



CENTRAL CAROLINA
COMMUNITY COLLEGE

LIBRARY SERVICES

FOR FACULTY 2014 – 2015



YOUR PARTNER
IN STUDENT
SUCCESS.

Mission and Goals

MISSION

The CCCC Libraries support the college mission by empowering students, faculty, and staff with the skills to effectively find, evaluate and use information, and by providing access to quality information and technology resources.



GOALS

1. To provide individual and group course-integrated library instruction that facilitates critical thinking, connected learning, and personal growth; classes are delivered in-person and online.
2. To provide distance education learners with resources and services equivalent to those offered to on-campus students.
3. To provide welcoming and well-maintained physical and virtual spaces conducive to learning and studying.
4. To develop a high quality collection of print and digital resources in support of the college curriculum.
5. To provide easy access to our information resources and to additional materials available from other institutions.
6. To provide current technological tools which facilitate equal access to electronic resources.
7. To connect to the college and local community by engaging in outreach activities and maintaining a positive visible presence on campus.

Borrowing Materials

LIBRARY CARD

Stop by the Information Desk to get your CCCC Library card.

LOAN PERIODS

Students, faculty, staff, adjuncts, and community patrons may borrow up to 10 items at a time. Loan periods differ by type of material:

- Books, Audio Books, Music CDs, Educational DVDs, and Nook eReaders: **3 weeks**
- Back issues of Magazines and Newspapers: **1 week**
- Popular DVDs (Limit 3): **3 days**
- Renewals: **Once**
(Except Nooks - No Renewals)

OVERDUE FINES AND FEES

- Overdue Nook eReaders:
\$5 per Day
- All other materials:
No overdue fines
- Lost or Damaged Item:
Original Purchase Price

INTERLIBRARY LOAN (ILL)

We can request books and journal articles from other libraries. If you need a book, article, or any other type of resource and we do not own it, visit the Library's website and fill out an **ILL request form**.



Instruction Support

Instruction Sessions

The CCCC Libraries provide **course-integrated library instruction** to support your students' research assignments. We can deliver sessions to your class either in-person or online. Topics vary by subject area. In addition to class-length sessions, we can provide a **15-minute refresher session** in your classrooms. Refresher sessions include an overview of how to use the Online Resources, the class-related Library Research Guide, and how to get help in the library. Visit the Guide to Library Services for CCCC Faculty & Adjunct Instructors to fill out an **instruction request form**.*

Library Research Guides

The library provides course-specific research guides to help your students with their assignments. Find the research guide for your subject area and embed it in your Blackboard course.

Course Reserves

We can hold library materials or your personal books and DVDs at the Information desk for student use. Checkout periods for Reserve materials are set by the instructor. Options include Library Use Only, Overnight, 3 Days, 1 Week, or any period suited to your students' needs. Visit the Guide to Library Services for CCCC Faculty & Adjunct Instructors to fill out a **reserve request form**.*



Collection Development

BOOK REQUESTS

The library's collection is developed based on student assignments and an analysis of the college curriculum. In order to ensure that our collection is tailored to your students' needs, we welcome you to request books or other materials. Visit the Library's webpage to submit an **order request*** for materials that support your courses and ultimately support the missions of the library and CCCC.

JOURNAL REQUESTS

All new subscriptions begin with the calendar year in January. Please submit any requests for new periodical subscriptions to your lead instructor, who will then request new subscriptions during our magazine renewal period in the spring. Many of our databases contain full-text articles from magazines and professional journals.

COLLECTION REVIEW

Consider completing a Collection Review of your department's library materials. A collection review provides insight into what materials the library has or does not have to meet your program needs. As part of your review, you can recommend titles to be discarded, updated, or purchased.

Contact Tara Guthrie, Director of Library Services, at 919-718-7245 to begin a collection review.

**All forms are available at <http://cccc.libguides.com/faculty>*



Resources in Print

LIBRARY RESOURCES

**The CCCC Libraries
provide access to:**
27,000+ Print Books
1000+ DVDs
500+ Audio CDs
150+ Print Magazines &
Newspapers

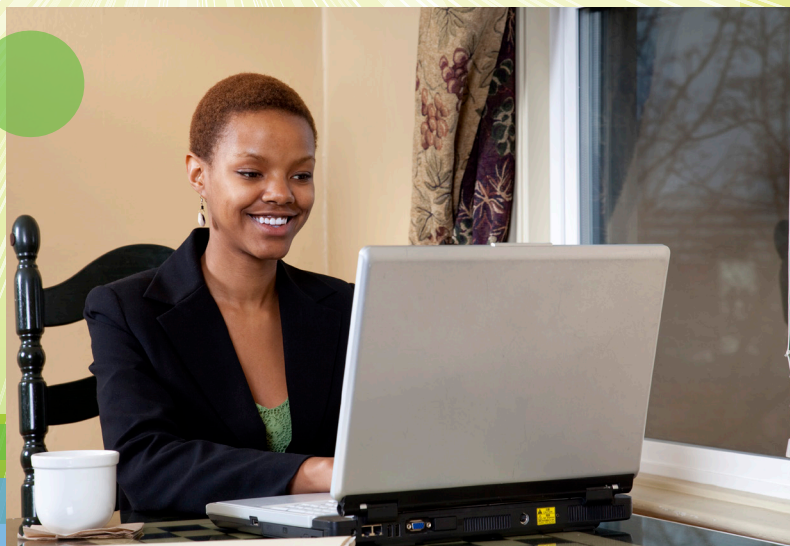
SPECIAL COLLECTIONS

At the Lee Library:
Audio Books
Best Sellers
Early Childhood (picture Books)
Educational DVDs
Fiction in Spanish
Foreign Languages
Legal reference
Music CDs
New Books
The New York Times 1851-2001
on microfilm
Popular DVDs
Reference
Young Adult Fiction

Using the Library Catalog

Search for books, DVDs, CDs, and other physical materials using the library's catalog available on our webpage. Find books on campus or held by other community colleges in the state.

<http://www.cccc.edu/library/catalog/>



and Online

E-Books

The Library provides access to more than 80,000 e-Books on a variety of topics. Access popular fiction and non-fiction bestsellers through Axis 360. Find encyclopedias and e-Books through our Infobase e-Books collection. Research in Allied Health, Humanities, Science, and more through our EBSCO e-Books collection. Or access any of the titles available through NC Live.

Magazines and Journals

We offer digital access to full text articles from over 8000 peer-reviewed journals, popular magazines, and newspapers. For

a full list of titles available, visit the Library's website.

E-Videos and Films on Demand

Stream thousands of videos to your computer or mobile device, including documentaries, productions of Shakespeare, historic short films, and in-depth news coverage, or link them in your Blackboard courses.

Off Campus Access via OnePass

You may access all Online Resources from off campus using the username: **cccclib** and password: **readitnow**.



Library Hours and Contact Info

Chatham Campus (919) 545-8084

197 NC Hwy 87
Pittsboro, NC 27312



Monday – Thursday
9:00 a.m. – 8:00 p.m.

Friday
9:00 a.m. – 6:00 p.m.

Saturday
9:00 a.m. – 5:00 p.m.

Sunday
Closed

Harnett Campus (910) 814-8843

910-814-8894 (fax)
1075 E. Cornelius
Harnett Blvd.
Lillington, NC 27546



Monday – Thursday
7:30 a.m. – 7:00 p.m.

Friday
7:30 a.m. – 3:30 p.m.

Saturday – Sunday
Closed

Lee Campus (919) 718-7244

919-718-7378 (fax)
1105 Kelly Dr.
Sanford, NC 27330



Monday – Thursday
7:30 a.m. – 8:00 p.m.

Friday
7:30 a.m. – 3:30 p.m.

Saturday – Sunday
Closed

Connect with us

Facebook



Like us on Facebook to receive news, announcements, and information about fun events happening at the library.

www.facebook.com/ccclibrary

Twitter



Follow us on twitter for opportunities to interact with the library and learn about our services: **[@cccc_library](https://twitter.com/cccc_library)**

Visit our web page at
<http://www.cccc.edu/library>

