Title: Library Services and Resources

Purpose:
Establish guidelines for using the HACC Library services and resources.

References:
Family Education Rights and Privacy Act Provisions (FERPA)

Definitions:

1. **HACC I.D.** – Photo Identification Cards.

2. **HACC Library Card** – A library card issued by a HACC library to individuals who have borrowing privileges but do not have a HACC I.D.

3. **HACC Users** – HACC students, employees, alumni, Advisory Committee members, trustees and emeriti with a valid HACC ID.

4. **ACLCP and PCCLC Users** – Members of ACLCP (Associated College Libraries of Central PA) and PCCLC (Pennsylvania Community College Library Consortium).

5. **Advisory Committee Members** – Members of Advisory Committees that request a validated HACC I.D.

6. **Interlibrary Loan (ILL)** – A service whereby a HACC library user can borrow books or receive copies of articles that are not owned by a HACC library.

7. **Library Reserves** – Items that are placed on reserve in the library and only available by visiting the library.

8. **Electronic Reserves** – Items that are placed in the electronic reserve system and available to HACC users without visiting the library.


10. **Bibliographic Citation** – Includes the title, author, and publisher, place of publication, date of publication and pages of the work.
Handbook Detail:

A. In-Building Use of Collections, Computers and Equipment

1. All HACC Libraries collections (excluding printing but including books, serials, electronic resources and media) may be used by anyone within the library.

2. HACC users working on course-related activities have priority in the use of all library resources.

B. Borrowing Library Material

1. Library material may circulate to users upon verification of HACC I.D., a valid Alumni College Card, or the HACC Library card.

   a. Current students, faculty and staff of ACLCP and PCCLC must present a valid college I.D. to may borrow materials.

   b. Alumni users must have a valid Alumni College Card to borrow material.

   c. Students who attend high school in one of the 22 supporting school districts of the Harrisburg Campus may borrow books with permission from their a high school librarian or teacher.

   d. All other users must request HACC material through interlibrary loan at their local public or school library.

2. HACC users may borrow up to 25 items concurrently. All other users with borrowing privileges may borrow up to 5 items concurrently.

3. All other library material may circulate at the discretion of the Campus Library Director.

4. All library material is subject to immediate recall if needed for course reserve, or if overdue and requested by another HACC user.

5. Individuals are responsible for returning materials on time and for paying any fines or fees incurred, whether or not they have received an overdue notice.

6. All fines and fees are approved by the HACC Board of Trustees.

7. Students owing any fines or fees will have their transcripts and grades held and will not be allowed to register for another semester, or receive their diploma until the financial obligation is satisfied.
C. Off-Campus Access to Electronic Resources

1. The HACC Library web site and the HACC Library Catalog are available to all users from off-campus.

2. Other electronic resources are available to all HACC users from off campus. HACC users must use their HACC user name and password for authentication.

3. Due to licensing restrictions, other electronic resources not available to non-HACC users from off-campus.

D. Interlibrary Loan (ILL)

1. Only HACC users may request material through interlibrary loan for materials not owned by any HACC library.

2. The loan period for ILL items is set by the lending institution.

3. All ILL periodical articles are governed by copyright guidelines.

4. Some institutions may charge HACC a fee for requesting ILL material. If a fee is assessed, the requestor will be notified of the fee and may cancel the request. If the requestor accepts the fee, he or she will be billed through the College’s administrative system.

E. Printing and Photocopying Services

1. Printers and photocopiers are available at each library.

2. All users must adhere to and are responsible for observing applicable copyright laws.

F. Audiovisual

1. Restricted Media Collection – HACC instructors may reserve media for classroom use.

2. Equipment – HACC employees may book or request equipment from their campus libraries if available. The loan period varies per campus and equipment type.

G. Library Research and Instruction Services

1. Students, employees, and the public may obtain reference services in person, by phone, or via email, or chat.

2. Individual research appointments are offered at all campus libraries.
3. Library faculty will work with classroom faculty or other college units to help students or community members learn how to use library resources for research. Types of instruction include but are not limited to library orientations, library tours, and in class or embedded virtual sessions. Instructors are expected to attend the instruction session.

4. Please contact a campus library for more information, or to schedule library instruction or to make an appointment.

H. Library Course Reserves

1. Library Reserves

   a. Faculty should deliver material to the campus library in advance of the related class assignment.

   b. Campus library staff will return material to the faculty at the end of the semester, unless alternative arrangements have been made with the library staff.

   c. Campus libraries are not responsible for damage of personal copies of reserve material.

2. Electronic Reserves

   a. Campus library staff provides access to and maintains the electronic reserves system. Faculty should contact their campus library staff for electronic reserve access and training.

   b. Faculty are encouraged to link to resources available in library databases. For assistance in locating resources, faculty should contact librarians.

   c. For resources not available electronically, campus library staff will assist in making journal articles and book chapters available to students. The faculty must obtain written copyright permission from the publisher for electronic use. Complete bibliographic citation and student count are required for copyright determination.

   d. Electronic copies are maintained by library staff for one semester unless the copyright permission allows for longer access.

   e. All electronic reserves courses must be password protected.

I. Copyright

2. HACC faculty and staff must work with library staff to ensure compliance.