

Appendix A

I. Library Services

The library provides suitable space on campus for students to read, study, and collaborate in small groups. It offers student access to networked computers and wireless laptop computers consistent with policies established by the college.

Library operating hours and staff schedules are designed to provide the greatest student access possible to materials and professional librarian assistance. They include daytime and evening hours when fall and spring classes are in session. Hours may be more limited during breaks and the summer session.

The library subscribes to a variety of print magazines, newspapers, and journals. A limited number of back issues are retained. Many more periodicals are available online through *NCLive* and other database subscriptions. Periodicals are indexed in several databases provided via *NCLive* and elsewhere. Library staff will assist faculty and staff in locating periodical articles either in the COA collection, through other libraries or online. Patrons are encouraged to suggest new titles for subscription.

An online public-access catalog and the databases are available to students, faculty and staff from any computer that can access the Internet. The user can search the catalog for materials located at COA or any other library within the state community college system.

Library instruction can take the form of classroom visits upon faculty request, library tours/orientation sessions, individual reference assistance, or online tutorials and learning aids delivered electronically. Other suitable topics for library instruction include academic integrity and plagiarism.

Faculty and staff can make recommendations for acquisitions; these shall include the author and the title; (publisher, date of publication, and source are also useful.

The library staff will assist students, faculty and staff in locating materials at other libraries and will first seek to borrow materials from another member library in the CCLINC system. If no other CCLINC library can

provide the material sought, the library staff may request it from libraries outside the system. CCLINC interlibrary loans usually arrive by state courier within a week. Interlibrary loans from outside the system are delivered by postal service and may take longer to arrive.

The library in turn contributes to the interlibrary loan network by lending materials to other institutions. Rare materials and audiovisual items are excluded from lending at the discretion of library staff.

II. Equipment

Each campus library has laptops and projectors available to lend to staff, and faculty. Selected students, members of SGA for example, may also borrow laptops and projectors when scheduled to attend a conference.

All students may borrow laptops for use on campus at Elizabeth City and on campus at Dare. Laptops are for day-use and may not be checked out overnight or taken off campus for any reason.

At the Edenton-Chowan Campus, audiovisual equipment can be checked out at the Administration Building. The Campus Administrator shall approve any equipment going out of the building.

III. Library, Elizabeth City Campus

The library at the Elizabeth City Campus focuses primarily on academic activity at the Elizabeth City Campus but also cooperates with the Dare County Campus Library and other access points to support the intellectual life of the college as a whole. The library houses and circulates print and non-print materials that support COA's academic programs, including curriculum and continuing education. Special resources available only in Elizabeth City include software supporting specific courses, reserve materials, a North Carolina collection and the college archives. Services include scanning, network and wireless printing (both black-and-white and color) downloading, photocopying, and interlibrary loan service. Group study rooms are available for student use.

IV. Library, Dare County Campus

The Dare County Campus Library focuses on academic activity at the Dare Campus but also cooperates with the Elizabeth City Campus Library

and other access points to support the intellectual life of the college as a whole. The library provides computers with Internet access and software supporting specific courses. The Outer Banks Collection features material about the Outer Banks, containing characters from the region or written by authors associated with the area. Group study rooms are also available.

V. Library, Edenton-Chowan Campus

The cooperative agreement between COA and Shepard-Pruden allows Edenton-Chowan students access to all materials housed in the public library as well as materials purchased by the college housed at the facility to support educational programs offered by the campus. Materials housed at the Elizabeth City Campus Library or the Dare County Campus Library can be sent by courier to students at the Edenton-Chowan Campus if requested.

Computer workstations located in the Academic Support Center on campus may be used for online library research. These computers are linked to *NCLive* and the library's electronic catalog.

VI. Library, Regional Aviation Technical Training Center, Currituck

Limited library services are provided at the Regional Aviation and Technical Training Center. Books are available on a variety of subjects taught at the center. The collection is open for browsing, and has limited hours of Librarian service. Assistance is available from the Campus reception desk when there is no Librarian.

Computer workstations located in the center may be used for online library research. These computers are linked to *NCLive* and the library's electronic catalog.