Library

A. Purpose

The purpose of the Gaston College Libraries is to directly support the mission of the College by providing library services and access to information in various formats.

B. Goals of the Libraries

1. To serve as an integral part of the institution’s teaching, learning, and service functions

2. To provide students, faculty, staff, and community users with access to well-organized, adequate, and current collections in various formats, including print, audiovisual, and electronic.

3. To enhance the teaching/learning process by providing instruction in the use of resources to enable users to find, evaluate, and use information in the encouragement of information literacy.

4. To provide access to the collections of other libraries.

5. To provide an environment conducive to learning and study for all library users.

6. To support the development of an enlightened citizenry through the provision of a wide range of materials representing a variety of view points in the pursuit of lifelong learning.

C. Public Services

1. Library Cards

Library cards are required of students, faculty, staff, and community users. Picture identification must be presented at time of application. Cardholders must be 18 years of age or enrolled in a Gaston College program.

2. Circulation of Materials

A library card must be presented to checkout materials. Materials may be renewed by the material holder only and cannot be requested by another person. Telephone renewals are permitted. The library will send notices for
overdue materials. Overdue fines and charges for lost or damaged materials are assessed on an individual basis, based on type of material and its cost.

3. Reserve Materials

Materials are placed on reserve at the request of faculty using the Reserve Request Form.

4. Interlibrary Loan

Interlibrary loan is a service whereby materials not available in the Gaston College libraries are secured from other libraries. This service is provided at no charge for Gaston College students, faculty and staff unless materials are lost or damaged. Procedures are on file in the Library.

D. Information Access Services

1. Reference Services

Professional electronic and research services are available during hours of operation to assist library users in locating information.

2. Library Instruction

Library instruction is a service available to faculty whereby librarians teach users how to find, evaluate and use information. Instruction promotes information literacy and lifelong learning through the instructional role of librarians. Sessions may be general or specialized according to subject or assignment. Library classes are scheduled with the Information Access Librarian and held in the electronic classroom.

3. Access to the Internet and Web-based Reference Sources

4. Gaston College Libraries provide access to web-based reference sources which are available at all internet-accessible workstations at the Dallas, Belmont and Lincolnton sites. NC LIVE (North Carolina Libraries for Virtual Education) and additional databases are available for remote users.
5. Remote Assistance

Remote assistance is available through e-mail links from the libraries’ homepage and by telephone.

6. Library Support for Distance Learning

Library support services for distance learning are assigned to the Information Access Librarian.

E. Library Collections & Access

1. The General Collection

This collection contains books that circulate. Stacks are open and classified according to the Library of Congress Classification System. Access is through the CCLINC (Community College Libraries in North Carolina) public access catalog.

2. Collection Department Policy

The purpose of the Gaston College libraries is to directly support the mission of the College by providing library services and access to information in various formats. An associated goal of the libraries is to provide students, faculty, staff, and community users with access to well organized, adequate, and current collections in various formats, including print, audiovisual, and electronic. Faculty members and librarians must share in the development of these collections.

F. Weeding

1. The staff of the Gaston College Libraries is responsible for weeding the collections on a continuous basis through appointments with department chairs and their recommended faculty.

2. The following criteria are considered when discarding materials:

   a. Obsolescence – the copyright date is more than ten years old or less depending on the subject matter
b. Physical condition – the material is in poor shape

c. Insufficient use or basic value – the material has not circulated within the past five years and/or has lost its usefulness with regards to the curriculum, students, and faculty

G. Gifts and Memorials

Gifts of books, manuscripts, and other library materials can contribute significantly to strengthening the collections of the Gaston College libraries. Appropriate gifts provide resources for teaching and research that would otherwise be unavailable through the state budgetary process. Because of limited space and staff, it will be noted that donations are evaluated and acceptance determined according to the same selection guidelines used in the purchase of materials.