

**Elizabethtown Community & Technical College  
Library  
Policies & Procedures Manual**

**Revised December 2017**

# ECTC Library Mission & Goals

## Mission

The Elizabethtown Community & Technical College (ECTC) Library abides by the [Kentucky Community & Technical College libraries' mission](#) and the [ECTC mission](#) by providing access to a variety of resources and services that support the curriculum and foster excellence in teaching and learning. The library's collections and services enhance academic achievement, support information literacy, and foster creativity, critical thinking, and the pursuit of cultural and intellectual enrichment.

## Goals

- To select and provide a relevant services, and a high-quality, well-organized, diverse collection that supports all college programs including transfer, technical, and workforce development, as well as the needs of community patrons.
- To provide off-campus access to materials that support the full curriculum.
- To deliver innovative, collaborative instruction across the curriculum that fosters critical thinking, information literacy, and the pursuit of academic goals.
- To recruit and retain highly competent and professional staff, who abide by professional standards and ethics, and who assist users and carry out the responsibilities of acquisition and organization of resources, reference, circulation, and instruction services.
- To provide students and faculty with interlibrary loan service to obtain materials not available at ECTC Library.
- To provide well-equipped and welcoming facilities of adequate size and staffing to support group and individual learning and technological needs.
- To provide general library services to residents of the counties within the college's service area.
- To cultivate and encourage diversity and inclusiveness through equal access to library collections, programs, and services.

The following policies are in support of the library's mission and the daily operation of the library. ECTC Library adheres to local college and KCTCS system policies and procedures.

# Patron Conduct

ECTC Library resources, services, and facilities are provided to support the mission of the college and the mission of ECTC Library. All patrons have the right to use the library in an environment that is safe, comfortable, and respectful. Disruptive behavior does not support that environment and may pose a threat to the safety of library patrons or staff.

All patrons must adhere to the KCTCS Information and Information Technology policies and the KCTCS Code of Student Conduct while using library facilities, collections, or services.

Library staff will take appropriate action to remedy disruptive behavior, including, if necessary, notifying campus security and/or the Elizabethtown Police Department.

Patrons are encouraged to bring any concerns to the attention of library staff. Causing a disturbance, failing to comply with a request from library personnel or campus security, and/or showing disrespect for fellow patrons or staff may result in restriction of library privileges and/or removal from the library or campus.

Patrons are expected to attend to personal belongings. The library is not responsible for belongings left unattended.

For the purposes of this policy, disruptive or unacceptable behavior is understood to include, but is not limited to:

- Failure to comply with request or directive from library personnel
- Interfering with another person's use of the library or with the library staff's performance of their duties
- Loud, unreasonable, and/or disturbing noises, including
  - Loud, continuing conversations
  - Singing/whistling
  - Playing of audio so that others can hear it, including loud headphones
- Failure to respect the silent study area
  
- Behaving in a manner that reasonably can be expected to disturb other persons
- Failure to maintain acceptable personal hygiene
- Obscene or abusive acts and/or language
- Smoking or other uses of tobacco or e-cigarettes (vaping)
- Obstructing or interfering with the freedom of movement through traffic patterns
- Possessing or consuming alcohol or illegal drugs or being under the influence of alcohol or drugs
- Intentionally damaging, destroying, or stealing any library property or a patron's or employee's property
- Littering
- Disorderly conduct, fighting, or provoking violence
- Any type of weapons possession

- Leaving a child under 12 years of age unattended by an adult
- Engaging in sexual harassment or overt sexual behavior
- Refusing to leave the library at closing time, or as directed by library staff, security, or college administration
- Creating a fire or safety hazard
- Any other illegal acts or conduct in violation of federal, state, or local law, ordinance, or regulation

## Circulation Policies

### Borrowers

- ECTC students, faculty, & staff: Students currently enrolled in ECTC courses, including dual credit courses, courses offered at our satellite campuses or off-campus instructional sites and current employees have full borrowing privileges.
- Students and faculty at other KY colleges & universities: Currently enrolled students and faculty at any KY college & university recognized by [FoKAL](#) have full borrowing privileges.
- Community patrons: Residents of our [12 county service area](#) and Jefferson County have borrowing and computer use privileges.

### Library Cards

To obtain a library card, please provide:

- ECTC students, faculty & staff: your ECTC student or employee ID (with photo). If you do not have an ECTC ID, please provide a valid photo ID and your student/employee number.
- Students and faculty at other KY colleges & universities: a student/employee ID from your home institution & a valid photo ID. If you do not have a school ID, you will be entered as a community patron.
- Community patrons: a valid photo ID. Identification numbers from the required photo IDs will be used in lieu of employee/student identification numbers. No cards will be issued to organizations.

Patrons without an ECTC photo ID will be given a library-issued library card and asked to sign the card. The barcode on the card will be linked to the patron record.

The following are acceptable forms of ID:

- Valid driver's license
- Valid state-issued identification
- Passport
- ECTC-issued photo ID

All patrons will be asked to verify their current address and phone number(s). It is the patron's responsibility to update their KCTCS PeopleSoft account of any changes in name/address/phone. Students from other institutions and community patrons must notify the library of any changes in name/address/phone.

If a patron has a current library card, but does not have it with them, a valid photo ID may be used to check out materials.

Patrons are financially responsible for all resources checked out on their library card. All patrons must notify the library of lost or stolen library cards. Use of a library card is an agreement to adhere by circulation policies, including the acceptance of responsibility for lost or damaged items.

## **Materials**

- Students may check out up to 8 books for 21 days and 2 DVDs from the SGA Collection for 7 days. Course reserve materials vary in loan time and are typically in-library use only. Reference items and print periodicals do not circulate.
- Faculty and staff may check out an unlimited number of books for 90 days and A/V material for 7 days. Faculty and staff may check out reference materials for three days and periodicals for two days.
- Community patrons may check out up to 4 books for 14 days and 2 DVDs from the SGA Collection for 7 days. Reference items and print periodicals do not circulate.

Headphones and phone chargers are available for all patrons to use in the library.

Patrons with overdue materials may not check out additional circulating items except for items used in-house.

Materials may be returned to the library circulation desk or placed in a book drop; outside drop is located by the college-facing entrance, inside drop is located at the circulation desk.

Renewals can be made in person, by phone, or online through the library catalog.

Each visitor must determine for themselves what materials are appropriate for personal viewing or checkout. The ECTC Library supports and defends the concepts of intellectual freedom as protected by the United States Constitution, the [American Library Association's \(ALA\) Library Bill of Rights](#), [Freedom to Read statement](#) and [Freedom to View statement](#).

Library circulation records are to remain confidential in keeping with the Right to Privacy Act and the ALA Code of Ethics.

## **Overdue & Lost Materials**

ECTC Library does not charge daily overdue fines; however, if an item is overdue longer than 3 weeks, the item is designated as LOST and the patron will be charged a replacement cost. A hold will be placed on the student account at the Business Office and the student will not be able to register for classes or receive transcripts until the matter is resolved.

If a lost item is returned, all fines are forgiven, holds removed, and borrowing privileges restored. All patrons with checked-out items that are damaged or not returned must pay replacement costs at the Business Office. Student holds are removed at the time of payment. Community patrons will have circulation privileges restored upon notification from the Business Office.

If a patron pays the replacement costs, but finds and returns the lost item(s) within one year of the payment date, the library will refund the cost through the Business Office. You must retain the original receipt of payment in order to receive a refund.

The library does not accept replacement copies of lost items, although exceptions can be made on a case-by-case basis with approval by the Director of Library Services.

Items lost due to extenuating circumstance (i.e. items lost due to fire, theft, flood, etc.) must be documented in the form of a police report or an insurance claim and provided to the Director of Library Services. Fee waivers for these items lost will be evaluated on a case by case basis.

Overdue & Fines and Fees Notices are sent by mail and failure to receive notices does not exempt borrowers from responsibility for returning items on time or for replacement charges and account holds.

## **Fine Appeal**

If a patron feels they have received a bill in error, a [Claims Returned form](#) may be filled out and the appeal will be referred to the Director of Library Services for resolution.

## **Interlibrary Loan**

Interlibrary Loan services are available to ECTC's students, faculty and staff to obtain books, articles, and other material not available through the Library's on-campus or electronic collections. If given the citation, we will find a library willing to lend the item to us or to scan and send us a copy.

Interlibrary loan services are not available to community patrons and are handled through the appropriate public library.

All requests must be submitted through the online [Interlibrary Loan Request Form](#).

There is a limit of 4 books per request – Textbook requests will not be filled

Patrons will pick up and return loans at the Main Campus Circulation Desk.

If you are taking an online course from ECTC, but your home institution is NOT ECTC, contact the library at your home institution.

To renew an item, email [ill.elicc@kctcs.edu](mailto:ill.elicc@kctcs.edu). Renewals are granted by the lending library and due dates are set by the lending library. We will send an email to you with the new due date.

Process can take up to 2-3 weeks, sometimes longer, to receive the requested material.

# Collection Development Policy

## Purpose

The collection development policy will provide a blueprint for the creation and maintenance of a viable and balanced collection that support the educational mission of Elizabethtown Community & Technical College by setting forth guidelines for the selection and deselection of materials. The policy will also allow the college community to become familiar with the criteria and procedures used for developing the collection.

## General

The ECTC Library's mission includes the provision of "*materials to support the transfer, technical, and continuing education/community service components of the institution.*" The Library will therefore:

- Acquire materials and/or access to materials in a variety of formats with a particular emphasis on online materials. Purchases and subscriptions are contingent on the availability of funds.
- Make materials accessible to Library patrons.
- Periodically weed the collection as staffing permits.
- Make this policy available to the college community.

## Targeted Users

The collection of the ECTC Library is designed to meet the instructional needs of currently enrolled ECTC students, faculty and staff. The library may be used by individuals not enrolled or employed at the college; however, materials specifically intended for their use generally are not selected. Students enrolled in baccalaureate programs at other colleges may use the library. However, the library's material budget is set based on ECTC enrollment levels and on the needs of the programs offered at ECTC. Consequently, the ECTC Library will not spend library funds on materials or databases that are appropriate only for upper-class undergraduate and graduate level courses.

## Responsibility for Selection of Library Materials

- Librarians have the primary responsibility for selection of print materials and online database subscriptions. Librarians will use tools such as *Choice*, the *New York Times Book Review*, *Library Journal*, book reviews published in topical journals, and research requests from students and faculty. The Library Director will make the final decision on electronic databases.
- The Library Director will determine whether division- requested materials conform to the goals, qualitative guidelines, and policies presented in this document.

- Faculty members are encouraged to search the literature in their own discipline and request materials, in appropriate formats, which they think would support students' learning and classroom teaching.
- Faculty members are encouraged to give input for purchase of materials whenever they are teaching a new course to ensure adequate resources for the class.
- Faculty members are encouraged to provide the Library with any reading lists given to students to make sure sufficient numbers are available to meet student needs.

## **Online Databases**

Due to the increasing number of online classes and face-to-face classes that are web-enhanced the library will continue to spend increasing percentages of its materials budget on online resources. The library shall select online databases based on the following criteria.

1. The information content of the database or database collections shall be relevant to the information needs of a significant portion of the ECTC community.
2. The information coverage of the database or database collections shall be comparable to or better than available other online databases.
3. The database or database collection shall have a significant amount of material that is not already covered by any of our other online products.
4. The database or database collections must allow for user-friendly remote access via the college/system proxy server.
5. The databases must provide full-text access to all or most of its holdings.
6. The price of the product should be competitive with other comparable online products.
7. The database/database collections shall be tested by librarians before purchase. Products will be assessed for scope, coverage, currency, stability. Preference will be given to resources that demonstrate high quality search engines, navigability, functionality, and high quality indexing/metadata.
8. Preference shall be given to databases available at competitive prices via consortia such as the Kentucky Virtual Library, KCTCS and FoKAL.

Database usage statistics will be viewed and evaluated regularly. Databases with low usage statistics may be subject to cancellation contingent on funding.

## **Print Periodicals**

The Library subscribes to an increasingly limited number of print academic journals. The following criteria are considered in decisions to keep or add new print titles.

- Accreditation requirements
- Relevance to regularly-offered ECTC classes
- Cost of subscription
- Presence or absence of title in online databases
- Faculty input
- Anticipated use

The Library reviews periodical subscriptions annually for level of use. Faculty will be contacted for input when high-cost items are seldom used. Full-text electronic access to particular titles will be a factor in determining subscription maintenance.

A limited number of subscriptions to low-cost general interest magazines for the purpose of patron reading pleasure will be maintained. These subscriptions are also reviewed annually for usage.

## Monographs

The library will continue to spend a portion of its materials budget on print books (monographs) in order to meet the needs and preferences of all ECTC students, faculty and staff.

Books in the following categories (listed in order of priority) will be considered for purchase:

1. Monographs that are appropriate for students to use for the completion of their classroom assignments
2. Materials that are appropriate for faculty to use for classroom instruction and preparation
3. Materials in the areas of college administration, teaching, curriculum development and other materials for the professional development of faculty and staff **as they pertain to instructional and post-secondary education issues**
4. Materials that will contribute to the general education, enrichment and enjoyment of the college community

Materials under consideration for purchase will be evaluated on the basis of the following:

- Published reviews by professional reviewers
- Level of readership – are books intended for student research written on a level appropriate for freshman and sophomore classes?
- Authorship and publisher standing – profile and expertise of author, level of demand for books by author, reputation of publisher
- Cost – higher-priced books and reference sets should be assessed in terms of their anticipated use
- Timeliness of topic or likelihood of permanent value
- Number of requests by students and faculty
- Anticipated use
- Availability in electronic databases

## Other

- **Textbooks** will NOT be purchased by the Library. Instructors who wish to place their textbook copies on reserve may do so.
- Librarians do not select **visual** recordings. Visual recordings are selected by faculty for classroom instruction.

## **Donations**

The Library will accept donations of materials with the following stipulations:

1. The Library cannot place values on the items for tax purposes.
2. The Library reserves the right to preview the items to be donated and reject them without explanation. Donated materials are judged by the same selection criteria as materials selected and purchased by the library.
3. If a collection is too large to review the Library may still accept the collection but reserves the right to dispose of the items as it sees fit if it is determined that the donated items are found to be unnecessary or inappropriate for the library's collection.
4. The library can accept only items that are offered unconditionally. Upon receipt, donated items become the Library's sole property. The Library reserves the right to discard, give away, or sell any donated materials.

## **De-selection/Weeding**

Materials considered for withdrawal will be evaluated, as staffing levels allow, for condition, currency, relevancy and level of use. Criteria for replacement match those for original purchases. Faculty members are asked to help with de-selection of materials and with recommendations for replacement of materials.

Certain fields such as Nursing and Allied Health require up-to-date materials on the shelves and in the databases for accreditation purposes. Because of staffing the library asks that faculty from programs up for accreditation look over the print collection for their programs and remove out-of-date materials.

## **Censorship**

The Elizabethtown Community and Technical College Library adheres to the doctrine of freedom of speech and the press as outlined in the [American Library Association Bill of Rights](#) and the [Intellectual Freedom Principles](#). Questions concerning the appropriateness of specific materials should be addressed to the Library Director.

## **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.*

*I. Books and other library resources should be provided for the interest, 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.*

*II. 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 disapproval.*

*III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.*

*IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.*

*V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.*

*VI. Libraries that make exhibit spaces and meeting rooms available to the 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.*

*Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.*

## **ECTC Cataloging Policy**

The ECTC Library supports the mission of Elizabethtown Community and Technical College by cataloging library materials with sufficient description and accurate classification in order to make those physical resources available to students, thereby increasing student development and success.

The cataloger is responsible for cataloging books and other materials that circulate and/or require catalog records for accessibility. The cataloger will use the OCLC utility to create, edit or copy full catalog records for materials such as monographs and DVDs used by the faculty. The cataloger will transfer the OCLC records into the KCTCS library system and create subsidiary records required for status display and circulation.

In accordance with KCTCS policy (Administrative Policies and Procedures 4.1.3.3) the cataloger follows Resource Description and Access (RDA) for bibliographic description and name headings, and Library of Congress subject headings and the LC classification scheme for items meriting full catalog records.

Items such as headphones, phone chargers, SGA Collection DVDs, and reserve materials receive brief records and non-LC classification numbers. These records are created directly in the Voyager system.

The cataloger will follow the KCTCS Cataloging Guidelines (see appendix.) The cataloger also makes use of the Voyager 8 Cataloging User's Guide, ExLibris Voyager (June 2011) (available at <https://kctcs.sharepoint.com/sites/libraries/systems-support/Voyager%20User%20Guides/Cataloging.pdf>.)

## **Reconsideration of Library Materials**

The library collection and programming has been developed to provide students, faculty, staff, and community patrons with the information, events, and materials critical to effective scholarship, inquiry, and lifelong learning. The ECTC library fully supports and affirms the principals set forth by the American Library Association's [\*Freedom to Read Statement\*](#), [\*Library Bill of Rights\*](#), [\*Intellectual Freedom Statement\*](#), [\*Freedom to View Statement\*](#), and the [\*Statement of Labeling\*](#).

Any individual or group questioning the appropriateness of materials in the collection or library programming should direct the questions to the Director of Library Services. Resources included in a Request for Reconsideration will not be automatically removed from the collection. These resources will be evaluated based on the documented objections. Library collections should reflect different philosophies and points of view. Appearance of a resource does not mean that the ECTC Library advocates or endorses the ideas or statements found in that resource.

Academic Freedom is protected by the [KCTCS Board of Regents Policy 2.9.1.2](#).

In the event that the appropriateness of an item in the collection or a library program is challenged, the following procedures will be followed:

1. Requester fills out the Request for Reconsideration of Library Material form and submits to a library staff member or via email to the Director of Library Services.
2. Requests for Reconsideration are given to the Director of Library Services who informs the Chief Academic Officer/Provost of the reconsideration. The form is copied and kept on file in the director's office.
3. The director will locate reviews of the title, identify other institutions who own the title, and/or identify and locate similar programs offered at other libraries.
4. The Chief Academic Officer of the college appoints a review committee composed of the Director of Library Services, a faculty member from each division, and a staff member.
5. The committee will review the Request for Reconsideration and will determine if the material or program meets the criteria for selection.
6. The committee will submit a written report to the Chief Academic Officer and the requester will be informed in writing of the committee's decision.

6. Appeals of the decision will follow regular institutional channels, going to the Chief Academic Officer, and finally to the President of the College.

Challenged material will be kept in circulation during the reconsideration process.

## **College Archives**

The library maintains an historical college archives collection that consists primarily of print college materials generated between 1964 and 2000. Post-2000 materials consist primarily of literary journals, newspapers, newsletters, catalogs, programs, as well as scattered flyers, emails and other materials. Although the Elizabethtown CTC Library maintains this historical collection of college records and materials, it is not responsible for college record maintenance.

## **Acquisitions**

The ECTC library commenced the collecting and preservation of materials at a time when records were generated, distributed and filed in print formats. Currently most records originate in a digital environment (email, Office products, etc.) Such records are easily stored, with little to no need for extra space. It is therefore recommended that the college departments and divisions oversee the preservation and organization of their own digital records.

Due to staffing and space limitations, the library will limit print acquisitions to the following materials generated by ECTC:

- Faculty meeting minutes
- Staff Council meeting minutes
- Student government meeting minutes
- Board of Directors meetings
- Annual reports, budgets, prospectus
- Print catalogs, student handbooks, employee handbooks
- ECTC literary publications
- Reports from the offices of the President, Provost, Student Affairs, Business Office
- Self-studies
- Materials pertaining to SACSCOC
- Graduation programs, programs for award ceremonies and similar items
- Other college-generated print materials deemed appropriate for the collection by library personnel responsible for the library archives

The library will rely on the appropriate departments and offices to send the above print materials to the library for archiving.

The ECTC library does not collect or accept for archiving the following:

- Student and employee records
- Daily or routine transaction records

- Ephemera
- Anything not generated by ECTC or its antecedents or relevant to the college history. Selected materials generated by KCTCS may be accepted.

## **Archives Weeding**

Library staff will assess current archival holdings and their historical value and propriety as time permits. The current collection contains documents not appropriate for retention. Some record boxes may still contain older records containing confidential information – weeding and shredding of these materials is ongoing as time and staffing levels permits. The collection also contains records not pertinent to the college history as well as system records (KCTCS, University of Kentucky) that should be maintained by those governing bodies. Weeding of such records will take place as time permits.

## **Digitization**

The ECTC Archives may be digitized for preservation purposes. Original materials may be kept or destroyed.

## **Exceptions**

Exceptions to the above policies are at the discretion of the Library Director upon consultation with library staff in charge of archives maintenance.

# **Information Literacy**

## **Mission**

The mission of Elizabethtown Community and Technical College (ECTC) Library's Information Literacy program reflects and supports the ECTC mission and the mission of the KCTCS college libraries ([KCTCS Administrative Policies and Procedures 4.1.1](#)). The mission of ECTC's Information Literacy (IL) program is to support teaching and learning for students, faculty, and staff across the curriculum. Our mission is to teach students to think critically and successfully use information for their academic, professional, and personal lives. We strive to prepare individuals with the knowledge to identify, locate, evaluate, and engage with information effectively and ethically by teaching 21<sup>st</sup> century information literacy skills.

## **Definition**

According to the Association of College and Research Libraries (ACRL) [Framework for Information Literacy](#), “information literacy is a set of integrated abilities encompassing the reflective discovery of information, the understanding of how information is produced and valued, and the use of information in creating new knowledge and participating ethically in communities of learning.”

## **The Six Concepts of the Framework for Information Literacy**

- Authority Is Constructed and Contextual
- Information Creation as a Process
- Information Has Value
- Research as Inquiry
- Scholarship as Conversation
- Searching as Strategic Exploration

## **Information Literacy Goals**

### **ACRL Goals:**

An information literate individual is able to:

- Determine the extent of information needed
- Access the needed information effectively and efficiently
- Evaluate information and its sources critically
- Incorporate selected information into one's knowledge base
- Use information effectively to accomplish a specific purpose
- Understand the economic, legal, and social issues surrounding the use of information, and access and use information ethically and legally

## **KCTCS General Education Competencies related to information literacy:**

Students should prepare for twenty-first century challenges by gaining:

B. Intellectual and practical skills, including

- inquiry and analysis
- critical and creative thinking
- written and oral communication
- quantitative literacy
- information literacy
- teamwork and problem solving

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## **ECTC Goals & Outcomes:**

The information literate student should be able to:

- Identify a variety of ways information is accessed and locate relevant sources effectively and efficiently

- Recognize different types of sources (books, magazine articles, websites, scholarly articles) and understand the different characteristics of those sources
- Create an effective search strategy including focusing a topic, keyword identification, and Boolean Operators (AND/OR/NOT).
- Identify and recognize the authority of a source or author within context of the information need
- Select the best source to meet their information need based on assignment, audience, context, and content
- Recognize the various elements of a citation

## **Assessment**

A variety of formal and informal tools and techniques will be used to assess information literacy instruction and outcomes including: pre/post tests, library assignments, source evaluation, peer evaluation, and in-class assessments. The goal of assessment is to:

- Continually evaluate and improve our information literacy program
- Confirm library instruction helped students meet the student learning outcomes or competencies
- Assess whether library instruction improved student work and strengthened information literacy skills
- Identify areas where the library can provide additional instructional support to ECTC faculty and students

## **Library Instruction Procedures**

The following information is communicated to faculty members via the library website, campus email, and other forms of communication.

### **Faculty Attendance**

Faculty are strongly encouraged to attend library instruction classes and actively participate so that students understand the direct connection between information literacy skills and their course content. Faculty input, collaboration, and reflection is also an integral part of information literacy program assessment.

### **Scheduling**

Please schedule classes at least five business days in advance for main campus classes and ten business days in advance for satellite campus, dual credit, or on-line classes. Although every effort will be made to accommodate your preferred date, requests are first-come, first-served and based on availability. Information literacy instruction or library orientations are normally conducted during the regularly scheduled class time.

Library instruction sessions will be taught in your regularly scheduled classroom, unless a computer classroom is needed for hands-on activities. It is the responsibility of the faculty

member to request a computer classroom by submitting an email to [el-room-reservation@kctcs.edu](mailto:el-room-reservation@kctcs.edu).

To request a library instructional session, please use the [Library Instruction Request Form](#) or contact Katie Meyer, [cmeyer0015@kctcs.edu](mailto:cmeyer0015@kctcs.edu), 270-706-8443.

A librarian will contact the course instructor to discuss the content covered, assignments, opportunities for collaboration and confirm the date, time, and place for the class.

## **Content**

When scheduling a class, please supply the assignment associated with the IL instruction class.

Information literacy instruction is most effective when given in conjunction with a specific course assignment. If no formal assignment is given, the librarian can work with course instructors to create an assignment based on IL competencies.

Information literacy sessions and supplemental workshops cover topics such as:

- Basic academic research: narrowing a topic, formulating a search strategy, identifying different types of sources, source evaluation
- Website evaluation
- Academic databases and navigation of electronic resources
- Google and Google Scholar
- Advanced academic research: limiters, subject terms, how to read a peer reviewed article
- Citation Styles

If you cannot fit a library instruction session in your class schedule consider requiring or offering extra credit to students who attend one of our open workshops. This might also serve as a backup option for students who are absent during a scheduled library instruction session.

## **Research Guides**

Librarians can work with you to create a [research guide](#) (LibGuide) which can support general, discipline-specific research sources or can be tailored to specific courses, research assignments, or topics covered in your class.

If interested in a research guide, contact Katie Meyer [cmeyer0015@kctcs.edu](mailto:cmeyer0015@kctcs.edu).

## **Programming**

The ECTC Library organizes and sponsors programs and workshops designed to support the educational, cultural, and recreational needs and interests of the college and local community. All programming is in accordance with the [Library Bill of Rights](#) and supports the library's commitment to free and open access to information and ideas for all users.

Programs topics and themes are selected by library personnel, or in conjunction with college departments and committees, and are subject to the approval of the library director. Presenters are chosen for their subject knowledge and public performance experience. The library seeks to

form partnerships with various community groups and institutions in the development and implementation of a variety of diverse programs and may seek to co-sponsor such programs with a wide mixture of community groups or organizations.

Library-initiated programs are held on-site and in other locations and include, but are not limited to, speeches, community forums, discussion groups, demonstrations, displays, and live or media presentations.

Programs and events are normally free of charge, however registration prior to a program or event may be required.

ECTC Library does not advocate or endorse the content or viewpoints of a particular group or program. All outside groups not associated with a library sponsored program must request use of library facilities in accordance with ECTC Facilities Usage Policies and Procedures.

Programs may be cancelled for a number of reasons, chiefly: severe weather, absence of the presenter, or low registration. Cancelled programs are not automatically rescheduled.