



Handbook



2015/2016

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“Information Literacy IFLA-UNESCO Logo.” Logo. International Federation of Library Associations and Institutions (IFLA), United Nations Educational, Scientific, and Cultural Organizations (UNESCO). InfoLit Global. Web. 22 July 2010.

Welcome to the Library

The library staff of Isothermal Community College hopes that you will find the library to be an important and valuable part of your college experience. Isothermal Community College Library is a member of the CMC Library Consortium, a cooperative organization of local libraries. Other CMC members include Rutherford County Public Library and its branches; the municipal libraries of Rutherford County; and the Polk County Public Library and its Saluda branch. The College Library's primary purpose is to support the academic programs of the college; for members of the community interested in pleasure reading, six public libraries within Rutherford County and two in Polk County provide a wide assortment of popular fiction and other recreational materials. The Consortium maintains a union catalog of holdings of all member libraries online at <http://www.cmclibraries.org/>.

We look forward to working with you as you pursue your goals for life-long learning.

Library Mission Statement

The College Library exists to support the College in its mission “to improve life through learning” by providing collections, services, facilities, and other sources that enhance and promote the teaching and learning process, as well as complement the sources of the other libraries within the region.

Charles P. Wiggins
Director of Library Services

ISOTHERMAL COMMUNITY COLLEGE LIBRARY DIRECTORY

Library Hours

Monday -- Thursday 7:45 a.m. - 7:00 p.m.
Friday 7:45 a.m. - 4:15 p.m.

Holiday, Summer & Semester Break hours posted
at the Library entrance and on the Library website.
(<http://isothermal.edu/library/>).

Contact Information

The college phone numbers all start with (828) 395-; after dialing the prefix, dial the extension of the person you want to contact.

Staff/Station	Extension	Email
Circulation Desk	1307	--
Charles P. Wiggins, Director of Library Services	1306	cpwiggins@isothermal.edu
Becky Cleland, Evening Librarian	1525	rcleland@isothermal.edu
Cathy Webb, Processing / AV Technician	1518	cwebb@isothermal.edu
Donna Cain, Acquisitions Technician	1651	dccain@isothermal.edu

To help preserve a clean and quiet environment,
while you are in the library, please:

- **Do not consume food and drinks**
- **Do not use tobacco products**
- **Turn cell phone to vibrate**, and take cell phone calls outside the building.

(For more information, see Appendix, p. 20)

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Information Literacy

What is “Information” and why is it important?

- What is “Information Literacy”?
- What skills do you need to be “Information Literate”?

INFORMATION [in-fer-mey-shuh n] n. - knowledge acquired in any manner; facts; data; learning; lore... information applies to facts that are gathered in any way, by reading, observation, hearsay, etc., and does not necessarily connote validity (“Information,” def. 3).

Information is an essential part of the human experience. Whether or not you are conscious of it, you are always in the process of gathering information. You will often use this information to make decisions and choices. On a collective level, the 21st century is considered “The Age of Information” because of the marked increase in production, transmission, consumption, and reliance on information (“Information Age,” *Readiness*).

INFORMATION LITERACY is the capacity to recognize when you have a need for information and the ability to identify, locate, access, evaluate, and effectively use the needed information in an ethical manner.

Isothermal Community College has developed an Information Literacy Rubric that specifies the skills and steps involved in this process. Please consult the Isothermal Community College Catalog, Appendix A, or the General Education Competencies page of the website to view the General Education Competencies.

INFORMATION LITERACY SKILLS - The following skills are associated with information literacy:

- Awareness of an information need and the kinds of sources available
- Ability to perform basic computer tasks
- Understanding of the ways in which information is organized and accessed
- Critical thinking skills: interpretation, analysis, evaluation, synthesizing information
- Awareness of intellectual property, author’s rights, plagiarism and its implications
- Patience and an open mind

According to the American Library Association Presidential Committee on Information Literacy,

“Ultimately, information literate people are those who have learned how to learn. They know how to learn because they know how knowledge is organized, how to find information, and how to use information in such a way that others can learn from them. They are people prepared for lifelong learning, because they can always find the information needed for any task or decision at hand” (par.3).



Research Strategies

Steps in searching for information:

1. **Identify topic** - narrow your general topic into a research question, being as specific as possible
2. **Brainstorm topic** - identify keywords, synonyms, terminology, and concepts related to topic
3. **Get overview of topic** - gather background information using encyclopedias, dictionaries, Internet
4. **Re-focus topic** - concentrate on what interests you most about your topic; be specific but flexible
5. **Search catalog, databases, Internet** - locate and access books, articles, web pages, and other formats
6. **Record citation information** - plan ahead for your works cited page and save time later
7. **Evaluate sources** - critically analyze information to determine whether it is from reliable sources and whether it supports or refutes your working thesis

When evaluating a source, keep in mind...

- **Credibility / Authority:** Who is the author? What are his/her credentials? Who is sponsoring this webpage?
- **Bias:** Is the information objective? Are all sides of the issue represented? Can you determine bias?
- **Audience:** Is the level of information appropriate for your needs? Too general, too technical?
- **Accuracy:** Is there source documentation for information provided (i.e., works cited)? Is there an explanation of research methods? Does the information provided contradict other sources?
- **Currency:** Was the information recently published? Has it been revised or updated?
- **Relevance:** Does the information add to or support your research? Are useful references provided? Does it fit into the scope of your paper or project?

Some hints and tips...

- Narrow and focus your topic as much as possible before beginning actual searching; this will yield a more manageable number of results
- Spelling counts!
- If one of your terms yields no results, try a synonym or similar term
- Look for "Advanced Search" in databases and search engines: often you can limit your results here before you even begin searching (i.e., full-text articles only, date range, publication type, etc.)
- Do the same search query in multiple databases or using a variety of Internet search engines
- Try "phrase searching" (put "quotation marks" around a string of terms or phrase in a search box)
- Don't assume you know what you want to find; look at your results and see what you might use in addition to what you've thought of previously
- Learn as you go and vary your approach with what you learn; be adaptable
- Don't get bogged down with a strategy that doesn't work; rework your angle and move on



Documenting Sources of Information

What's a "source"?

In terms of writing a research paper, it can be a book, article, website, film, photograph, chart, or other source where you find information that you use in writing your paper. Even a person can be a source. Any one of these information "places" could be a source for information you are seeking, in the same sense that sources of water might include a lake, a stream or a well.

What does "documenting sources" mean?

Documenting a source means putting all the appropriate information about the source you used into a research paper or project so that another person could find the same information in the same source ("citing" the source, in other words). At the same time, the citation gives credit to the person who made the information available to you in the first place, such as the author of a book or article, or the person who created the website where you found some information you needed for your paper.

What's a "citation"?

When you write a research paper, at the end of the paper you include a list of the sources you used to write the paper on a page titled "Works Cited" or "References." Each entry in that list, called a citation, is essentially a packet of the information necessary to trace the item back to its origin, as well as an acknowledgement of credit to the source of the information. Citing a source means including this specific information about the source in your work. Sources are cited using your instructor's choice of documentation styles.

What's a "documentation style"?

A documentation style is a standard, agreed-upon method for creating citations. It provides formats for citing different information sources within the body of the paper, for listing different information types on your Works Cited page, and even ways to set up headings and margins for the paper. There are a number of recognized documentation styles; some of the most widely used styles today include those created by the American Psychological Association (APA), the Modern Language Association (MLA) and the Chicago/Turabian style.

What kinds of things do I have to document?

- Paraphrases and summaries (sections of text in which you use your own words to explain information from another source)
- Direct quotations (sections of text in which you use exactly the same words in the same order as they appear in another source, identified as quotations from another source by enclosing the section in quotation marks [""])
- Information and ideas that are not common knowledge
- Any borrowed material that might appear to be your own if there were no citation

When you are given a research assignment the instructor will provide information on which documentation style to use and specific information on how to format citations and other aspects of documentation. However, keep in mind that, as a college student, you are expected to credit any ideas that are not your own in all your work. To fail to cite sources at any time is unethical, and comes with consequences. For examples of citations, please see the "Works Cited" in this document on p. 19.



Avoiding Plagiarism

To **plagiarize** is to use someone else's idea, creation or information without giving proper credit to the originator. In the chart below are some examples of plagiarism, from those that are committed on purpose to others that are done by mistake:

Obviously Deliberate Plagiarism ←————→ Could Be Unintended Plagiarism		
Copying/pasting from a source into a paper or project without credit	Failing to put <u>quotation</u> marks around a direct <u>quote</u>	Using too many of the same words of the <u>source</u> in a paraphrase
Turning in a paper written by someone else or used in another class	Using someone's chart, drawing, or photo without credit	Expanding on an idea from another source without giving credit

Consequences of Plagiarism -- Whether deliberate or accidental, plagiarism is unethical, sometimes illegal, and is taken very seriously in colleges and universities. Depending on circumstances, consequences could be:

- ✗ failing an assignment
- ✗ failing a course
- ✗ being expelled from a college or university
- ✗ being held liable and sued by a person whose work you have plagiarized

See Appendix A: **Student Rights, Responsibilities, and Judicial Procedures, part VIII: Academic Code of Conduct and Appeals**, as published in the Student Handbook, for information on Isothermal Community College's policies.

Avoid plagiarism when preparing a paper, report, or project by citing (giving credit to) the original source of an idea or information. When conducting research, make sure that you carefully record all needed information for every source you use, and that all quotations are accurate. Make a note of the date you retrieve information from electronic sources (databases and Internet) for use in your citations.

Documenting sources requires that you know what information you need to use from the original source, and specifically how to put it together into a citation.

See the **Avoiding Plagiarism** webpage (<http://www.isothermal.library/avplag.htm>) for other places to find information on plagiarism.



Library Collections

Books

Books are organized on the shelves according to the Library of Congress Classification System (LoC) and can be located using the **CMC Library Consortium Catalog**. Please refer to the section on p.7 for information on locating books and other materials. A list of the LoC Classification system designations is included on pp.25-27 of this handbook. A poster with the LoC Classification subject designations is also located on the end of the book shelves in the Reference collection, facing the front door.

The book collection consists of **non-circulating materials** - those which are not allowed out of the library (primarily materials in the Reference Collection) -- and those in the **circulating collection** - materials which can be lent out for a limited period. Within these two categories are specialized materials that are labeled with a prefix to indicate the type of material (such as Oversize) or the location of the item (such as Tryon Rm). The following prefixes are used:

PREFIX	MEANING
	Specific Locations
LSR Dir. Office Juvenile Oversize Ref Sm Bus Tryon Rm	Items shelved in Learning, Support & Retention (Student Services Building) See Circulation Desk staff Children's books shelved in carrel area across from Reference Collection Books too big for normal shelf size, located at beginning of circulating collection Reference items (non-circulating materials) Items shelved in Customized Training and Development Center (Foundation) Historical materials in Old Tryon Room (may also be Ref, Oversize or Rare)
	Types of Books in Circulating Collection
Basic Bk Lg Print Nursing	Books for adult beginning readers Books in large print ADN or LPN nursing program materials

Note: Fiction is shelved with other literature, primarily in the P section. To locate a work by its author, use the catalog to retrieve the call number of the book desired. See p.7 for more information.

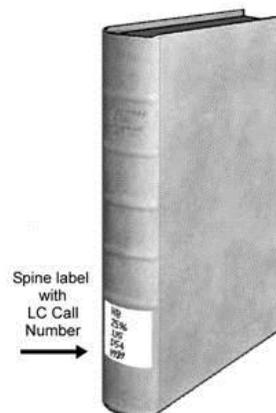
Reference Materials

Reference materials include dictionaries, encyclopedias, almanacs, atlases, directories, handbooks, and a number of other publications that may be used to find answers to a wide variety of questions, from word definitions, statistics, or dates of historical events to general background information about a subject. Reference materials are available on most topics. Some reference titles consist of a single book, and others have multiple volumes. Items in the Reference Collection have "Ref" at the beginning of the call number on the spine label; most are located in the first two aisles of the book shelves, just ahead of the circulating book collection. Reference materials are non-circulating; however, articles in reference books may be photocopied as desired.



How Books Are Organized

The **Library of Congress Classification System (LoC)** is used in Isothermal Community College Library to organize and index the library's book collections. The LoC System organizes items by subject rather than by genre, as is the commonly used system in public libraries. Each book is assigned a call number which is typed on a label and affixed to the book's spine (see illustration at right), designating its location on the shelf at the same time it indicates the subject area about which the book is written.



The LoC system is first divided into large sections designated by letters of the alphabet: a section of A's, a section of B's, C's, D's, etc., continuing through the alphabet. Each of these is further broken down by adding a second letter to the main section letter; for instance, CA, CB, CC and so forth; a third letter is added in a few cases. A simple breakdown of the LoC system is posted on the shelving in the Reference Collection and included on pages 25-27, showing main letter combinations and the subject represented. Alternating letters and numbers added after main letter designations break down subject areas into greater detail, as illustrated in the following chart.

Knowing the letter combination used for a particular subject allows a person to go directly to an area of interest and browse through those particular books. Using the catalog, a person can locate books written by a particular author, a book with a certain title, or books on a specific subject. When a book record is found in the result list, the person can write down the call number and locate the book by tracing the call number to its exact spot on the library shelf.* For more information on using the **CMC Library Consortium Catalog**, see p.10.

* **IMPORTANT:** Remember that a book in the wrong place on the shelf is effectively **LOST!** When you take a book from the shelf, but decide not to check it out, please lay it on any flat surface, like a table, carrel or even at the end of a shelf. Then the library staff will find it and return it to the exact spot where it can be found again.

LOCATING BOOKS USING THE LIBRARY OF CONGRESS SYSTEM: An example using a typical call number

Call Number:		How to Read the Elements on Each Line:
1st line:	HB	Shelved alphabetically by first letter, then alphabetically by second letter.
2nd line:	2596	Shelved numerically . (Look for "two thousand five hundred ninety-six.")
3rd line:	.U5	Shelved alphabetically by letter, then decimally by number. (Look for "U," then "point five.")
4th line:	D54	Shelved alphabetically by letter, then decimally by number. (Look for "D," then "point five four.")
5th line:	2014	Shelved chronologically in order by date. <i>Note:</i> The date on the book spine MAY NOT be the same as the copyright date; be sure to check the back of the book's title page for the correct copyright date when citing a source, indicated with a tiny "c" in a circle (©).



Periodicals

The library receives a small number of current print “periodicals”—publications consisting of issues produced at intervals under the same title—such as magazines, journals and newspapers. Print magazines and journals are arranged alphabetically by title on shelves in the Periodicals Reading Room which is in the west end of the library. The current issue of each title is located on the slanted outside shelf, which lifts up to provide access to back issues, most of which are kept for up to two years. Issues from the earliest year are removed at the end of each year, except North Carolina-specific titles, which are archived in the Old Tryon Room.

The library also subscribes to two local newspapers, which are stored for about two weeks on shelving adjacent to the Periodicals Reading Room. Periodicals and newspapers are not circulated; however, articles can be copied on the photocopier in the lobby.

The **Isothermal Community College Library Periodicals Holdings** list contains information regarding the periodicals to which the library currently subscribes, as well as the library’s archival newspapers on microfilm. A paper copy of the current holdings list, in a dark blue binder, is located on the index shelf to the left of the entrance area of the Periodicals Reading Room. The list of periodicals and an expanded index of materials on microfilm is available from the library home page.

Scholarly Journals versus Popular Magazines

Periodicals can be divided into two main categories: scholarly journals and popular magazines.

Scholarly journals, also called “peer-reviewed” or “refereed” journals, are the primary vehicle for publishing original findings and contain articles that are often based on critical research and/or scientific studies. There are scholarly journals for every field and subject of academia. Usually, articles within these journals: are written by experts for an audience of professionals, scholars and students within a specific field of study; contain professional vocabulary terms and concepts; may include charts, graphs, and tables; and include footnotes, endnotes, and/or a bibliography. Often these journal articles follow a specific format with an abstract, literature review, methodology, results, and a conclusion. Additionally, there is very little advertising in peer-reviewed journals. Scholarly journal articles are appropriate sources for student research papers and projects. An example of a scholarly journal the library subscribes to is the *“Library Journal.”*

Popular magazines contain articles written by journalists or other writers for the purpose of informing or entertaining a general audience. Usually magazines: contain articles that are shorter in length and provide a broad overview of a topic; contain articles wherein the credentials of the author are not often listed; contain glossy, color photographs and many advertisements; are not evaluated by experts in a particular field of study; and do not include notes and/or a bibliography. Popular magazine articles may or may not be appropriate for student research. Examples of popular magazines this library subscribes to are *“Car & Driver”* and *“Reader’s Digest.”*

Periodical Articles Online

Articles from many thousands of periodicals are available in full text via **NC LIVE** and other databases accessible from the library webpage. For more information, see **Library Website and Links to Digital Sources** on pp.12-14.



Microfilm

The library's microfilm collection and a reader/printer system which allows viewing and printing of microfilm containing local newspapers and other historical records are located in the Old Tryon Room.

The reader/printer is situated just beyond the microfilm cabinets on the left when entering. A small diagram on the reel loader shows how to load the microfilm. A computer program allows the user to move, magnify and print from the microfilm, among other functions. A program operation manual is located on the table nearby to assist in using the equipment; if you need further assistance using it, come to the Circulation Desk; the staff will be happy to help. There is a charge of five cents (\$.05) per page for making prints from microfilm. You may also save images from the microfilm onto a USB flash drive.

Media Collection

All media housed in the library are indexed in the online catalog.

CDs, DVDs, videocassettes and a few audiocassettes are housed in a smaller study area adjacent to the Periodicals Reading Room, and may be checked out at the Circulation Desk. The library has "books on tape," a collection of nonfiction topics on videotape, and a collection of DVDs, as well as collection of music CDs.

Special Collections

Historical Materials

The Old Tryon Historical Collection is housed in the Old Tryon Room, located behind the Periodicals Reading Room. This collection includes books, journals, clippings, census and court records on microfilm and other items pertaining to the history of the area once known as Tryon County. All books in the Old Tryon Room, with the exception of items in the rare book case, are indexed in the online catalog; entries for library materials in this collection display the label "**Tryon Rm.**"

Small Business Materials

Information and assistance on the many aspects of starting, expanding, or managing a small business may be found in the Customized Training and Development Center, located on the lower floor of the Foundation building. Videos on a variety of small business topics may be viewed in-house, and books and videos may be borrowed from the center by anyone holding a valid library card from any CMC library. Catalog entries for library materials available in the center are labeled "**Small Business Ctr.**"



The CMC Library Consortium

The CMC Library Consortium is a cooperative organization of the libraries in Rutherford County and Polk County, North Carolina. Members include Isothermal Community College Library; Rutherford County Public Library and its branches (Haynes and Mountains); the municipal libraries of Rutherford County (Mooneyham, Norris, and Spindale), and the Polk County Library and its Saluda branch. The Consortium maintains an online union catalog of the holdings of all member libraries, located at <http://www.cmclibraries.org/>. After you begin a search, you can adjust the process so that the search is limited to one or more of the individual library collections. For information on basic policies for each CMC member library, please see the chart on the inside back cover of this handbook.

Using the CMC Library Consortium Catalog

Although searching is a simple, straightforward process, understanding the elements of search and display features will help you find the most relevant items for your search.

Searching in the Online Catalog

You can search the CMC catalog with the author or title of a specific work, or you can search for a subject. If you search the catalog from the college campus, the search will show you items labeled “No copies at Isothermal,” which tells you that another CMC library has that item; you can click on “Check Other Locations” to see which libraries own it. For items held at the college library, the label will be, “Available at Isothermal-Main.” To locate the item in the college library, write down the call number, which is found both in the result list and in the item record. You can access the item record by clicking on a desired title in the Results list (the list of items that first comes up after you do a search in the catalog). The item record includes more specific details about the item, such as author, publisher, publication location, copyright date, subjects, and other notes. See p. 7, **How Books Are Organized**, for information on how to locate a book using the call number.

Narrowing the Results List

If there are too many items in the results list, you can narrow the search by limiting it using choices in the left column that can be added to the search, including the library location and whether you want to see a list of items in the library catalog or a list of database articles, as well as Format, Author, Series, Subject and various other limiters. You can also sort the items by Author, Title, Relevance, Publication Date, Newly Added, or even by Borrower Rating. An Advanced search is also available if you prefer. The search window remains at the top of the screen, ready to be used for another search.

Exact Phrase Searches

You can search entire phrases by enclosing them in quotes (“right to bear arms,” “same-sex marriages,” etc.)

Item Types

The types of items you may find in the catalog results list may be books, CDs, DVDs, videos, articles from databases, audiobooks and ebooks.

- Books can be found primarily on the shelves in the east end of the library; there are also books in the Old Tryon Room Collection (labeled OTR) Old Tryon Room in the west end of the library. See p. 7, **How Books Are Organized**, for information on how to locate a book using the call number.
- CDs, DVDs, and videotapes are located in the west end, in a study room adjacent to the Periodical Reading Room.
- Most online sources such as ebooks, audiobooks, and articles from databases are available to be accessed or even downloaded from your computer. Please note that some of these sources require registration and a password for off-campus use.



My Account

If you are a CMC Library Consortium cardholder and have established a PIN number at a CMC Library, you can access your CMC patron record while you are in the catalog page by clicking **Log In** on the top right of the screen, where you can:

- Review a list of the items you have checked out at all CMC libraries
- Check the dates your materials are due
- Check the status of Holds you have placed
- Review the accuracy of your contact information
- Renew library materials you have checked out, providing they are not overdue, do not have any holds on them, and are within the renewal limits set by the owning library

To use the **My Account** service, you must have a PIN (Personal Identification Number). You can get a PIN by visiting a CMC library, presenting your library card or picture ID, and giving the library staff a four-digit number of your choice to use as your PIN password. The staff member will then enter your PIN into your patron record which will make it possible for you to access it online. Keep your PIN private and secure; never share it with others.

When you click **My Account** in the CMC online catalog, have your library card and **PIN** number ready to enter, and then follow onscreen instructions. Optionally, you can create an EZ username/password after you have signed into the catalog using your card number and PIN the first time.

Digital Sources

Library Computers

Public access to the Internet, to Microsoft Office software, and to electronic sources reviewed below is provided in the library by means of twenty computers equipped with Windows systems in the lobby. Printouts may be made for a fee. Computers automatically turn themselves off five minutes before the library's closing times.

IMPORTANT: Save files you are working on to a storage device at frequent intervals. It is good practice to save your work frequently on a storage device in case of a sudden power loss or computer glitch. Any work saved **ONLY to a library computer** will be **PERMANENTLY ERASED** at the end of the day when all computers are shut down.

Flash drives (a.k.a. finger drives, thumb drives, keychain drives, USB flash drives, USB sticks, pen drives, jump drives, memory drives, etc.) are recommended for current memory storage, and are available in various memory capacities for purchase at the college bookstore as well as at local office supply stores.

To print, follow the usual procedure on the computer, then, to identify your print job, type your initials in the green line of the small box that appears. The print job is sent to the print station in the lobby where it waits to be printed. To retrieve your print job, go to the print station, identify and select your job, and put the appropriate payment into the machine. If you don't see your print job, click Refresh. The amount will be displayed in the bottom right corner. The charge for each black and white page is \$.05; color pages are \$.30 each. Then click Print on the monitor and your job will be printed. If you experience any difficulties with the print station, please ask for help at the Circulation desk.

Microsoft Office Software

The library provides Microsoft Office software (Word, Excel, Access, Publisher, and Power Point) for use by patrons on library computers. Users of these programs are expected to have some experience in their operation, as the library staff can offer only minimal assistance. Those who intend to use Microsoft Office programs are advised to bring a storage device (flash drive, etc.) on which to save their work. (See "IMPORTANT" note above.)



CMC Library Consortium Sources

North Carolina Digital Library (<http://ncdigital.lib.overdrive.com>) can be accessed from the website of the CMC Library Consortium (<http://www.cmclibraries.org/>). All require creating accounts. It offers downloadable audiobooks, ebooks, and e-videos and provides free access to its member libraries' borrowers.

Library Website and Links to Digital Sources

In addition to our online catalog, the college library website (<http://www.isothermal.edu/library/>) contains excellent sources for research and assistance for students performing research, evaluating information sources, writing papers, and documenting sources. The library webpage can be accessed from:

- Moodle - After you log into Moodle, click "My Courses" at the top left. Whichever menu choice you make, there will be a box in the left column labeled LIBRARY RESOURCES with a link to the Library homepage and a link to a document containing passwords to all the databases on the Library website.
- The Isothermal home page by clicking the Library link at the top right of the college's home page.

Various online sources can be accessed using computers in the library lobby by clicking the appropriate link on the Library home page menu. For use of databases off-campus, see the Off-Campus Database Use box on p.14.

NC LIVE (<http://www.nclive.org>) – The sources included in NC LIVE (North Carolina Libraries for Virtual Education) are made available online to North Carolina citizens by the state of North Carolina through public and academic libraries in the state. NC LIVE, an aggregate database, defines itself as "The power of your library, online! We give you **free** access to eBooks, audio books, videos, online magazines, newspapers, journals, and more," materials useful for research.

NC LIVE is available from any campus Internet-connected computer, and can be accessed off campus by remote access password available via Moodle (see "Off-Campus Database Use" on p.14).

Controversial Topics

Global Issues in Context "...empowers users with the tools they need to understand today's world issues from a global perspective. Issues and countries form the core of this dynamic product, which uses a wealth of sources to explain the historical and contemporary conditions necessary to understand global issues, conflicts and events. *Global Issues in Context* supports research in virtually every corner of the library and in a wide variety of subject areas, including sociology, current events, civics, politics, science, economics, cultural/religious studies, women's studies, human rights, English composition and many more."

Opposing Viewpoints in Context "[covers] today's hottest social issues, from capital punishment to immigration, to violent video games. This cross-curricular research tool supports science, social studies, current events, and language arts classes. Its informed, differing views present each side of an issue and help students develop information literacy, critical thinking skills, and the confidence to draw their own valid conclusions."

Education Databases

Educator's Reference Complete "[Provides] instant access to more than 1,100 periodicals that cover a wide range of subjects as well as 200 reports from the United States Department of Education.."

Environmental Databases

EBSCOhost's GreenFILE "In keeping with our commitment to environmental consciousness, EBSCO proudly offers *GreenFILE*, a freely accessible research database focusing on the relationship between human beings and the environment, with well-researched but accessible information on topics ranging from global warming to recycling to alternate fuel sources and beyond." Comprised of scholarly and general interest titles, as well as government documents and reports, *GreenFILE* draws on the connection between the environment and disciplines such as agriculture, education, law, health and technology.



Gale GREENR - "Global Reference on the Environment, Energy, and Natural Sources." You can Browse Issues and Topics, look at the World Map or the Featured Video, examine the Case Studies, or search through Academic Journals and News.

Health Databases

A.D.A.M. Interactive Anatomy Online is a comprehensive digital database of detailed anatomical images including anatomical structures with point and click identification; clinical animations presented by body region, body system, and medical specialty; hundreds of specific, detailed 3D models in the high resolution with full rotation and exploded views; and a multimedia encyclopedia containing articles covering conditions, disease states, procedures, treatments, surgeries, tests and more; illustrations, diagrams and photos; and multimedia videos.

Salem Press Health "brings online access to Salem Press' award-winning health reference works. The first reference set included is Salem Press' best-selling *Magill's Medical Guide*." (The material presented on Salem Health is intended for broad informational and educational purposes only.)

STAT!Ref is a full-text collection of respected evidence-based-medicine eBook titles in a cross-searchable platform. STAT!Ref includes other tools such as Stedman's Medical Dictionary, MedCalc 3000, and links to external sources such as PubMed and TOXNET.

NC LIVE's Nursing & Allied Health databases, especially:

CINAHL w/Full Text is an index to nursing & allied health journals, providing full text for hundreds of the most used journals in the CINAHL index. Full-text coverage dates back to 1981.

Health Source: Nursing/Academic Edition provides scholarly full text journals focusing on many medical disciplines, and also features the AHFS Consumer Medication Information, which covers generic drug patient education sheets with brand names.

Learning Express Library is a collection of eBooks, self-paced courses, and practices tests for students & adult learners. Materials are included to study math, biology, chemistry, and general science, plus test-prep materials for the NCLEX-PN and NCLEX-RN exams.

History Databases

Salem Press American History "Milestone Documents in American History ... combines 130 full-text primary source documents with expert analysis and commentary."

Shmoop: U.S. History "Shmoop will make you a better lover (of literature, history, life). See many sides to the argument. Find your writing groove. Understand how lit and history are relevant today. We want to show your brain a good time."

Literature Databases

Gale Literary Index itself contains no full text; however, the link to it on the library home page can be used to search for the information on authors and titles contained in the Gale books on the library Reference shelves. The results of a search will show you the Gale series, volumes and page numbers where the information you need is located; be ready to copy all this information. Then compare the Gale titles in your list to the list posted on the encyclopedia shelf by the Reference section to see what sources are available for you in the college library.

Gale Literary Source Center "The world's most current, comprehensive and reliable online literature database, *Literature Source Center* is uniquely relevant to today's researcher. Its rich critical, biographical and contextual content supports interdisciplinary approaches, information literacy and the development of critical-thinking skills."

Salem Press Literature "Salem Literature is a robust online database that includes the complete content of printed reference sets." (More information: <http://literature.salempress.com/page/about.jsp>.)

Shmoop: Literature "Shmoop will make you a better lover (of literature, history, life). See many sides to the argument. Find your writing groove. Understand how lit and history are relevant today. We want to show your brain a good time."



Science

Applied Science and Technology “Providing content from leading trade and industrial journals, professional and technical society journals, specialized subject periodicals, buyers’ guides, directories, conference proceedings and more, Applied Science & Technology Source focuses on traditional engineering challenges & research, as well as research concerning the business and social implications of new technology. This database provides comprehensive coverage for a wide variety of applied science specialties—from acoustics to aeronautics, and neural networks to nuclear engineering.”

Biological & Agricultural Index Plus “A powerful working, learning and research tool, this database provides the full text of articles covering biological and agricultural studies. It is an important resource to those studying agricultural industry, veterinary science, wildlife management and more”... “includes full text for over 95 important journals dating as far back as 1986. The database also includes indexing and abstracts for more than 380 publications dating back even farther, to 1982.”

Salem Press Science “...online database that includes the complete content of printed reference sets. Titles currently available on Salem Science:”

OFF-CAMPUS DATABASE USE

Moodle Access

After you log into Moodle, click “My Courses” at the top left. Whichever menu choice you make, there will be a box in the left column labeled LIBRARY RESOURCES with a link to the Library homepage and a link to a document containing passwords to all the databases on the Library website.

Passwords for using databases that require them are presented upon request to current Isothermal employees and students, and may be requested at the Circulation Desk or by emailing nclivepassword@isothermal.edu. (Please include full name, and date of birth or Student ID number.)

- *EBSCOhost's GreenFILE*, and the *Shmoop* sites require no passwords.
- *STAT!Ref*, *Bloom's Literary Reference*, *Global Issues in Context*, and *Salem* databases each use permanent passwords.
- *NC LIVE* uses a password that is changed annually.

If you are in a hurry, and don't have a password or access to Moodle, you can get a one-day password for NC LIVE at **NC Knows** (see lower right corner of library website--isothermal.edu/library—for an NC Knows chat box.)

Research Starts Here!

This library webpage contains help for researching and writing papers, including help for choosing topics, tips on finding information using search engines and links to other sources of information. The page also provides sections on identifying primary documents versus secondary documents; evaluating sources of information to help students differentiate between scholarly information and popular work and identify propaganda as well as how to evaluate online sites and information on how to document sources using MLA, APA and Chicago/Turabian documentation styles.

Recommended Internet Sites

Among the recommended Internet sites listed on the library home page (<http://www.isothermal.edu/library>) are links to handy reference information, various statistics, a page of sources for the global education country of study, eBooks, and a librarian-created page of recommended linked sites, arranged by topic.

The library staff will be glad to help you learn to access and use any of these electronic sources.



Library Services

Circulation of Materials

Any person who wishes to borrow material from the library collections of Isothermal Community College must have a valid library card issued by a CMC Library Consortium member library. (See p.10 for a list of CMC member libraries.) Patron's barcoded library cards and the barcode of each item borrowed are scanned at the Circulation Desk to make a record of the transaction.

A library card can be obtained free of charge by inquiring at the library Circulation Desk and filling out a library registration form. To qualify for a card issued by the college library, a person must be:

1. At least 14 years old if a REaCH student, or 16 years old for anyone else,
2. And either currently:
 - a. enrolled in one or more curriculum courses at Isothermal Community College or REaCH, or
 - b. a resident of, working in, or paying taxes in, Rutherford County or Polk County, NC

A person must also provide picture identification from a recognized form of identification such as a driver's license. Replacement fee for a lost library card is \$1.00.

Forgot Your Library Card?

Library materials can be checked out to a person who does not have their library card with them; however, the person must present a picture ID to confirm their identity.

LIBRARY PRIVILEGES SECURITY WARNING

YOUR LIBRARY CARD IS LIKE A CREDIT CARD - PROTECT IT.

When you are issued a library card, you agree to be responsible for all materials and services accessed through its use. If another person makes use of your card with *or* without your knowledge, you will be held responsible for payment of all library fines and fees which were incurred through use of that card, and your library account will become delinquent until you pay for the items.

When an Isothermal student's library account becomes delinquent, the student is **BLOCKED** from:

- registering for classes,
- graduating, and/or
- getting transcripts from the college

Don't let it happen!

PROTECT YOURSELF from unauthorized use of your library account by following these guidelines:

- Never allow another person to borrow materials with your library card. It's not necessary for anyone to borrow your card, since qualified individuals can apply for a **free** library card at any CMC Consortium library.
- If your library card has been lost or stolen, CANCEL IT IMMEDIATELY by notifying the library staff to prevent its unauthorized use by anyone else.



Borrowing Materials from the College Library

The chart below contains general information regarding types of circulating library materials at the college library, the number of each type of item that can be checked out by a student at one time, and the loan period and number of renewals allowed for each type. A "business day" is any day the library is open. Inquire at the Circulation Desk for information regarding circulation policies for books in specific collections such as those on Reserve.

Type of Material	Item Limit	Loan Period	Renewal Limit
Book	30*	30 days	1 (2 week period)
Audiotape	5	30 days	1 (2 week period)
CD	5	30 days	1 (2 week period)
Videotape	4	3 business days	1 (3 business days)
DVD	4	3 business days	1 (3 business days)
Reserve	2	varies	no renewals

*Limitations by collection are applied within this total, such as Nonfiction–20, Fiction–5, etc. Check with the staff at the Circulation Desk for more information.

Placing Holds

When an item you wish to check out is checked out to someone else, you may ask library staff to place a Request on it. Then a notice with your name and phone number is printed out when the item is checked in at the library to alert the library staff to hold the item and call to inform you that the item is available for check out.

Borrowing Materials from CMC Libraries

Materials from any CMC library can be borrowed using the CMC Library Consortium card, which is available free to qualified individuals from any member library. See p.10 for a list of CMC member libraries, and p.15 for qualifications for obtaining a card from the college library. Materials in Rutherford County libraries can be transferred from one location to another by request. If you need an item quickly, a better choice might be simply to drive to the library that owns the desired item and use your CMC Consortium card to check it out. Polk County Public Library and its Saluda Branch are also members of the CMC Library Consortium, and their materials may be checked out to anyone holding a valid CMC library card. See the inside of the back cover of this Handbook for circulation policies of other CMC Library Consortium libraries.

Returning Materials

Materials from any CMC library may be returned at Isothermal library; likewise, Isothermal library materials can be returned at other CMC libraries. Items returned at a location other than the lending library automatically receive an "In Transit" status in the circulation system, and the date of arrival at the receiving library is recorded. The "In Transit" status will remain in the items' records until they are checked in at the owning library. Also, they will continue to appear on the patron's library record until checked in to the owning library, but will not accrue fines after the date of return to the CMC library. (See **My Account**, p.11.)

When returning library materials to the college library during open hours, be sure to place the materials in the slot in the front of the Circulation Desk rather than leaving them on top of the counter to avoid the chance that another person might carry off an item still checked out to you, which could cause you to accumulate undeserved overdue fines or lost item fees. A materials drop located outside the front entrance allows material to be returned when the library is closed. Items returned in the drop box are checked in the following morning and counted as having been returned during the previous business day.

Please Note: Materials borrowed through Interlibrary Loan service should be returned only to the library which arranged the loan, on or before the date due.



Overdues

Fines are charged for overdue library materials to encourage library users to return them on time. Fines and fees accrued at one CMC library may be paid (in cash only) at another CMC library.

IMPORTANT NOTE: If overdue materials are not returned before the end of the current semester, or if a student owes library fines for \$10.00 or more, the responsible student may be blocked from registering for the next semester, from graduating, or from obtaining transcripts required to transfer to another college or university, until the student resolves the situation with the library.

Overdue fines and blocks can be avoided by returning library materials on time, and avoiding situations such as checking out library materials for another person or letting someone borrow your library card. **If your library card or library materials borrowed on your card have been lost or stolen, please notify the library staff ASAP!**

The following table lists overdue fines according to type of material. A "business day" is defined as any day that the library is open.

Type of Material	Fine per item per business day
Book	\$.10
Audiotape	\$.10
CD	\$.10
Circulating Videotape	\$1.00
DVD	\$1.00
Reserve Material	\$1.00

IT'S THE LAW

"Anyone willfully involved in the theft, defacement or destruction of college library books, periodicals, newspapers, etc. is guilty of a Class 1 misdemeanor if the value of the items is less than \$50.00; and will be punished as a Class H felon if the value is over \$50.00."

—General Statutes of North Carolina, Chapter 14-398

Handicapped Access and Services

The library building has a wheelchair-accessible entrance/exit and a wheelchair-accessible restroom adjacent to the reference area carrels. Computer terminals with Internet access, word processing and other capabilities are accessible to persons in wheelchairs, and headphones are available to those who require access to audio. Please inquire at the Circulation Desk and library staff will be glad to assist you in the use of any library equipment.

Reference Assistance

Library professionals are available at the library during most hours of operation to help students learn to use a variety of library sources and services to locate information. Occasionally, library staff receive requests for information that cannot be answered using the library's sources and may refer students to other libraries or organizations within the county, or suggest the use of Interlibrary Loan (see p. 18) to acquire the requested information. Whatever the information need, library staff members will be happy to assist patrons in using library services, sources and equipment.



Library Instruction

Library instruction is included in the freshman Success and Study Skills course (ACA 115) and College Transfer Success (ACA 122) to introduce students to information literacy, to available information sources, and to methods of access. Library instruction will be provided in other curriculum courses at faculty request. Instruction can be provided either in the library or in the classroom upon request.

Reserve Materials

Reserve materials are available at the Circulation Desk. Instructors place items "on Reserve" to allow all students in a class to have access to specially selected materials and/or limited numbers of instructional items, which may include the instructor's own personal items. Each instructor determines the lending period for reserve materials. For instance, some reserve items may be signed out for use within the library only; others may circulate for one or more days. Since it is very important that reserve materials be returned on time, fines of \$1.00 per day per item are charged for overdue reserve items.

Interlibrary Loan

Material not available in the college library but held by other libraries may be obtained for library users through Interlibrary Loan (ILL). Requests for specific items may be made through the system. Forms can be completed and submitted at the Circulation Desk or at the library's Interlibrary Loan website (<http://www.isothermal.edu/library/ill.htm>). The library staff will be glad to help you complete a form. Although Interlibrary Loan services usually are free, the library patron is required to pay any fees that may be charged by the lending institution, usually only for photocopies. The turnaround time from a patron's request to the library's receipt of materials can range from a few days to two weeks, depending upon the location and mailing schedule of the lending institution. Please consider this time constraint in relation to your situation before submitting an Interlibrary Loan request.

Additional Information

Andrew and Flora Major Art Collection

Andrew Major, former owner and president of the Mastercraft Company in Rutherford County, and his wife Flora donated a sizeable collection of paintings and other art pieces to Isothermal Community College in April 2001, now housed in the library. Items in the collection include an embroidered wedding coat, pottery, wall hangings, masks and carved wood pieces, as well as photographs and paintings. The collection represents a wide variety of countries and cultures, including pieces from Japan, Hungary, France, Switzerland, Russia, Africa, Burma and New Guinea, along with a number of pre-Columbian artifacts. The Andrew and Flora Major Art Collection is permanently displayed in the Isothermal Community College Library.

Emergency Plan

Emergency procedures will be followed as described in the Isothermal Community College Emergency Plan. Evacuation routes from the library are shown on library floor plans posted at both ends of the library near the double doors that lead to restrooms and the auditorium. Tornado "safe" areas of the library include restrooms, the interior hallways, Room 104, Room 103, and Room 112, as well as the library processing room at the center of the building (Room 117). If a "Lockdown" is called, follow any instructions from the College staff immediately.

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Appendix A



Library and College Policies

Food, Drinks, Tobacco and Cell Phones

Although we want the library to be a comfortable place for you to use for reading, relaxing, studying, and research, we ask that you consume no food or drinks and use no tobacco products while in the library. Spilled food, drink and tobacco juice can damage or destroy library materials and damage library furnishings, and can attract insects which further damage library materials. All campus buildings are smoke-free by college policy. Students need the library to be a quiet place to study and do research; therefore, cell phone ringers and other noisy devices must be turned off. Cell phone conversations must be taken outside the library.

Children on Campus

In addition to the limitations on use of the library computers by children acknowledged on p.23, **Isothermal Community College Policy 802-02-03 AP** states that:

Children and young people under the age of sixteen are welcome on the campuses of Isothermal Community College. However, to ensure the safety of underage visitors and to prevent the disruption of the educational processes, these guidelines must be followed:

1. Students shall not bring children to class without prior approval and/or permission of the classroom instructor. Approval by classroom instructors should be given only in emergency or unusual situations and then only when the children are not likely to cause a distraction or to need constant supervision.
2. Children under the age of sixteen (16) are required to be supervised by a parent, guardian, or designee at all times while on campus. The College will not be responsible for the safety of underage visitors to campus and shall ask parents/guardians to remove from the campus children whose conduct creates a danger to themselves or to others or whose conduct disrupts the educational programs or functions of the College. For students enrolled in REaCH, the on-campus early College High School, the REaCH staff will qualify as the designated supervisor.

Computer, Internet and Network Policies

Certain activities violate Federal and/or NC State laws governing use of computer systems, and may be classified as misdemeanors or felonies. Those convicted could face fines and/or imprisonment.

IMPORTANT, PLEASE NOTE: The library provides equipment in support of the academic needs of students; therefore, the library staff reserves the right to limit the number of printouts and photocopies to help control costs and prevent abuse.

By using a workstation you are indicating that you have read, understand and will abide by the *Guidelines for Use of Library Computers* and the *Computer Sources, Internet, and Network Use Policy - Student* outlined in this Agreement as presented on the following pages.

Guidelines for Use of Library Computers



Equipment use is documented for statistical purposes; however, no personal information is recorded or retained.

Anyone wishing to use Isothermal Community College Library computers will:

1. agree to use the equipment for information or research purposes only, and not to use it for purely recreational purposes such as, but not limited to, playing games; gambling; dating online; or using chat rooms or instant messaging, other than in support of the research, educational, and administrative purposes of the College. (Other prohibited activities are listed in the Unacceptable Activities section of the college's *Computer Sources, Internet, and Network Use Policy* below. See Violations for possible disciplinary actions.)
2. agree to limit use to 30 minutes in the event that others are waiting to use the equipment.

Please note: With the exception of REaCH students, children six to fourteen years old may use the equipment, provided that they are accompanied by an adult who is registered as a library patron and who agrees to be responsible for supervision of children in his/her care who use the equipment, by monitoring its use to prevent the child's exposure to inappropriate subject content, and by preventing equipment damage. Children under six will not be permitted to use the equipment. According to college policy, children under the age of sixteen must be supervised by a parent or guardian at all times while on campus.

Computer Sources/Internet: Policy No: 802-02-03AP

I. PURPOSE

Isothermal Community College strives to provide Computer Sources, Internet and Network access in an environment in which access is shared equitably among users. This access is intended to be used in support of the College's research, educational and administrative purposes. College owned or operated computer sources are for the use of College employees, students and other authorized individuals. The purpose of this policy is to protect the College's technology users and computer sources and to ensure equitable access and proper management of these sources.

II. ACCEPTABLE AND UNACCEPTABLE USES

A. Acceptable Uses

The College abides by the guidelines and policies of the NC Information Source Management Commission (IRMC). The computer sources owned and operated by the College are intended for the use of its students, employees and other authorized individuals for purposes related to instruction, learning, research, and campus operations. Users are expected to exercise responsible, ethical behavior when using all College computer sources. This policy makes no attempt to articulate all required or prohibited behavior by users of the College's computer sources.

B. Unacceptable Activity

Unacceptable activity includes, but is not limited to, the following:

1. Deliberately downloading, uploading, creating or transmitting computer viruses;
2. Destroying or modifying directory structures or registries or interfering or tampering with another individual's data or files;
3. Developing programs that infiltrate a computer or computing system, harass other users and/or damage software;
4. Attempting to obtain unauthorized computer access or privileges or attempting to trespass in



- another individual's work;
5. Using hardware or software sniffers to examine network traffic, except by appropriate College personnel, to diagnose the network for bottlenecks or other problems;
 6. Using another person's password or sharing of one's own password (users who choose to share their passwords are responsible for the outcomes resulting from the use of their password);
 7. Committing any form of vandalism on equipment, communications lines, manuals or software, or attempting to defeat or circumvent any security measures or controls;
 8. Consuming food and/or beverages in computer labs, computer classrooms, library or in any other areas restricted to protect systems;
 9. Wastefully using finite sources such as large amounts of bandwidth including but not limited to, downloading music, television shows, software programs, and/or movies.
 10. Connecting personal network devices on the College's wired network. Connecting unsanctioned products (software or hardware) to the College network or installing products for personal use. Special provisions may be made for visiting artists, lecturers, and trainers at the discretion of the Director of Information Technology. Information Technology support staff can offer assistance in gaining network access under these special circumstances, but the College cannot guarantee functionality and assumes no responsibility for configuration of or damage to non-college equipment;
 11. Using chat rooms, instant messaging, or social networking websites other than in support of the research, educational and administrative purposes of the College;
 12. Sending hate mail, chain letters and anonymous or pseudonymous messages;
 13. Using, distributing or making accessible profane, obscene, pornographic or discriminatory images or remarks or other content which reasonably may be considered to be offensive to another user or participating in other antisocial behaviors;
 14. Using computer sources for political campaigns or distribution of political material;
 15. Using computer sources for fraud, financial gain or for any commercial or illegal activity;
 16. Disclosing student information in violation of the provisions of the Family Educational Rights and Privacy Act of 1974; and
 17. Violating copyright laws and/or fair use provisions through: 1) illegal peer-to-peer file trafficking by downloading or uploading pirated or illegal material including, but not limited to, software and music files; and 2) reproducing or disseminating Internet materials, except as permitted by law or by written agreement with the owner of the copyright.

III. RESERVATION OF RIGHTS AND LIMITS OF LIABILITY

1. The College reserves all rights in the use and operation of its computer sources, including the right to monitor and inspect computerized files or to terminate service at any time and for any reason without notice.
2. The College makes no guarantees or representations, either explicit or implied, that user files and/or accounts are private and secure. No right of privacy exists in regard to E-mail or Internet sessions.
3. The College is not responsible for the accuracy, content or quality of information obtained through or stored on the College network.
4. The College and its representatives are not liable for any damages and/or losses associated with the use of any of its computer sources or services.
5. The College reserves the right to limit the allocation of computer sources.
6. The College makes efforts to maintain computer sources in good working condition but is not liable for damages incurred by loss of service.
7. College funds may not be used to purchase personal network access or products.
8. The College shall not be liable legally, financially or otherwise for the actions of anyone using



the Internet through the College's network or College's computers.

IV. WIRELESS INTERNET ACCESS

The College provides free wireless Internet access through a guest account (the only wireless access allowed for students and guests). Users of wireless access must abide by the Wireless Internet Access Guidelines and this Policy. Connection to the wireless network at any given time is not guaranteed. The College does not accept liability for any personal equipment that is brought to the College and, therefore, will not assist with configuration, installation, troubleshooting or support of any personal equipment.

V. ELECTRONIC MAIL

The College provides free e-mail accounts to certain College personnel based on job responsibilities, as determined by the employee's appropriate Vice President, and to all students who are enrolled in a curriculum program. The use of College-provided e-mail accounts must be related to College business, including academic pursuits. Incidental and occasional personal use of these accounts is acceptable when such use does not generate a direct cost to the College or otherwise violate the provisions within this policy.

Any student under the age of 18, including REaCH and concurrently enrolled students, must have a parent or legal guardian sign the Computer Sources, Internet, and Network Use form and the Student E-mail Application form giving permission for that student to have e-mail access. The forms must be returned to the appropriate instructor during the first week of classes for continued e-mail access.

The College will make reasonable efforts to maintain the integrity and effective operation of its electronic mail systems, but users are advised that those systems should in no way be regarded as a secure medium for the communication of sensitive or confidential information. Because of the nature and technology of electronic communication, the College cannot assure the privacy of an individual's use of the College's electronic mail sources or the confidentiality of particular messages that may be created, transmitted, received or stored.

The College does not monitor electronic mail routinely but may do so to the extent permitted by law as the College deems necessary. Students and employees should not have any expectation of privacy with their electronic e-mail address provided by the College. Any user of the College's computer sources who makes use of an encryption device shall provide access when requested to do so by the appropriate College authority. The College reserves the right to access and disclose the contents of employees', students' and other users' electronic mail without the consent of the user. The College will do so when it believes it has a legitimate business need including, but not limited to, the following:

- B. In the course of an investigation triggered by indications of misconduct or misuse;
- C. As needed to protect health and safety of students, employees or the community at large;
- D. As needed to prevent interference with the academic mission of the College;
- E. As needed to locate substantive information required for College business that is not more readily available;
- F. As needed to respond to legal actions; and
- G. As needed to fulfill the College's obligations to third parties.

Electronic mail, including that of students, may constitute "educational records" as defined in the Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99). Electronic mail that meets the definition of educational records is subject to the provisions of FERPA. The College may access, inspect and disclose such records under conditions set forth in FERPA. (See the College Student Handbook for selected guidelines, procedures and definitions regarding FERPA.)

North Carolina law provides that communications of College personnel that are sent by electronic mail



may constitute “correspondence” and, therefore, may be considered public records subject to public inspection under the North Carolina General Statutes, Chapters 121 and 132.

Electronic files, including electronic mail, that are considered to be public records are to be retained, archived and/or disposed of in accordance with current guidelines established by the North Carolina Department of Cultural Sources or otherwise required by College policy.

VI. ANCILLARY EXTERNAL WEBSITES AND PAGES

Any ancillary external websites and/or pages set up by an employee or student with the intent to represent the College or any of its organizations or entities must have prior approval by the Director of Marketing and Community Relations. This excludes instructional sites or pages like those hosted on Moodle. It does include externally hosted blogs and social-networking pages. If requested, administrative access to the sites or pages must be given to the Director of Marketing and Community Relations for the purpose of ensuring compliance with College policy and guidelines.

VII. PRIVATE EMPLOYEE WEBSITES

When creating or posting material to a webpage or other Internet site apart from the College's website or approved ancillary external site or page, employees should remember that the content may be viewed by anyone including community members, students and parents.

Employees are to maintain an appropriate relationship with students at all times. Having a public personal website or online networking profile or allowing access to a private website or private online networking profile is considered a form of direct communications with students. Any employee found to have created and/or posted inappropriate content on a website or profile that has a negative impact on the employee's ability to perform his/her job as it relates to working with students and the community will be subject to disciplinary action up to and including dismissal.

VIII. VIOLATIONS OF COLLEGE COMPUTER POLICIES AND GUIDELINES

Each individual is ultimately responsible for his/her own actions. Failure to exercise responsible, ethical behavior will result in disciplinary action up to and including dismissal. Students may be sanctioned according to procedures described in the Student Handbook and other users may be barred permanently from using College computers and network access.

Certain activities violate Federal and/or NC State laws governing use of computer systems and may be classified as misdemeanors or felonies. Those convicted could face fines and/or imprisonment.

COMPUTER SOURCES, INTERNET AND NETWORK USE AGREEMENT

All users of Isothermal Community College's computers, networks or other sources must comply with the Computer Sources, Internet and Network Use Policy (“Policy”), the Wireless Internet Access Guidelines, any other policies and documents that may apply, and any amendments made to these documents in the future.



HQ HS HT HV HX	Family. Marriage. Women. Life Skills. Societies: Secret, benevolent, etc. Clubs. Communities. Classes. Races. Social pathology. Social service. Criminology. Socialism. Communism. Anarchism.	P PA PB PC PD PE PF PG PH PJ PK PL PM PN PQ PR PS PT PZ	PHIOLOGY AND LINGUISTICS (General) Classical languages and literature Modern European languages Romance languages Germanic languages English languages West Germanic languages Slavic. Baltic, Albanian languages and literatures Finno-Ugrian, Basque languages and literatures Oriental languages and literatures Indo-Iranian languages and literature Languages and literatures of Eastern Asia, Africa, Oceania Hyperborean, Indian, and Artificial languages Literature Romance literature English literature American literature Germanic literatures Juvenile belles lettres
J JA JC JF JK JL JN JQ JS JV JX	GENERAL LEGISLATIVE AND EXECUTIVE PAPERS Political science (General) Political theory. The State. Constitutional history (General) Constitutional history -- the states) Constitutional history -- Canada. Latin America. Constitutional history -- Europe Constitutional history -- Asia. Africa. Australia. Oceania. Local government Colonies and colonization. Emigration and immigration. International law. International relations.	Q QA QB QC QD QE QH QK QL QM QP QR	SCIENCE (General) Mathematics Astronomy Physics Chemistry Geology Natural history (General). Biology (General). Botany Zoology Human anatomy Physiology Microbiology
K KD KDZ KE KF KFN KG KJ	LAW (General) United Kingdom and Ireland America. North America. Organization of American States. Canada United States North Carolina Latin America (General) Europe	R RA RD RE RF RG RJ RK RL RM RS RT RV RX RZ	MEDICINE (General) Public aspects of medicine Surgery Ophthalmology Otorhinolaryngology Gynecology and obstetrics Pediatrics Dentistry Dermatology Therapeutics. Pharmacology. Pharmacy and materia medica Nursing Botanic, Thomsonian and eclectic medicine Homeopathy Other systems of medicine
L LA LB LC LD LE LF LG LH LJ LT	EDUCATION (General) History of education Theory and practice of education Special aspects of education Individual institutions (United States) Individual institutions (America, except United States) Europe Asia. Africa. Oceania. College and school magazines and papers Student fraternities and societies, United States Textbooks	S SB SD SF SH SK	AGRICULTURE (General) Plant culture Forestry Animal culture Aquaculture. Fisheries. Angling. Hunting
M ML MT	MUSIC Literature of music Musical instruction and study		
N NA NB NC ND NE NK NX	VISUAL ARTS (General) Architecture Sculpture Drawing. Design. Illustration. Painting Print media Decorative arts Arts (General)		



T	TECHNOLOGY (General)
TA	Engineering (General)
TC	Hydraulic engineering
TD	Environmental technology. Sanitary engineering.
TE	Highway engineering. Roads and pavements.
TF	Railroad engineering and operation
TG	Bridge engineering
TH	Building construction
TJ	Mechanical engineering and machinery
TK	Electrical engineering. Electronics. Nuclear engineering.
TL	Motor vehicles. Aeronautics. Astronautics.
TN	Mining engineering. Metallurgy.
TP	Chemical technology
TR	Photography
TS	Manufactures
TT	Handicrafts. Arts and crafts.
TX	Home economics
U	MILITARY SCIENCE
UA	Armies
UB	Military Administration
UC	Maintenance and transportation
UD	Infantry
UE	Cavalry. Armored and mechanized cavalry.
UF	Artillery
UG	Military engineering. Air forces. Air warfare, signaling.
UH	Other services

V	NAVAL SCIENCE (General)
VA	Navies
VB	Naval administration
VC	Naval maintenance
VD	Naval seamen
VE	Marines
VF	Naval ordnance
VG	Minor services of navies
VK	Navigation. Merchant marine.
VM	Naval architecture. Shipbuilding. Marine engineering.
Z	BIBLIOGRAPHY. LIBRARY SCIENCE.



	Age to Acquire Card	Circulation period for Books / Audiobooks	Circulation period for DVD's / Videos	Number of Items Patron may Borrow	Overdue Fines for Books & Audiobooks	Overdue Fines for DVD's / Videos	Computer Printing Fees	Photocopier Service Fees	Fax Service Fees	Wi-Fi
Isothermal Community College Library	14 years old	30 days with 1 two-week renewal	3 days	10 books, 5 audiobooks, 4 DVD's / Videos	10 cents per day per item (Reserve books \$1.00 per day)	\$1.00 per day per item	\$0.05 per page black & white; \$0.30 per page color	\$0.10 per page black & white only	None available	Yes
Rutherford County Public Library	5 years old, with parental / guardian signature	14 days with 2 two-week renewals	1 week with 1 one-week renewal	3 non-fiction books per subject, 50 total CMC items per family	\$0.10 per day per item	\$0.50 per day per item	\$0.15 per page black & white; \$0.30 per page color	\$0.15 per page black & white; \$0.30 per page color	\$2.00 1 st outgoing page; \$1.00 all other sent or received pages	Yes
Haynes Branch	5 years old, with parental / guardian signature	14 days with 2 two-week renewals	1 week	3 non-fiction books per subject, 50 total CMC items per family	\$0.10 per day per item	\$0.50 per day per item	\$0.15 per page black & white only	\$0.15 per page black & white only	\$2.00 1 st outgoing page; \$1.00 all other sent or received pages	Yes
Mountains Branch	5 years old, with parental / guardian signature	14 days with 2 two-week renewals	1 week	3 non-fiction books per subject, 50 total CMC items per family	\$0.10 per day per item	\$0.50 per day per item	\$0.15 per page black & white; \$0.30 per page color	\$0.15 per page black & white; \$0.30 per page color	\$2.00 1 st outgoing page; \$1.00 all other sent or received pages	Yes
Norris Municipal Library	5 years old, with parental / guardian signature	14 days with 2 two-week renewals	2 weeks	3 non-fiction books per subject, 50 total CMC items per family	\$0.10 per day per item	\$0.10 per day per item	\$0.20 per page black & white; \$0.20 per page color	\$0.05-\$0.10 standard paper, \$0.10-\$0.15 legal paper; \$0.50 per color	\$1.00 per page all pages	Yes
Spindale Municipal Library	5 years old, with parental / guardian signature	14 days with 1 two-week renewal	2 weeks; New DVD's 1 week	3 books per subject, 50 total CMC items per family	\$0.10 per day per item	\$1.00 per day new DVD's; \$0.50 per day DVD	\$0.25 per page black & white; \$0.40 per page color	\$0.25 per page black & white; \$0.40 per page color	\$2.00 1 st page sent, \$0.50 other pgs sent; \$0.25 page to receive	Yes
Mooneyham Municipal Library	5 years old, with parental / guardian signature	14 days with 1 two-week renewal	1 week with 1 one-week renewal	3 non-fiction books per subject, 20 total Mooneyham items per card	\$0.10 per day per item	\$0.50 per day per item	\$0.25 per page black & white; \$0.40 per page color	\$0.25 per page black & white only	\$1.00 per page all pages	Yes
Polk County Public Library	no min. age with parental / guardian signature	14 days with 3 two-week renewals	1 week with 3 one-week renewals	50 total items per patron	\$0.10 per day per item	\$1.00 per day per item	\$0.20 per page black & white; \$0.25 per page color	\$0.20 per page black & white only	None available	Yes



Isothermal Community College Library Floor Plan

2015 (revised 8-15)

