

## **INSTRUCTIONAL SUPPORT SERVICES**

### **3.1 Learning Resource Center**

#### **FUNCTION OF THE LEARNING RESOURCE CENTER**

KCC's library is part of the Department of Learning Services...empowering learners. It integrates traditional with state of the art information access via print materials, multimedia, and electronic resources along with appropriate equipment and services to support each access medium.

#### **MISSION OF THE LEARNING RESOURCE CENTER**

Empowering learners through access to information and support of the college curriculum.

#### **OBJECTIVES OF THE LEARNING RESOURCE CENTER STAFF**

1. To provide curriculum based information in monographic, audio visual, and electronic format.
2. To provide information access, and services that support the instructional and research needs of students, faculty, and staff at KCC.
3. To provide information and services for the community at large residents residing in the KCC district.

#### **ELEMENTS OF THE LEARNING RESOURCE CENTER**

##### **Materials:**

Books	Electronic books
Periodicals/Newspapers	DVDs
Online databases	Multimedia kits
VHS recordings	NetG CDs
Books on tape/CD	Microfilm of local papers

##### **Facilities/equipment:**

Quiet study rooms	Study carrels
Group study room	Page magnifier
Microform reader/copier	Classrooms
Coin operated copier	Computer labs
Mini-science lab	Typewriters
Viewing and listening areas including closed caption	
Sustainability Center	Oversized computer monitor
Wireless access	

**Services:**

- Liberal circulation of the library collection
- Remote borrowing through Interlibrary loan
- Reserve materials
- Information Literacy instruction
- Audio cassette duplicating for instructional purposes
- Managing the telecourse materials
- Routing periodicals to faculty and staff members upon request

**LEARNING RESOURCE CENTER HOURS**

(Regular)	(Summer)
7:45 a.m.-9:00 p.m. M-Th	7:45 a.m.-8:00 p.m. M-Th
7:45 a.m.-5:00 p.m. F	7:45 a.m.-5:00 p.m. F
8:30 a.m. - 11:30 a.m. Sa	8:30 a.m. - 11:30 a.m. Sa

**LEARNING RESOURCE CENTER LIBRARY CARD**

A student, faculty or staff member may obtain a free KCC ID card. The student card is valid for the current semester that a student is enrolled at KCC. IDs are obtained/updated through Student Services during the first week of and the week prior to the start of the semester. Replacement ids may be purchased for \$5 per card.

Free reciprocal borrowing privileges by students and staff are honored among member library consortiums including CARLI libraries, Chicago and South libraries, and South Metropolitan Regional Educational libraries. A library user with a valid ID from any of these colleges or universities may use his or her card to also borrow materials from the KCC Learning Resource Center.

Any resident of the Kankakee Community College District may obtain a library card at a cost of \$5.00 which allows normal library privileges. Cards are valid for two years.

Valid KCC photo ids (or current CARLI ids) are required for the loan of materials.

**LOAN PERIODS FOR BORROWED MATERIALS:**

Monographs	4 weeks
Periodicals	In LRC use only
Reference Materials	In LRC use only
Juvenile collection	4 weeks
Reserve materials	Determined by course instructor
Music CDs/cassettes	4 weeks
DVDs/Video cassettes/multimedia kits	Restricted to classroom and/or LRC use
Course audio cassettes	1 week
Telecourse video cassettes	1 semester

## **INTERLIBRARY LOAN AND REMOTE BORROWING**

If an item is not owned by KCC and is not available online in full text, a library user has the option of requesting the material through our interlibrary loan service. The library user should first check the automated source of information (I-Share or OCLC/WorldCat) for a 'Request', 'ILL' or 'email' option. This option automatically routes the request to LRC staff. Should such an option be unavailable a patron may contact LRC staff to request the item. The item is delivered to the LRC via intradelivery delivery system or via electronic means (fax, email, etc.) and the requestor is contacted by phone.

If the point of origin is not within Illinois, the US postal service is used. Material borrowed from an out of state library may include a patron charge for shipping and handling.

## **REQUESTING KCC VIDEOS FOR INTERDEPARTMENTAL DELIVERY**

Instructors can now make video and DVD requests through the KCC Online Catalog and have them delivered to their mailboxes in their Division Office. Once the full record of the title is found in the online catalog, the instructor selects the "Request" icon. The staff id barcode is needed to complete the requests. Requests made by 12:00 p.m. will be filled and delivered to the division administrative office by 2:00 p.m. that day. Requests made after 12:00 p.m. will be delivered the next day by 2:00 pm. If the item is needed earlier, the instructor must pick up the item in the LRC. For additional information contact LRC staff.

## **LRC MATERIALS ACQUISITION**

The acquisition of materials for the Learning Resource Center is a responsibility shared between the faculty and the LRC staff. Faculty members are responsible for insuring that pertinent materials are acquired for students. LRC staff is responsible for insuring that the library collection is well balanced, relevant to the curriculum and up-to-date in usefulness for students' and faculty members' needs.

Suggestions for new materials may be submitted at anytime. Bibliographies, published reviews, professional journal citations, as well as faculty suggestions are included in the selection process. To request new materials, faculty members are advised to email the LRC. Provide via email a complete citation to the LRC Director or Reference Librarian.

Once every five years, prior to program review, the LRC staff members focus on an area of instruction. Annually, faculty members in twelve areas of instruction are contacted to assist in reviewing unused, worn or dated material. Those same members are then asked to select new materials based on their suggestions and on lists of positively reviewed materials. Materials lists are derived from current syllabi for courses and research assignments in courses.

Non-print materials, in particular DVD/video cassette recordings must first be requested for

preview. (see Non-Print Materials below)

## **GIFTS**

The Learning Resource Center will accept gifts without obligation to the donor. Gifts are subject to the same criteria as other acquisitions. The donor must be willing to accept the judgement of the LRC Director to utilize the gift as appropriate.

## **PERIODICALS**

Suggestions for additions and deletions to the periodical collection are requested of faculty each spring. Copies of the LRC list of periodicals may be searched through the online catalog on the library web page. In addition, union lists of periodicals included in area library collections are requested annually, and when possible are also made available to supplement our local periodical union list.

## **NON-PRINT MATERIALS**

Non-print materials are cataloged and may be searched through the online catalog on the library web page. Syllabi and assignments should refer the student to both the non-print title and its call number (designated by V. Cass, DVD, etc.)

For ordering, please note: Non-print materials, in particular DVD/video cassette recordings must first be requested for preview. A completed AV Preview-Firm Order Form (O:/Share/KCC/LRC Resources) with approval for preview from the division chairperson must be sent to the Acquisitions Technician in the LRC. AV Purchasing Procedures (O:/Share/KCC/LRC Resources) give detailed directions to aid in the process. Since the entire process can take up to four months, this schedule must be followed when ordering a video/DVD. For best results: To order items for use during spring semester, submit orders in August or September. To order items for use during fall semester, submit orders in January or February. Pre-view ordering ends in March.

## **COURSE RESERVES**

Course reserves must comply with U.S. copyright restrictions. Books, pamphlets, periodicals, and non-print items may be put on reserve by instructors to insure student access to required course materials for the current semester. A current list of reserve materials is available through the online catalog. The list is reviewed, modified and approved by the instructor prior to the start of the academic year. Reserve materials are usually part of the library collection but may also be part of an instructor's personal library. Personal library materials may be on reserve for three semesters per the college copyright policy. The reserve loan period is determined by the course instructor. Space may limit the quantity of materials placed on reserve.

## **INFORMATION LITERACY ORIENTATION/INSTRUCTION**

The LRC staff welcomes the opportunity to introduce KCC students and others to the Learning Resource Center facility and services. Options include:

Custom research/information literacy assignments based on course needs  
General Class Orientation/Bibliographic instruction sessions  
Instruction at point of need  
LRCS 1512 Library and Information Literacy

For additional information, or assistance contact the Reference Librarian or LRC Director.

In Media's section – the paragraph and copyright link needs to be updated.

### **Copyright Compliance Policy (9-8-03)**

Kankakee Community College shall make every effort to comply with the intellectual property, copyright, and fair use guidelines set forth in the [Copyright Act of 1976](#) and its amendments, the [Digital Millennium Copyright Act \(DMCA\)](#), the [Technology, Education, and Copyright Harmonization \(TEACH\) Act](#), and any new acts or additional amendments related to copyright. As appropriate, the College will provide notification, education, or training to faculty and staff on compliance with intellectual property, copyright and fair use guidelines. (Board approved 9-8-03; section 201.06)

Link to: <http://www.kcc.edu/FacultyStaff/resources/copyright/Pages/default.aspx> for additional information.