



CENTRAL CAROLINA COMMUNITY COLLEGE POLICY & PROCEDURE MANUAL

Student Services Section *Policy 5.4.9 - Library Services*

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I. PURPOSE STATEMENT

In support of the College's mission, the College's libraries serve as a catalyst for personal development through education and training in the use of information resources. The libraries' goal is to provide information resources in a variety of formats, including print, audiovisual, and electronic, to support instructional programs, diverse patron needs, and varying aptitudes, while fostering personal growth and cultural enrichment. The director of library services, with assistance from the other librarians and the faculty, is responsible for the development and maintenance of the library services, collections, and resources.

The President shall adopt procedures in furtherance of this Policy.

II. LIBRARY SERVICE OFFERINGS

The library is tasked with providing, at a minimum, the following service offerings:

- Provision of library collection materials, whether physical or digital,
- Management of collection content through acquisition, disposition, and challenge processes,
- Archival of materials and records of significance to the College, its history, and its involvement with the community,
- Instruction and orientation regarding the utilization of library resources,
- Reference services to assist users in finding appropriate resources, whether held by the College library or otherwise, and
- Access to information technology resources, study rooms, and other quiet spaces as appropriate for an academic library serving a community college.

The library may also, in conjunction with or independently from the Foundation, accept donations as is appropriate for a library.

III. LIBRARY ACCESS & PRIVILEGES

The College shall ensure that library access is available within a reasonable distance to all students within its service area and that its digital resources are made available to its distance learning students. Notwithstanding this Policy, library privileges may be restricted when the conduct of an individual is such that it may disturb the primary purposes of the library. Appropriate conduct is expected of all patrons of the library.

IV. LIBRARY PROTECTIONS

Library patrons and their privacy are protected by the Family Educational Rights and Privacy Act (“FERPA”), Article 3 of Chapter 125 of the North Carolina General Statutes, College institutional privacy policies. The College library affirms and is guided by the American Library Association’s *Library Bill of Rights*.

REFERENCES

Statutory References	20 U.S.C. § 1232g (“Family Educational Rights and Privacy Act”); N.C.G.S Ch. 125, Art. 3
Regulatory References	None
Relevant Guidance	American Library Association’s <i>Library Bill of Rights</i>
Policy Manual Cross-References	None

POLICY HISTORY

February 4, 2026	Adopted.
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