



## Rowan College of South Jersey

Administrative Procedure: 8503

### **LIBRARY SERVICES**

The Library's holdings consist of an extensive collection of books, ebooks, periodicals, and audio/video materials. The Library provides 24/7 remote access to all of its subscription online databases and catalog.

In addition to serving the information and research needs of students, faculty, and the public, the Library has been established to serve as the College's Archives and Document Center providing for the centralization of important institutional documents.

The services and resources of the Library are highlighted in the following sections:

- Resources – Print, Media, and Online
- Interlibrary Loans and Reserves
- Research Assistance and Information Literacy Instruction
- Library Cards and General Rules
- Circulation Guidelines
- Special Services Assistance
- Cataloging
- Archives and Document Center

### **Resources**

- **Upgraded automation system:** The College's online catalog of holdings is available at *Login-libraries.org*. This catalog also contains the holdings of all LOGIN consortium member libraries.
- **Online full-text resources:** These online databases are available through the College Portal to all students, faculty, and staff, whether they are on or off campus.
- **Downloadable ebooks and audiobooks:** Popular and public domain books can be borrowed by downloading titles to computers, smart phones, or other digital devices at no charge.
- **Academic ebooks:** These resources are available through our online databases.

- **Specialized databases:** Subscriptions to online databases that support our curriculum are provided.
- **Subject Guides:** Research guides are designed to assist students and faculty with their research and pedagogical needs. Curated links to books and media, journal articles, and web resources on special subjects have been created by librarians to help students find information on specific subject areas: biology, psychology, literature, writing, law, business, nursing, and diagnostic medical sonography, etc. – that support the College curriculum.
- **Mobile Access:** The Library provides an app that can be downloaded to smart phones and other digital devices for direct access to the College’s physical collection, and to renew materials that have been checked out. Subscription database providers support accessibility and responsive web design.
- **Book Scanner — Located in Archives Room:** Only available in the Library. A library digital scanner converts print documents into Word, PDF, and jpeg format. Files can be saved to USB drives. There is no charge for this self-service.
- **Printer/Copier/Scanner:** This equipment is available in the library. These printer/copiers can print in color or black and white, and various printing fees apply, depending on size, black and white vs. color, and whether the print job is single or double-sided. Students and staff may scan to email or USB at no cost.
- **Equipment and Hotspot Access:** Laptops and MiFi hotspots will be loaned for up to one semester per loan for eligible students.

### **Interlibrary Loans (ILL) and Reserves**

- ILL is a nationwide interlibrary loan program for materials that are not available in the College’s Library. Only College students, faculty, and staff may request materials through ILL. Borrowers are responsible for replacement costs for any damaged/lost materials or late fees. ILL requests may be placed online or in the Library.
- Reserves are course materials such as reprints, films, or books placed at the Circulation Desk at the request of faculty for in-library use by students.
- RCSJ libraries participate in the VALE Reciprocal Borrowing Agreement that allows “faculty and staff from participating institutions who are in good standing at their home library to qualify for onsite borrowing privileges at each other’s libraries.” Applicants must complete a form and be approved by their home library.

## Research Assistance and Information Literacy Instruction

- Librarians are available to help students find what they are looking for, develop search strategies, and answer questions about accessing and using the Library's physical holdings, as well as subscribed online databases.

For questions, users may chat, call, or email the Reference Librarian or visit the Research/Reference Desk when on campus.

- Information Literacy Instruction is provided to teach students the skills and knowledge they need to find, evaluate, and use information as students, citizens, and lifelong learners.
- The Rowan College Instructional Services Librarian is available to partner with teaching faculty to support student learning by:
  - Visiting classes for single-session research instruction
  - Assisting ENG101 classes with the Information Literacy Workbook assignment
  - Providing workshops geared to understanding how to distinguish and evaluate various information sources
  - Leading a student workshop on citing sources in MLA 8th edition style
  - Embedding in eLearning classes to provide point-of-need service in a sustained (several weeks or all semester) way
  - Creating online learning objects (a "toolkit") that can be placed in an eLearning course shell
  - Designing Research Guides for classes, or for a particular topic or discipline
  - Collaborating on the design of research assignments
  - Integrating information literacy into the curriculum

## Library Cards and General Rules

These rules were developed to ensure access to materials, preserve the rights of all who use the Library, and protect the facilities from misuse. All library users are asked to be considerate of others.

- Library/ID Cards are available to registered students, faculty, and staff, and can be acquired by presenting their photo ID at the Circulation Desk where Library staff will activate it as a Library card. Students must show proof of College registration. The photo ID is also the Library card and must be updated each semester with a current validation sticker.

The College Library/ID card may be used at participating LOGIN libraries in Gloucester, Salem, and Cumberland counties to check out library materials.

All lost Library cards should be reported immediately to Circulation Staff to avoid unauthorized use. There is a fee for issuing a replacement for lost cards.

- General Rules are as follows:
  - Children under fourteen years of age must be accompanied by and under the supervision of an adult at all times. See administrative procedure *2001 Minors On Campus*, section titled, *Minors on Campus who are **not** College Students*.
  - Disruptive behavior such as, but not limited to, loud talking, creating excessive noise, aggressive behavior, playing loud music, or interfering with the use of the Library or with the performance of Library personnel's duties will not be tolerated. Individuals who engage in disruptive behavior will be asked to leave and/or will be escorted off the premises by Security.
  - Misuse/abuse of Library furniture, equipment, or facilities will not be tolerated. Library patrons caught mutilating Library materials or damaging Library property will be subject to disciplinary action, which may include referral to the appropriate legal authorities.

### **Special Services Assistance**

Students requiring special services may request these assistive amenities through the Library. The Library can refer students with disabilities to the NJ State Library or other College Services departments for assistive services.

### **Cataloging**

Materials acquired by the Library will be labeled, processed, and cataloged according to the Library of Congress cataloging standards through OCLC, and items will be shelved in the order of the classification.

### **Archives and Document Center**

The College's Archives and Document Center was established within the Library to provide for the centralization, cataloging, and maintenance of important and historical College documents. Library staff are available to assist researchers and interested users in finding and copying required documents.

Some document type examples available in the Archives and Document Center are:

- Board of Trustee Meeting Minutes
- Board Policy Manual
- College Administrative Procedure Manual
- Union Contracts
- College Catalogs
- Middle States Commission on Higher Ed Reports
- Accreditation Self-Studies
- Integrated Postsecondary Education Data System (IPEDS) Reports
- Annual Reports
- Faculty Senate Meeting & Committee Minutes
- College Assembly Meeting & Committee Minutes
- Strategic Plans
- Historical Ephemera

A room is provided for reviewing the above documents which must be maintained on site.

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President's Authorization: Trish Keating

References:

Rowan College of South Jersey Board of Trustee Policy Manual, *8501 Library Bill of Rights*  
and *8503 Library Services*

Rowan College of South Jersey Administrative Procedure, *2001 Minors On Campus*

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