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 circulation, 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. The Library is a quiet place. If listening to audio, make sure those around you cannot hear sounds from your earphones or headphones.

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 or cafeteria. 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 circulation staff.

Library Study Rooms

We have study rooms for groups to work together. Rooms may be checked out at the circulation desk for two hour intervals. One member of the group needs to leave their ID at the circulation desk. No food is allowed in the study rooms.

Food and Drink

You may bring your drinks in the Library in covered containers only. All other eating is forbidden. Please be respectful of others using the Library. The Library is not the place to eat your meals or snacks. 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

Computer Use

Use of computing resources is a privilege. Use your CCC ID and password to log in to a computer. Computers in the Library are available for research, learning, scholarship, and working on assignments. 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.

The Library home page is the portal to all Library resources. This includes links the Library catalog and databases. 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.

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. Log off when done so that no one else will see your work. All files saved to the Library computers are automatically erased when you log off.

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 States 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 two printers and two release stations. All jobs may be claimed at either machine or from the release stations in corridor in the Academic Support area. The cost is 5 cents per page. Printer stations accepts coins, bills or printer cards in the payment tower. You may have your ID encoded to be used as a printer card or you may purchase a printer card 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 borrower record 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 hallways outside of the Library. 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 exam or test 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:

• Wall Street Journal   Chicago Tribune

Today's newspapers are on tables near the Library entrance.