



BEVILL STATE COMMUNITY COLLEGE

LIBRARY HANDBOOK

FAYETTE • HAMILTON • JASPER • SUMITON
PICKENS COUNTY EDUCATIONAL CENTER

TABLE OF CONTENTS

FOREWORD.....	3
MISSION.....	3
GENERAL INFORMATION	
Library Mission.....	3
Library Staff.....	3
Library Hours.....	3
Library Telephone Numbers.....	3
LIBRARY LOCATIONS	
Fayette Campus Map.....	4
Hamilton Campus Map.....	5
Jasper Campus Map.....	6
Sumiton Campus Map.....	7
Special Collections.....	8
CIRCULATION SERVICES	
Government Documents.....	9
Privacy and Confidentiality Policy.....	10
Library Card.....	13
Circulation Period.....	13
Fines.....	13
Lost Items.....	13
Copier.....	13
Personal Hold Requests.....	13
Online Public Access Catalog.....	14
The Classification System	17
Locating Materials on the Shelf.....	18
MULTIMEDIA SERVICES.....	21
REFERENCE SERVICES	
Reference Collection.....	21
Dictionaries.....	21
Encyclopedias/Almanacs/Yearbooks/Handbooks.....	22
Vertical File.....	23
Alabama Virtual Library.....	23
Periodical Collection.....	23
EVALUATING RESOURCES.....	24
Evaluating Print Reference Resources.....	24
Evaluating Web-based Resources.....	25
SPECIAL LIBRARY /LEARNING RESOURCES CENTER SERVICES	
Interlibrary Loan.....	27
Reciprocal Borrowing Agreements.....	28
LIBRARY USE AND CONDUCT POLICY.....	29

BEVILL STATE COMMUNITY COLLEGE LIBRARIES
Welcome to the Bevill State Community College (BSCC) Libraries!

This handbook is designed to explain the resources available for use at the BSCC Libraries. Campus libraries are linked via Online Library links for research and circulation. Refer to the handbook often, but always feel free to ask questions. BSCC libraries and staff members are here to support our students' educational and personal endeavors. All BSCC campus libraries offer Library Orientation sessions for classes and individuals upon request.

MISSION OF THE BSCC CAMPUS LIBRARIES

In support of the BSCC Mission, the library provides human and material resources which support, enhance and supplement the educational process wherever programs or courses are located and however they are delivered, by making available a variety of information and related learning services to students, faculty and staff, and, when appropriate, to the general community.

BSCC CAMPUS LIBRARIES HOURS

Holiday hours will be posted in the Campus Libraries

FALL & SPRING SEMESTER HOURS

Monday – Thursday	7:30 AM – 8:30 PM
Friday	7:30 AM – 11:30 AM
Saturday & Sunday	CLOSED

SUMMER SEMESTER HOURS

Monday – Thursday	7:00 AM – 7:30 PM
Friday, Saturday & Sunday	CLOSED

BSCC CAMPUS LIBRARIES

TOLL-FREE NUMBER FOR ALL CAMPUSES
1-800-648-3271

FAYETTE CAMPUS (205) 932-3221 Ext. #5140

Librarian ~ Mary Harris
Library Technical Assistant ~ Lesley Whitehead
Library Assistant ~ Glenda Blanchard

HAMILTON CAMPUS (205) 921-3177 Ext. #5356

Librarian ~ Tammy Sanders
Library Technical Assistant ~ Margaret Hamilton-Williams
Library Assistant ~ Dora Jones

JASPER CAMPUS (205) 387-0511 Ext. #5748

Librarian ~ Rebecca E. Whitten
Library Technical Assistant ~ Patricia Bowden
Library Assistant ~ Kathy Robinson

SUMITON CAMPUS (205) 648-3271 Ext. #5238

Assistant Dean for Library/Learning Resources ~ Tyrone T. Webb
Library Technical Assistant ~ Donna G. Robinson
Library Assistant ~ Betty P. Satisfield

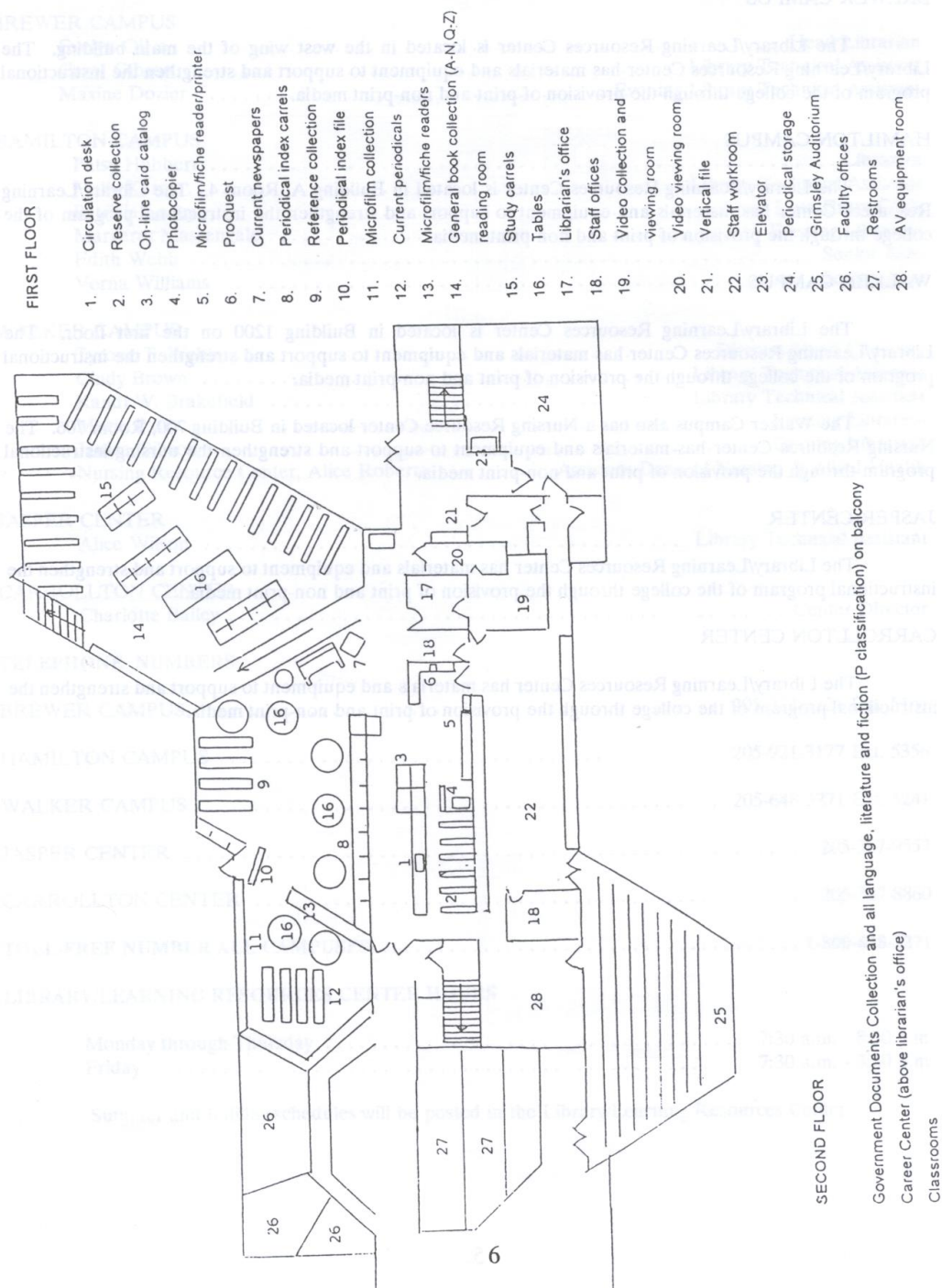
PICKENS COUNTY EDUCATIONAL CENTER (205) 648-3271 Ext. #5646

Part-Time Librarian ~ Stephanie Butler

BSCC CAMPUS LIBRARY LOCATIONS

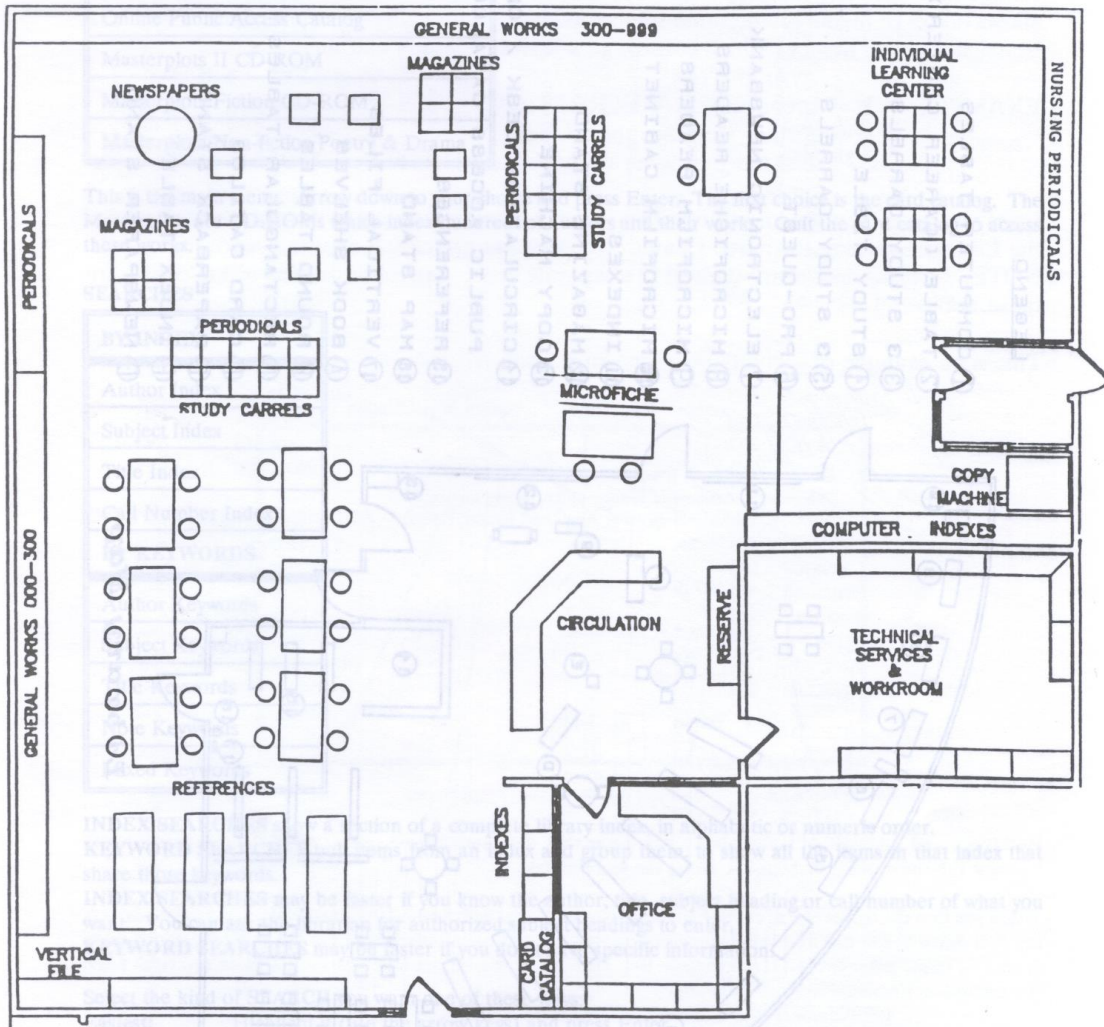
FAYETTE CAMPUS LIBRARY

The library is located in the west wing of the main building. It houses the *Civil War Collection*, *Government Documents*, and materials and equipment to support and strengthen the instructional program of the college through the provision of print and non-print media.



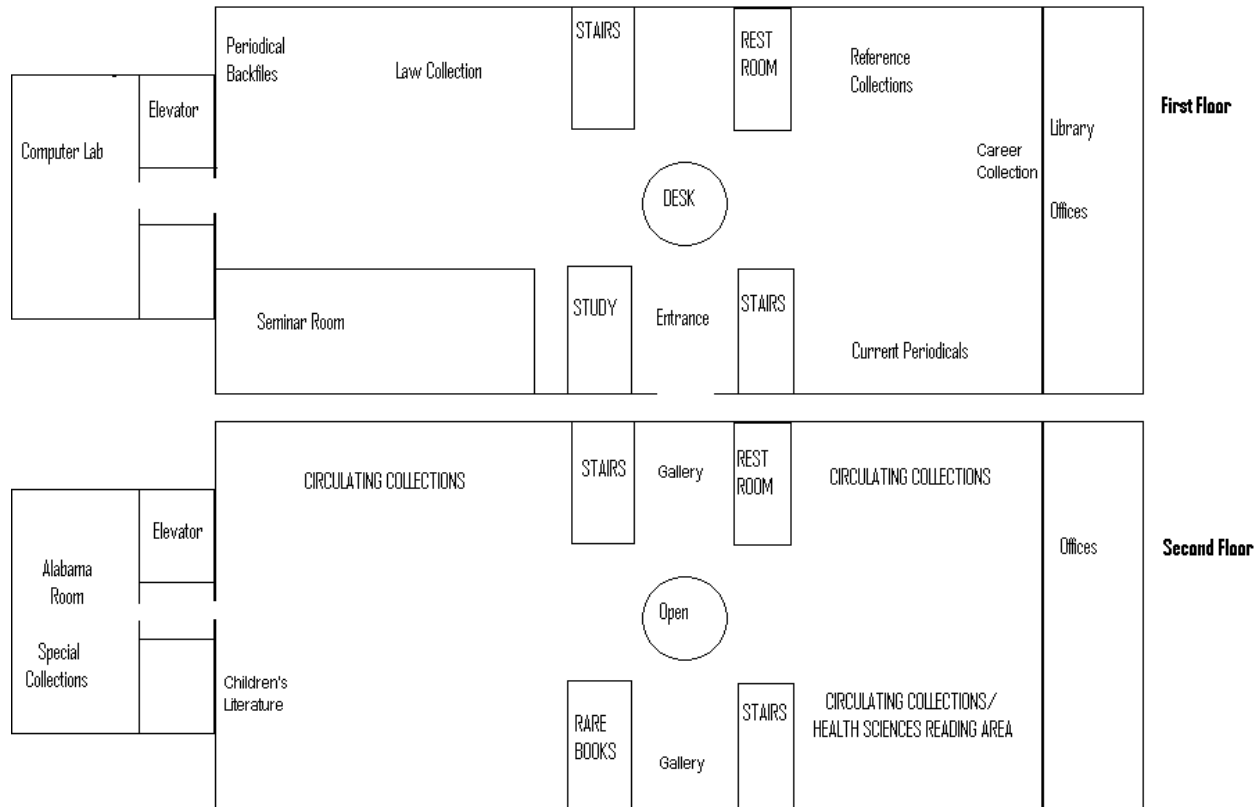
HAMILTON CAMPUS LIBRARY

The library is located in Building A, Room 4. It houses the *Mason Archaeological Collection*, and materials and equipment to support and strengthen the instructional program of the college through the provision of print and non-print media.



JASPER CAMPUS LIBRARY

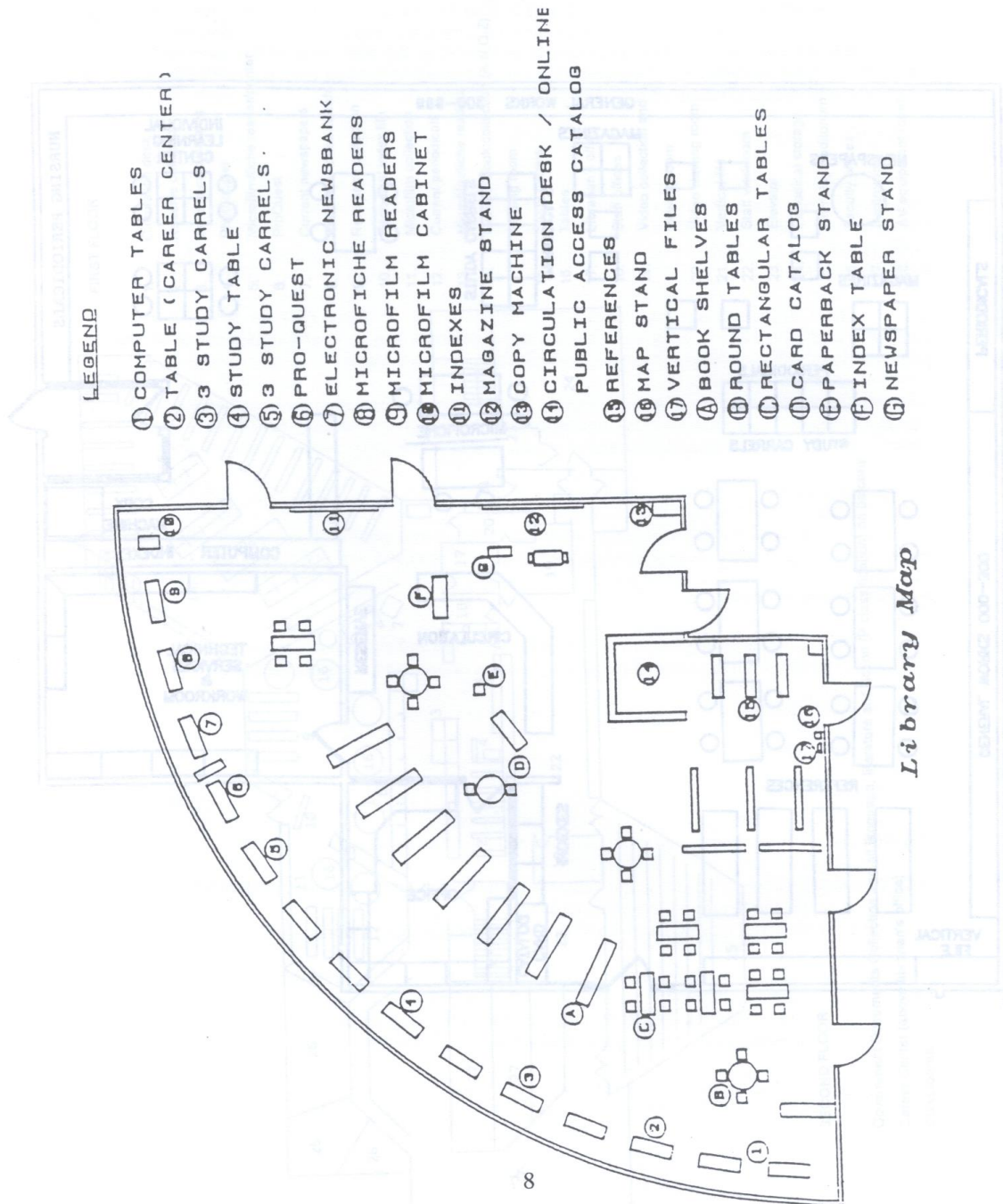
The library is located in the Irma Dilg Nicholson Library Building. It houses the *Alabama Collection*, the *Kumon Japanese Library/Museum*, and has materials and equipment to support and strengthen the instructional program of the college through the provision of print and non-print media.



Irma Dilg Nicholson Library
Walker College Campus
BEVILL STATE COMMUNITY COLLEGE

SUMITON CAMPUS LIBRARY

The library is located in Building 1200 on the first floor. It houses materials about Alabama and books by Alabama authors and has materials and equipment to support and strengthen the instructional program of the college through the provision of print and non-print media.



BSCC CAMPUS LIBRARIES – SPECIAL COLLECTIONS

Several of the BSCC Campus Libraries have specialized collections to support student instruction and research.

ALABAMA COLLECTION – The Jasper Campus Library houses the Alabama Collection which is a specialized collection of books and other materials documenting the history, geography, and culture of the State of Alabama. Also included in the collection are books about Alabama and/or books by Alabama authors. The Sumiton Campus Library houses a collection of books about Alabama and authors from Alabama.

CIVIL WAR COLLECTION – The Fayette Campus Library houses the Civil War collection consisting of many rare volumes of *The War of Rebellion: A Compilation of the Official Records of the Union and Confederate Armies*. The set, donated to BSCC by Samford University, was published by the US War Department in 1880-1901.

GOVERNMENT DOCUMENTS COLLECTION – The Fayette Campus Library is designated by the United States Superintendent of Documents as a federal depository library. As a selective government depository, BSCC receives much of what our federal government agencies publish. The topics are too numerous to list, but if you are interested in medical, social, agricultural, or political topics, you may locate very helpful and recent information in the collection.

KUMON JAPANESE LIBRARY/MUSEUM – The Jasper Campus Library houses the Kumon Japanese Library/Museum. Kumon is an innovative Japanese approach to teaching mathematical calculations from kindergarten level through high school calculus. The Sumiton Elementary/Middle School was approached and asked to be the pilot school in the United States for the introduction of the Kumon learning system. During the 1988-1989 academic year, this small rural public school made history as the first public school in the world to implement the Kumon method of teaching mathematics into its public school curriculum. The Kumon Library/Museum is filled with the books and artifacts sent to the Sumiton school from Japan to educate the students about Japanese culture and daily life.

MASON ARCHAEOLOGICAL COLLECTION – The Hamilton Campus Library houses the Mason Archaeological Collection courtesy of the Marion County Historical Society. This is the personal collection of Dr. Robert Mason. The artifacts were either found by Dr. Mason personally or obtained from other individuals. There is no supporting provenience documentation for the collection, but a majority of the artifacts seem to be from Northwest Alabama and from adjoining Northeast Mississippi.

BSCC CAMPUS LIBRARIES – GOVERNMENT DOCUMENTS

Government Documents Call Numbers

Bevill State Community College's Fayette Campus Library is a selective depository of federal government documents. In 1979, Congressman Tom Bevill announced that the Brewer State Junior College Learning Resources Center had been designated as a selective Depository for Federal Government Documents.

These documents are catalogued using a SuDocs number. The SuDocs or call number consists of a combination of letters, and numbers employing periods, slashes, colons, and hyphens. Example: Y1.1/8:99-309P/2.

AGING ADMINISTRATION
Health and Human Services Dept.
Washington,DC 20201

Entry number -----886-515

SuDocs number -----HE23.3002:Ar7

Author -----Yelin, Edward H.

Title -----Arthritis Policy and the elderly/Edward H. Yelin Jane
S. Kramer, Wallace V. Epstein.—San Francisco, Calif. :
Aging Health Policy Center, University of California,
1983.

39 leaves; 28 cm. Distributed to depository libraries
in microfiche. "Funded in part by the U.S.
Administration on Aging grant no. ~AP(XX)3."
Bibliography: leaves 36-39. Item 447 —A-(microfiche)

Subject headings -----1.Arteries—inflammation. 2.Aged—Medical care—
United States. 3.Aged—Government policy—United
States. 1.Kramer, Jane S.(Jane Susan), 1956- II.Epstein,
Wallace V. III.University of California, San Francisco.
Aging Health Policy Center. IV. United States.
Administration on Aging. V. Title. OCLC 12745932.

The SuDocs number is your "call number" and now you can locate the item in the government documents stacks.



Bevill State Community College Libraries

Privacy and Confidentiality of Library Records

This statement explains how the Bevill State Community College Libraries respect and protect privacy of library users when utilizing library resources.

Bevill State Community College (BSCC) has a deep-rooted commitment to protecting the privacy and confidentiality of all library users. This commitment is in compliance with local, state, and federal guidelines, Bevill State Community College policies, and is consistent with the American Library Association's Code of Ethics.

Alabama Revised Statute 192.502 (23) exempts from disclosure under the open records law:

"The records of a library, including:

- (a) Circulation records, showing use of specific library material by a named person;
- (b) The name of the library patron together with the address or telephone number of the patron;
- (c) The electronic mail address of a patron."

Privacy and Confidentiality Practices

A. Notice and Openness

Bevill State Community College libraries post privacy and confidentiality practices on the library website and regularly reviews all practices with library faculty, staff, and student workers.

The libraries avoid creating unnecessary records and retains necessary records in compliance with records retention regulations.

B. Gathered and Retained Information

Information gathered and retained may include the following:

BSCC students and employees: The information required to have a library account is supplied by AS400 information and/or the individual. This information is not retained when a student and/or employee leaves BSCC once their account is in good standing.

- Community users: Information is retained as long as the user has an account with the BSCC Libraries.
- Records of material checked out, charges owed, payments made.
- Electronic access information.
- Requests for interlibrary loans, and/or reference services.

C. Choice and Consent

If an individual provides private, personally identifiable information to the BSCC Libraries, the libraries may retain this information. The libraries will keep all information confidential and will not sell, license, or disclose personal information to any third party without consent, except to agents working on behalf of the library or unless BSCC Libraries are legally permitted to do so.

If BSCC Libraries provide a service for a library user's convenience, the service may, in some way, lessen the library's ability to protect the privacy of an individual's information and/or the confidentiality of information about the utilization of library materials and services.

In such situations, the BSCC Libraries will:

- (1) Provide the library user with a privacy warning regarding the service.
- (2) Make it possible for the library user to “opt in” or “opt out” of the service.

Example: The ability for a library user to track their own reading history and/or write reviews in the library catalog. Such services are attached to a user’s library account, and may lessen the privacy to personal information.

D. User Access and Responsibility

The library user is entitled to view their private, personally identifiable information and are responsible for keeping their information accurate and up-to-date. The libraries will explain the process for accessing and/or updating users’ information on its website, and/or in person, upon request.

- **Data Integrity and Security**

- BSCC Libraries take reasonable steps to ensure data integrity and protect private, personally identifiable information of the library users by electronically purging and/or manually shredding data once the prescribed retention period has been completed.
- When BSCC provides aggregate summary data for which private, personally indefinable information is not needed, BSCC deletes the data.

E. Third-Party Security

- BSCC Libraries ensure the library’s contracts, licenses, and offsite computer service arrangements reflect the library policies and legal obligations concerning user privacy and confidentiality. Library agreements address appropriate restrictions on the use, aggregation, dissemination, and sale of all information.
- When connecting to licensed databases outside the library, the library releases only information which authenticates users as registered BSCC Library borrowers. Nevertheless, users must be aware, when accessing remote sites, there are limits to the amount of privacy protection the library can provide.
- Some library users may choose to take advantage of RSS feeds from the library catalog, public blogs, hold, and/or overdue notices via e-mail and/or text message, and similar services which send personal information related to library use via public communication networks. These library users must also be aware the library has limited ability to protect the privacy of this information once it is outside the library’s control.

F. Cookies

Library users, accessing the library’s website, will need to enable cookies in order to access a number of online resources available through the library. The library computer servers use cookies solely to verify a person is an authorized user and to allow access to licensed library resources and/or to customize web services to the user’s specification. Cookies sent by library computer servers will disappear soon after the library user’s computer browser is closed.

G. Security Measures

BSCC Libraries procedures limit access to data and data for unauthorized purposes through the use of passwords and storage of data on secure computer servers and/or computers which are inaccessible from a modem or network connection.

H. Library Employee/Staff Access to Personal Information

The BSCC Libraries staff may access personal data stored in the library’s computer system only for the purpose of performing their assigned library duties. The Library staff is prohibited from disclosing private personally identifiable data to any other party, unless required by law and/or to fulfill a library user’s service request. The library does not sell, lease, and/or give users’ personal information to companies, governmental agencies, or individuals except as required by law and/or with a user’s authorization.

I. Enforcement and Redress

If a library user has a question, concern, and/or complaint about the BSCC Library's handling of their private, personally identifiable information, please file a written comment with the Assistant Dean for Library/Learning Resources. BSCC Libraries will respond in a timely manner and may conduct a privacy investigation and/or review of its practices and procedures.

The Assistant Dean for Library/Learning Resources is custodian of all library records and is the only party authorized to receive or comply with public-records requests and/or inquiries from law enforcement officers. Additionally, as custodian, the Assistant Dean for Library/Learning Resources may delegate this authority to designated members of the BSCC Libraries management team.

The Assistant Dean for Library/Learning Resources may confer with the Director of Facilities and Security, the Dean of Instruction, the Dean of Students, and/or the Executive Vice President before determining the proper response to any request for records. BSCC will provide local, state, and/or federal government authorities with private, personally identifiable information only when it is legal to do so. BSCC Library staff is trained to refer any law enforcement inquiries to the Assistant Dean for Library/Learning Resources.

J. Illegal Activity is Prohibited and Not Protected

In accordance with BSCC Policies, library users may not use any BSCC resources to commit illegal actions. This statement provides the BSCC Libraries the right to enforce behavior rules, protect all libraries facilities, network, and equipment from harm, and/or prevent its use for illegal purposes. The libraries can electronically monitor public computers, and/or external access to its network and reserves the right to do so. The Libraries staff is authorized to take immediate action to protect the security of library users, staff, facilities, computers, and network including, but not limited to, contacting law enforcement authorities and providing information to identify the individual(s) perpetrating a violation.

GENERAL INFORMATION ABOUT THE BSCC LIBRARIES

BSCC LIBRARY CARD = BSCC STUDENT ID CARD

Student ID cards are made during registration and at designated times in the office of Student Services on all of the BSCC Campuses. The Student ID card, with a barcode, is also the student's library card, and is required before books can be checked out.

BSCC LIBRARIES MATERIALS CIRCULATION PERIOD

- Circulation Collection books can be checked out for two weeks with two renewals.
- Reference books cannot be checked out and are in-library use only.
- Media/Audiovisual materials cannot be checked out by students and are in-library use only. Faculty and staff members can check out Media/Audiovisual materials.

RESERVE MATERIALS – Books and other materials for special assignments or required reading are placed “On Reserve” by faculty so that they can be used by the greatest number of students during a limited period of time. Reserve materials cannot be checked out and are in-library use only, unless otherwise specified by the course instructor. Reserve books can be requested at the Circulation Desk of your campus library.

FINES

The prompt return of materials is necessary if the BSCC Libraries are to give all students quality service. Fines are imposed on late materials. Circulation Collection books are charged 25 cents per day per book.

LOST AND/OR DAMAGED ITEMS

If a book is lost and/or damaged beyond repair, the library user should inform the Library staff immediately. The library user will be charged the replacement cost of the book plus a \$5.00 processing fee. All replacement costs must be paid before additional books can be borrowed. All accounts with the Library must be cleared at the end of the semester. Students will not be allowed to register for a new semester until all books are returned and all fines are paid.

COPYING AND/OR PRINTING

Self-service copiers, with enlarging and reduction features, and printers are located in each BSCC Campus Library. Black and white copies and print-outs are 10 cents per page; color copies and print-outs are 25 cents per page.

PERSONAL HOLD REQUESTS

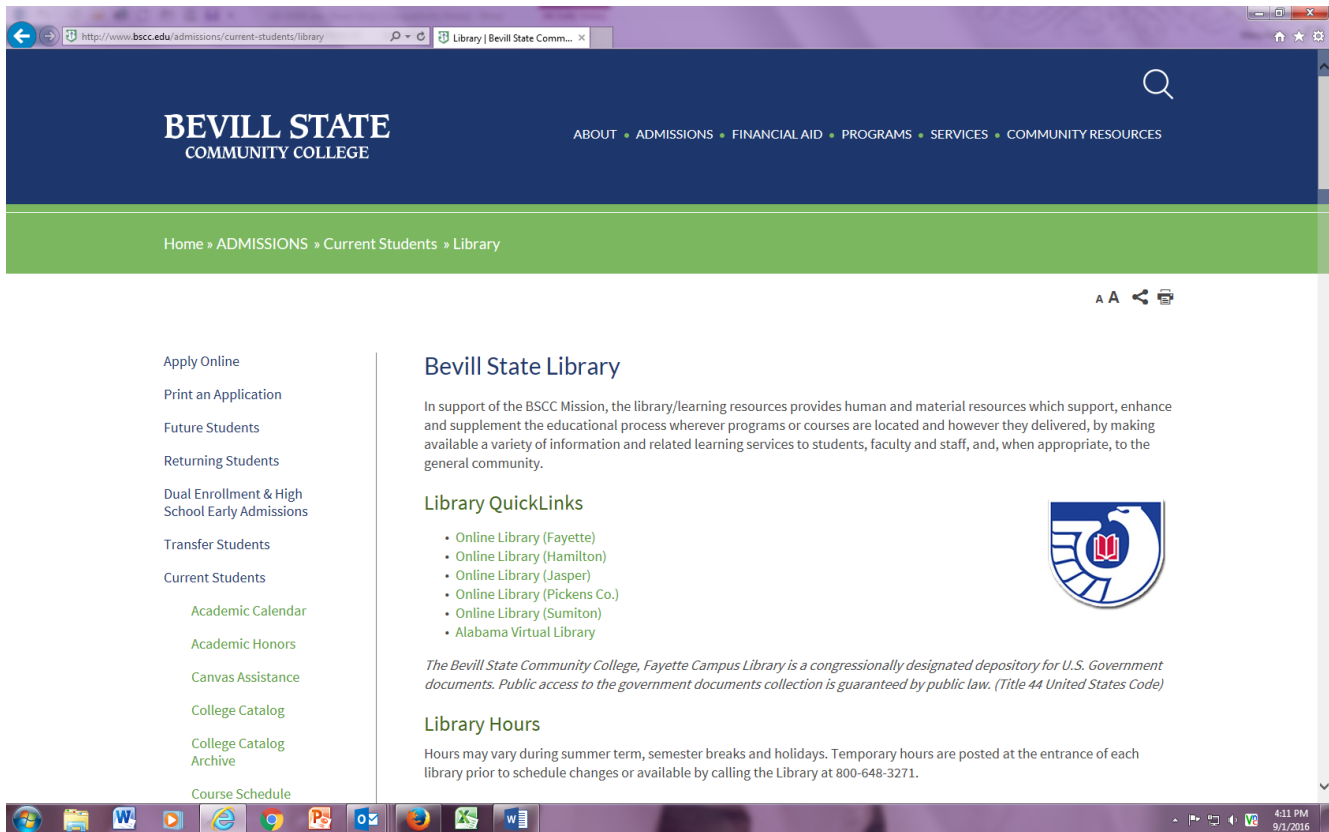
Students may request a circulation item be held for them if the item has been checked out and is unavailable by asking a member of the BSCC Campus Library Staff. When the item is returned, the student will be notified.

BSCC CAMPUS LIBRARIES – CIRCULATION SERVICES

ONLINE PUBLIC ACCESS CATALOG

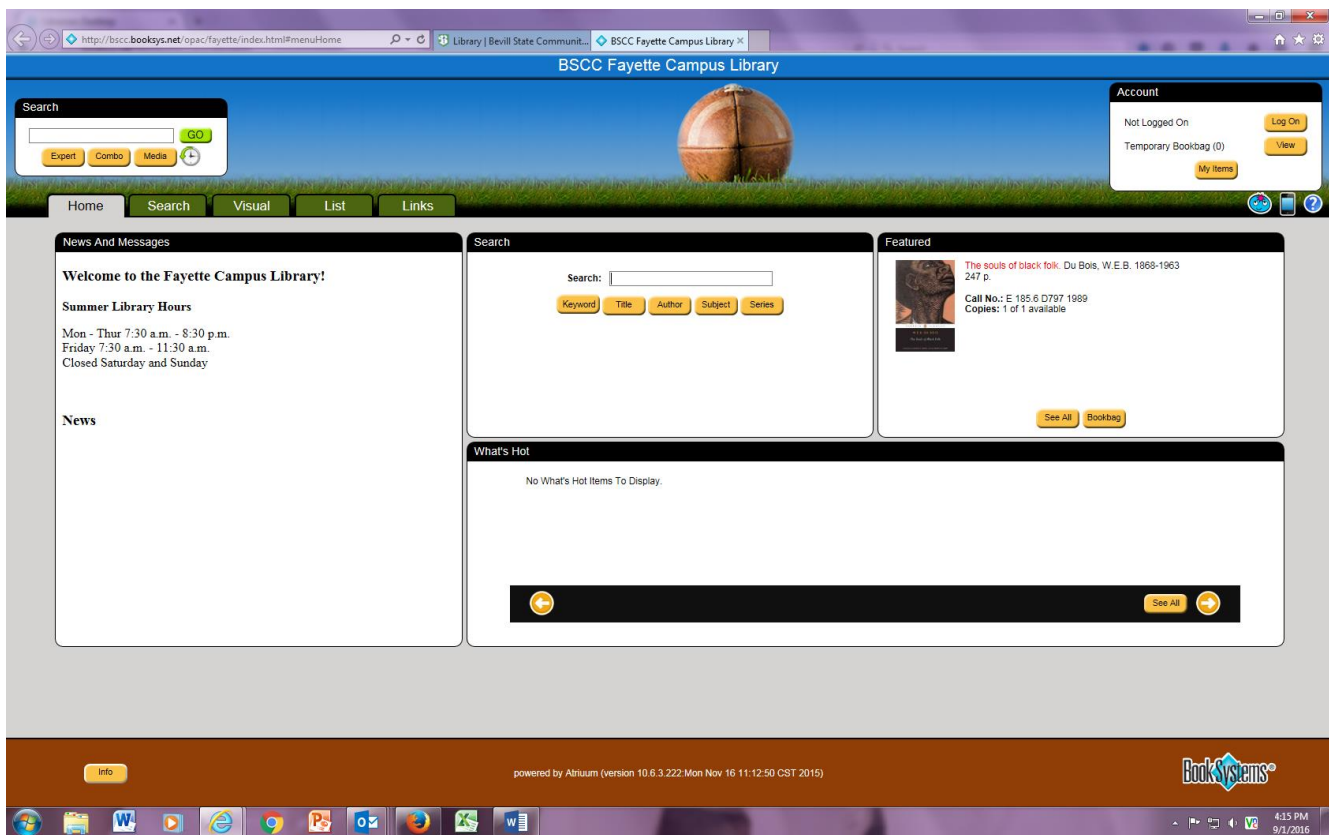
The Bevill State Libraries use the Atrium Automated System for the card catalog. The following inserts show how the screen will appear on the computer.

From the campus library homepage, select the library you wish to search from the Library QuickLinks:

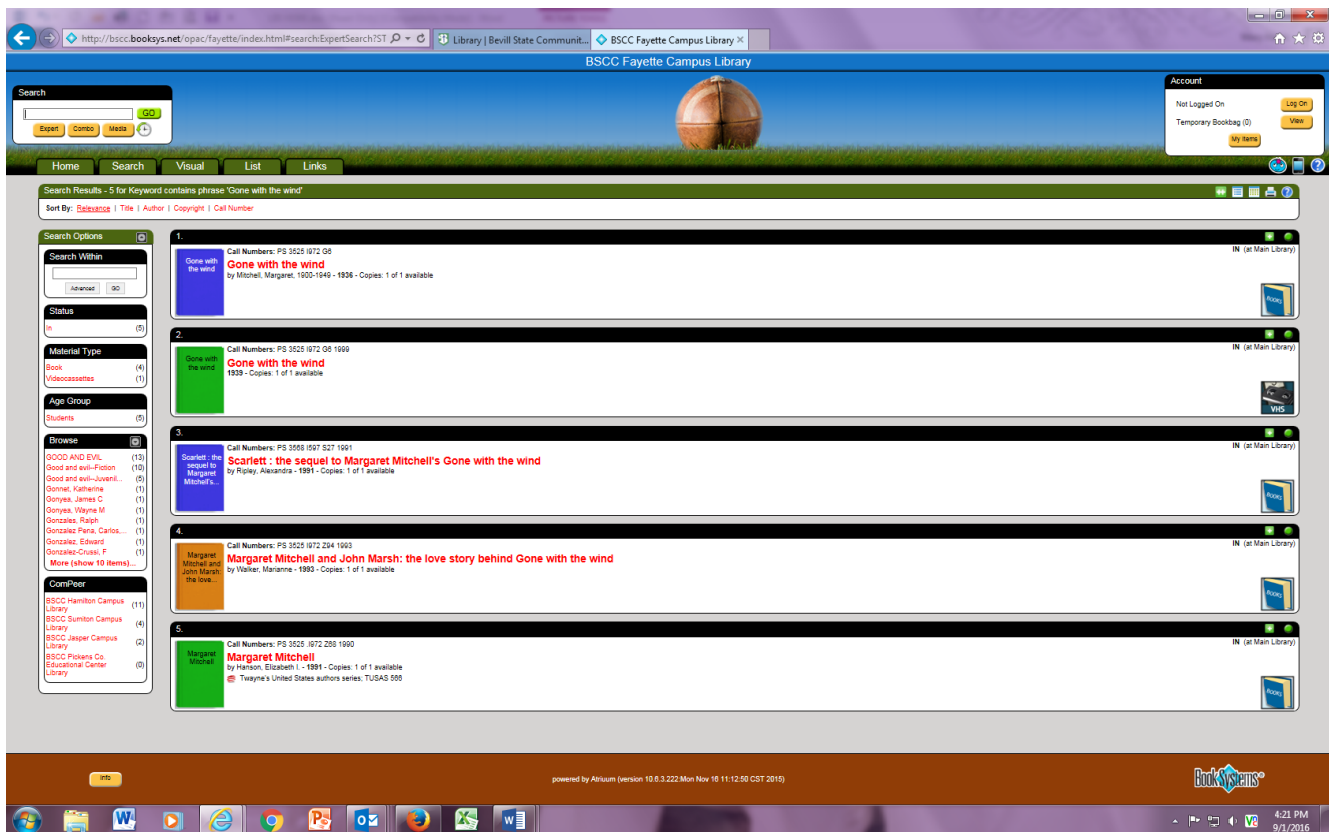


The next screen is the basic search screen. Enter the word or search term you wish to search. A **KEYWORD** search is the default search mechanism, and may be faster if you do not have specific information. If you wish to search by **AUTHOR**, **TITLE**, or **SUBJECT**, click the appropriate button. An **AUTHOR**, **TITLE**, or **SUBJECT** search is good to use when you know specific information. Feel free to ask the librarian for specific subject headings. Advanced searches can be done using the “Expert” search option.

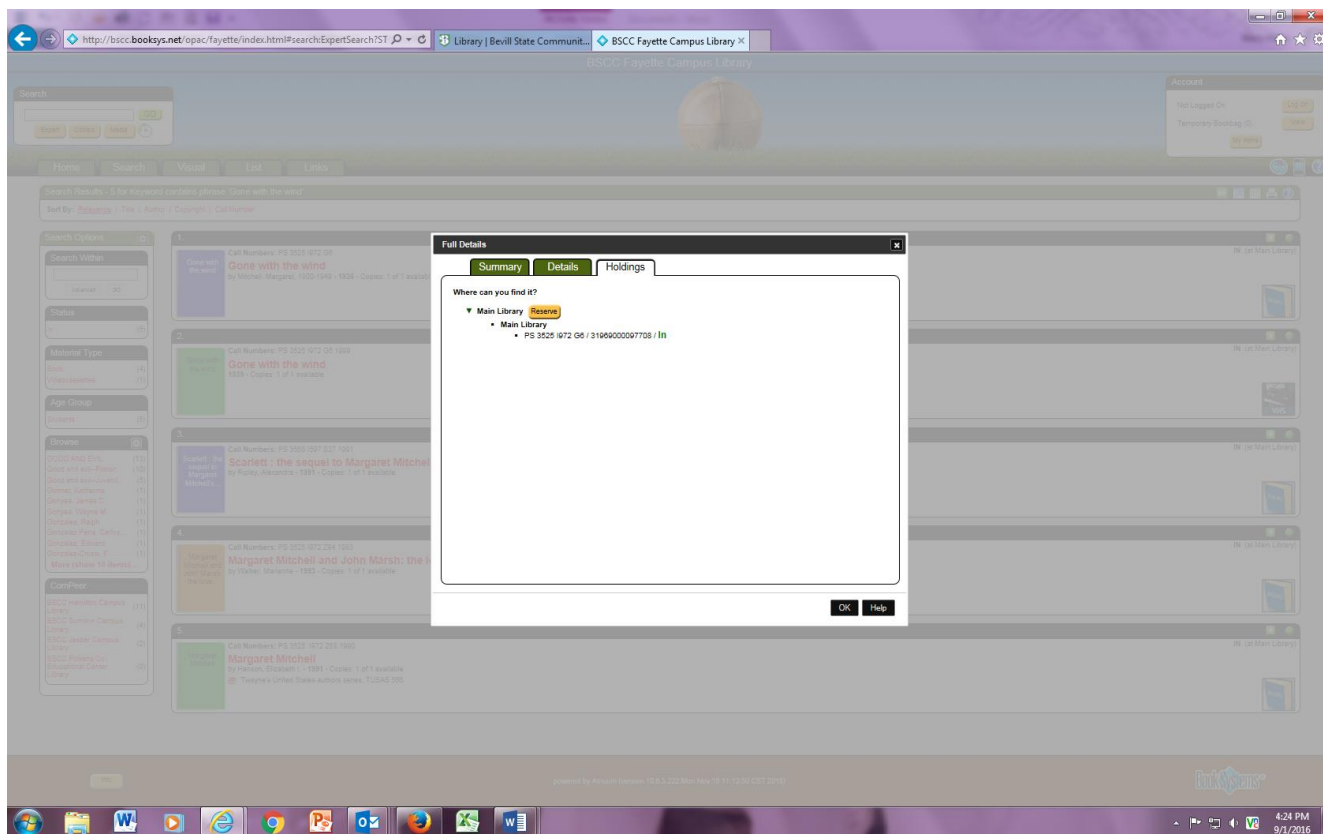
The search system is extremely spelling sensitive, so if you do not obtain results when you execute your search, please check your spelling.



You will then see a list of your search results. From here, you may look at the detail of each particular item. The shelf status (whether the item is on the shelf or checked out) will display to the right.



By selecting one of the titles from the results list, you will see more detail regarding the item. The author and title information is given, as is the call number and other bibliographic information. From here, you can select “Summary” to see the information about the item in a card-catalog format.



From the Holdings screen, you can place an item that is checked out on reserve by clicking on the reserve button.

If you cannot find the materials you are looking for, please ask a Library staff member for assistance.

BSCC CAMPUS LIBRARIES - CLASSIFICATION SYSTEM

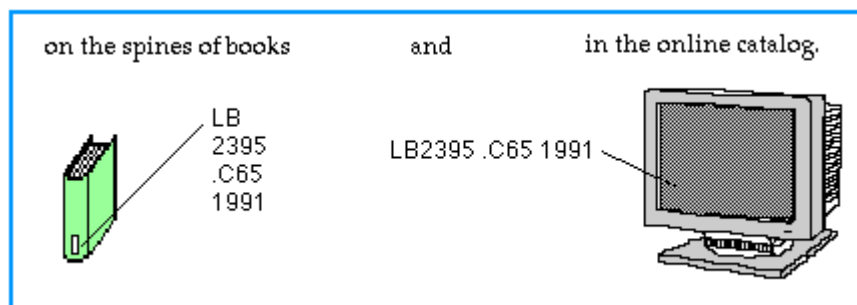
The BSCC Campus Libraries, like many academic libraries in the United States, use Library of Congress (LC) Classification for call numbers. This system uses a combination of letters and numbers to arrange materials by subjects. LC Classification arranges materials into subject areas and allows books or media on the same subject to be placed together on the shelves. Each item is assigned a call number which consists of a series of letters and numbers.

WHAT ARE CALL NUMBERS FOR?

Each book in the library has a unique call number.

A call number is like an address: it tells us where the book is located in the library.

CALL NUMBERS APPEAR



Note that the same call number can be written from top-to-bottom, or left-to-right.

READING CALL NUMBERS

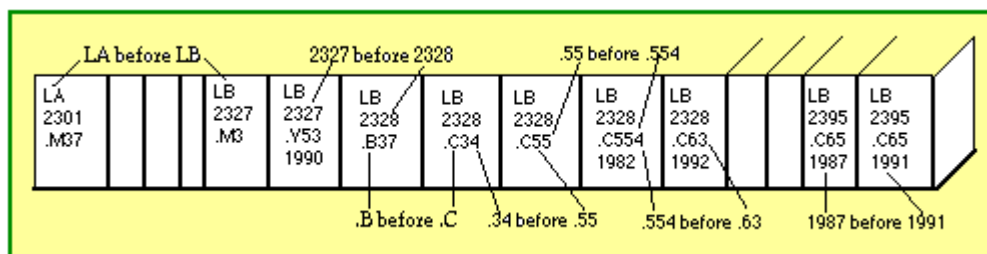
Read call numbers line by line:

The diagram shows a yellow rectangular box containing the call number 'LB 2395 .C65 1991' arranged vertically. Four lines with arrows point from the call number to explanatory text on the right:

- Read the first line in alphabetical order:
A, B, BF, C, D ... L, LA, LB, LC, M, ML ...
- Read the second line as a whole number:
1, 2, 3, 45, 100, 101, 1000, 2000, 2430 ...
- The third line is a combination of a letter and numbers.
Read the letter alphabetically.
Read the number as a decimal, e.g. .C65 = .65 .C724 = .724
(Some call numbers have more than one combination letter-number line.)
- This is the year the book was published.
Chronological order: 1985, 1987, 1991, 1992 ...

PUTTING CALL NUMBERS IN SHELF ORDER

To understand how call numbers are put in order in Library of Congress Classification, again look at each section of the call number.




WHAT DOES THE CALL NUMBER MEAN?

Remember that Library of Congress Classification arranges materials by subjects.

- The first sections of the call number represent the subject of the book.
- The letter-and-decimal section of the call number often represents the author's last name.
- And, as you recall, the last section of a call number is often the date of publication.

EXAMPLE:



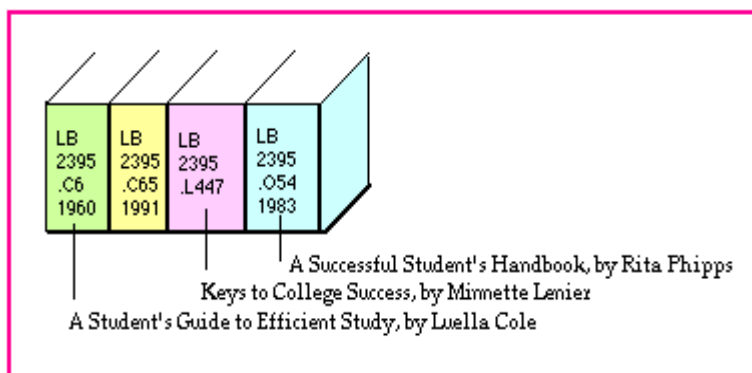
Title: *What You Need to Know
About Developing Study Skills,
Taking Notes & Tests, Using
Dictionaries & Libraries*
Author: Coman, Marcia J.
Call number LB2395 .C65 1991

The first two lines describe the subject of the book.
LB2395 = Methods of Study, in Higher Education
This line often represents the author's last name.
.C65 = Coman
The year the book was published.

LB
2395
C65
1991

WHY IS THIS IMPORTANT TO KNOW?

Because books are classified by subject, you can often find several helpful books on the same shelf, or nearby. For example, within the same call number LB2395, there are other guides for college study.



Since Library of Congress Classification arranges materials by subjects, knowing the letter(s) for your subject area gives you a place to start browsing the shelves.

LOCATION PREFIXES

When a call number looks like the examples above, (e.g. LB2395 .C65 1991), the book is shelved in the Circulating Collection of the BSCC Libraries. Some call numbers, however, are preceded by a **location prefix**. Location prefixes mean that book is shelved in a special place, and may have loan restrictions.

EXAMPLE: **REF** AG243 .G87 1992

The REF prefix indicates that this book is shelved in the Reference Collection.

LOCATING MATERIALS ON THE SHELVES

- Reference items (REF appears at the beginning of the call number) are in the reference area.
- Audiovisual materials may be requested at the Circulation Desk.

If you cannot locate the books you want, remember: Double check the call number. The book may be slightly out of place; look in the vicinity of its placement. The book may be checked out; you may want to put a tracer on it if you cannot locate a suitable substitute in the stacks. Ask the library staff for assistance.

BEVILL STATE COMMUNITY COLLEGE LIBRARIES



GUIDE TO THE LIBRARY OF CONGRESS CLASSIFICATION SYSTEM

A. General Works

AE - Encyclopedias
AI - Indexes
AM - Museums
AP - Periodicals
AS - Academics
AY - Yearbooks, almanacs

B. Philosophy, Psychology, Religion

B - History & systems of philosophy
BC - Logic
BD - Speculative philosophy
BF - Psychology
BH - Aesthetics
BJ - Ethics
BL - Religions, mythology, rationalism
BM - Judaism
BP - Islam, Bahaism, Theosophy
BR - Christianity (General)
BS - The Bible
BT - Doctrinal theology
BV - Practical theology
BX - Denominations and sects

C. Auxiliary Sciences of History

CB - History of civilization & culture
CC - Archaeology (General)
CD - Diplomacy, archives, seals
CE - Chronology
CJ - Numismatics
CN - Epigraphy
CR - Heraldry
CS - Genealogy
CT - Biography (General)

D. History - General & Eastern

D - History (General)

DA - Great Britain
DB - Austria, Czechoslovakia, Hungary
DC - France
DD - Germany
DE - Mediterranean, Greco-Roman world
DF - Greece
DG - Italy
DH - DJ: The Benelux
DK - Russia
DL - Northern Europe
DP - Spain, Portugal
DQ - Switzerland
DR - Eastern Europe; Turkey
DS - Asia
DS520-DS689: Southeast Asia
DT - Africa
DU - Oceania, Australia, N.Z.
DX - Gypsies

E & F. History - Western Hemisphere

E - America (General), U.S.
F1-F975 – U.S. local history
F1001-F1140 - Canada
F1201-F1392 - Mexico
F1401-F3799 - Central and South American, the Caribbean area

G. Geography, Anthropology, Recreation

G - Atlases, Globes, Maps
GA - Mathematical geography, cartography
GB - Physical geography
GC - Oceanography
GF - Human ecology
GN - Anthropology
GR - Folklore
GT - Manners and customs
GV - Sports and recreation
GV1580-GV1799 – Dance

H. Social Sciences and Business

H - Social Sciences (General)
HA - Statistics
HB - Economic theory
HC - Economic history
HD - Land, agriculture, communication
HE - Transportation
HF - Commerce
HG - Finance
HJ - Public finance
HM - Sociology
HN - Social history
HQ - Social groups; the family, marriage, women
HS - Societies and clubs
HV - Social pathology, criminology, welfare
HX - Socialism, communism, anarchism

J. Political Science

J - Official documents
JA - Collections and general works
JC - Political theory
JF - Constitutional history
JK - U.S. constitutional history
JS - Local government
JX - International law & relations

L. Education

L - Education (General)
LA - History of education
LB - Theory and practice
LC - Special aspects
LD - Individual U.S. institutions
LH – College/school publications
LJ - Student fraternities & societies
LT - Textbooks (General)

M. Music

M - Music (General)
 ML - Literature of music
 MT - Music instruction and study

N. Fine Arts

N - Visual arts (General)
 NA - Architecture
 NB - Sculpture
 NC - Drawing, design, illustration
 ND - Painting
 NE - Print media
 NK - Decorative arts, applied arts
 NX - Arts in general

P. Language and Literature

P - Linguistics
 PA - Greek and Latin
 PB - Modern European languages; Celtic languages
 PC - Romance languages
 PD - Old Germanic and Scandinavian languages
 PE - English language
 PF - Dutch, Flemish, German languages
 PG - Slavic languages and literature
 PJ - Middle Eastern languages and literature
 PK - Indo-Iranian languages and literature
 PL - East Asian, African, and Oceanic languages and literature
 PM - American Indian; artificial languages
 PN - Literature, literary history and collections
 PN1993-PN1996 - Motion Pictures
 PQ - Romance literature
 PR - English literature
 PS - American literature
 PT - Germanic literature
 PZ - Children's literature

Q. Science

Q - Science (General)
 QA - Mathematics
 QB - Astronomy
 QC - Physics
 QD - Chemistry
 QE - Geology
 QH - Natural History (General)
 QK - Botany
 QL - Zoology
 QM - Human Anatomy
 QP - Physiology
 QR - Microbiology

R. Medicine

R - Medicine
 RA - Public aspects of medicine
 RB - Pathology
 RC - Internal Medicine
 RD - Surgery
 RE - Ophthalmology
 RF - Otorhinolaryngology
 RG - Gynecology and obstetrics
 RJ - Pediatrics
 RK - Dentistry
 RL - Dermatology
 RM - Therapeutics; pharmacology
 RS - Pharmacy and materia medica
 RT - Nursing
 RX - Homeopathy
 RZ - Other systems of medicine

S. Agriculture

S - Agriculture (General)
 SB - Plant culture
 SD - Forestry
 SF - Animal culture
 SH - Aquaculture, fisheries, fishing
 SK - Hunting

T. Technology

T - Technology (General)
 TA - Engineering (General)
 TC - Hydraulic engineering

TD - Environmental technology
 TE - Railroad engineering
 TG - Bridge engineering
 TH - Building engineering
 TJ - Mechanical engineering and machinery
 TK - Electrical engineering; electronics
 TL - Motor vehicles; aeronautics; astronautics
 TN - Mining engineering; metallurgy
 TP - Chemical technology
 TR - Photography
 TS - Manufactures
 TT - Handicrafts; arts and crafts
 TX - Home economics; cooking

U. Military Service

UA - Armies
 UB - Military administration
 UC - Maintenance and transportation
 UD - Infantry
 UE - Cavalry; armored and mechanized Cavalry
 UF - Artillery
 UG - Military engineering
 UH - Other services

V. Naval Science

VA - Navies
 VB - Naval administration
 VC - Naval maintenance
 VD - Naval seamen
 VE - Marines
 VF - Naval ordinance
 VG - Minor services of navies
 VK - Navigation. Merchant marine
 VM - Naval architecture. Shipbuilding. Marine engineering.

Z. Library Science

*If you need assistance locating library materials,
 please ask a member of the BSCC Campus Library Staff.*

BSCC CAMPUS LIBRARIES – MULTI-MEDIA SERVICES

Multi-media items, such as DVDs and VHS tapes, are available for use in the BSCC Libraries. BSCC students cannot check out these items but may use these items in the library. BSCC faculty and staff members may check out these items. Multi-media items can be located like all other library materials, through use of the online catalog. Please see the library staff for assistance in finding these materials.

BSCC CAMPUS LIBRARIES – REFERENCE COLLECTION

Reference books are books containing specific authoritative information and are not meant to be read cover-to-cover. Examples of these books are items such as dictionaries, handbooks, and encyclopedias. Books of this type are shelved together by call number in a special section of the library called the reference collection. Information in a reference book, which may be a single or multi-volume, is usually presented alphabetically or topically, often with thorough indexes at the end of the work and instructions for use of the book at the beginning. Reference books may not be checked out because they are needed by librarians and library users to answer questions.

DICTIONARIES

Dictionaries are either single-volume or multivolume reference works containing brief explanatory entries for terms and topics related to a specific subject or field of inquiry, usually arranged alphabetically. The most common use of a dictionary is to look up a meaning, or to check for the proper spelling of a word. The entries in a dictionary are usually shorter than those contained in an encyclopedia on the same subject. Dictionaries cover much more information than just meanings and correct spelling. Many dictionaries also give the pronunciation, usage, and origin of words.

There are a variety of dictionaries available:

ABRIDGED DICTIONARIES are commonly called "desk" dictionaries. An abridged dictionary provides a limited selection of words, less information in each entry, and contains words that are used most often. As a result, abridged dictionaries are limited in scope.

Two examples of abridged dictionaries are: American Heritage Dictionary of the English Language and Webster's New Collegiate Dictionary.

UNABRIDGED DICTIONARIES attempt to be comprehensive including any and all words in a language.

Two examples of unabridged dictionaries are: Oxford English Dictionary and Webster's New International Dictionary of the English Language.

SPECIALIZED DICTIONARIES cover special subject areas and include vocabulary used in the subject area. To locate a specialized dictionary on a particular subject, look in the Online Library catalog under the subject.

Example: HORTICULTURE--DICTIONARIES, or SPANISH--DICTIONARIES

Two examples of specialized dictionaries are: Dictionary of American History and Dictionary of Foreign Phrases and Abbreviations.

ENCYCLOPEDIAS

Encyclopedias can be a single book or a numbered set of books containing authoritative summary information about a variety of topics in the form of short essays, usually arranged alphabetically by headword or classified in some manner. An entry may be signed or unsigned, with or without illustration and may contain a list of references for further reading. Headwords and text are usually revised periodically for publication in a new edition. In a multivolume encyclopedia, any indexes are usually located at the end of the last volume.

There are two kinds of encyclopedias: general and specialized.

GENERAL ENCYCLOPEDIAS give information on a broad range of topics. These general encyclopedias usually come in multiple volumes with a comprehensive index. (It is a good idea to use the INDEX first when searching for information).

Two examples of general encyclopedias are: Collier's Encyclopedia and Encyclopedia Britannica.

SPECIALIZED ENCYCLOPEDIAS give information on a particular subject. To locate a specialized encyclopedia on a particular subject, look in the Online Library catalog under the subject.

Example: ART – ENCYCLOPEDIAS or MUSIC – ENCYCLOPEDIAS.

Two examples of specialized encyclopedias are: Encyclopedia of World Art and International Encyclopedia of the Social Sciences.

ALMANACS

Originally, an almanac was a book listing the days, weeks, and months of the year, and providing information about festivals, holidays, astronomical phenomena, etc. Today's almanac is an annual compendium of practical dates, facts, and statistics, current and/or retrospective, often arranged in tables to facilitate comparison. The content of an almanac can be general or related to a specific subject or academic discipline

Two examples of almanacs are: Guinness Book of World Records and World Almanac and Book of Facts.

YEARBOOKS

A yearbook is an annual documentary, historical or memorial compendium of facts, photographs, statistics, etc., about the events of the preceding year, often limited to a specific country, institution, discipline, or subject.

Two examples of yearbooks are: Statesman's Yearbook and Statistical Abstract of the United States.

HANDBOOKS

A handbook is a single-volume reference book of compact size which provides concise factual information on a specific subject, organized systematically for quick and easy access.

Two examples of handbooks are: Occupational Outlook Handbook and CRC Handbook of Chemistry and Physics.

VERTICAL FILE

Some of the BSCC Campus Libraries have a Vertical File. A vertical file contains loose clippings from newspapers, pamphlets, and magazines on a variety of topics. Labeled folders containing the clippings are arranged alphabetically by subject. Vertical File materials may be checked out for one week. The BSCC Library staff can assist in locating materials in the Vertical File.

ALABAMA VIRTUAL LIBRARY

The Alabama Virtual Library (AVL) provides all students, teachers, and citizens of the State of Alabama with online access to essential library and information resources. It is primarily a group of online databases that have magazine, journal, and newspaper articles for research. Through the AVL, an equitable core of information sources is available to every student and citizen in Alabama, raising the level of excellence in schools and communities across the state.

BSCC CAMPUS LIBRARIES – PERIODICAL COLLECTION

PERIODICAL

A periodical is a published work which appears "periodically", such as newspapers, magazines ("popular"), and journals ("scholarly"). Such sources will provide more up-to-date information than books. Each periodical has its own distinctive title and contains a collection of articles, editorials, reviews, columns, short stories, poems, or other short works written by more than one contributor. Periodicals are usually issued in softcover format, more than once, and generally at regular stated intervals of less than a year. Although each issue is complete in and of itself, the relationship to preceding issues is indicated by enumeration, usually issue number and volume number printed on the front cover. Content is controlled by an editor or editorial board.

Two examples of magazines ("popular") are: *Essence* and *People*.

Two examples of periodicals ("scholarly") are: *Alabama Law Review* and *Alabama Heritage*.

BSCC CAMPUS LIBRARIES – EVALUATING RESOURCES

Evaluating Print Reference Resources

Every source you consider for your paper should be evaluated according to the following set of criteria. Keep in mind that this will be a quick, common sense examination of your prospective sources, where you determine the relevancy of the source for your research needs. It does not take the place of the more thorough analysis of sources, but should be used as a selection/deselection tool. Consider the following.

1. Look at the date of publication.
 - If your topic is a current controversy, make sure the publication dates are recent enough to be abreast of the controversy.
 - In many cases, this will limit you to periodical articles as books on the topic may be dated.
2. Look at the place of publication and the name of the publisher.
 - Some topics are geographically associated with certain areas of the country or world and the place of publication may be important.
 - Ask yourself if the publisher is a reputable one. Your professor or librarian will be able to help you ascertain this.
3. If evaluating a book, look at the Table of Contents. Does the book cover your topic?
4. Within a book or periodical article, look for the following features:
 - Bibliographic Citations
 - Footnotes
 - Appendices
 - Glossary Information
 - An Index
 - Charts, Tables, Graphs
 - These features are all designed to lead you to additional sources of information and to pinpoint appropriate information within the text or article.
 - If these features are not present, does that affect the overall quality of the source?
5. Look for clues within the text to help you identify important information.
6. Read the book jacket, if available, and scan the introductory material to help you determine the usefulness for your topic.
7. Ask yourself:
 - Does the information in this source answer one of my research questions?
 - Does the information in this source further my understanding of my topic?
 - Is this source usable and adequate and does it fit in with my other sources?

Complex Analysis, Evaluation of Sources

Once you have determined the overall relevancy of your sources, you will probably be left with 10 to 15 sources for your paper. These are the sources which you must evaluate and analyze in depth. The following are some questions to consider. This type of examination may seem difficult and time consuming at first, but the results far outweigh the effort put forth. In fact, many professors require annotated bibliographies as part of the research paper. These are the type of questions which provide the answers which form the annotated bibliography.

1. Who is the author?
 - What is the author's position, occupation, education, etc.?
 - Is the author qualified, or not, to write this work?
 - To help you answer these questions, you may find the following reference sources helpful.
 - Contemporary Authors
 - Who's Who in America
 - A variety of directory reference sources

- Ask a librarian for help in locating these sources.
- 2. What is the author's purpose for writing this book/article?
 - In books, this is often specified on the book jacket or in the introductory material.
 - In articles, an abstract or an introductory section may indicate this.
- 3. To what audience is the author writing?
 - Is it intended for the general public, scholars, professionals, etc.?
 - Is the audience reflected in the author's style of writing or presentation?
 - Does the author's research include footnotes and bibliographies?
 - The following sources may help you answer these questions.
 - Book Review Digest
 - Katz Magazines for Libraries
 - Encyclopedia of Associations
 - a. Ask a librarian for help in locating these sources.
- 4. Does the author have a bias or make assumptions upon which the rationale of the publication or the research rests?
- 5. Is the research based on facts or opinions?
- 6. Does the author use inflammatory words or phrases? Profanity?
- 7. Does the author oversimplify?
- 8. Does the author use misleading or deceptive arguments such as scare tactics, testimonials, generalizations, categorical statements, exaggerations, and the like?
- 9. Are there fallacies in arguments and reasoning such as proof by selected instances, unstated assumptions, and bandwagon persuasion techniques?
- 10. Does the author use stereotypes or ethnocentric arguments?
- 11. What methods of obtaining data or conducting research were employed by the author?
 - a. Is the article/book based on personal opinion or experience, interviews, library research, questionnaires, laboratory experiments, case studies, standardized personality tests, etc.?
- 12. What conclusions does the author arrive at?
- 13. Does the author satisfactorily justify the conclusions from the research or experience? Why or why not?
- 14. How does this study compare with similar studies? Is it in tune with or in opposition to conventional wisdom, established scholarship, professional practice, government policy, and the like?
- 15. Are there significant attachments or appendixes, such as charts, maps, bibliographies, photos, documents, tests, or questionnaires? If not, should there be?
- 16. Do the date of publication and/or the date of research affect the validity of the work?
Does the age of the author at the time of the research affect the validity of the work?
Does the place of publication affect the research?
- 17. If the research is from a journal article, is it from a reputable publisher?
 - Was the article written by an anonymous person on the staff, or by an independent expert?
 - Is the journal refereed?
- 18. If the research is from a book, is the publisher reputable? Does the publisher have a hidden agenda?
- 19. Is this author and research cited by others? Use bibliographies, footnotes, and citation indexes to help ascertain this.

Evaluating Web-based Resources

Content

- Is there a credible, contactable authority responsible for site content and maintenance clearly identified (viewpoint/bias)?
- Is the information accurate?
- Is the information useful in its present format? In an accessible and appropriate language for the target population?
- What is the depth and scope of the information? Is this even throughout all content at the site?

- Are sources cited? (And if so, are they reputable?)
- Is there a hyperlinked webliography of cited sources?
- Are external links for additional information included?

Timeliness

- Is currency a top priority?
- Is the date the source was last updated clearly shown?
- How often is it updated?
- Is it an “active” project that is still actively maintained?
- Are dates of external link checks noted?

Ease of Use

- Is it clear how to navigate through the resource’s pages?
- Is it clear where you are (which sub-level) and how you got there?
- Is the site well-organized along logical lines? Is there a site map?
- Is the site searchable? Is there an internal search engine?
- What is the estimated learning curve for the target audience?
- How accessible is the site? If it is popular, are there mirror sites?
- How long does the site take to load?
- Are “buttons” or menu items clearly labeled in a useful manner?
- Are there any “annoying” features which make it difficult to use such as white type that won’t print or new browser windows?
- If the site uses frames, are they applied in a meaningful manner that aids navigating?
- Are there a high percentage of dead or inactive links either internally or externally?

Presentation

- Is the information presented clearly and logically in a format useful to the target audience?
- Is the interface uncluttered and easy to use?
- Are the navigational elements clearly identified? Are links to other pages easy to find?
- Are graphics used wisely to enhance and supplement the text? Do they load quickly?
- How does the site appear in browser(s)?
- Is white space used well to ease reading from the screen?
- Are there any “annoying” features such as flashing banners, overuse of animated gifs, rude color schemes?
- Would the site be difficult for users with disabilities or special needs to use? (potential problems: small type, frames, poor use of white space, lack of color contrast between elements)

Appropriateness for Digital/Web/ Format

- Does the resource take advantage of unique characteristics of the medium or is it just a bad “translation” from a print resource?
- Would (or does) a print (or other) source work fit the information need better? (graphics, statistics, text, software, presentations)
- What makes this resource useful I electronic format? (Why not use print?)
- Is it a realistic option to recommend in this format? (Would a target population prefer to use an electronic or print version?)
- Is the resource available in other formats? (for example, a print counterpart for journals)
- What are the search capabilities for information at the site (full text indexed or PDF files that are not searchable)?
- Are full text and graphics available for articles? (perhaps with hyperlinked webliographies)
- Does the content need to be updated frequently?

BSCC CAMPUS LIBRARIES – INTERLIBRARY LOAN

*Interlibrary loan is the process by which a library requests materials from another library.
The purpose of an interlibrary loan is to obtain material not available in the user's campus library.*

INTERLIBRARY ELIGIBILITY

- ⇒ Interlibrary loan service is available to all current BSCC students, faculty, and staff.
- ⇒ Guest borrowers and alumni should utilize the interlibrary loan service available at their local public library.

BORROWING RESTRICTIONS

- ⇒ Each library determines which materials will or will not be loaned.
- ⇒ Most books, magazines, and journal articles can be requested through interlibrary loan.

The following material may not be borrowable through interlibrary loan:

- ⇒ Material already available in the local collection
- ⇒ Textbooks
- ⇒ Whole issues of a periodical or journal
- ⇒ Reference books
- ⇒ Rare, fragile, or unique items that may be difficult to replace
- ⇒ Articles available in full text in periodical databases
- ⇒ Newly published best sellers
- ⇒ Theses and dissertations
- ⇒ Audiovisual materials such as CDs, videos, and DVDs
- ⇒ Other material as determined by the lending library or library staff

COPYRIGHT ISSUES

Copyright law limits the number of photocopied articles that can be borrowed through interlibrary loan. Once the library's limit has been reached, the library staff will inform the library user where the closest library owning the title is located.

INITIATING INTERLIBRARY LOAN REQUESTS

Borrowers are expected to check the BSCC Library catalog and periodical databases prior to initiating a request to make sure the item is not available in the local collection.

Go to the BSCC Library website and fill out an online BSCC Interlibrary Loan Book Request or BSCC Interlibrary Loan Journal Article Request. Each item requested must have its own form. Give complete and accurate information. Student requests are limited to five (5) items per month. The length of time needed to obtain materials varies. Most items can be obtained in about business 10 days. There are times when materials arrive earlier and times when it may take longer. Please plan accordingly.

Note: Faculty, staff, and students enrolled at other institutions of higher education are encouraged to explore the availability of collections and services at their place of study.

NOTIFICATIONS AND USE OF ITEMS

When the interlibrary loan item arrives, the library staff will contact the library patron, and the item may be picked up at the Circulation desk. The loan period and any restrictions are set by the lending library. The loan period is usually about three (3) weeks. Interlibrary loan items must be returned to the Circulation desk. Photocopies of articles do not have to be returned and maybe kept by the library user. Patrons are responsible for any damaged or lost materials. Abuse of interlibrary loan policies by any patron will result in suspension of all library privileges.

RENEWALS

Renewals may or may not be granted depending on the policy of the lending library. Renewal requests must be made at least four (4) business days before the due date.

CHARGES

In general, there is no charge. BSCC Libraries make every effort to borrow from libraries that do not charge; however, there may be cases when this is not possible. If there will be a charge for an Interlibrary Loan Item, the library staff will notify the library user before processing the request. The library user is responsible for all costs incurred.

RECIPROCAL BORROWING AGREEMENTS

BSCC students, faculty and staff members may use the following libraries upon presenting their BSCC identification card:

- All BSCC Campus Libraries: Fayette, Hamilton, Jasper, Pickens County, and Sumiton
- Birmingham-Southern College, Birmingham, AL
- Jefferson State Community College – Birmingham, AL
- Lawson State Community College – Bessemer, AL & Birmingham, AL
- Miles College – Fairfield, AL
- University of Alabama at Birmingham – Birmingham, AL

BSCC CAMPUS LIBRARIES – LIBRARY USE AND CONDUCT POLICY

The resources and services provided at the BSCC Libraries are designed to support the college's programs of studies, faculty and students in their scholarly, research, and creative endeavors, and to support community patrons in their informational needs and intellectual inquiries.

The BSCC Libraries are an instructional component of the college's programs in which patrons come for individual study/research, quiet conversation, collaboration and instruction. Library patrons should demonstrate acceptable behavior and respect for the needs of others in this learning environment.

- The conversations of study groups should not disturb others. Library staff persons may ask groups to move to another building if the group is making too much noise.
- Patrons who are disturbed or distracted by the noise or the behavior of those around them should bring the matter to the attention of the Library staff or consider moving to another area of the Library.
- Sounds from any personal electronic devices, including cell phones, laptops, Ipods, and MP3s should be restricted to user headphones and must be inaudible to other patrons.
- At the discretion of the Library staff, disruptive and/or excessively noisy patrons will be asked to leave the Library.

General Rules of Conduct

- Individuals, either users or employees, must not engage in verbal or physical abuse, intimidation, sexual harassment or harassment on account of race, religion, ethnic or national background, gender or sexual orientation.
- Patrons engaging in vandalizing, altering or damaging Library facilities, furniture or equipment, including computer systems, networks, programs or data, are in violation of Alabama State law and will be prosecuted to the full extent of that law.
- Patrons are responsible for their personal property.
- Patrons are required to leave the Library at closing and during emergency situations, or drills.
- Children under the age of 16 should not be left unattended in the Library.
- Bicycles and skate boards cannot be brought in the Library.
- Only animals trained to assist persons with disabilities are allowed into the Library.
- Firearms or other deadly weapons, explosives and/or explosive devices, or other dangerous devices are not permitted in the Library.
- Patrons must not interfere with a Library employee's performance of his/her duties.
- Patrons must not enter areas of the Library restricted to authorized staff.

Tips on Using the Library

- Students, faculty, and staff may use their BSCC identification cards affixed with a barcode to check out materials.
- Non-students may use the Library and check out materials using a valid Alabama Driver's License for identification.
- Non-circulating materials include reference books, reserve books, periodicals, CDs and DVD's.
- Library materials are to be returned upon the expiration of the loan period or on request by the Library.
- Library materials, equipment, or property must not be taken from the Library without proper checkout or authorization.
- Patrons must handle library materials carefully so that they are not defaced or damaged in any way. Users must not mark, underline, remove or fold pages or portions of pages, remove binding, or use post-its and paper clips.

- Patrons must obey applicable intellectual property law, including the U.S. Copyright Law.

Borrower's Responsibilities

- Borrowers are responsible for materials checked out in their names. Overdue fines are charged to encourage prompt returns and to ensure access to the collection for other borrowers.
- It is the responsibility of each borrower to maintain a current mailing address, telephone number and email address in the college record.
- Borrowers should inform the Library if their ID/Library cards are lost or stolen.
- It is the responsibility of the borrower to note the time or date that material is due. Overdue notices are sent as a courtesy. Failure to receive these notices does not remove the borrower's obligation to return material by the due date nor does it constitute grounds for reducing a borrower's fine. If a borrower plans to be out of town, he or she should return borrowed items or arrange with someone to receive notices and return material(s).

Lost or Damaged/Overdue Library Materials

- Patrons are responsible for all items charged out in their name. Check the due date stamped in the back of each item to know when the materials are due. The cost of replacement will be charged to your student/patron account for each lost item. Students/patrons with outstanding Library obligations may be denied borrowing privileges and student college records may be withheld.
- A replacement fee of the actual replacement cost will be assessed for each lost or damaged Library item. As an alternative, an exact replacement copy may be purchased and brought to the Library.
- Library items that are long overdue are automatically declared lost. Specifically,
 - Books are lost when 20 days overdue
 - Reserve items are lost when 5 days overdue

Priority Users

Bevill State Community College students, faculty, and staff have priority for accessing electronic resources and using Library computers and equipment. Non-students and non-employees may be asked to limit their use of the computers and equipment if others are waiting. Non-students and non-employees may also be asked to relinquish the computer and equipment to BSCC students, faculty, or staff at any time.

Prohibited Conduct

Prohibited conduct includes, among other things, lewd or indecent conduct, threat of imminent physical harm, sexual harassment, stalking, forgery, intentional disruption of college services, and damaging or destroying college property. Similarly, there are prohibitions against illegal discrimination, including discriminatory harassment and sexual harassment. Prohibited Conduct also applies to electronic forums.

BSCC Library resources are intended to be used for institutional and educational purposes and may not be used for private or personal gain.

Patrons must observe all laws relating to copyright, trademark, export, and intellectual property rights.

Noise and Cell Phones

- Patrons must help to maintain a quiet environment and refrain from engaging in any behavior that interferes with the normal use and operation of the Library by others.

- Cell phone conversations are prohibited in the Library. Ringers should be turned off. If a phone call must be taken, please go outside the Library.

Food and Drink

Food is not allowed in the library except in staff areas and at special library scheduled events. Non-alcoholic beverages may be consumed only from bottles with lids. Drinks are not allowed in the computer areas.

Intellectual Freedom/Censorship

The Beville State Community College Libraries endorse the Alabama Library Association (ALA) Library Bill of Rights, The Freedom to Read, and the Challenged Materials – A Interpretation of the Library Bill of Rights. See www.ala.org for these documents:

Library Bill of Rights
Freedom to Read
Challenged Materials

Overdue Materials – Faculty

At the end of each semester, faculty overdue notices are emailed to those faculty and staff members who have failed to return books or other materials to the Library. Instructors are not charged fines; however faculty borrowing privileges may be suspended when materials have not been returned after one academic year.

Faculty and staff members may place books, articles, and other materials on hold and the books will be kept on hold for one semester. After one semester, books will be re-shelved.

Donating Materials

Building a library collection depends on the careful selection and acquisition of materials and on gifts of books, periodicals, other library materials, and money. The BSCC Libraries welcome such gifts provided they support the teaching, research, and other needs of the college. Gifts of materials other than those mentioned will be considered on an individual basis.

Acceptance of Gifts

The Libraries seek hard cover books as well as high quality paperback books of scientific, scholarly, literary or artistic substance. BSCC Libraries also accept other appropriate formats including videos, DVDs and CDs. We do not accept outdated textbooks (older than five years), popular magazines or mass market paperbacks, U.S. government publications, miscellaneous issues or short runs of journals and magazines or outmoded formats (8-track, 5.25 inch computer disks).

Ownership and Use of Gifts

Upon receipt, gifts become the possession of the BSCC Libraries. As owner, the Libraries have the right to determine retention, location, circulation and all other considerations relating to storage, shelving, usage or disposition. The Libraries usually add items that would be unique to their collections and items that may serve as useful second copies. We also offer titles that are not well suited for our collections to other libraries and agents in our local region.

Tax Information

The Libraries encourage donors to discuss prospective donations and appraisals with their attorneys or other tax experts prior to making a donation. Attorneys and tax experts can best answer specific questions about charitable contributions for gifts-in-kind.

Appraisals

BSCC Libraries are unable to provide appraisals for gifts we receive. Appraisals are the responsibility of the donor. We are able to create inventory lists for donations. The BSCC Libraries will make an appropriate acknowledgement for all gifts. As part of the receipt of acknowledgement, the libraries will provide a brief written description of the donation.