

## I. MISSION STATEMENT

### A. Wisconsin Indianhead Technical College

Wisconsin Indianhead Technical College is a public post-secondary educational institution which serves the communities of the college district and their residents by providing comprehensive educational programming and personal effectiveness.

### B. Learning Resource Center (LRC)

As a comprehensive learning resource center within the Wisconsin Indianhead Technical College system, the mission of the LRC is directly related to the WITC institutional objectives and is threefold:

1. To provide equality of access to an organized and current collection of print and non-print resources as well as interlibrary loan services needed to meet the institutional, instructional and individual needs of students and faculty.
2. To provide qualified staff which are both concerned and involved in providing service to the students, faculty, staff, and community.
3. To encourage innovation, learning, and community service by providing facilities, staff, and resources which make these possible.

C. The WITC LRCs adhere to the Intellectual Freedom and Rights of Privacy endorsed by the American Library Association (ALA) and the Association of College and Research Libraries (ACRL) standards.

## II. SERVICE

### A. Hours

**The LRC is open and staffed to coincide with the needs of students and faculty.**

**Monday-Thursday 7:30 am – 7:00 pm**

**Friday 7:30 am – 4:00 pm**

**Closed Saturdays, Sundays, and Holidays.**

**Hours for the LRC may vary between semesters, summers, and on holidays.**

### B. Who may borrow

Students have access to all LRC materials as designated with the exception of those items labeled "PC" (Professional Collection).

Faculty and staff have access to all LRC materials as designated.

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Community borrowers may check out WITC LRC materials with the exception of those items labeled "PC" (Professional Collection) and/or non-circulating items.

### **B. Special Services and charges**

Fees for non-class services are payable as follows:

#### Laminating:

ID Size	50¢
8"x10"	\$1.00
11"x14"	\$1.50 (for larger paper, users will be charged \$1.25 per linear foot in addition to charges for the plotter printing)

#### Binding:

(combs, 2 covers)      \$1.00

Computer Printing (Laser)	10¢/page
Computer Printing (Color)	\$1.00/page

42" Plotter Printing per linear foot \$2.75

36" or 24" Plotter Printing per linear foot \$2.00

## **III. CIRCULATION**

### **A. THE LRC SUPPORTS DISTANCE LEARNERS BY:**

1. Access to electronic catalog and databases through the LRC web page and/or MY WITC.
2. Access to electronic reserves for classes.
3. Asynchronous electronic research assistance through a consortium and/or locally-run chat interface.
4. Access to LRC Staff via phone and email.
5. LRC Instructional Resources as found on the WITC Website and within Blackboard.

### **B. FINES, FEES AND HOLDS**

As a means of collection management, the LRC will assess and collect fines on late items, will assess fees for lost materials for students, and will apply "HOLDS" on student records, and develop procedures that encourage Faculty and Staff compliance so that LRC obligations are met.

1. Fines

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10¢/day/item for books  
\$1.00/day/item for audio-visual software

2. Fees for lost items are replacement cost of the item, plus any late fine up to a \$10.00 maximum fine, plus a \$10.00 processing fee. If the item is returned at a later date, the purchase price will be refunded with a WITC receipt. The fine and processing fees are non-refundable.
3. All students must present a valid WITC student ID at the time of checkout. This protects staff and students from potential problems. Bar code numbers for faculty, community borrowers, and short-term students are maintained at the circulation desk.
4. Students will receive two overdue notices, followed by a replacement notice, via email. If the student does not respond to these notices, the student will receive a Tax Refund Intercept Program warning letter via USPS and a hold will be placed on the student's WITC account. If the student does not respond within a month the student will be sent to collections.

**IV. Check Out Periods**

1. Audio-Visual equipment may be checked out by students/instructors for class/instructional uses only.
2. Laptop computers may be checked out to faculty only for instructional use for as long as a semester. Students may borrow a laptop for use on campus and must be returned prior to the LRC closing for the day.

Books	3 Weeks
A/V Materials	1 Week
A/V Equipment	Check at Circulation Desk
Reserve Materials	Check at Circulation Desk / Varying Periods
Reference Materials "REF" with Red Label	Do Not Circulate
Professional Collection "PC" with Yellow Label	Check Out by Faculty/Staff Only
Periodicals / Newspapers	Do Not Circulate / Photocopied Only
Interlibrary Loan Materials	Discretion of Lending Library
Renewals	Items may be renewed once.

## **V. PATRON BEHAVIOR**

1. Patrons are expected to use courteous and respectful behavior in the LRC. In the event this does not happen, LRC staff will first warn the infringing patron to cease the disrespectful or disruptive behavior; if the behavior continues the patron will be asked to leave the LRC.
2. Patrons are to receive and/or make cell phone calls outside of the LRC as a courtesy to other patrons.
3. Security gates at the doors should sound an alarm if an item owned by the library is carried through it. Patrons are to present their materials to the circulation desk immediately.
4. Theft from the LRC is a crime and will be prosecuted under Wisconsin state statutes.

## **VI. INTERLIBRARY LOAN**

- A.** WITC LRCs provide interlibrary loan services to staff and students currently enrolled in classes at no cost to the patron. However patrons are responsible for loss or damage to interlibrary loaned items.

## **VII. LIBRARY OF CONGRESS CLASSIFICATION SYSTEM**

The Library of Congress Classification System is used at all WITC LRCs

- A – General Works
- B – Philosophy, Psychology, Religion
- C – Auxiliary Sciences of History
- D – World History and History of Europe, Asia, Africa, Australia, Etc.
- E – History of the Americas
- F – History of the Americas
- G – Geography, Anthropology, Recreation
- H – Social Sciences
- J – Political Science
- K – Law
- L – Education
- M – Music and Books on Music
- N – Fine Arts
- P – Language and Literature
- Q – Science
- R – Medicine
- S – Agriculture
- T – Technology
- U – Military Service
- V – Naval Science
- Z – Bibliography, Library Science, Information Resources (General)

## **VIII. PROCESSING**

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- A.** Periodicals are received and processed by local LRC technicians and work studies.
- B.** Books, AV, and Equipment are purchased and process centrally by DLRC staff whenever possible.
- C.** Lost Items  
When it is determined that an item is lost, send out the final letter and the item set to MISSING. If the item is returned, the MISSING designation is removed in Voyager. Any holds are removed.

## IX. COPYRIGHT

- A.** WITC adheres to the Copyright Law of the United States (Title 17 U.S. Code) which governs the making of photocopies or other reproductions of copyrighted materials.
- B.** The individual making the illegal copies is liable for any infringement actions.
- C.** Procedure  
If there is a question of LRC staff being asked to duplicate copyrighted material and the client does not understand, contact the District LRC office for assistance. The copyright law covers both print and audio-visual materials. If the item has a copyright symbol in it or on it, it cannot be copied without permission of the publisher. It is sometimes possible to obtain copying rights. Contact the District LRC office for assistance.

## X. COMPUTER USAGE POLICIES

- A.** Computers are located in the LRC lab areas, standing stations, and in other student accessible spaces for the purpose of school-related business, educational use, and personal interests, and have appropriate software to accomplish these tasks.  
  
Computers in the other student spaces are to be used for email and other personal activities. The standing stations are primarily for research of stacks and other LRC materials. All internet and network access is subject to being monitored.
- B.** Children under the age of 16 may use the computers only under adult supervision and if the stations are not needed by students, faculty, or staff.
- C.** Patrons must observe and comply with Federal, State, and local laws governing computer use and will be held accountable for any infractions.
- D.** Patrons must log off, shut down, etc. when leaving

## XI. GIFT BOOKS

- A.** POLICY  
The WITC LRCs do accept gift materials but reserves the right to utilize the items to

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best serve the needs of WITC clientele. The LRC staff does not assign a value to donated items. The only information given is that a certain number of materials was donated by the individual. The items can be sent to the district LRC office for processing.

### **XII. COLLECTION POLICY**

- A.** The LRC collections are to be kept viable by periodic assessment of the materials. This is handled by the District LRC with input from local campus LRC and faculty.
  
- B.** The LRC is not a textbook library. The LRC will accept or purchase as requested current editions of textbooks to be placed on reserve. The LRC will accept donated past editions of textbooks for the collection based on faculty input to do so. Faculty donated copies of materials for reserve will be given the control number 1234567899130701 and will be held on reserve for two consecutive semesters. Item will not be searchable by call number but will have a barcode assigned to it.

**XIII. Reconsideration of materials:** If anyone objects to the choice of material in the library, he or she should document the concern, specifying what item is considered objectionable and why. The LRC Director and the Vice President of IT will present this document along with the material in question to the Board of Directors at their next regularly scheduled meeting to decide if action should be taken to remove or to limit use of the disputed material. The Board of Directors has final authority in this matter. Until the issue is decided, the material will remain in circulation.

**XIV. INTERACTIVE TELEVISION (ITV) RESPONSIBILITIES**

**A.** All LRC staff is responsible for troubleshooting the local ITV system and providing document delivery service for ITV students and instructors.

1. Turning the equipment on properly and shutting it off properly.
2. Making sure the ITV room is open at the appropriate time.
3. Know who to call if the problem cannot be resolved.

District ITV/IP Office – Wayne Erdman – Rice Lake Ext. 5252 or cell number  
715-205-2189

**B.** The District LRC office will provide appropriate training of LRC personnel in basic ITV procedures and troubleshooting.

**XV. Reserves**

**A.** Reserve Materials may be in print, media, or electronic format and support student learning as requested by instructors. The LRC will accept but cannot be responsible for personally owned books and materials.

**B.** Procedure for placing materials in reserves and removing from reserves: Faculty donated copies of materials for reserve will be given the control number 1234567899130701 and will be held on reserve for up to two consecutive semesters. Item will not be searchable by call number but will have a barcode assigned to it.