

**Barstow Community College** 

Library Handbook Policies and Procedures

2025-2026



### **WELCOME**

Welcome to Barstow Community College We hope you will find the facilities attractive, comfortable, and beneficial here.

We encourage you to use them often.

## Library Staff



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## Barstow Community College Library Mission Statement

Barstow Community College Library is committed to serving the needs of our students, faculty, staff, and community patrons by striving to meet the following goals:

- Maintaining a diverse collection of materials to support the academic and vocational needs of our student body;
- Helping students develop skills essential to academic and occupational success by promoting information competency and critical thinking;
- Working with the faculty to ensure knowledge of the library's services and resources and providing training and support to incorporate them into the curriculum,
- Providing resources and research assistance to enhance faculty research;
- Serving the diverse needs of all library patrons, including remote learners and those with special needs;
- Responding to changing technologies by providing resources in a variety of formats, both print and electronic, and maintaining a knowledgeable and skilled staff:
- Promoting lifelong learning and the value of the library in the campus environment.

## Library Operation Policies

#### **Regular Library Hours**

Monday through Thursday 8:00am to 7:00pm Friday 8:00am to 5:00pm

#### **Summer Hours\***

Monday through Thursday 7:00am to 6:00pm Friday Closed

Closed Saturday and Sunday. Closed all Holidays.
\*Hours during the summer semester, intersession, and school holidays may vary.

#### Use of The College Library

**Public Use:** People from the public sector may come into the library whenever the library is open. They may use any services or items in the library's public area.

**Veterans:** The library also serves the local Veterans Community. The library offers checkout of library books.

**Students:** If students wish to check materials out of the library, they will need to have their Barstow Community College student ID. Card - which has a photo on it - **OR** a valid, state-issued photo ID. **AND** be enrolled in at least 1 unit. BCC student ID **OR** valid state-issued photo ID will need to be shown every time they check materials out of the library and use reserve materials. \*High school IDs may be accepted in special circumstances.

**Staff Use:** A person may obtain a library card if they are a BCC administrator, a BCC faculty member, a BCC adjunct faculty member, a BCC staff member, or a BCC Alumni. We are currently reviewing our use of Library Policy regarding the general public.

#### **CODE OF CONDUCT**

#### All Library patrons must:

- 1. Maintain a **quiet environment**. This means **no loud voices** and no cell phones.
- 2. Respect Library property. We take theft, mutilation, or defacement of materials very seriously.
- 3. Respect the right of fellow Library patrons and Library staff to a quiet, peaceful environment to study and work.
- 4. Follow the computer use guidelines as detailed on page 10 of this handbook.
- 5. Covered drinks and small snack items are allowed in the library.

Large or messy food items such as takeout containers and bags of fast food are not allowed.

Students are expected to clean up after themselves and will be held responsible for any mess and any damage to the library facility or resources.

PATRONS BREAKING THIS CODE OF CONDUCT MAY BE ASKED TO LEAVE THE LIBRARY

#### **CHILDREN IN LIBRARY**

Children are not to be left unattended in the library or any portion of the LRC.

#### **BORROWING PRIVILEGES**

The Barstow Community College ID card, available from the Campus Events/ASB Office, is the student library card. Library borrowing

privileges may not be transferred to another person. Borrowers who abuse provisions or disrupt library service may have their library privileges revoked.

#### **RESPONSIBILITY**

It is the borrower's responsibility to:

- know when a material is due to be returned.
- return or renew material on or before the due date.
- exercise care in handling all library materials.

#### **CURRENT ADDRESS**

Please notify Admissions & Records immediately of any change of address or phone number.

#### Borrowing Regulations, Circulation & Fines

Overdue charges are calculated daily, excluding days the library is closed.

The fee for returned checks is \$25.00 as per the Cashier's Office.

BCC Administrators, BCC Adjunct Faculty, BCC Faculty, BCC Staff are exempt from fines.

ITEM TYPE	CIRCULATION PERIOD	LIMIT*	RENEWAL	OVERDUE FINE
Books	2-weeks	10	3 times	\$ .10/day
Reserve	2-hours in library & TLSC use **	1, 2 if same course subject	Renewals allowed if no other student is waiting for it	\$ .50/hour
DVDs	3-day loan	2	None	\$2.00/day/DVD

<sup>\*</sup>Patrons (i.e., Veteran's Home, BCC Alumni), other than currently enrolled Barstow Community College students, have different checkout limits. Please ask at the Circulation Desk.

Fees for lost or damaged materials shall be \$35.00 per General Collection book; \$50.00 per Oversized book; PBK's \$7 per book, plus a \$5 processing fee per item. Some items may be assessed as a larger or lower fine amount depending upon the type or value of the material.

\*Cannot have more than a total of 10 items on your account at any time.

- COURSE RESERVE TEXTBOOKS MAY BE CHECKED OUT FOR USE WITHIN THE COMPUTER COMMONS OF THE LEARNING RESOURCE CENTER DURING PEAK TESTING PERIODS ONLY (IE, MID-TERM AND FINALS WEEKS) AND UNDER THE FOLLOWING CONDITIONS:
  - 1. Only one textbook per student. Students must leave a VALID picture ID with the front counter staff to ensure "Good Faith Lending." Students will also be required to sign for the item.
  - 2. Picture ID will only be returned to the borrowing student.
  - 3. Textbooks may NOT leave the Learning Resource Center building. Students leaving the LRC building with course reserves may be charged for the cost of the item.
  - 4. Student is responsible for any late charges that may apply. Reserve textbooks are available for 2-hour checkout only.

#### REPLACEMENT COSTS FOR LIBRARY MATERIALS

The replacement cost for library materials is \$35.00 for general collection per book \$50.00 per oversized book,

\$7 per book in PBK's and \$25.00 for videos (that can be checked out).

A \$5.00 processing fee is charged per item. This is charged at the time the item is being paid for.

#### **REFUND POLICY**

The library no longer handles any monetary transactions. Refunds are given under the policy and discretion of the Business Office.

#### **RETURNING AND RENEWING LIBRARY MATERIALS**

Library materials must be returned or renewed on or before the due date. Materials may be renewed at the circulation desk in person with a BCC library card and photo ID or by phone for a maximum of two renewals if no hold requests are pending. Items need not be present for renewal as long as the items are not overdue. Patrons may renew an item if it is not overdue and there is no request for the item by another patron. The type of material governs the length of renewal. All other materials should be placed in the book drop at the front of the circulation desk or dropped off in the outside book drop, located in the library parking lot.

#### SEE: "SELF RENEWALS"

#### BACK-TO-BACK CHECK OUT FROM ONE STUDENT TO ANOTHER

When a student returns a book, it must be checked in and re-shelved before another student can check it out. This will prevent any group of students from monopolizing a book for the entire semester. Students can take advantage of our automated system's "hold" feature by placing a request for the book through the OPAC.

#### PLACING A REQUEST FOR A BOOK IN THE BCC LIBRARY COLLECTION

A borrower can place a request for an item that is checked out to another patron. Requests are placed through the OPAC. The borrower placing the request will need a current BCC student ID. When a requested item becomes available, it will be put on hold at the circulation desk, and the requestor notified to pick up the item within 3 days. Hold requests may not be placed on reserve items.

#### SELF RENEWALS

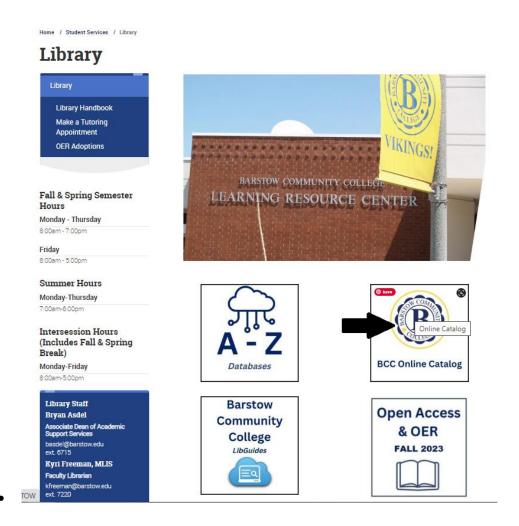
**Question:** Can I renew my library books without coming into or calling the library?

**Answer:** Yes, if the books are not overdue and have not already reached your maximum number of renewals (2). This can be done at any time using an internet-accessible computer. Please follow these simple instructions:

Step 1: In your Internet search bar, type in this URL and enter:

https://www.barstow.edu/student-services/library

Step 2: Scroll down and click "BCC Online Catalog"

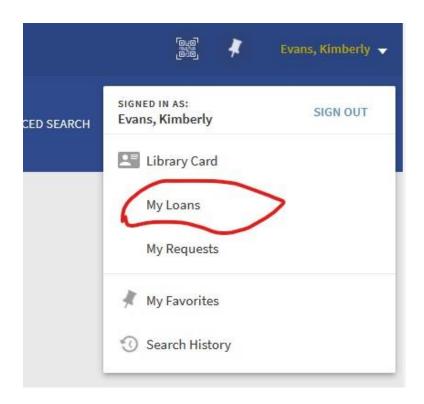


Step 3: On the top left of the screen, click sign in.

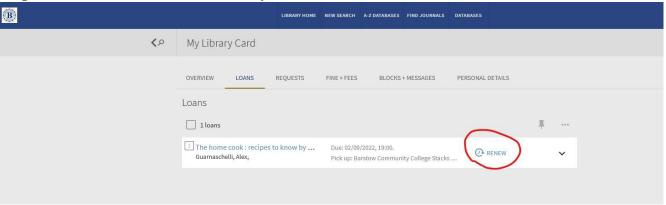


Step 4: Sign in using the same B number and Password you use in the Single sign-on. If you have already signed in the single sign-on or are accessing this page from campus, it will automatically sign you in.

Step 5: Click on your name in the top left corner and then select "My Loans"



Step 6: Click RENEW on the item you wish to renew



#### **FINES AND OVERDUE NOTICES**

Fines are imposed to assure the timely return of materials. FAILURE TO RETURN MATERIALS AND/OR MAINTAINING UNPAID CHARGES WILL RESULT IN SUSPENSION OF BORROWING PRIVILEGES, TRANSCRIPT RELEASE, AND REGISTRATION. Patrons are responsible for returning materials by the due date, regardless of whether an overdue notice is received. Fees are subject to change without notice.

#### **BLOCK (HOLD) ON A PATRON RECORD**

<u>Per Board Policy, if any student has a hold from any department on campus, all privileges</u> to all other departments will be suspended.

A block on a patron's record indicates a matter that needs to be cleared up. Blocks are fines, overdue items, lost items, address updates, etc. The block needs to be cleared up before the library will check out any items to the person. A block from BCC library will prevent students from getting their grades, registering for classes, graduating, or receiving their transcripts. A patron needs to call the business office to clear up a block.

#### **LIBRARY TOURS**

Due to the size of the Learning Resource Center and increasing demand on the library staff, the following is provided for your information:

- 1) No Library tours will be given during the first two weeks of any semester.
- 2) Any requests for tours must be made 2-3 days in advance to allow library staff time to address issues such as coverage, copying of hand-outs, etc.
- 3) No last-minute tours will be booked or given.
- 4) For evening classes, special arrangements must be made. Contact the head librarian to make special arrangements.
- 5) Classes must be accompanied by their instructors.

Library staff members wish to continue to provide the best library services possible to all. However, to accommodate the many requests that they get, your cooperation would be appreciated.

#### **ELECTRONIC RESOURCES USER POLICY**

• Due to the limited number of computer stations available, the primary use of computer resources shall be to assist currently registered Barstow College students with academic-related research. Priority is given to currently enrolled students conducting course-related work. Library staff reserves the right to request that users viewing potentially offensive sites leave the library.

- No games, online auctions/purchasing, or chat rooms. Computer labs are available on campus for non-research activities. The closest lab is located in the Teaching and Learning Support Center (TLSC), accessible through the main lobby of the LRC.
- Currently enrolled students shall have priority use of all computers.
   A 15-minute time limit may be imposed when others are waiting for any workstation.
- Individual users are responsible for using the library's resources in an ethical, non-discriminatory, and lawful manner. Failure to comply with these basic policies and responsibilities can result in losing access privileges.

#### Computer Copyright Infringement

Most material available on the Internet, whether from freely accessible websites or subscription databases such as those available through the Barstow Community College Library, is protected by copyright law, whether a statement of copyright is visible on the page being viewed. Barstow Community College Library upholds all provisions of United States copyright laws, including 17 United States Code sections 107 and 108 governing fair use and reproduction by libraries and archives.

Patrons using copier or printing services are responsible for any infringements of copyright laws. Copyright violations are not only against the law but also campus policy. Willful copyright infringement can result in criminal penalties, including **imprisonment** of up to **five years** and **fines** of up to **\$250,000 per offense**.

#### **LIBRARY CLOSING PROCEDURES**

Any reserve materials checked out must be returned to the circulation desk. All materials are due 15 minutes before library closing. Computers must also be turned off 15 minutes before closing.

#### **CONFIDENTIALITY**

The library will not release personal borrowing information about any library user to any other individual or organization unless required to do so by law or by college policy.

#### SPECIAL FACILITIES AVAILABLE TO STUDENTS

#### Student OPAC station

Disabled patrons can adjust the size of the font. Please read: *ELECTRONIC RESOURCES USER POLICY* above

#### **Audio-Visual Materials:**

The library maintains various educational and entertainment videos, DVDs, and CDs.

#### Microfilm Reader

Check with the library staff for viewing Desert Dispatch or Desert Post on microfilms.

#### Group Study Rooms:

Barstow Community College students may use group study rooms at any time that the library is open. Students requesting a group study room must follow the guidelines for room use.

#### **PROCEDURES**

- 1. Students sign up for the room at the Circulation Desk on a first-come, first-served basis.
  - No reservations.
- 2. These rooms are designated for study purposes only.
- 3. Posted guidelines are to be followed when using the rooms.

#### GUIDELINES FOR STUDY ROOM USE (Guidelines apply to all students in a group)

- 1. Rooms may be used for 2 hours. Upon completion of the 2 hours, keys must be turned in at the circulation desk to be discharged. Renewals are permitted so long as no other patron has requested the room.
- 2. ROOMS WILL BE USED ONLY FOR STUDY TOWARD COMPLETION OF A SPECIFIC ASSIGNMENT OR REQUIREMENTS FOR COMPLETION OF A BARSTOW COMMUNITY COLLEGE CLASS. Recreational use is prohibited.
- 3. The door to the room will always remain closed. Please try to study in the quiet as the rooms are not soundproof.
- 4. Musical instruments are prohibited.
- 5. Tutoring and proctored test-taking are <u>NOT</u> appropriate activities for library group study rooms as such activities fall under the responsibility of other Barstow Community College programs.
- 6. FOOD, DRINK, CHILDREN, LEWD OR LASCIVIOUS ACTS, AND SMOKING ARE STRICTLY PROHIBITED.

- 7. Library staff may enter a group study room at any time.
- 8. Library staff may bring a study session to an end at any time and may require students to leave the room.
- 9. Students will leave the room clean and orderly, close and lock the door, and return the room key immediately after leaving the room. Students are responsible for damage to the room.
- 10. Library staff may refuse, or revoke room use privileges if any student in a group fails to follow established guidelines.
- 11. Study room furniture will not be moved

## TYPES OF MATERIAL AVAILABLE location and arrangement

<u>Non-Fiction Books</u>: These are located on the shelves towards your right when entering the library. The shelves begin with 000 on the left, continue down the aisle, wrap back up to the front, and continue in that order throughout the aisles until you reach 999.99.

Reserve Materials and Class Textbooks: Items instructors place on reserve for student use. We carry <u>most</u> class textbooks. Check at circulation to see if we have what you need. A BCC student photo ID OR valid state-issued ID is required to check out all reserve items. These are located at the circulation counter. Reserve books are indicated by "Res" in the line of the displayed record on the OPAC. A patron can have only one reserve item checked out at a time. We do not hold reserve items. They are available on a first-come, first served basis.

<u>Reference Books</u>: These are found in the Reference Room, located behind the circulation counter when you enter the library. They are indicated by a letter "R" above the call number on the book's spine.

**<u>Biography</u>**: Books of biography, "92", are located after the 999.99 and before Fiction books. These books are in alphabetical order by the last name of the person written about.

<u>Fiction Books</u>: Books of fiction, "Fict.", are located after the "92" Biography books and before the foreign language section. The books are in alphabetical order by the author's last name.

**Spanish Language:** Books written in Spanish are located at the end of the aisles, after the fiction books.

<u>Oversized</u>: Books that are too large for the shelves in the general collection are placed on the short shelf to the right of the Reference Room. They are identified with a yellow "oversized" sticker below the call number.

<u>Adult Education:</u> A growing collection provided by Elena Rivera, Director of Barstow Area Consortium for Adult Education. These materials support a variety of disciplines and interests, including child development, psychology, business, career exploration, parenting, personal development, and young adult fiction. They are located in the stacks behind the paperback racks.



## Archives

Archives are located in L26, to the left of the circulation desk. Archive materials are like reference materials and are for inhouse use only. Due to their age or special significance, they are not housed in the general collection.

The Archives contains over 400+ historical items and donations, such as 73 volumes collection from the 1850-1880s of *Harper's Magazine*, donated by history professor Ramon Vasconcellos.

#### Digital Archive Collection

Over 6,600 photos, newspapers clippings, historical college records and books on Mojave Desert history and geology.

#### **Barstow Community College Archive**

The Barstow Community College Archive contains items from the history of the college in Including newspaper scrapbooks from the 1960s to the 90s, College newspapers from thirty years of the college's history, a performing arts archive and a collection of documents spanning the whole of the college's history.

#### **Physical Collections**

**PBK** (paperback books): Located inside the front doors, kept in the spinner racks, just to the right of the computer terminals. They are entertaining light reading.

**DVDs:** Located in the archive room. Please ask library staff for assistance or search the OPAC to find the required media material. DVDs check out for three days at a time or a weekend.

#### **AS A REMINDER:**

Late fees for DVD checkout are \$1.00 a day.

#### Maps:

Check with the library staff to view our collection of maps. Our collection includes Barstow and its surrounding areas and much of California. They cannot be checked out and are for in-house use only.

## ACADEMIC JOURNALS, MAGAZINES, AND NEWSPAPERS

Periodicals and Newspapers cannot be checked out; they are for in-house use only. Copies can be made on the copier located on the left of the computers.

The library subscribes to more than 150 periodicals, including academic journals, magazines, and newspapers. Current issues are shelved in the center back of the library. Please ask Library staff for help retrieving back issues.

The library subscribes to the following newspaper publications: Wall Street Journal, Daily Press, The San Bernardino Sun, and the Sunday edition of the New York Times.

The latest copy is located on the periodicals rack near the reference area, at the back of the library.

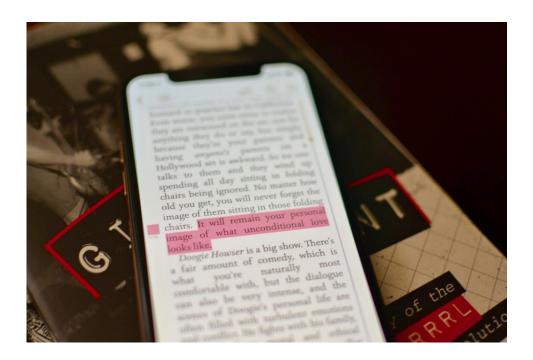
Other Sources Available in The Library Suggestion box for books/periodicals: This box is located on the right side of the Circulation desk near the OPAC's. Please fill out a form and put the request in the suggestion box available at the Circulation desk.

<u>Pathfinders</u>: These documents contain descriptive lists of the best material on specific topics available through the library and suggestions for research projects. Currently, we have pathfinders available on subjects such as Gun Control, Paleontology, the influence of the English Civil War on the American colonies, and the arrival of Europeans in America. We are constantly creating new pathfinders.

#### **Donations:**

The BCC Library accepts donations based on the following guidelines:

- All materials donated to the library become the property of BCC.
- The library may choose to keep or discard donated materials according to its collection development policies.
- The library will not return materials it cannot use to the Donor.
- Upon request, the library will furnish the Donor with a zero-dollar amount letter describing the donation for income tax purposes.



#### Cell phone use in the library

As a courtesy to our library patrons, our policy is not to have cell phones or other noise-producing electronic items used inside the library. We ask that you turn off the volume before entering the library and answer or make calls outside the library. We will ask you to step outside if you use your cell phone inside the building.

#### **Cell phone Charging station**

The library is equipped with a cell phone charging station comprised of 4 Apple charges and 2 Android chargers

#### **Library Computer Usage Policy**

Barstow Community College Library computer resources are dedicated to supporting the college's mission of education, research, and public service. In furtherance of this mission, the Barstow Community College Library respects, upholds, and endeavors to safeguard the principles of academic freedom, freedom of expression, and freedom of inquiry.

There are over 33 computers available in the Barstow Community College Library & 40 in the TLSC. The library is dedicated to the success of its student patrons.

While there are no time limits regarding using the computers within the library, preference is given to Barstow Community College students who are engaged in research or academic work. If no other stations are available for students, public patrons may be asked to defer their time. Regarding *Computer Usage*, the following apply:

- Printing is available for all Barstow Community College students via account allotment. 100 pages via Papercut. You can buy more prints from the Viking bookstore.
- Databases are available for students and public patrons *within* the library. Off-campus access is restricted to currently enrolled students.
- Many of the off-campus databases can be accessed via your B#
- *Currently*, access to social media sites is allowed within the library. However, students' academic pursuit holds priority, and users may be asked to defer computer use in favor of those seeking to perform academic research or coursework *unless* such site use is related to academic work.
- Both Student and Public users may be barred from using computers in the library for:
  - Downloading and /or viewing material that violates harassment policies outlined by Barstow Community College.
  - Using computers for non-academic purposes such as, but not limited to, illegal file sharing, system hacking, identity theft, etc.
- Public patrons should not save documents or files to the desktop. Saved files are periodically removed.
- Both Student and Public patrons may use MS Office Products. In lieu of available printing, it is suggested that that patron possess a flash drive or cloud account.
- To maintain a quiet study atmosphere, the library has headphones available for use.

• Students and public patrons may be asked to reduce the volume of their headsets or computers if noise levels interfere with the academic pursuits of students.

#### **Online Catalog**

To log in to your library account, use your B-number issued to you during registration. If you are a returning student, your B-number will be updated in the campus database system.

To access the Online Catalog, click the button top right on the Library Services page:

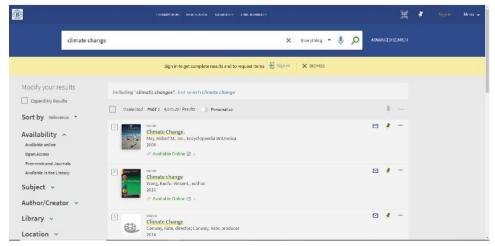
https://caccl-

barstow.primo.exlibrisgroup.com/discovery/search?vid=01CACCL\_BARSTOW%3ABARSTOW

#### How to Search the Library Catalog

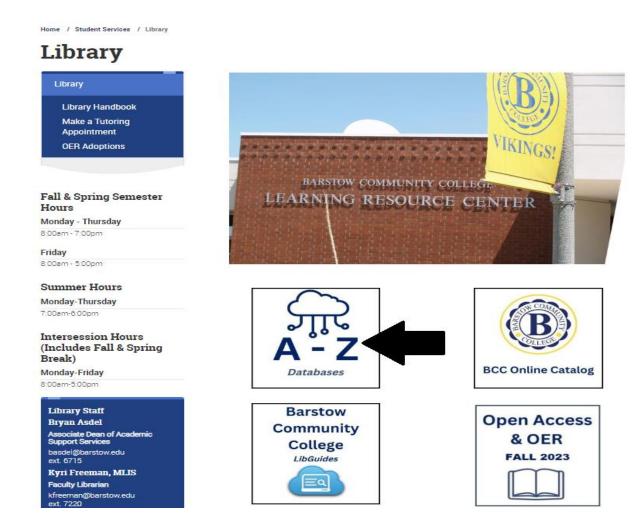
First, navigate to https://www.barstow.edu/student-services/library Then click the top right link for "BCC Online catalog"

Let's say we searched for the keywords: "climate change" Here is the complete set of results. Here is what the results look like:



At first, you will get items that are available online and physical books. To get just book available in the Library on the left side of the screen to click on **Availability** and then **Available in the Library** on the left side of the screen,

What if you want to click through to an e-book or a database article? You can always use our electronic resources page here: https://barstow.libguides.com/az.php



Each database is listed in alphabetical order. However, the easiest way to search through most of them at once is to scroll down and click Ebscohost .



Check the box "Select/Deselect all"



#### **Choose Databases**

To search within a single database, click the database name listed below. To select more than one database to search, check the boxes next to the databases and click *Continue*.



And then, search for your subject in the search bar at the top.





This method has better results when searching for electronic articles than when using the catalog. However, Films on Demand, ProQuest EBooks, and Infobase Ebooks cannot be searched using this method. To access these databases, navigate to <a href="https://barstow.libguides.com/az.php">https://barstow.libguides.com/az.php</a>. Then scroll down and click the database of your choice.

If you have a question about using our catalog, finding physical materials, or searching for electronic materials, please come to the library front desk or email the librarian at <a href="mailto:kfreeman@barstow.edu">kfreeman@barstow.edu</a>.

## Electronic Resources available at Barstow Community College Library

NOTE: OFF-CAMPUS REMOTE ACCESS TO THE SUBSCRIPTION DATABASES IS RESTRICTED TO CURRENT BARSTOW COMMUNITY COLLEGE STUDENTS, FACULTY, AND STAFF.

Sign in using PATRON ID, which is your B-number



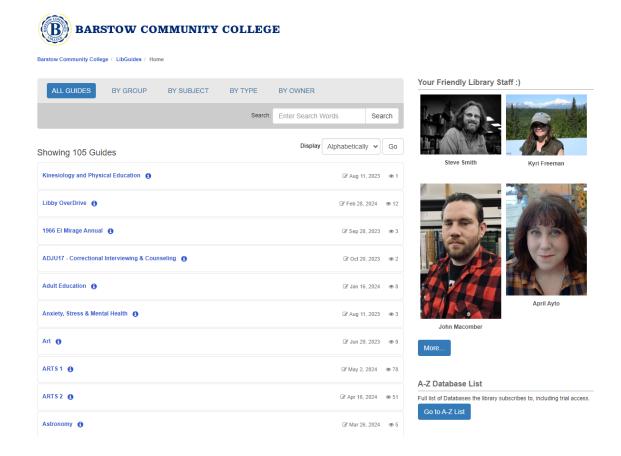
## LibGuides

LibGuides are subject guides that pull together all types of information about a particular subject or course of study. They include books and movies in our catalog, material from different databases, and other resources, all compiled in one convenient place. We constantly add new LibGuides, so check back regularly.

To access Barstow Community College Library's <u>LibGuides</u>, first navigate to <a href="https://www.barstow.edu/student-services/learning-resource-center/library">https://www.barstow.edu/student-services/learning-resource-center/library</a>, then scroll down and click "BarstowLibGuides".



Then click on the title of the Barstow Community College LibGuide you'd like to view.



<u>Libguides</u> is an organization software system to organize academic resources by topic. These pages correspond to additional resources set up by Barstow Community College staff.



#### **BARSTOW COMMUNITY COLLEGE LIBRARY**

Please feel to email or call the Barstow Community College Library with any additional comments or questions!

760-252-7270 Library front desk 760-252-7220 Librarian, Kyri Freeman 760-252-7346 Part-time Librarian, April Ayto 760-252-7603 Part-time Librarian, Ashley Montes

Visit us online at:

https://www.barstow.edu/student-services/library

Also visit our LibGuides resources at:
Barstow.libguides.com