the college community.
7. Replacement of out-of-date materials or resources.

### **Restrictions**

All items purchased with library funds are the property of the entire college and are generally made available to all faculty, staff, and students. Certain areas of the collection are restricted to staff and faculty use only.

### **Duplicates**

Duplicate materials will be purchased if heavy and continued use is shown, or by faculty request.

### **Budget Allocation**

Library funds are not allocated to specific college departments or divisions. New campus programs are given priority for their first year, and all other programs are given equal consideration depending on an assessment of the library collection. Technology resources are updated more frequently than other areas due to a higher obsolescence rate.

### **Periodicals**

Journals, magazines, and other periodicals may be requested by faculty and staff; however, due to the high cost of these items each request will be reviewed by library staff. Every effort will be made to accommodate the needs of new programs in regard to the requested items.

### **Special Collections**

The Jackson County and Jefferson Davis campuses libraries have special collections (McNaughton Collection) of popular fiction. The McNaughton collections are leased books which the library has the option of purchasing once the lease expires.

The Perkinston Campus library houses the Mississippi Collection. Books appropriate for the Mississippi Collection may be donated to the library. However, historical items should be donated to the college archivist as the library does not have the means to maintain and preserve rare or fragile items.

## ***Weeding Policy***

Weeding is the systematic inspection of selected areas of the library collection to identify materials for removal based on defined criteria, the selection by librarians and faculty members, the appropriate review, and eventually the orderly disposal of the identified materials.

Materials to be weeded will be available for review in the library by the Department Chairs and subject specialists. After reviewing recommendations for salvage, the final decision for recommendation of removal will rest with the Assistant Dean of the Learning Resources Center.

### **Criteria**

The library staff will use the following criteria to assess the collection for materials to be removed.

- Content of materials – no longer part of the curriculum
- Outdated or obsolete information
- Age of the book or materials – particularly nursing books (ADN, LPN, and EMT)
- Superseded editions
- Duplicate copies – unless demand requires multiple copies
- Circulation history
- Poor physical condition
- Special considerations: certain areas require more frequent review due to program recommendations.

### **Procedures**

The library staff will use the following procedures to remove weeded library materials.

1. While campus librarians are the principle determiners of which materials to withdraw, the faculty with their expertise in various subject areas will be recruited to assist in the evaluation of materials for currency and accuracy. Participation by the Nursing and Allied Health faculty is highly desirable and crucial. The final decision for recommendation of removal will rest with the Assistant Dean of Learning Resources Center.
2. Information gaps that are caused by the weeding process will be noted and efforts will be made to purchase new materials to fill these gaps.

3. The Assistant Dean of Learning Resources will manage the weeding and review process. The librarians will be assigned according to their workload and expertise. Department Chairs and faculty members with subject area expertise will be asked to check proposed weeded materials before they are withdrawn.
4. Those materials selected for removal (salvage) will be put aside, placed on a salvage list, and the list will be forwarded to the Business Office dean for campus approval. The Business Office dean then forwards the list to the for final approval by the Salvage Committee of the MGCCC College Board. After College Board approval, the materials may be withdrawn from the stored area and removed from the SIRSI catalog system. Salvage items are submitted to the Board twice a year.
5. The weeded materials will have their labels obliterated or removed and stamped indicating their removal. Finally, the weeded materials will disposed of at the discretion of the Assistant Dean of Learning Resources.

# *Information about Library Users Policy*

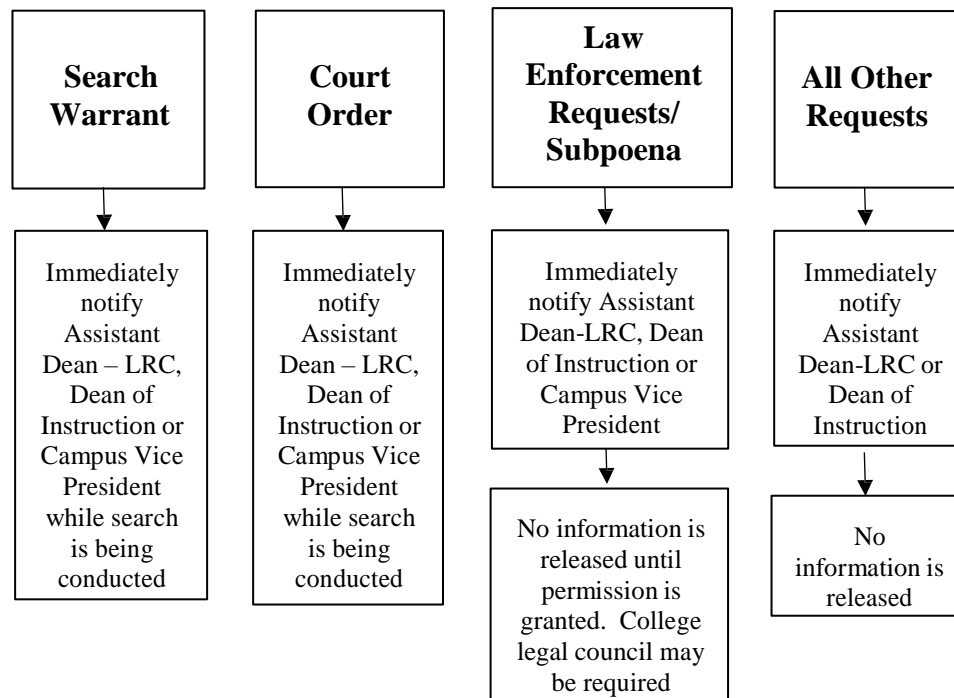
## *Policy*

A long tradition exists for libraries to respect the privacy of their users. This tradition has been codified in the laws of most states and is part of the American Library Association Code of Ethics. Here at Mississippi Gulf Coast Community College, we strive to uphold these laws and traditions to the best of our ability. Normal library practices and laws such as the *Mississippi Code*, *Family Education Privacy Act (FERPA)* and *Foreign Intelligence Security Act (FISA)* accord us certain responsibilities and latitude in knowing the identity of library users and the materials they borrow or consult. This confidential information may not be shared with others without appropriate authority to do so.

## *Procedures*

- Only Librarians and Assistant Deans of Learning Resources should release **ANY** information.
- Information on every request should be recorded in a log.
- Official inquiries from law enforcement officers of the courts with **search warrants** should prompt an individual to **immediately** notify the Assistant Dean of Learning Resources, Dean of Teaching and Learning or Campus Vice President while the search is being conducted.
- Official inquiries from law enforcement officers of the courts with **court orders** should prompt an individual to immediately notify the Assistant Dean of Learning Resources, Dean of Instruction or Campus Vice President while the search is being conducted.
- Official inquiries from law enforcement offices of the courts with **requests** or **subpoenas** should prompt an individual to immediately notify the Assistant Dean of Learning Resources, Dean of Instruction or Campus Vice President. No information is released until permission is granted. College legal council may be required.
- All other inquiries should prompt an individual to immediately notify the Assistant Dean of Learning Resources or Dean of Instruction. No information is released.
- Provisions of the 2001 U.S. Patriot Act (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act) require confidentiality regarding an investigation that may be within the scope of that law. This confidentiality provision does not apply to the internal notification process outlined above. However, it is intended to prevent the sharing of related information with unauthorized parties, including the target of the investigation.
- Since the circumstances of an investigation may involve a variety of different laws or legal orders, keep the nature of an inquiry, including the names of

individuals that may be the target of the investigation or otherwise involved, confidential. As noted above, provisions of the Patriot Act, as well as the terms of a court order may require strict confidentiality.



**Laws**

The *Mississippi Code of law* states that:

Records maintained by any library funded in whole or in part by public funds which contain information relating to the identity of a library user, relative to the use of books or other materials at the library, shall be confidential. Such records may only be released with the express written permission of the respective library user or as a result of a court order (*Mississippi Code, Annotated, §39-3-365*).

*United States Family Education Rights Privacy Act (FERPA)*

- restricts access to the educational records of students only to authorized individuals.



*Foreign Intelligence Security Act (FISA) – Section 215*

- Allows an FBI agent to obtain a search warrant for “any tangible thing,” which can include books, records, papers, floppy disks, data tapes, and computers with hard drives.
- Permits the FBI to compel production of library circulation records, Internet user records, and registration information stored in any medium.
- Does not require the agent to demonstrate “probable cause,” the existence of specific facts to support the belief that a crime has been committed or that the items sought are evidence of a crime. Instead, the agent only needs to claim that he believes that the records he wants may be related to an ongoing investigation related to terrorism or intelligence activities, a very low legal standard.
- Libraries or librarians served with a search warrant issued under FISA rules may not disclose, under penalty of law, the existence of the warrant or the fact that records were produced as a result of the warrant. A user cannot be told that his or her records were given to the FBI or that he or she is the subject of an FBI investigation.
- Overrides state library confidentiality laws protecting library records.

“In compliance with Title VI of the Civil Rights Act of 1964, Title IX, Education Amendments of 1972 of the Higher Education Act, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 and other applicable Federal and State Acts, the Board of Trustees of the Mississippi Gulf Coast Community College hereby adopts a policy assuring that no one shall, on the grounds of race, religion, color, national origin, sex, age or qualified disability be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. The Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, religion, color, national origin, sex, age or qualified disability.” Compliance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, Title II of the Age Discrimination Act and Title IX of the Education Amendments of 1972 is coordinated by Dr. Jason Pugh, Vice-President for Administration and Finance, Perkinston Campus, P. O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-6234, email address [jason.pugh@mgccc.edu](mailto:jason.pugh@mgccc.edu).