Library Guidelines

TULSA COMMUNITY COLLEGE

Metro Campus Library
Northeast Campus Library
Southeast Campus Library
West Campus Library

Updated May 2018
## TCC Library Guidelines

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Mission:

Tulsa Community College betters its community through the intellectual achievement, creative energy, and responsible citizenship of its students, faculty, and staff by their engagement in teaching, learning, and service opportunities that transform and enrich lives. Tulsa Community College commits to innovative, flexible, and affordable public higher education that responds to a dynamic global environment.

Vision:

Tulsa Community College will excel as an inclusive, engaged center of life-long learning that transforms the world by empowering learners intellectually, culturally, economically, and socially.

Core Values:

As an educational institution charged with providing lifelong learning opportunities for its students and its community, Tulsa Community College identifies integrity and quality as the cornerstones upon which all other values rest—shaping both priorities and decision-making throughout the institution.

- **Student Success** is the reason TCC exists. We strive for all students to be successful in their educations, and we strive for the education to effectively prepare students for their lives. Learning is the focus because it is the essence of an institution of learning.
- **Excellence** drives us. We strive to provide excellent education to our students, excellent resources to our community, and excellent administration and management for our employees.
- **Stewardship** guides our daily decision-making. We investigate community needs and expectation and then respond by providing quality education that is responsive, convenient, and affordable.
- **Innovation** sparks our creativity and ensures that the hearts and minds of our students, faculty, staff, and administration are actively engaged in acquiring learning, increasing our knowledge, and leading the community forward.
- **Diversity** is our common bond. Sincere appreciation for and cultivation of differences enriches our lives, the community, and the education we offer. It is a source of our pride and integral to our success.
Mission:

The Library is a college-wide academic resource supporting learning and teaching at Tulsa Community College.

Core Functions:

- **Provide access** to information and discovery through the TCC Library’s services, resources, and technology.
- **Teach** information literacy and help students develop critical thinking skills.
- **Provide space** for knowledge exchange, collaborative learning, and meaningful study.
- **Connect** with students, faculty, and staff by building relationships, which facilitate learning and transform thinking.

Vision Statement:

The TCC Library is an enriched environment of knowledge resources where intellectual curiosity is inspired and nurtured, leading to the improvement of the individual and the culture.

The TCC Library will:

- Recruit, develop, and support a progressive staff.
- Assist patrons to navigate the vast amount of available information.
- Act as a catalyst for discovery by which students learn to transform information into knowledge.
- Offer a welcoming and secure environment with information-rich study areas.
- Provide spaces where our students, faculty, and staff can find resources to improve themselves and their communities.
- Integrate its services with the wealth of resources available in multiple formats.
- Support teaching and learning by connecting with the array of instructional support services at the college.
Collection Development

Purpose:
These policies govern the selection and maintenance of TCC’s collections of materials. They are designed to:

• Inform library users about the TCC Library’s collections, the criteria used in selection of materials, and the procedure for a request for reconsideration of materials.
• Guide staff in their responsibility of selection of materials and maintenance of collections.
• Provide consistency and conformity in collection development throughout TCC.

These policies will be reviewed periodically to ensure that they are responsive to changes that occur in the needs of the community, in the emphasis of the TCC Library’s objectives, or its organization and procedures.

General Principles of Collection Development:

• The primary task of the TCC Library is to provide materials which will directly support the curriculum of the college and support student achievement. Further, the TCC Library strives to meet the cultural, informational, educational, and recreational needs of the college community.
• To fulfill this mission, the TCC Library acquires materials of contemporary interest and permanent value for the education, intellectual stimulation, and pleasure of the entire college community. Librarians search for materials representing diverse views and expressions, including those which may be unorthodox or unpopular with some segments of the community, both the college community and the community at large. In selecting materials, the TCC Library does not promote any particular belief or view, but offers collections of considerable scope and variety and provides a forum where individuals can examine different sides of issues and make their own decisions.
• The TCC Library’s collections contain materials for students, faculty, and staff. The use of materials is not limited by the status of the user.
• The TCC Library acknowledges the important role of the college community in collection development by actively inviting purchasing suggestions and consulting faculty in areas of special expertise. Serious consideration is given to all suggestions and ideas.
• The TCC Library supports the principles embodied in the American Library Association’s Freedom to Read Statement, Library Bill of Rights, and Libraries: An American Value.

Responsibility for Collection Development:
Final responsibility and authority for collection development rests with the Dean of Libraries and Knowledge Management.

• Collection development for the TCC Library is managed by professional Librarians and Library Directors from each campus.
• Librarians and Library Directors choose and order the majority of new materials for library collections, compile redevelopment and selection lists, review orders, oversee collection evaluation and development projects, monitor budgets, and review the collection management performance of specific campus libraries. They may propose and implement college-wide special collections projects.
• Selection processes are, by nature, cooperative. Input is sought from all staff to suggest materials for the collection. Faculty suggestions for purchase are actively considered.
Selection Criteria:
- The evaluation of materials is characterized by flexibility, open-mindedness, and responsiveness to the changing needs of the TCC Library’s patrons. The following are among the most important general criteria:
  - Relevance to college curriculum and programs
  - Suitability of subject, style, and reading level for intended audience
  - Insight into human and social conditions
  - Reputation, significance, and qualifications of the author
  - Demand for the material
  - Reviews by critics and staff members
  - Reputation of the publisher or producer
  - Availability of other materials in the collection on the subject
  - Clarity, accuracy, and effectiveness of presentation
  - Suitability of the format for Library use
  - Price and budget considerations
- An item need not meet all criteria to be added to the collection. A title may be judged primarily in terms of artistic merit, scholarship, information content, or value as a historical document. Others are chosen primarily on the basis of faculty requests.
- Although the TCC Library does not purchase sufficient copies of titles for classroom use, the TCC Library maintains a strong commitment to providing a variety of supplemental materials in support of the college curriculum. Specialized instruction is but one example.
- The liability of certain materials to mutilation or theft does not preclude their selection or purchase for the collection.

Weeding Guidelines:
Weeding is an essential part of collection maintenance. The TCC Library weeds based upon consideration of a number of factors. Weeding principles, protocols, and practices are vetted by professional Librarians and Library Directors from each campus. The following guidelines are considered for weeding:

- Weeding by Appearance
  - Worn-out volumes: dirty, brittle, yellow pages; missing pages; tattered covers; etc.
  - Poorly bound volumes: soft, pulpy paper and/or shoddy binding
  - Badly printed works
  - Books of antiquated appearance which might discourage use
  - Audio-visual materials with missing or broken pieces

- Weeding of Superfluous or Duplicate Volumes
  - Unneeded duplicate titles
  - Older editions
  - Highly specialized books (when library holds more general or up-to-date volumes on the same subject)
  - Books on subjects of little interest to the college community
  - Books which no longer relate to the curriculum (if specialized)
• Weeding Based on Poor Content
  ➢ Information is dated
  ➢ Information is inaccurate
  ➢ Stereotypes are present

• Weeding According to Use
  ➢ Nonfiction: Book has not been checked out within last 10 years
  ➢ Fiction: Book has not been checked out within last 5 years (classics excluded)

• Categories of Books which may be quickly outdated
  ➢ Mistakes in selection/acquisition

• Categories of Books which are not quickly outdated
  ➢ Dictionaries
  ➢ Biographical sources
  ➢ Literary criticism
  ➢ Classics of literature
  ➢ Foreign language literature
  ➢ Art books
  ➢ Local history/geography
  ➢ Books providing general principles of a subject or discipline

**Controversial Materials:**

• The TCC Library attempts both to select materials that represent a range of viewpoints and to exercise impartiality in selection decisions. Selection is based on criteria stated throughout this section. The background or political views of an author, the frankness or coarseness of language, explicitness of text or illustrations, or the controversial content of an item will not cause it to be excluded. Materials are evaluated as a whole and not on the basis of a particular passage or illustration.

• Those wishing the TCC Library to reconsider the selection of library materials or Internet web sites should submit in writing a formal request to a Library Director or the Dean of Libraries and Knowledge Management. The submission should contain the contact information of the person making the request as well as details explaining why the material should be removed from the collection. Using published reviews and the criteria contained in this section, a committee will evaluate the material in light of the patron’s request. The Dean of Libraries and Knowledge Management will decide the disposition of the material in question.

**Gifts:**

• Gifts of materials are accepted by the TCC Library with the understanding that they may be added to the collection, sold, exchanged, or discarded.

• Gifts are subject to the same selection criteria as purchased materials. All gift titles to be added to the collection must be approved.

• Rare books and valuable collector’s editions are not ordinarily included in the TCC Library’s collections because of the special care and facilities necessary for their preservation. Retention of such collections is discretionary, and these items may be added to the collections of the TCC Archives and Heritage Center.
College-wide Collection Development:

- The TCC Library collection should be viewed as one collection located on four campuses. Because it is housed in different locations, all items may not always be available at every location. In choosing materials for particular locations, professional Librarians and Library Directors from each campus consider the need and demand in that location, based upon curriculum specialties or special programs.
- Each TCC Library’s collection is tailored to the needs of each campus. Online databases are available at all campus locations and via remote access.
- System-wide online databases are identified, reviewed, and selected by professional Librarians and Library Directors from each campus. These resources are approved for purchase or lease by the Dean of Libraries and Knowledge Management.
- As Interlibrary Loan provides usage statistics for lending and borrowing of items, campus Librarians may consider adding titles to the collection.
Interlibrary Loan

**Definition:**
An Interlibrary Loan is a transaction in which library material, or a copy of the material, is made available by one library to another upon request.

**Purpose:**
The purpose of interlibrary loan is to obtain materials not available in the TCC collection for TCC Library patrons. Interlibrary Loan also lends circulating materials from the TCC Library to other institutions and libraries.

**Conditions of Service:**
The conditions of this service are set by the 1994 Interlibrary Loan Code for the United States (www.ala.org/rusa/guidelines/interlibrary) and special agreement with other libraries. Reciprocal borrowing agreements are observed. Current year’s books and media items are lent at the discretion of campus Librarians.

**Interlibrary Borrowing:**
(Updated January 2016)
Interlibrary Loan services are made available to all students, faculty, and staff at Tulsa Community College. TCC Library users may borrow materials not owned by the TCC Library. Material owned by the TCC Library may not be borrowed unless material is deemed missing.

TCC Library borrower’s responsibilities include:
- An interlibrary request must be submitted via an individual users ILL account.
- There must be an indication of compliance with the Copyright Law (Title 17, U.S. Code) where required.
- The Library pays all fees related to borrowing materials for TCC Library users.
- Library users checking out material borrowed from other institutions are responsible for returning the material to the Library no later than the established due date. Failure to return an item by the due date may result in fines or fees, including the lending locations replacement charge for the item.
- If an item is extremely overdue and a replacement fee has been paid by the TCC Library to the lending institution, the library user will be billed an automatic $30 processing fee on top of the replacement cost for the item.
- User accounts will be temporarily blocked when items become extremely overdue. Blocks will be removed as soon as items are returned.
- At the discretion of the Library Dean, Interlibrary Loan service will be suspended for those who abuse the privilege and a block may be put on the TCC student’s account.

**Interlibrary Lending:**
- This service is offered to other libraries and institutions which abide by the conditions set forth in the Interlibrary Loan Code for the United States.
- Materials which ordinarily circulate to library users may be sent out on interlibrary loan. Occasional exceptions are made for loan of other material. See Conditions of Service.
- A borrowing library must submit an electronic request for materials.
- Service will be provided as speedily and inexpensively as conditions permit.
Circulation of Materials

Loan Policies:

- Patrons must verify identity to check out materials.
- The following individuals may check out items for the listed time periods:
  - Currently enrolled students and all staff may check out books for 2 weeks with 2 renewals of 2 weeks each, for a total of 6 weeks.
  - Adjunct faculty may check out books for 4 weeks, with 2 renewals of 4 weeks each, for a total of 12 weeks.
  - Full time faculty may check out books until the end of the current semester.
  - Currently enrolled non-credit ESL students may check out 3 books at a time from the circulating collection for 2 weeks with 2 renewals of 2 weeks each, for a total of six weeks.
  - Circulating videos are checked out for a period of 7 days with no renewals for all patron types.
  - Patrons may have a maximum of 2 circulating videos checked out at once.
- Patrons who are not faculty, staff, or current TCC students may use library materials according to the following policies:
  - OSU-Tulsa students may check out up to 5 items at a time for 2 weeks.
  - OK-Share Patrons and TCC Alumni and Friends may check out 2 items at a time.
- Patrons may not check out more than 5 books on a single topic at one time.
- Patrons may not have more than 20 total books checked out at a single time.
- Reference materials do not check out, except with permission from a Librarian or a Library Director.
- Periodical publications do not check out, except with permission from a Librarian, a Circulation Team Leader or a Library Director.
- Hot Spots
  Updated November 2017
  - Wireless hotspots may be checked out by students currently enrolled in credit classes only.
  - Students must fill out a Devices and Materials Agreement Form before using Hotspots.
  - Hotspots check out for a period of three days, unless the due date falls on a weekend, in which case the check out period will be extended to the following Monday.
  - Students will be assessed a $20 fine for late returned hotspots.
  - Any fines for a late/missing/damaged hotspot must be paid before a student is allowed to check out a hotspot again. Once the student has been notified of an available hotspot they have one business day to pay the fine and pick up the hotspot.
  - Service will be shut off for any device more than one day overdue.
  - At the discretion of TCC Library Staff, students who have returned the hotspot late more than three times or long overdue one time will be restricted from further checkout indefinitely.
  - Replacement fees for missing/damaged Hotspots will be assessed as follows:
    - Wireless broadband device - $140
    - Charging cord - $20
    - Case - $20
**Reserve Materials:**
- Students and members of the public may use Reserve Materials.
- Reserve Materials check out for a two hour period.
- Reserve Materials may not be removed from the TCC Library with the exception of reserve videos. Faculty and staff may check out these videos for use in instruction. Students are not allowed to remove reserve videos from the TCC Library.
- Patrons must sign a Devices & Materials User Agreement Form before using Reserve Materials.
- Patrons will be charged a $20 fine for removing Reserve Materials from the TCC Library. If Reserve Materials are not returned within 24 hours, the patron will be charged the full price of the book in addition to the $20 fine. Once the patron pays for the item, said item will then become the property of the patron.
- Patrons who have incurred fines for removing Reserve Materials will be barred from future use until the fines have been paid.
- At the discretion of TCC Library Staff, patrons who take Reserve Materials from the TCC Library may be barred from future use.
Fines and Fees

**Overdue Books and Media:**
It is generally not regular procedure for the TCC Library to collect overdue fines; however, the Library reserves the right to assess and collect fines in certain circumstances. The Library will not check out materials to patrons with lost or overdue items.

If the Library chooses to assess and collect fines, the following rates will be used:

Fines for circulating material are assessed at the rate of $.25 per day accumulating to a maximum of $10.00. A two week grace period is allowed once the due date is reached during which the fine accrues but is not charged. On the first day of the third week, fines begin with $1.50 per book. Fines are not charged for the days TCC is not open.

All reserve books will have a maximum fine of $20.00 per book with no grace period. Two hour reserve books are assessed a fine of $.50 per hour. Three day reserve books will be charged a fine of $1.00 per day for the first two days and $3.00 per day thereafter.

Faculty and full-time employees will not be charged fines. Adjunct faculty and part-time employees will be charged according to the above schedule.

When the status of the item changes to long overdue or lost, a replacement cost will be assessed.

Patrons who owe fines will remain in the system for three years.

**Library Holds:**
Transcript holds and/or registration holds will be placed on patron accounts with items in long overdue or lost status. Students with five or more lost or long overdue items or more than $250 in item replacement fees may have holds applied to their student accounts.

Holds for fines will be maintained for three years if the material has been returned and only a fine is recorded. After three years the hold can be released if the person is no longer enrolled or associated with the college. Once the fine is paid, the hold is released.

Holds for unreturned or damaged material will be maintained indefinitely.

**Long Overdue and Lost Materials:**
The replacement cost for long overdue or lost library books or media will be charged to the patron. If the material is no longer available for purchase in the same version or edition, then replacement will be made by assessing the charge for the latest edition or version. If the replacement cost or the original cost of the material cannot be determined, a flat fee of $25.00 will be charged.

Upon return of undamaged and paid long overdue or lost library material accompanied by a receipt, the replacement cost will be refunded by the State of Oklahoma.

At the Library Director’s or designated Librarian’s discretion, a patron may replace the long overdue or lost book or media in the collection with material purchased by the patron. To extend this offer the following conditions must be met:
• Material must be in new, unused condition
• Proof of ownership may be required
• Material must be sufficiently similar to the long overdue lost or damaged item to satisfy its status as a replacement

**Damaged Materials:**
Damaged books or media will be assessed by the Library Director or a designated Librarian, and a decision will be made whether the material must be replaced or is still usable after minor repair.

Damaged material will not be left on the shelves for checkout during this period. If replacement is necessary, the patron will be notified of the charges, and a hold will be placed on the account.

**Discretionary Action:**
Conditions pertaining to the actual collection of fines and lost charges may be subject to limited amendment or waiver at the discretion of the Library Dean, Library Director, Librarian, or Circulation Team Leader on each campus.
Confidentiality of Library Records

The TCC Library takes confidentiality very seriously. It is against TCC Library rules to disclose information from a patron’s library record to any other parties, without the express consent of the patron. Law enforcement personnel requesting confidential information are referred directly to the Dean of Libraries and Knowledge Management or the appropriate college administrator if the Dean of Libraries and Knowledge Management is unavailable.

Disruptive Activity and Noise

- Conversation and noise should follow the guidelines for the area of the TCC Library in which it occurs as indicated by the signage in that area.
- Patrons may be asked to lower their voices or leave the TCC Library if their conversation or activity disrupts the learning environment.
- Phones are permitted in the TCC Library and are subject to the same restrictions as normal conversation. Ringers should be turned off.

Minors in the Library

- The term “Children” refers to minors less than 16 years of age.
- Children must be accompanied by a parent or caregiver at all times.
- Patrons with children who disrupt the TCC Library environment will be asked to leave.
- If children are left in the TCC Library unattended, Campus Police will be notified.

Laptop Computers

- Faculty and currently enrolled students may check out laptops.
- Laptops may not leave the TCC Library.
- Removing a laptop may result in a fine of up to $500.
- Patrons are required to complete a Devices & Materials User Agreement Form once per year.
- Patrons may check out one laptop with mouse and power cord for a 2 hour period.
- All damaged or lost equipment will be charged to the responsible patron.
- The TCC Library is not responsible for any damage or loss to user’s data that may occur due to malfunction of TCC Library hardware/software.

Equipment Replacement Charges

- $1,000.00 - Dell Laptop computer
- $149.00 - 60 watt AC Power adapter
- $30.00 - Optical mouse
- $75.00 - Carrying case
Library Privacy

The TCC Library is committed to protecting the user’s privacy to the greatest extent possible, subject to provisions of state and federal law. Personal information is kept for the shortest amount of time necessary to complete transactions or to provide service.

Access to personal information is restricted to TCC Library staff who need to conduct TCC Library business. Personal information is never used for commercial purposes and will not be disclosed to any third party except as required by law or to fulfill an individual’s service request.

Individuals may visit and use the TCC Library website without revealing information about themselves except for pages restricted to current TCC students, faculty, and staff in accordance with database license agreements or copyright law.

Users have the right to request access to and to correct personal data held by the TCC Library. Contact one of the circulation departments by calling:

- Metro Campus: 918-595-7172
- Northeast Campus: 918-595-7501
- Southeast Campus: 918-595-7701
- West Campus: 918-595-8010

Further reading:

American Library Association policies and statements on “Privacy and Confidentiality”
http://www.ala.org/advocacy/privacy

FERPA – Family Educational Rights and Privacy Act
Oklahoma law prohibits disclosure of information regarding an individual’s or group’s use of public library materials, except by written consent of the individual or group, or by court order. See Oklahoma Statutes Title 65§1-105.

Under Section 215 of the federal USA Patriot Act of 2002 (Public Law 107-56), federal agents may view library circulation records, which include information on materials patrons use or borrow, and the computer workstation or network patrons access. The USA Patriot Act prohibits library personnel from informing a patron if federal agents have requested or obtained library records about said patron. This law supersedes Oklahoma’s privacy law for library records.
Library Website

An Internet website is one way in which the TCC Library demonstrates its commitment to providing and promoting access to materials and services that support the college community’s need for education and information. The URL for the TCC Library website is http://library.tulsacc.edu. TCC’s IT Department maintains the equipment, internet service, and domain name license.

TCC Library Website Responsibility:
The TCC Librarians create the content and links to other websites based on the selection criteria for electronic resources outlined in the TCC Library manual. Changes to the webpage content and links are made by Librarians as appropriate.

Website Scope:
The TCC Library website is a curated collection of links and content on a variety of subjects. The information includes, but is not limited to, a cloud-based library management application owned by the TCC Library, online databases, discovery products, and links to other selected resources.

Website Access:
The TCC Library website accommodates a broad range of computer capacities and serves patrons of varying abilities. Access to some TCC Library web resources may be restricted to TCC Library patrons due to the limitations of license agreements.

Website Selection Criteria:
The TCC Library provides links from its website to other websites in order to support the TCC Library’s goal of providing information to the TCC community. Views expressed on an external website do not necessarily reflect the views of Tulsa Community College. Government, non-profit, and commercial websites free from excessive marketing may be included based on recommendations from Librarians who determine the sites’ informational and/or educational value. Included websites must meet the following criteria:

- The site's owner or sponsor is easily identifiable, and contact information is provided.
- The site does not charge for access.
- The site meets the evaluative measures of currency, relevancy, authority, accuracy, and purpose.

Accuracy and Content of Website Information:
Every effort is made to ensure that the TCC Library’s information is accurate and up-to-date. Website content is continually reviewed for accuracy as part of a regular maintenance routine. Since website content may change or disappear entirely without notice, the TCC Library cannot be held responsible for the content or accuracy of websites not maintained by the TCC Library. While every effort is made to keep links current, website visitors are encouraged to inform Library Staff of any non-functional links or links that are inconsistent with the above stated criteria.

Privacy:
The TCC Library collects and stores only information necessary to measure the number and timing of visitors to different areas of the TCC Library website in order to help make these sites more useful. The information collected includes

- The address (IP) of the visitor’s computer or Internet provider
- The date and time the visitor accesses various web pages
- The name, email address, postal address, telephone number, and Campus Wide Identification Number (CWID) of a visitor to the TCC Library website only if the information is needed to allow access to a subscription service or to complete a request submitted via the website
Internet and Computer Use

Intellectual freedom and personal privacy are very important to the TCC Library; however, we must abide by state and federal laws, and by TCC regulations. All users are expected to follow TCC’s IT Compliance, Policies & Procedures found on the TCC website:
http://www.tulsacc.edu/about-us/administration/offices/information-technology-services/it-compliance-policies-procedures

In accordance with these laws, regulations, policies, and procedures, inappropriate use of TCC Library computers includes but is not limited to:

- Unlawful or malicious activities or for proprietary purposes
- Copyright and licensing violations
- Commercial activities and private enterprises
- Activities that could cause congestion and disruption of networks and systems
- Viewing pictures of an erotic or sexual nature when such images are able to be viewed by others who are offended by them
- Vandalism and mischief that incapacitates, compromises, or destroys College resources
- Priority is given to students completing assignments or other coursework. During times of heavy computer usage, patrons using computers for non-school related work may be asked to relinquish their computer.
- Community members may use the Library’s computers for up to two hours per day.
- Community members must sign a guest login sheet before being logged on to a computer.
- Community members must be at least 16 years old to use a computer without the supervision of a parent or caregiver.
- Community members’ privileges may be revoked at any time if the Library’s policies are violated.
- Printing is subject to college-wide print control.
Online Learning Students

TCC Library services for Online Learning Students enrolled at Tulsa Community College are based on the philosophy that access to Library services and resources is essential for the attainment of superior academic skills in post-secondary education, regardless of where the program is located. Students enrolled and faculty teaching in Online Learning have access to Library services and resources comparable to those provided for students and faculty in a traditional campus setting.

Any cooperative agreements between the TCC Library and other institutions which apply to on-campus students and faculty shall also apply to Online Learning Program participants.

Displays and Display Cases

The TCC Library display cases are to be used for exhibition of materials from the TCC Library that may be of interest to students. Books, pamphlets, maps, or audiovisual material may be accentuated by related items of interest if appropriate.

TCC Library displays may portray materials that focus on various academic pursuits or special events. When materials on cultural issues are displayed, an attempt to represent all sides of the issue should take place.

Displays may be planned in conjunction with TCC Departments or Schools when appropriate. Requests for displays from student groups, campus organizations, political or religious causes, or any non-instructional group should go through the Dean of Libraries and Knowledge Management’ office.
Library Spaces

**Library Classrooms:**
These rules apply to those rooms designated as TCC Library Classrooms on each campus.

Primary use of these Classrooms is as follows:
- Library instruction
- Special media presentations to classes
- Irregularly scheduled instructional use
- Group meetings (at the discretion of the Library Management Team)

Reservations for TCC Library Classrooms may be booked during the current semester on a first-come, first-served basis.

Responsibility for services related to TCC Library Classrooms is as follows:
- Bookings – All Campuses – Library personnel (coordinated with Librarians to reduce conflicts)
- Equipment – IT (provide IT with at least 48 hours advanced notice)
- Room appearance – Instructor of the scheduled class (Assistant II – Circulation Team Leader is responsible for maintaining all TCC Library areas’ neat & orderly appearance.)

**Study Rooms:**
These rules apply to those rooms designated as TCC Library Study Rooms on each campus

Primary use of these Study Rooms is as follows:
- Personal study space for TCC students
- Meeting space for TCC students, faculty and staff
- Group study space
- Group meetings outside of the TCC Community (at the discretion of the Library Management Team)

Reservations for TCC Library Study Rooms may be booked during the current semester on a first-come, first-served basis.

Responsibility for services related to TCC Library Study Rooms is as follows:
- Bookings – All Campuses – Library personnel
- Room appearance – Assistant II – Circulation Team Leader is responsible for maintaining all TCC Library areas’ neat and orderly appearance.
College Archives and Heritage Center

Mission:
The mission of the College Archives and Heritage Center is to collect, arrange, describe, preserve, and make accessible College records of permanent, historical, and administrative value and to disseminate information about the holdings of the Archives through research, campus publications, exhibits, and online resources. The ultimate goal of the Archives is to create a permanent, living record of the historical heritage of the College’s unique role in the development and evolution of continuing and adult education in Tulsa County.

Definition of Records:
All documents created or used in the course of College business are institutional records, and as such are the exclusive property of Tulsa Community College.

Use Policies:
- Arrangements must be made to view archival materials. Featured artifacts and materials may be on temporary or permanent display in the TCC Library. Specific contact information is available in this document. Call 918-595-7734 for additional information.
- Archives materials do not circulate, except through special permission via the NEC Library Director, Dean of Libraries, or appropriate Cabinet member. All materials are to be used within the TCC Library facility and should not be removed from campus without special permission.
- After completing the request form, routine requests for basic factual information contained in the Archives will typically be filled within 48-72 hours of request.
- In-depth requests by non-TCC patrons for information contained in non-published materials or copies of photographs or other artifacts will require a detailed outline of purpose and special permission from the Dean of Libraries. Those materials that are considered sensitive will not be available to anyone without special permission from the Dean. Any access restrictions on collection materials as instructed by the donor will be respected. Photocopies of materials can be made on a selective basis, upon approval by the Dean of Libraries or appropriate Cabinet member.
- Copyright permission must be taken into account when publishing research conducted in the Heritage Center Archives.

NOTE: The Archives will NOT house financial, student, or faculty records. Disposition and relocation of these records will be determined by the records retention schedules established by the Oklahoma State Regents for Higher Education.

Scope of the College Archives:
- Any Tulsa Junior College or Tulsa Community College historical artifacts (those artifacts which significantly represent events in the College’s history, as determined by the archivist).
- Historical Institutional Records – such as charter, major press releases documenting major events and developments in College history.
- Select historical documents, teaching tools unique to the College, and limited and select artifacts related to the history of Tulsa County (pertaining to the College’s history).
Formats Collected:
- Manuscripts
- Annual Reports
- Newsletters
- Pamphlets
- Photographs, Negatives, & Slides
- Correspondence
- Ephemera
- Digital files
- Films (VHS, DVD, Streaming)
- Audio recordings

Transferring Materials to the College Archives:
If you have material to transfer from your department on campus, please contact the archivist before sending any materials to the College Archives.

Processing and Preserving the Collections:
College Archives staff, interns, and volunteers process the collections in the archives as resources become available. Access is provided to the collections via the finding aids and College Libraries’ online catalog.
Electronic Resources

The TCC Library provides both proprietary and open-access electronic resources (e-resources) for educational purposes in support of the college’s programs. E-resources are accessible via the Internet both on and off campus through the Library webpage. Use of proprietary, online resources is restricted to legitimate users, and all users are required to authenticate their college status before accessing them. The resources are made available in accordance with copyright law, and printing may be limited.

Professional Librarians and Library Directors from each campus are responsible for selecting online databases for the TCC Library. These resources are approved for purchase or lease by the Dean of Libraries.

The Dean of Libraries appoints a Library Director to manage records of database contracts and subscriptions, and to work with the Librarian and other staff who are assigned to monitor, manage, and maintain access to the databases.

The TCC Library may enter into consortium agreements to pursue access to databases in order to lower costs or to provide service unavailable via any other avenue. The TCC Library provides appropriate training to the TCC community in the use of e-resources.
**Guidelines for Use of Videos**

This section refers to programs which are purchased by the Library, are licensed for use by students and faculty or are provided to the Library by faculty, students or staff. These items may be retained in the Library or made available for use by the Library in an instructional setting.

**Use of Videos at Tulsa Community College:**
The use of any video materials provided by the Library must meet copyright laws and guidelines, including but not limited to the TEACH Act of 2002 and the Digital Millennium Copyright Act (1998). Each specific use of videos may require a separate legal permission.

The Library may purchase videos with Public Performance rights, Home Use Only rights, or streaming rights. Public performance rights allow showing the video to a group within the college. No admission may be charged. Public promotion or announcements of a showing are allowed only under certain conditions and are generally limited to on-campus distribution. Home Use Only videos can only be used in accordance with the Face-to-Face Teaching Exemption and no public showings are allowed without obtaining additional permission.

Videos with streaming rights can be accessed through links in the library catalog, but are limited to college users via TCC authentication. The Library will make every effort to comply with copyright laws and maintain relevant documentation. Videos with streaming rights are provided through electronic copies, online links, or may be digitized from legally acquired video media and loaded on an internal TCC streaming server with permissions granted by the copyright holder. Videos that are orphaned or are otherwise no longer available for retail new purchase may be digitally streamed. The Library may also choose to create and keep one secure offline backup copy of hardcopy (disc or tape) videos that are cataloged as part of Library’s collection.

Videos donated to the library may be added to the collection in accordance with the gift guidelines but must also be legally obtained copies with corresponding rights.

Videos put on reserve in the library must be legal copies. Programs recorded by individuals from television, cable or the Internet will not be put on reserve unless permission has been obtained and documentation is provided.

Videos in the collection are for campus or home use ONLY. Other uses may be in violation of copyright law. The user, not the Library, is responsible for adhering to applicable copyright laws.
Records Management

Purpose Statement:
The purpose of Tulsa Community College’s Library Records Management Guidelines and Procedures is to maintain, protect, preserve, retain, and dispose of Library records in accordance with the operational needs, governmental regulations, and fiscal and legal requirements under which the Tulsa Community College Library operates. These guidelines shall serve as a working document that covers the life-cycle of Library records belonging to the Tulsa Community College Library from inception to disposition.

Types of Records Covered:
- OK-Share Forms
- Guest User Logs
- ESL Student Information Forms
- Device and Materials User Agreement Forms
- InterLibrary Loan (TIPASA) Forms (bookstraps) – lending and borrowing
- Book Hold Receipts
- Blind Book Date Forms

General Retention Periods for Library Records:
In order for the TCC Library to be in compliance with state and federal regulations, it is important that records are kept only for their allowed retention periods. The records listed above have the following retention periods:

<table>
<thead>
<tr>
<th>Type of Record</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK-Share Forms</td>
<td>Retain in office until superseded or obsolete, then follow destruction of records process.</td>
</tr>
<tr>
<td>ESL Student Information Forms</td>
<td>Retain in office until superseded or obsolete, then follow destruction of records process.</td>
</tr>
<tr>
<td>Guest User Logs</td>
<td>Retain in office for one year, then follow destruction of records process.</td>
</tr>
<tr>
<td>Device and Materials User Agreement Form</td>
<td>Retain in office until superseded or obsolete, then follow destruction of records process.</td>
</tr>
<tr>
<td>InterLibrary Loan (TIPASA) Forms - Loaned</td>
<td>Retain in office until return of items and clearing of paperwork, then follow destruction of records process.</td>
</tr>
<tr>
<td>InterLibrary Loan (TIPASA) Forms - Borrowed</td>
<td>Retain in office three (3) years, then destroy with approval from ODL.</td>
</tr>
<tr>
<td>Book Hold Receipts</td>
<td>Retain in office until superseded or obsolete, then follow destruction of records process.</td>
</tr>
<tr>
<td>Other: Blind Book Date Forms</td>
<td>Retain in office until superseded or obsolete, then follow destruction of records process.</td>
</tr>
</tbody>
</table>

Note: Per ODL, all documents that can be destroyed after they are superseded or obsolete do not require a destruction form. Documents must be placed in a secure shred bin.

Destruction of Records Process:
In order to keep the TCC Library in compliance with all records management regulations, destruction of records for the Library will be handled on a per semester basis (with the exception of TIPASA – Borrowed Forms). The following procedure will be used:
1. Gather all remaining records (not already destroyed) from each campus Library at the end of each semester. Notify records management librarian of the number or boxes you have and what type of record is stored in those boxes.

2. The records management librarian will submit the appropriate paperwork for destruction approval (if needed).

3. Once approved, all records can be placed in a secure shred bin on each campus. These are the bins that have locks on them.

4. If records need to be stored, the records management librarian will take care of having them moved to the warehouse for storage until destruction time.

**General Information on Library Records:**

The TCC Library is the only area of the College that uses TIPASA, and special consideration was given to the information that is stored in that system. The decision has been made to consider the patron and item information in TIPASA as the official record for the Library. This decision is made in part due to the regulations that CONTU (Commission on New Technological Uses) puts forth on Ebrary.net:

“Records in any form are sufficient. The CONTU Interlibrary Loan Guidelines simply say that the borrowing library must retain records for three calendar years. Certainly the intent of the Guidelines is that the library be able to search the records by title in order to determine when the library has reached its “suggestion of five” for that journal title for the calendar year. The Guidelines, however, are silent as to the format in which records must be retained; thus any format is permissible.”

(https://m.ebrary.net/4266/law/necessary_maintain_paper_record_interlibrary_loan_borrower_requests_submitted_patrons_electronic)

“Bookstraps” used for InterLibrary Loan are considered convenience or reference copies. The records management librarian will handle the destruction of these forms at the end of each semester. Additionally, any report that has been printed from COGNOS or WMS can be considered a convenience copy and disposed of without approval.

**Storage of Library Records:**

Many of the records used in the Library contain sensitive or personal information. It is important that that information be safeguarded. In an effort to do this, it is imperative that all records containing personal, identifiable information or College proprietary information be secured every evening meaning that the records should be stored in an office, cabinet, or other area behind a locking mechanism.

Questions or concerns should be directed to the records management librarian or the Dean of Libraries and Knowledge Management.