



CITY COLLEGES of CHICAGO

**Malcolm X**

Education that Works

## **Carter G. Woodson Library Policies**

The library is an integral part of the educational process. The mission of Carter G. Woodson Library is to support the curriculum and classes of Malcolm X College with excellent resources, programs and services for our students, faculty, and staff. We encourage the effective use of information and the pursuit of lifelong learning. The librarians are here to be your guides to print, non-print, and electronic resources.

Please help us achieve the goals of preservation, cleanliness, and safety by observing the following policies.

### **Behavior Expectations**

Be courteous and respectful of people and equipment at all times. The library is a shared area and frequently is very busy. Please respect the need for others to concentrate on their work. There are tables assigned to group study and other areas for quiet individual study. If listening to audio, make sure those around you cannot hear sounds from your earphones.

Please use your cell phone in a manner that will not disturb other patrons. That means set the ringer to silent or vibrate and keep conversation to a minimum. For longer conversations move to the hallway and be aware that even in the hallway your voice carries. Clean up your work area when done. Return all library materials that are not checked out to the circulation desk. Pets are not allowed at any time. Report any problems to the staff.

### **Food and Drink**

You may bring your drinks in the library in covered containers only. Please be respectful of others using the library. The library is not the place to eat your meals or snacks that may harm the books or disturb the other readers. Please clean up and throw away all cups, wrappers, or other refuse. Be aware that the aromas of some foods may be offensive to others.

### **Circulation Policies**

Please show your college ID to borrow books. Anyone from any of the City Colleges of Chicago (CCC) may borrow books. If you do not have a school ID and you are in the library system, the library staff may allow you to borrow materials upon presentation of adequate ID. Those outside the CCC system are not allowed to borrow materials but may use materials when in the library.

The normal circulation period is two weeks. Materials may be renewed in person or by phone, (312) 850-7244. Reserve books circulate for two hours and use is limited to the library. It is your responsibility to return books on time. Guard library materials from any marks or other physical damage. Fines are assessed for lost or damaged materials. Login to the library catalog to check your account.

After hours, books may be returned to the book-drop outside of the library. Use the book drop for books that are on time. You are responsible for fines for any late returns.

The fine for overdue books is 25 cents per day for regular circulating books and 25 cents per hour for reserve materials. If the fines are not paid, a hold will be put on your account and you will not be able to register until the fine is cleared.

## **Computer Use**

Use of computing resources is a privilege. Computers in the library are available for research, learning, scholarship, and support of teaching. Users are expected to follow all policies of the City Colleges and local, state, and federal laws. These laws and policies cover such areas as illegal access to computer systems, networks, and files; and copyright and harassment issues.

Every computer has access to the library catalog and databases from the library home page. There are no computers dedicated to searching the catalog. Recreational use is only for when no MXC community member needs a computer for learning or research.

All members of the MXC community will be given priority over non-MXC patrons. Community members may use the computers only if not needed by a student or faculty member for their learning or research. Users 14-years of age and under must have a parent or guardian present to use any computer unless they are enrolled as students. The library reserves the right to set time limits during busy periods.

Remember to save your work to a USB drive or email the file(s) to yourself. All files saved to the library computers are automatically erased.

Do not view pornographic or other offensive sites that may be disturbing to a passerby. Anyone using a computer for any purpose that violates the law or CCC policies will be asked to leave the campus and may be subject to legal or disciplinary action.

## **Copyright**

Copyright law limits how you may use protected materials. Copyright law is found in Title 17, United State Code (<http://www.copyright.gov/title17/>). You may not make any unauthorized reproductions or distribute copyrighted materials, except as permitted by law. Users may not copy or distribute electronic materials (including electronic mail, text, images, programs or data) without the explicit permission of the copyright holder. Responsibility for any consequences concerning copyright infringement lies with the users; the library expressly disclaims any liability or responsibility resulting from such use. For more information ask a librarian or visit the Copyright Office's site (<http://www.copyright.gov>)

## **Use of Printers**

The library has one printer for all library computer print jobs, located just west of the Reference Desk. The cost is 5 cents per page. The print server computer will accept payment using your printer card, which can be purchased in the library.

## **Privacy Policy**

The library is committed to protecting the privacy of its users. We do not share circulation or computer information. When a book is returned the record of who borrowed is erased. We do keep statistics on the number of times an item is loaned and the number of items circulated, but there are no names associated with this data.

Computers are in a public area. Please exercise care if typing any confidential documents or numbers. Financial transactions such as credit card purchases or checking your bank accounts should not be done on Library computers to safe guard your privacy. Participation in any web site that uses cookies to facilitate processing is done at your own risk. Statistics are kept on web site visits to help the computer support people better manage the college's hardware.

## **Safety/Hygiene/Security**

Rest rooms are located in the hallway immediately across from the library. As you leave the library the women's room is on the north (left) and the men's room is on the south (right). If there are any health or safety

issues, please inform the librarian who will contact Security. Security will call 911 if required. Security will direct emergency responders to the correct location.

## **Proctoring of Exams**

The library does not provide any proctoring services for any MXC student or community member. Students who take tests in the library are on their own.

## **Donations**

Gifts of books, journals, and other materials often contribute significantly toward strengthening our collection. These gifts-in-kind represent a valuable addition that might otherwise be impossible to obtain through library funding.

In general, we are happy to receive the following types of material:

- Artifacts connected to the City Colleges (e.g., buttons, medals, pennants, photographs, posters)
- Books, non-print media, and journals that fit into the normal library acquisition parameters

Please discuss the potential donation with the library chairperson before bringing any books to the library.

### ***Conditions of acceptance***

Upon acceptance, a gift becomes the property of the Carter G. Woodson Library. The donor is required to sign a form indicating that they transfer ownership of the materials to the library and no one can make a claim against the library for any materials.

The library does not have any means to pick up books or other gift materials. It is the donor's responsibility to bring or ship the donations to the library.

Materials must be in good condition. Items that have odors, insect infestations, mold or mildew are of no use to the library as they can damage the rest of the collection and may pose a health hazard.

The library reserves the right to determine if the donated item(s) will be added to the collection, sold or disposed. The library is not able to create or provide an inventory listing of the donation.

Federal tax regulations prohibit the library from providing an appraisal or estimates of the value of a gift. Obtaining an appraisal or valuation statement is the donor's responsibility.

A donor may indicate on the Gift Form if a bookplate is requested and provide the exact wording that is requested. The library reserves the right to edit and decide on the exact wording and format of any book plates.

Thank you for thinking of the library for your donation.

## **Newspaper Policy**

Daily newspapers received by the library:

- Chicago Tribune
- Wall Street Journal
- USA Today
- New York Times
- Chicago Defender

Today's newspapers are on newspaper rack by copy machine. Yesterday's newspapers are stored on the display side of the magazine shelf. The library keeps two months of back issues with the older newspapers in the fold-back-shelf space behind the display shelf. At the end of the month, the newspapers are recycled.

Last revised Aug. 11, 2011 by D. Stuhlman and J. Lacy