

**Temple College
Hubert M. Dawson Library
Policies and Procedures**

Purpose

The purpose of the Temple College Hubert M. Dawson Library is to provide information resources and services necessary to support the mission of the College: fostering student success by providing quality lifelong learning and enrichment experiences.

Email a Question/Request Materials/Renewals Online

Main Campus, Temple: library@templejc.edu.

EWCHWC Hutto Campus: EWCHWClibrary@templejc.edu

Material requests may also be submitted using the library website [Material Request Form](#).

Library Usage Policy

Temple College libraries are open to all students, faculty, staff, and community patrons. Residents of the Temple College service area may register for library Community Patron accounts for material use privileges. Many library materials, including display items, books, DVDs and periodicals are suited for adult patrons ONLY; parents and guardians are responsible for any censorship of such materials for minors. Children cannot be left unattended in campus libraries and must be accompanied by a parent or guardian at all times.

Books

The Temple College Libraries house over 55,000 print volumes of circulating books and reference materials.

Electronic Books

The Temple College Libraries offer access to over 175,000 electronic book titles through Gale Virtual Reference Library, EBooks on EBSCOHost, Ebrary/ProQuest EBook Central, Stat!Ref and ABC-CLIO/Greenwood. Titles are accessible through the library website; many are available for download to PCs, electronic readers and tablets.

Databases

The Temple College Libraries offer 24-7 access to over 100 electronic database resources.

Periodicals

The Temple College Libraries subscribe to over 85 print and electronic periodical resources, including medical journals, magazines, and area newspapers.

Streaming Video/DVDs/CDs

Temple College Libraries hold over 500 DVD titles, over 750 CD titles and offers the *Films on Demand* and *MedCOM* streaming video collections with over 26,000 titles.

Library Access for Temple College EWCHEC Hutto Students

Temple College EWCHEC Hutto campus students may use the EWCHEC Hutto campus library or the Temple College main campus library.

Library Access for TC EWCHEC Taylor Students

Temple College EWCHEC Taylor campus students may use either Temple College campus library. Taylor students may also use the Taylor Public Library; for access, present a current Temple College student ID to establish an account.

Library Access for Texas A & M University Central Texas and Texas State Technical College Students

TAMUCT and TSTC students enrolled in classes at the Temple College main campus, and/or the EWCHEC Hutto campus, may utilize either campus library.

Material Loan

Patrons must have a valid Temple College ID, a Community Patron library card or valid TexShare card to checkout library materials.

Student Material Loan Periods

Books: Twenty-one day loan period; limit of 20 items per account. Items may be renewed once unless another patron has placed a material hold. After a one-time renewal, material(s) must be returned and discharged from an account and placed back on the shelf for one day before it can be again loaned to the same patron.

Reserve Material (Library Use Only)

Reserve material checkout periods vary, and may be loaned from two hours to seven days, depending upon the item loan status.

DVDs/CDs

Two hour, in-library use, unless otherwise specified.

Faculty/Staff Loan Periods

Books/DVDs/CDs

Loan periods extend to the final Tuesday of the current semester. Faculty and staff members are encouraged to return items as soon as they have utilized them for educational or other purposes.

Community Patron Loan Periods

Community patrons must present a valid state or military photo ID to register for an account.

Books: Twenty-one day loan period; limit of three (3) initial items and five (5) after first three are returned.

Reference Materials/Print Periodicals: These materials are available for library use only.

Dry Erase Marker and Eraser Sets: One-day loan period; library use only.

Purchases: Scantrons and flash drives are available for purchase when in stock.

Fines

Books: \$0.10 cents per day, maximum fine of \$25.00. Books over 45 days overdue will roll to lost status. Items in lost status may be subject to item replacement cost, a processing fee of \$10.00 and the maximum fine. Damaged items may be subject to a repair fee of \$10.00 or more or the replacement cost of the material, processing fee and any accrued fine.

Reserve Materials (2 hour): \$0.10 cents per hour, maximum fine of \$50.00.

Reserve Materials (1 day): \$1.50 per day, maximum fine of \$50.00.

Reserve Materials (1 week): \$1.50 per day, maximum fine of \$50.00.

Reserve materials roll to lost status after 45 days overdue.

DVDs: \$0.10 cents per hour, maximum fine of \$25.00. DVDs over 45 days overdue will roll to lost status. Items in lost status may be subject to item replacement cost, a processing fee of \$10.00 and the maximum fine. Damaged items may be subject to a repair fee of \$10.00 or more or the replacement cost of the material, processing fee and any accrued fine.

Dry Erase Marker and Eraser Sets: \$1.50 per day.

Lost Materials

Lost materials are subject to item replacement cost, processing fee, and any accrued fine.

Account Holds

Holds are placed on accounts of patrons with overdue materials or library fees over \$10.00. Holds prevent material loans, registration, receipt of grades, and transcript access. Holds will be removed upon resolution of accounts with the library.

Fine Payments

Material fines and fees may be paid at campus libraries by cash or check. In some instances, fines may be paid in the Cashier's Office in One College Centre (OCC) by

credit or debit card. EWCHEC patrons may pay fines and fees at the campus Cashier's Office.

Computer Usage Policy

The Temple College libraries offer the use of personal computers for academic purposes. Library computer and printer access is available until 5 minutes prior to library closing time. Students, faculty and staff may use their Temple College issued login credentials for computer access. Library PCs may not be used for unauthorized commercial or illegal purposes pursuant to the [Texas Penal Code, Chapter 33 Computer Crimes](#).

Guest Computer Access

Allowed at the discretion of library staff for Temple College and academic purposes.

Off-Campus Information Access

The Temple College library databases and Online Catalog/OPAC (Online Public Access Catalog/Library Catalog) may be accessed from off-campus sites 24 hours a day, 7 days a week. A current account and login are required for off-campus database access. The login protocol is the same as the default protocol for Temple College network access. A login is not required for off-campus Online Catalog/OPAC access.

Saving Documents and Items on Library PCs

If there is a need to save a file while using a Temple College library PC, the use of a portable storage device such as a USB drive or the cloud storage in Office 365 is recommended. Items may be temporarily saved to the computer desktop for later use (such as attaching the document to an email or for upload into the Temple College Desire to Learn (D2L) Course Management System). Items saved to the computer may not be available upon future login. The library is not responsible for personal file storage or access.

Software Use

Only Temple College licensed software may be utilized on campus computers.

Laptop Computer/Tablet Internet Access

Wireless Internet access is available for students, faculty, staff and guests of the Temple College library.

Printing Policy

The Temple College Hubert M. Dawson library utilizes the Paper Cut printing management system at the main campus library. Each semester, enrolled students receive a print credit of \$5.00 on their Paper Cut account. Black and white prints are \$.05 cents per side and color prints are \$0.25 cents per side. If a print account is exhausted, students may add credit to their account through the purchase of print card at either the campus library, the Cashier's Office in One College Centre (OCC), or by adding value using a credit/debit card or a valid Pay Pal account. Printing from laptops or other wireless devices is unavailable. The library is not responsible for the outcome

of print jobs unless it is due to a technical or equipment issue. User error issues are not reimbursed; it is advised that patrons check the print preview before sending a document to the print queue.

Photocopying

The Temple College library offers the use of a photocopier for patrons. Copies are \$0.10 cents per side. Copy services are cash only.

Bibliographic Instruction

Library information instruction sessions are available throughout the semester. Campus librarians are available to speak to classes and other groups at the Temple, Hutto, and Taylor campuses. Sessions may be tailored to individual subjects or specific class assignments. Contact your campus library for scheduling and/or additional information.

Library Computer Lab Reservations

Faculty and staff are allowed to reserve the library computer lab at the discretion of the Division Director, Learning Resources. Contact a library staff member for scheduling.

Library Silent Area

The main campus library extension area is reserved for silent study. No talking or noisy activity is permitted in the area.

Library Study Rooms

The main campus library has three study rooms available for patron use for quiet or group study. Two rooms (434 and 436), are first come, first serve. The third room (435), may be reserved in two-hour blocks of time by current Temple College students, faculty, and staff members for groups of four to six. The EWCHEC Hutto library has two study rooms available on a first come, first serve basis; reservations are scheduled at the discretion of library staff.

TexShare

[TexShare](#) cards are available for current Temple College students, faculty and staff. TexShare cards allow material checkout from affiliated Texas academic and public libraries. TexShare cards are issued by semester. Patrons utilizing TexShare cards are required to abide by the policies of the lending library. TexShare card holders from outside institutions may request a Temple College TexShare account at the Circulation Desk.

Interlibrary Loan (ILL)

Interlibrary loan services are available for students, faculty, and staff. Please note that users of this service are subject to access and loan period limitations from the lending libraries and in some instances, a fee may be required. Please allow enough advance time for material delivery (in some instances up to two weeks, depending upon the travel distance from the lending library).

Confidentiality of Patron Records/Usage

Patron library usage records are kept confidential. The USA Patriot Act (Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act) supersedes library confidentiality policy and the Temple College libraries will comply with any government requests submitted under the jurisdiction of the USA Patriot Act.

USA Patriot Act

As to legal requirements of the act, the Federal Bureau of Investigation (FBI) and other law enforcement agencies or officials may obtain court orders for library records for investigations involving national security and/or terrorism. Under penalty of law, libraries or library staff served with search warrants may not divulge the existence of the warrants or dissemination of records disclosed as a result of the warrants. Patrons cannot be informed that their records were provided to law enforcement agencies or that they are/were under FBI investigation.

Material Acquisition Requests

Temple College library patrons may request materials for acquisition by campus libraries. All requests are evaluated by the Division Director, Learning Resources to determine whether the material is suitable for acquisition.

Material Budget Allocations for Library Materials

Each fiscal year, departments and divisions are allotted an allocation for Temple College library purchase of curriculum-related materials. Notices are distributed to Division Directors and Department Chairs near the start of each fiscal year.

Food and Drink Policy

Drinks with lids are permitted in Temple College libraries, except for the main campus library computer lab. Food is allowed only in the front foyer and rear hallway of the main campus library.

Noise/Cellular Phone Usage Policy

Temple College libraries strive to offer an atmosphere conducive to study and research. Campus library building layouts require that patrons be considerate and keep noise levels to a minimum. Loud conversing, audio, or other boisterous activity is not permitted. All library patrons are asked to set cellular phones to silent or vibrate. If a patron needs to place or accept a call, they may use the library foyer, back hallway or go outside of the library.

Fire Alarms

If a fire alarm sounds, please calmly and quickly leave the library through the nearest exit and comply with any given instructions from library personnel.

Emergency Drills

Temple College libraries participate in emergency drills for situations such as fire,

weather related emergencies or other issues requiring lockdown or building evacuation. Please comply with any given instructions from library staff or emergency personnel.

Library Security

If a security alarm sounds upon exit of the library, please return to the front desk until dismissed by a library staff member.