

COAHOMA COMMUNITY COLLEGE
DICKERSON-JOHNSON
LIBRARY AND LEARNING RESOURCES CENTER



Handbook

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DICKERSON-JOHNSON LIBRARY

PERSONNEL

Rose M. Lockett	Director of Library Services
Charles Barnes	Library Clerk
Mary Caradine	Librarian
Joyce Pryor	Library Technical Assistant
Violene Williams	Librarian



DICKERSON-JOHNSON LIBRARY

LIBRARY HOURS

Monday – Thursday	8:00 A.M. – 9:00 P.M.
Friday	8:00 A.M. – 4:00 P.M.

SUMMER HOURS

Monday – Friday	8:00 A.M. – 4:00 P.M.
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The library is closed on Saturdays, Sundays, and holidays observed by the College.

Coahoma Community College

Mission Statement and Goals

Coahoma Community College is an accredited public comprehensive institution of higher learning whose mission is to provide accessible, affordable, diverse, and quality educational programs and services.

COAHOMA COMMUNITY COLLEGE GOALS

1. Provide academic transfer programs that parallel with the first two years of college/university programs.
2. Provide career and technical education programs that prepare students to enter the job market or transfer to a college or university.
3. Meet the needs of area businesses and industries by providing workforce training programs.
4. Empower students with the necessary tools to maximize their potential by providing a network of support services and activities.
5. Utilize emerging instructional technology by providing innovative learning opportunities for students.
6. Address community and economic development needs within the service area by developing and sustaining partnerships with public and private agencies.
7. Initiate new programs or complement existing programs by securing and sustaining federal, state, and local funding.
8. Support cultural enrichment programs and activities.
9. Ensure institutional effectiveness by planning, assessing, and evaluating all activities and programs.

Dickerson-Johnson Library and Learning Resources Center

Mission Statement and Goals

The mission of the Dickerson-Johnson Library and Learning Resources Center is to support the college's mission by acquiring, organizing and disseminating information to support the curriculum and programs of the institution.

Goal I: Collections and orientation

Goal II: Community involvement, partnerships, and collaborations

Goal III: Communicating the value of the library

Goal IV: Technology and innovation

Goal V: Facility and capital improvements

Goal VI: Customer service

Goal VII: Management and leadership

Introduction

The Dickerson-Johnson Library and Learning Resources Center contains the general reference, Black heritage Collections, Media Center and Computer Lab. The library occupies the second and third floors of the building.

The library is designed to facilitate student research and study with open stacks and continuously available assistance from library staff. It offers a wide variety of materials including over 45,000 bound volumes, nearly 400 periodicals in several formats including full-text CD-ROM databases, over 2,000 microfilms, as well as current issues of more than 125 magazines, journals and newspapers. Services provided include a microfilm reader/printer, photocopier, typewriters, typing rooms, a large group conference room which also serves as a viewing room, and a Media Center which houses a collection books, audio-visual materials and equipment.

With the rapid technological advance in the area of information storage, retrieval and delivery, it is possible to expand access to a world of information beyond the library walls. The library has the capability of providing comprehensive searches of the literature and students can access electronic databases to which the library subscribes as well as those provided through Mississippi Alliance for Gaining New Opportunities through Library Information Access (MAGNOLIA) Mississippi's statewide consortium which is funded by the Mississippi Legislature and Mississippi Electronic Libraries On-Line (MELO) as well as the library's on-line catalog. The online catalog provides access to the collection and can be accessed at www.coahomacc.edu/library.

The second floor of the library houses the reference collection along with the Black Heritage Collection. Newspapers,

journals, and magazines are also located on this floor. The third floor houses the circulating books and Media Center.

The library provides access to print and non-print materials necessary to support all programs of the institution. These materials include essential references and specialized program resources. Selection of these materials is a continuous process involving administrators, faculty, students, and staff. The basic factor in the selection process is the curriculum. Faculty and staff members with specific fields of interest and experience are asked to make recommendations for materials in their respective fields as well as general references. A list of new books and other materials, cataloged and added to the collection is emailed campus wide at various intervals.

SIRSI Online Catalog

The automated on-line card catalog is provided by the SirsiDynix Corporation. The automated system helps users locate books in the Dickerson-Johnson Library. WEBCAT allows the catalog to be searched from remote sites. The catalog may be accessed on the library's page of the college's homepage: <http://www.coahomacc.edu/index>. Patrons click on *quick links* for access to Dickerson-Johnson Library.

Books are classified according to the Library of Congress Classification System. This system of classification helps patrons find books by topics, titles, authors, subjects, or a combination search. The library catalog gives the patron the classification number, the location of the book or material, the number of copies held and whether or not the book or material is in or checked out.

Classification of Books

In addition to the Library of Congress Classification sections of the collection are indicated below:

CLASS	SUBJECT
A	General Works
B	Philosophy, Psychology, Religion
C	Auxiliary Sciences of History
D	History: General and Old World
E-F	History: Western Hemisphere
G	Geography, Anthropology, Recreation
H	Social Sciences
J	Political Science
K	Law
L	Education
M	Music
N	Fine Arts
P	Language and Literature
Q	Science and Mathematics
R	Medicine
S	Agriculture
T	Technology
U	Military Science
V	Naval Science
Z	Bibliographies

Magnolia Project

URL: <http://magnolia.msstate.edu/>

The Magnolia Project (Mississippi Alliance for Gaining New Opportunities through Library Information Access) was first funded by the 1997 Mississippi Legislature. Through this project/consortium several on-line/Internet-access databases are provided for library research.

When searching MAGNOLIA, there is a full alphabetical listing of databases, where patrons can search by the following subjects:

- Art
- Business
- Education
- English/Literature
- Foreign Languages
- Health
- History/Government
- Library Science
- Mathematics
- Philosophy/Religion
- Science
- Social Studies

Patrons can also search by provider: Ebsco and OCLC

Internet

The library provides Internet access to make available electronic resources not readily available in print. The library does not assume responsibility for the information accessed through the Internet. The Internet is an unregulated medium, and there are materials that may offend or disturb. The library cannot censor access to materials or protect users from materials that they may find offensive. Library patrons use it at their own risk. In addition, users are expected to be aware that their use of college computing systems is subject to applicable college regulations, Internet regulations, federal, local, and international laws. The library has a *Computer Acceptable Use Policy* that can be accessed online via the library's webpage.

The Internet, as an information source, enables the Library to provide information beyond the confines of its own collection. However, not all information on the Internet is current, accurate, or complete and the library disclaims responsibility concerning the validity of material found. The library has *Electronic Resources Use Guidelines* posted on its webpage. We encourage our patrons to use the library's online databases, which are authenticated, instead of using the world wide web for research purposes.

Circulation Policy

Only persons holding valid IDs from Coahoma Community College and Coahoma Early College High School will be allowed to check out library materials.

Books in the general collection and Black Collection may be checked out for two weeks. A book must be presented at the circulation desk for renewal and may be renewed for an additional two weeks. Patrons may checkout no more than three (3) books at a time. No exceptions.

A fine of .20 cents per day will be assessed for each overdue book, excluding holidays and weekends. All fines must be paid and overdue materials returned near the end of the semester. A patron may not check out additional materials until all overdue materials are returned and fee is paid. Overdue notices will be posted before mid-term and near the end of each semester.

The fee for a lost book will be the current purchase price plus a \$15.00 processing fee plus any overdue fee up to \$5.00.

Reserve books are kept behind the circulation desk and reference desk and may not be checked out. No exceptions.

Permanent reserve books and materials are housed in Tech Processing and the Media Center, and upon request, the library staff will retrieve permanent reserve materials for the patron.

Reference books are for use in the library only and may not be checked out. No exceptions.

Materials housed in the Coahoma Community College Archives are for reference only. They include yearbooks, serials, catalogs, newspapers, brochures, and other memorabilia of the College. These materials may not be checked out.

Periodicals and Newspapers

Magazines and newspapers may not be checked out. They must be used in the library.

The library subscribes to more than 85 periodicals. Current periodicals are displayed on the magazine shelves and are to be used in the library. Back issues periodicals and newspapers are housed in Tech Processing and are available on request. To inquire about a certain issue, consult the library staff. For research purposes, patrons may consult bound volumes of the *Reader's Guide to Periodical Literature* (May 1947 through July 2008) housed on the reference floor.

Newspapers

Current issues of local newspapers are found on the newspaper racks on the reference floor. The library subscribes to the following newspapers/print and online:

Bolivar Commercial

Clarksdale Press Register

Quitman Democrat

The Sun-Sentinel

The Tunica Times

USA Today

Copiers and Printers

Currently there are two printers for patron copies on Second Floor and two printers for patron copies on Third Floor. In order to conserve paper and ink usage, there is a maximum of (10) ten pages per visit. Additional copies can be made for a charge of ten cents (\$.10) per page.

Patrons are asked to print only what they need to defray the cost of printing.

A coin-op copier is available for copying article from books, magazines, newspapers, and etc. The copier accepts nickels, dimes, quarters, and one dollar and five dollar bills. Copies are ten cents (\$.10) per page.

Information for Faculty

Materials are selected to support the curriculum and provide recreational reading for students and faculty. Faculty and staff members with specific fields of interest and experience are asked to make recommendations for materials in their respective fields as well as general references. A list of new books, added to the library collection, is given to each faculty member at regular intervals.

Faculty and staff members are granted an extended loan privilege, which is based upon the recognition of the special needs of faculty members for materials over a longer period. However, these materials should be returned promptly when they are no longer in use or at the end of each semester, so that they can be available to others. Instructors may place books on reserve at any time during the semester. Before making an assignment using reserved books, the instructors must notify

the librarian to place the books on reserve, and when the assignment is completed, the librarian should be advised to remove the books from reserve. The individual instructor will inform students of the books placed on reserve for their use and will inform students of regulations regarding the use of these books.

Interlibrary Loan

Materials not available in the library may be obtained from other libraries in the area, within the state, and regionally.

The Coahoma Community College Library participates in the *Mississippi Library Commission Union Catalog & Inter Library Loan System*, which provides the library the ability to share books and periodical resources with other libraries in the state and regionally. The loan period for these resources is two (2) weeks from the date that the library receives them. A normal late fee of .20 cents per day is charged if the patron doesn't return the material on time.

WorldShare Management Services is a cloud-based library service platform that saves the library time and money by helping libraries easily manage library resources in all formats. With WorldCat as its foundation, WorldShare Management Services enables libraries to draw on the collaborative data and work of libraries worldwide for more efficient workflows. This ensures timely delivery of items to the patrons who need them.

OCLC (Online Computer Library Center) works with a library advisory council, pilot libraries, and early adopters to develop WMS, a cloud-based library management system. In July 2011, WMS was released for general availability. Today, more

than 500 libraries worldwide have selected WMS to share bibliographic records, publisher and knowledge base data, vendor records, serials patterns and more. WMS also provides libraries with the unique opportunity to share innovation, applications, infrastructure, vision and success.

Additional Services Areas

Requests to use these service areas can be made online via the library's email address: djlibrary@coahomacc.edu

Third Floor Computer Lab

Computers and printers are available on the floor and in the lab. All computers have Internet access.

Conference/Seminar Room

A large seminar room is located on the Third Floor. This room, with a seating capacity of sixty-six, serves a variety of purposes.

General Rules and Regulations

Patrons are not to wear head gear (caps, scarves, head wraps, bonnets and hoodies); patrons are asked not to wear, house shoes, pajamas, and undershirts when using the library. Patrons are requested not to eat, drink, chew gum, or use cell phones in the library. All patrons are required to stop at the Circulation of Reference desk when entering the library.

In keeping with state regulations, the Coahoma Community College Board of Trustees prohibits smoking and the use of all tobacco products on its campus and in all buildings. The

library staff makes an effort to see that the library is a quiet and comfortable place to study and conduct research.

Patrons are asked to talk in a low voice at all times. Patrons who are disruptive will be asked to leave the library and may be sent to the proper authority for disciplinary action.

LIBRARY MATERIALS SECURITY

Mississippi Code 39-3-303. Unauthorized removal or willful mutilation of the library materials.

- (1) It shall be unlawful for a person to remove library materials, without authorizations, from the premises wherein such materials are maintained or to retain possession of library materials without authorization.
- (2) It shall be unlawful for any person to willfully mutilate library materials.

Mississippi Code 3.9-3-309. Penalty.

Any person who violates the provisions of section 39-3-303 is guilty of a misdemeanor and shall be punished by a fine not to exceed five hundred dollars (\$500.00) or by imprisonment in the county jail not to exceed six (6) months, or by both such fine and imprisonment.

The library provides a 3M Security System and takes other measures to secure its library materials. The library staff monitors patrons as they enter, use, and exit the library.

Also, security is housed on the first floor of the Dickerson-Johnson Library.

Library Bill of Rights

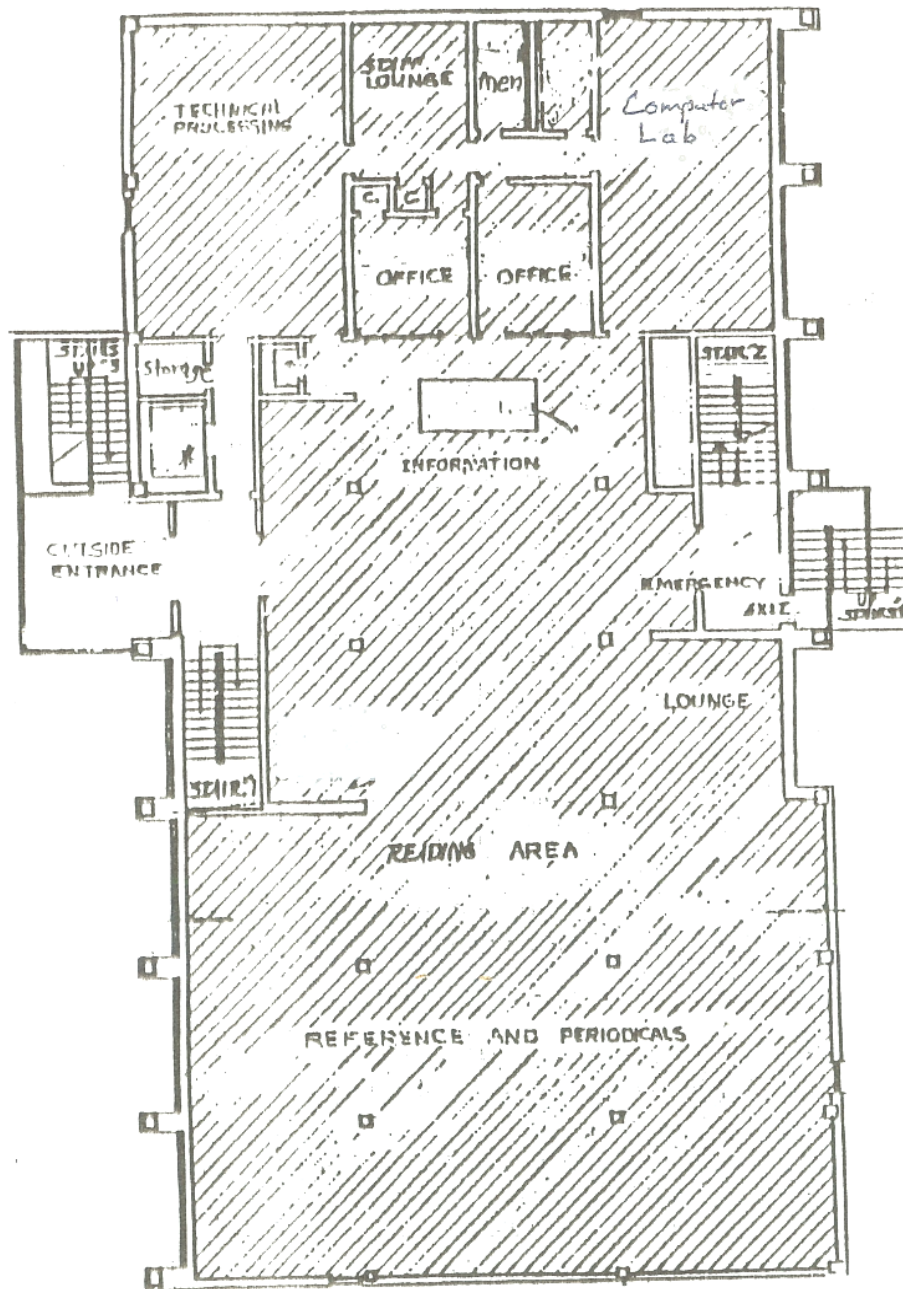
The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal approval.
3. Libraries should challenge censorship in the fulfillment of their responsibility provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background or views.
6. Libraries, which make exhibit spaces and meeting rooms available to public they serve should make such facilities available on an equitable basis, regardless of the beliefs, or affiliations of individuals or groups requesting their use.

June 18, 1948. Amended February 2, 1961, and January 23, 1980, inclusion of "age" reaffirmed January 23, 1996, by ALA Council.

Library Handbook was amended July 24, 2018 by Dickerson-Johnson Library Staff

SECOND FLOOR



THIRD FLOOR

