

**Policy No. 2-74****Subject: Library**

Last Revised: 05/24/2023

Historical Status:

Division	Policy Manager	Administrative Supervisor	Reference
Instruction and Student Services	Director of Learning Resources Division	Vice President of Instruction and Student Services	

**I. POLICY**

It is the policy of Virginia Highlands Community College (VHCC) to operate an academic library that provides reference services and an organized, accessible, comprehensive collection of material, resources, and programming that supports and enriches the curricula of the College.

**II. PERTINENT INFORMATION**

- A. The Library houses over 22,000 volumes available for circulation. The collection also includes almost 700 DVDs. The Library subscribes to 50 print periodicals. Additionally, the Library maintains subscriptions to regional and local newspapers.
- B. Electronic access to research materials for students and faculty is available through VHCC Library databases, the Virginia Community College System, and the Virtual Library of Virginia (VIVA). These are accessible through the VHCC Library's homepage and the MyVHCC portal. Additionally, e-books and audiobooks are available, and access is provided to thousands of streaming videos. All VHCC Library electronic resources can be easily accessed off-campus by anyone with a VHCC login and password.
- C. The Library readily offers library instruction and research assistance to students, and users can receive support in various ways, including in-person, e-mail, telephone, and a 24-hour staffed chat service.
- D. VHCC identification cards are requested online at [www.vhcc.edu/studentid](http://www.vhcc.edu/studentid) and may be renewed at the end of each academic year at the library circulation desk.
- E. Interlibrary loan service is offered to patrons as a way to obtain books, audio-visual materials, and periodical articles that are not directly available through VHCC Library resources.
- F. The Library is open to any community member. Community use is encouraged, and a community user library card may be obtained by registering at the Library's circulation desk.

- G. The Library furnishes facilities and equipment for students, faculty, staff, and the public. Computers, networked printers, a photocopier with fax capability, and other technologies are provided. The Library has study and work spaces for both groups and individuals.

### **III. DEFINITIONS**

### **IV. GENERAL GUIDELINES**

- A. The Library collection is reviewed on an annual basis. In consultation with the VHCC Librarian, faculty request new resources each year for their respective programs, and determine when obsolete materials need to be purged. Additional materials are selected based on library journal suggestions for community Colleges.
- B. The VHCC Library generally allows a two-week loan period for print material and a one-week loan period for audio-visual items.
- C. The Library does not charge fines for overdue items. All materials and equipment are to be returned to the Library during its hours of operation. A remote book return is available at the entrance to the Learning Resources Center building. This applies to all materials circulated, including books, hardware, or audiovisual software. In the event that an item is lost or not returned, the borrower will be charged the value of the item.
- D. The Library is open day and evening hours throughout the week to provide services to all patrons. Specific schedules are posted on the Library's webpage and on the sign at the Library's entrance, and patrons are encouraged to call the Library if they have questions about the hours of operation.

### **V. DELEGATION OF AUTHORITY**

- A. The College President has the authority and delegates to the Director of the Learning Resources Division the responsibility to establish procedures to meet the requirements of this policy.

## **APPENDIX**

### **VI. RELATED STANDARDS, LEGAL CITATIONS, OR SUPPORTING DOCUMENTS**

- A. SACSCOC Standards Section 11 Library and Learning/Information Resources
- B. VCCS Policy 4.4 Library – Fiscal Procedures

### **VII. OPERATING REQUIREMENTS**

- A. A student/staff/patron ID is required to check out any library materials.
- B. All student/staff/patron ID cards are obtained by online request at this link: [www.vhcc.edu/studentid](http://www.vhcc.edu/studentid). The student/staff/patron ID is valid for the current academic year and can be renewed each May at the library circulation desk.