Library Services for Faculty 2016–2017

Your partner in student success.
MISSION
The CCCC Libraries support the college mission by empowering students, faculty, and staff with the skills to effectively find, evaluate and use information, and by providing access to quality information and technology resources.

GOALS
1. To provide individual and group course-integrated library instruction that facilitates critical thinking, connected learning, and personal growth; classes are delivered in-person and online.

2. To provide distance education learners with resources and services equivalent to those offered to on-campus students.

3. To provide welcoming and well-maintained physical and virtual spaces conducive to learning and studying.

4. To develop a high quality collection of print and digital resources in support of the college curriculum.

5. To provide easy access to our information resources and to additional materials available from other institutions.

6. To provide current technological tools which facilitate equal access to electronic resources.

7. To connect to the college and local community by engaging in outreach activities and maintaining a positive visible presence on campus.
Borrowing Materials

LIBRARY CARD
Stop by the Information Desk at the Harnett and Lee campus libraries to get your faculty I.D. This also functions as your library card for checking out materials.

Faculty at the Chatham campus should see the receptionist in the main building for instructions to get a library card.

LOAN PERIODS
Students, faculty, staff, adjuncts, and community patrons may borrow up to 10 items at a time. Loan periods differ by type of material:
- Books, Audio Books, Music CDs, Educational DVDs: **3 weeks**
- Back issues of Magazines and Newspapers: **1 week**
- Popular DVDs (Limit 3): **3 days**
- Renewals: **Once**

OVERDUE FINES AND FEES*
The Library does not charge overdue fines for most books, DVDs, Audio Books, and CDs. Lost or damaged items will result in a charge for the original purchase price of the item.

Overdue Reserve Materials: $1 per day

* Please refer to the Chatham Community Library policies for information about loan periods, limits, and fees for Chatham borrowers.

INTERLIBRARY LOAN (ILL)
We can request books and journal articles from other libraries. If you need a book, article, or any other type of resource and we do not own it, visit the Library’s website and fill out an **ILL request form**.
INSTRUCTION SESSIONS
The CCCC Libraries provide course-integrated library instruction to support your students’ research assignments. We can deliver sessions to your class either in-person or online. Topics vary by subject area. In addition to class-length sessions, we can provide a 15-minute refresher session in your classrooms. Visit the Faculty section of the library’s website to request a session.
http://www.cccc.edu/library/faculty/

LIBRARY INSTRUCTION FOR ONLINE COURSES
A librarian can be added to your Blackboard courses as a T.A. to provide embedded online library instruction. Embedded librarians can work with your Distance Ed or hybrid classes for a whole semester, or at specified points throughout the semester to integrate with course assignments.

POP-IN VISITS
Contact the library to schedule a 5 minute visit from a librarian during the first or second week of classes. This is a great introduction to the library, and a chance to tell students about the resources that will help them early in the semester before an instruction session is scheduled.

LIBRARY RESEARCH GUIDES
The library provides course-specific research guides to help your students with their assignments. Find the research guide for your subject area and embed it in your Blackboard course.
http://cccc.libguides.com/

COURSE RESERVES
We can hold library materials or your personal books and DVDs at the Information desk for student use. Checkout periods for Reserve materials are set by the instructor. Options include Library Use Only, Overnight, 3 Days, 1 Week, or any period suited to your students’ needs. Visit the Faculty section of the library’s website to put materials on reserve.
Overdue Reserve Materials: $1 per day

PROFESSIONAL DEVELOPMENT FOR FACULTY
The Library offers faculty training in Library resources. Please refer to the Center for Teaching and Learning’s Professional Development Menu to learn more, or contact the Library Director, Tara Lucas.
BOOK REQUESTS

The library’s collection is developed based on student assignments and an analysis of the college curriculum. In order to ensure that our collection is tailored to your students’ needs, we welcome you to request books or other materials. Visit the Library’s web page to submit an order request for materials that support your courses and ultimately support the missions of the library and CCCC.

JOURNAL REQUESTS

All new subscriptions begin with the calendar year in January. Please submit any requests for new periodical subscriptions to your lead instructor, who will then request new subscriptions during our magazine renewal period in the spring. Many of our databases contain full-text articles from magazines and professional journals.

COLLECTION REVIEW

Consider completing a Collection Review of your department’s library materials. A collection review provides insight into what materials the library has or does not have to meet your program needs. As part of your review, you can recommend titles to be discarded, updated, or purchased.

Contact Tara Lucas, Director of Library Services, at 919-718-7245 to begin a collection review.
LIBRARY RESOURCES

The CCCC Libraries provide access to:
• 28,000+ Print Books
• 2,000+ DVDs & Audio CDs
• 80+ Print Journals, Magazines, & Newspapers

At the Lee Campus Library:
• Audio Books
• Best Sellers
• Early Childhood (picture books)
• Educational DVDs
• Fiction in Spanish
• Foreign Languages
• Legal reference
• Music CDs
• *The New York Times* 1851-2001 on microfilm
• Popular DVDs
• Reference
• Young Adult Fiction

SPECIAL COLLECTIONS

At the Harnett Campus Library:
• Audio Books
• Educational DVDs
• New Books
• Popular DVDs

At the Chatham Campus Library:
• Local history & Genealogy Collection
• Children’s books
• Teen and Young Adult fiction
• New books
• DVDs

USING THE LIBRARY CATALOG

Search for books, DVDs, CDs, and other physical materials using the library’s catalog available on our web page. Find books on campus or held by other community colleges in the state. Just click on the catalog tab on the library’s home page.
**eBOOKS**
The Library provides access to more than 225,000 eBooks on a variety of topics. Find encyclopedias and eBooks through: ebrary Academic and Public Library Complete; Infobase eBooks collection; Gale Virtual Reference Library; OneClick Audio and OneClick eBooks; Salem Press Research in Health, Humanities, and Science; and more through our EBSCO eBooks collection. Or access any of the titles available through NC LIVE.

**SUMMON**
Search millions of online articles, books, and videos at once.

**OFF CAMPUS ACCESS VIA ONEPASS**
You may access all Online Resources from off campus using the username: cccclib and password: twain1835

**eVIDEOS AND FILMS ON DEMAND**
Stream thousands of videos to your computer or mobile device, including documentaries, productions of Shakespeare, historic short films, and in-depth news coverage, or link them in your Blackboard courses.

Need help embedding any of these resources into your Blackboard course? Contact the library or check out the Linking to Library Resources Research Guide at http://cccc.libguides.com/linking
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<thead>
<tr>
<th>Location</th>
<th>Contact Information</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Chatham Campus</td>
<td>(919) 545-8084</td>
<td>Monday – Thursday 9:00 a.m. – 8:00 p.m.</td>
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<td>Friday 9:00 a.m. – 6:00 p.m.</td>
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<td>Saturday 9:00 a.m. – 5:00 p.m.</td>
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<td>Sunday Closed</td>
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<tr>
<td>Harnett Campus</td>
<td>(910) 814-8843</td>
<td>Monday – Thursday 7:30 a.m. – 7:00 p.m.</td>
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<td>Fax: 910-814-8864</td>
<td>Friday 7:30 a.m. – 3:30 p.m.</td>
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<td></td>
<td>1075 E. Cornelius Harnett Blvd.</td>
<td>Saturday – Sunday Closed</td>
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<td>Lillington, NC 27546</td>
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<tr>
<td>Lee Campus</td>
<td>(919) 718-7244</td>
<td>Monday – Thursday 7:30 a.m. – 8:00 p.m.</td>
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<td>Fax: 919-718-7378</td>
<td>Friday 7:30 a.m. – 3:30 p.m.</td>
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<td></td>
<td>1105 Kelly Dr.</td>
<td>Saturday – Sunday Closed</td>
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<td>Sanford, NC 27330</td>
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Connect with us

**Facebook**
Like us on Facebook to receive news, announcements, and information about fun events happening at the library.
www.facebook.com/cccclibrary

**Twitter**
Follow us on twitter for opportunities to interact with the library and learn about our services: @cccc_library

Visit our web page at http://www.cccc.edu/library

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