

RCCC History
P.F.

*LEARNING
RESOURCES
CENTER*

HANDBOOK

LEARNING RESOURCES CENTER
ROANOKE-CHOWAN COMMUNITY COLLEGE
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ROANOKE-CHOWAN

COMMUNITY COLLEGE

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Welcome

Roanoke-Chowan Community College is committed to providing comprehensive educational opportunities for all the adult citizens of Hertford, Bertie, Gates, and Northampton Counties. To help fulfill this commitment, the Learning Resources Center (LRC) houses various types of media available for student and patron use.

Open to all adult patrons, the LRC provides a system of acquisition, control, and maintenance of print and nonprint media to meet the research, individualized study, general, and avocational needs of its patrons.

This handbook has been prepared to help you use the LRC and to acquaint you with the procedures and personnel. Your regular use of the resources will contribute to your success as a student, as well as help you develop a life-long interest in and utilization of the LRC.

Much effort has been put forth to make the LRC beneficial and convenient. Its staff is congenial and willing to offer assistance whenever needed. Your frequent use of the LRC is encouraged now and in the future as a life-long learner.

Contents

Roanoke-Chowan Community College Mission Statement.....	1
Learning Resources Center.....	3
Purpose and Goals.....	3
Operating Hours.....	4
General Procedures.....	4
Circulation Procedures.....	4
Overdue Materials.....	6
Fines.....	7
Lost Materials.....	7
Classification of Materials.....	8
How to Find a Book/Audiovisual Software.....	10
How to Find a Periodical Article.....	12
Learning Lab.....	14
College Preparatory.....	15
Curriculum Courses.....	15
High School Students.....	15
Special Interest.....	15
Telecourses.....	15
Test Preparation.....	16
Additional Services.....	16

Roanoke-Chowan Community College Mission Statement

Roanoke-Chowan Community College, "an 'open door' institution," was chartered as a member of North Carolina's publicly supported Community College System to serve primarily the people of the Roanoke-Chowan area commensurate with their needs, interests, or abilities.

The college strives to promote and encourage life-long learning. Embracing this philosophy, it provides quality education through an environment conducive to the educational improvement of the adult citizens it serves on a non-discriminatory basis. This improvement is achieved by providing the basic education skills to assist individuals to function in the world of work and society; providing specialized occupational goals; developing skills to meet the needs of daily living; and providing opportunities for cultural and social growth which will bring enrichment and fulfillment to the citizens of the Roanoke-Chowan area.

We seek to fulfill our mission by providing:

1. Quality educational opportunities to area adults who would not otherwise be able to continue their education.
2. Technical programs of collegiate level which lead to an associate degree and prepare students to fill jobs in industry, business, government, and service occupations.
3. Vocational programs which lead to diplomas or certificates and prepare students for jobs requiring specialized vocational skills and abilities.

4. A general education program which expands the skills and perspectives of each individual, and improves accessibility to senior level institutions.
5. Basic education to prepare individuals for the requirements of vocational, technical, and general education, as well as to meet personal and educational goals and to function more effectively in the world of work and in society.
6. Life-long learning opportunities, classes, and services for adults to meet occupational needs, general needs, and personal interests.
7. A program of guidance, counseling, and other special services that will assist students in making academic, career, and personal decisions.
8. Professional services and facility resources that will serve the needs of the community.
9. Opportunities for the development and enrichment of cultural and social values.
10. A comprehensive, on-going effort to inform area citizens of all the educational and other services offered by the college.
11. Effective and cooperative relationships with the schools, colleges, government and public service agencies, and business and industry throughout the Roanoke-Chowan area.
12. Sound management practices and systematic planning to allocate resources required to achieve the stated goals and objectives of the college.

Learning Resources Center

Purpose and Goals

The purpose of the LRC is to support the College in its educational, research, and cultural endeavors through careful selection, acquisition, organization, and interpretation of information resources.

This purpose is met through the following goals:

1. To provide a well-equipped, comfortable facility conducive to study.
2. To select, acquire, organize, and make easily accessible materials of various complexity and type to support the curricula and meet the needs and interests of students, faculty, and local citizenry.
3. To employ an efficient control and search system.
4. To provide comprehensive orientation and instruction enabling users to access, locate, and retrieve information.
5. To assist users in understanding the organization of resources, identifying and locating information, and utilizing the LRC services.
6. To evaluate the collection, programs, and facilities to ensure the needs of users are being met.
7. To share resources, services, and ideas by cooperating with all areas of the College and other libraries as well as with professional, public, and private organizations in the community, state, and nation.
8. To offer curriculum courses and telecourses for credit in diploma and degree programs.
9. To assist prospective students remove academic deficiencies, thereby enabling them to enroll in college programs.

10. To provide the opportunity for students needing to work off credits for admission to college.
11. To provide instruction to anyone, 16 years of age or over, in any of over 100 special interest areas.

Operating Hours

Monday - Thursday

7:30 a.m. - 9:30 p.m.

Friday

7:30 a.m. - 4:00 p.m.

General Procedures

In order to meet its goals, the LRC requires reasonable quietness. Be considerate of others. Other regulations which have been instituted to ensure the welfare of all patrons, as well as the preservation of materials, are:

1. Avoid smoking, eating, and drinking in the LRC.
2. Return all materials on time. Drop materials into the book slot in the circulation desk or in the outside book drop in front of the Jernigan Education Center.
3. Do not reshelve books. Place any books you do not wish to check out in the book drop.

Circulation Procedures

Checking out Materials

You may obtain a library card at the circulation desk. When you wish to borrow materials, you should bring the materials and your library card to the circulation desk to be checked out.

Books

Most library books may be checked out for two weeks and may be renewed for an additional two weeks if no request has been made for the book. Renewals may be made by bringing the materials in or by telephone. There is no limit to the number of books that you may check out at one time.

Periodicals

Current periodicals may be checked out and kept for two nights.

Reference Books

The Reference Collection consists of encyclopedias, almanacs, dictionaries, bound periodicals, periodical indexes, atlases, bibliographies, and specialized reference works. These books are identified with an "R" or "Ref" above the call number. Reference books are to be used in the LRC area.

Reserve Books

Reserve books are checked out for use in the LRC during the day. Beginning at 8 p.m., these materials may be checked out for overnight use but must be returned by 9 a.m. the following morning. Reserve books may be limited to use in the LRC only by faculty request. Reserve materials may be requested at the circulation desk and returned in the book slot of the circulation desk.

Pamphlet File Materials

Clippings, maps, and brochures less than 39 pages are organized by subject in the Pamphlet File. These materials may be checked out for one week.

Audiovisuals

Audiovisual software and hardware may be checked out for one week.

Learning Laboratory Materials

Programmed materials and other Learning Lab media must usually be used in the LRC.

Computer Assisted-Instruction (CAI) Lab Materials

Computer Assisted-Instruction Lab materials must be used in the CAI Lab.

Overdue Materials

If materials are not returned within the specified time, a notice is sent reminding you to return the overdue media. If materials still are not returned after the first notice, second and third notices are mailed informing you of your responsibility to return the materials.

You may not check out additional materials until delinquent materials have been returned and/or overdue fines have been paid. Students must have a clear LRC record in order to participate in graduation, receive copies of their transcript, and register for courses at RCCC.

The North Carolina law regarding overdue library materials from any state-supported library states:

"Any person who shall fail to return any book, periodical, or other material withdrawn from the Library shall be guilty of a misdemeanor punishable by a fine of not more than fifty dollars (\$50.00) or imprisonment for not more than 30 days for failure to return the borrowed material within 30 days after receiving a notice from the Librarian that the material is overdue. The provisions of this section shall not be in effect unless a copy of this section is attached to the overdue notice by the Librarian."

(1955, c. 505, s. 3.) North Carolina G.S. 125-11

Fines for Overdue Materials

Fines are \$.05 per day for each overdue item in the general collection. Reserve book fines are assessed at the rate of \$.15 the first hour or part of an hour for all hours the LRC is open. Fines may accumulate up to \$5.00 for each overdue item and should be paid when materials are returned or as soon as possible thereafter.

Lost Materials

Lost materials should be reported promptly to a member of the LRC staff. It is the responsibility of the patron to pay the replacement cost of any material plus a \$5.00 processing fee. If the material is later found, the price of the material is refundable.

Classification of Materials

The LRC classifies new books according to the Library of Congress Classification System. Library of Congress call numbers begin with one or more capital letters. Major divisions and examples are as follows:

- | | |
|--------------------------------------------------|-----------------------------------------------------|
| A General Material
AE Encyclopedias | L Education
LA History of Education |
| B Philosophy
BF Psychology | M Music |
| C History
CC Archaeology | N Fine Arts
NB Sculpture |
| D History and topography
(except American) | P Language and literature
PS American literature |
| E History - American and U.S. | Q Science
QE Geology |
| F History - Local American and
U.S. | R Medicine
RT Nursing |
| G Geography - Anthropology
GC Oceanography | S Agriculture
SD Forestry |
| H Social Science
HQ Family, Marriage,
Home | T Technology
TR Photography |
| J Political Science
JS Local government | U Military Service |
| K Law | V Naval Science |
| | Z Bibliography and library
science |

A few older titles are classified according to the Dewey Decimal Classification System. Dewey Decimal call numbers begin with numbers. Major divisions and examples are as follows:

000 - 099	Generalities
100- 199	Philosophy
200 - 299	Religion
300 - 399	Social Sciences
400 - 499	Language
500 - 599	Pure Sciences
600 - 699	Technology (Applied Sciences)
700 - 799	The Arts
800 - 899	Literature
900 - 999	History (Geography, Travel, Biography)

Both classification systems group materials by subject matter.

How to Find a Book or Audiovisual Software

The most important aid in the use of the LRC is the on-line catalog. It is an index to all of the books and audiovisual software in the LRC.

To search for a book in the LRC, begin by checking the public access catalog, which is on computer. Computer terminals have replaced the card catalog. The computer terminals are simple to operate. Clear instructions and help screens guide you through the searching process. For more information on searching the online catalog, see the "Public Access Catalog--Using the Dynix" brochure attached to each terminal. The LRC staff also will be happy to assist you at any time.

There are several advantages to using a computerized catalog:

1. Locating information is quicker and easier.
2. Bibliographies can be created and printed.
3. The computer will indicate if a desired book is checked out and when it is due back.
4. You can place a hold on a book that is checked out.
5. The LRC database may be accessed via a library catalog computer terminal from any building on the college campus.
6. The computer identifies each line of information on the bibliographic screen.

If you know the title of a book you want, perform a title search on the computer.

If you need books written by a particular author, perform an author search on the computer.

If you are writing a paper on a certain subject, search by subject.

When you locate the book that you need, write down the complete call number. Then proceed to the appropriate area of the stacks to locate the book. Signs on the shelves indicate what is located on each row.

Materials with the Dewey Decimal Classification call numbers are shelved on the first row of the stacks. A Dewey call number looks like this:

301.42
M15w

A Library of Congress call number looks like this:

NA
9127
W2
B85

Some call numbers have abbreviations above them to indicate that the books are located in special places. For example:

<u>abbreviation</u>	<u>location</u>
SdFs, Video Tape, Film	Audiovisual Software Room
Disk.....	CAI Lab
LLab.....	Learning Lab
Pap.....	Paperback Collection
Pro.....	Professional Collection
R or Ref.....	Reference Collection

How to Find a Periodical Article

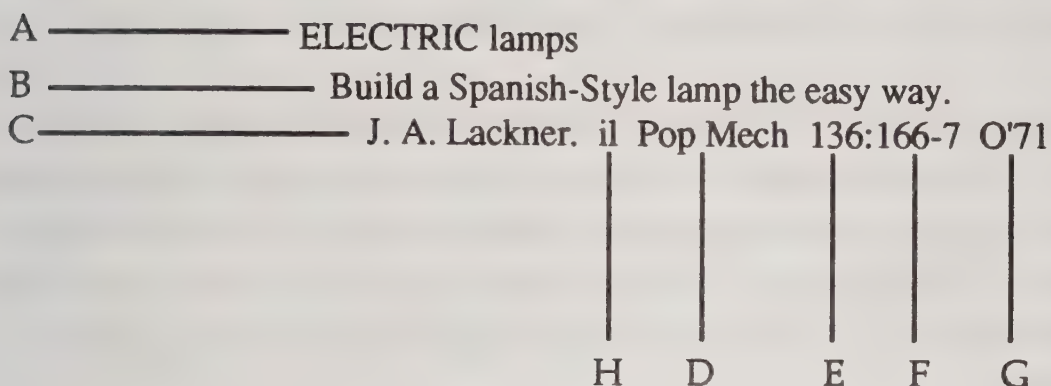
No matter how well you know the general content of magazines, you can hardly use them as reference material without a means of finding specific articles quickly. This help is provided through several magazine indexes. Many of these periodical indexes are specialized in that they cover designated subject areas. The LRC subscribes to the Education Index, Applied Science and Technology Index, Business Periodicals Index, Nursing Literature Index, Reader's Guide to Periodical Literature, Humanities' Index, and Social Sciences Indexes. These indexes cover the subject suggested by their title.

The Reader's Guide to Periodical Literature is an index to more than 130 periodicals of a general nature. Entries are made by author, subject, and in the case of stories, by title also. All entries are in one alphabet making it easy to find an article on any one subject. Cross references make certain the finding of all information on any subject. Maps, portraits, and illustrations also are noted. However, to save space, many words and titles of magazines are abbreviated. In the front pages of each volume, there is a list of abbreviations used and a list of magazines that are indexed and their abbreviations.

Each of the special indexes is arranged alphabetically and is very similar to the Reader's Guide.

Each entry gives the necessary information for finding the articles: name of periodical, volume number, paging, and date.

Example and explanation of typical Reader's Guide subject entry



- A - Subject about which the article is written
- B - Title of the article
- C - Author of the article
- D - Name of the magazine (Popular Mechanics) in which it appeared
- E - Volume number of the magazine. This is important if a magazine needed is in a bound volume.
- F - Pages on which the article appears
- G - Date (October, 1971) of the magazine
- H - Article is illustrated. If diagrams, maps, or portraits accompany an article this is also indicated.

After the name of the magazine, the information needed is always given in this order: volume, page, month, date, year.

Other magazine indexes are arranged and used similarly to the Reader's Guide.

When you have found a citation to a particular magazine article that you want to read, first determine whether the LRC has it. This is done by checking the "RCCC LRC Journal List of Holdings" located on the index tables.

This holdings list gives the periodical holdings of the LRC. The entries are arranged alphabetically by title. From this list, you can determine whether the LRC has the periodical title you need, the volume and year of the periodical you need, and whether the periodical is on microfilm or bound.

The most current issues of periodicals received are kept on the open current periodical shelves arranged alphabetically by title.

Back issues may be bound, unbound, or on microfilm. The bound volumes are shelved alphabetically by title, then chronologically by date in the Bound Periodicals Room. The microfilm is arranged alphabetically by title in the microfilm cabinets.

If you need help using the journal list of holdings or in locating a periodical, please ask a LRC staff member.

Learning Lab

The Learning Lab is a structured, but flexible, learning center where individuals are given one-on-one assistance in a variety of study areas. All non-curriculum courses in the Lab are free, and qualified, friendly instructors are available to work with you at your convenience. You set your own hours for attending and studying in the Lab.

Your success in the Learning Lab depends on the hours you attend, the amount of time you spend studying, and the progress you make.

College Preparatory

You may wish to take algebra, geometry, foreign languages, review math or English before attending college. Although a grade cannot be given, you will get the skills you need to be more successful in your college work.

Curriculum Courses

Curriculum courses offered in the Learning Lab are listed on the college's quarterly course schedules. To enroll in a curriculum course in the Lab, you must be referred by your advisor.

High School Students

If you are a high school student, 16 years of age or older, you can receive tutoring in some high school subjects during your after-school hours in the Learning Lab.

Also, if you failed a course and are unable to take it during summer school session because the course is not offered, check with the Learning Lab. The course you failed may be taken in the Lab if you obtain written permission from school officials.

Special Interest

You may enroll in subjects of special interest offered through the Learning Lab. Several subject areas are available in self-instructional materials if you wish to study independently.

Telecourses

You may begin or continue your college education in the privacy of your own home by enrolling in telecourses. Telecourses are college-level courses that are broadcast on public television stations. These courses usually run about 12 weeks.

Test Preparation

You may wish to become familiar with the techniques for taking tests needed for meeting job requirements and entering the military or college. The videos, computer disks, and other materials in the Learning Lab can sharpen your test-taking skills.

Additional LRC Services

Computer Assisted-Instruction (CAI) Lab

Microcomputers and software are available for use during normal operating hours of the LRC.

CD-ROM Files

Newsbank and Magazine Article Summaries are available on CD-ROM. Printers are attached for preparing printouts.

College Catalogs

A collection of college catalogs is available in the reference area. These catalogs may be checked out for two nights.

Copying

A coin-operated copying machine is available for use in the Bound Periodical Room of the LRC. The cost is \$.10 per page, and the machine accepts dimes only. You are responsible for copying and collating on this copier, as well as for adhering to the U. S. Copyright Law.

Copies of microfilm or microfiche material will be made for you by LRC staff for \$.10 per page.

Film Catalogs

The LRC has several catalogs listing films and videos available for free or rent. The LRC will order the films for you, but you are encouraged to plan well in advance and to return borrowed items promptly after use.

Film Festival

A free film festival is conducted each week in the LRC. The films are shown on Wednesday at 7:30 p.m. and repeated on Friday at 9:30 a.m. and 1:00 p.m. Topics such as AIDS, drug abuse, and interviewing techniques are covered.

Gifts

The LRC accepts and welcomes gifts of books, magazines, and related media which are relative to the needs of the Roanoke-Chowan Community College students and faculty.

Interlibrary Loan

The LRC participates in an interlibrary loan program for obtaining materials not in the college's LRC collection from other libraries. Requests should be made at the circulation desk. If the materials are available, the LRC should receive them within four to five days. It is your responsibility to assume any costs incurred.

Job Listings

The NC Employment Security Commission Job Information Service is available on microfiche in the LRC.

LRC Orientation

The LRC staff offers lectures on use and interpretation of LRC resources to class groups. Faculty members desiring such a presentation should contact the assistant dean at least one week in advance.

Paperback Collection

A small collection of paperback best sellers is located near the circulation desk. These paperbacks are indexed in the library catalog and may be checked out for two weeks.

RCCC Scrapbooks

Newspaper articles related to the college are clipped and maintained chronologically in scrapbooks. These materials are to be used in the LRC.

Tax Forms

Federal and state tax forms are available in the LRC.

Telefax

Telefacsimile service is available to send and receive copies instantaneously throughout the world. A nominal fee is charged. Please inquire at the circulation desk.

The LRC solicits suggestions for improved services.

The staff is always willing and ready to answer questions
and offer any assistance needed.

