

Central Virginia Community College Policies
VI – Academic Services Assisting Instruction
Library



Policy #:	CVCC0143
Effective:	__/__/__
Last Reviewed/Revised:	08/30/2022
Responsible Dept.:	Library Services
Other Policy References:	NA

I. Library

The CVCC Library strongly believes in helping each CVCC student attain information literacy. The Library provides instruction sessions of varying lengths for many courses in all of CVCC's academic divisions.

II. Library Instruction

The Library is located in Bedford Hall. Library staff provide library instruction/information literacy sessions of varying lengths for many courses in all of the CVCC academic divisions. Instruction can be provided in the Library's Instruction Room or in the classroom. The Library's Instruction Room, equipped with projector and computer workstations, allows students the opportunity to access the Library's online resources as well as its other resources. Sessions may be provided to the off-campus centers as well.

The faculty may request instruction for entire classes, and individual students may come to the Library for instruction on an as-needed basis. To request an instruction session, complete the online *Library Instruction Request Form*. For more information, see *Guidelines for Library Instruction*, ask a librarian, or call (434) 832-7750.

The Library also provides open workshops on various topics throughout the semester. Among the topics covered are a) Locating Library Books & Materials, b) Using Electronic Databases, c) Using a USB Drive, Microsoft Windows, and Microsoft Word. The times and locations will be posted around campus and on the Library web page.

Individual instruction is always available. To arrange for individual instruction, ask any librarian.

III. Library Instruction Room

The primary purpose of the Library's Instruction Room (Room 3111) is to provide library instruction sessions to CVCC classes and open research workshops to students. At times the Library Instruction Room is not in use, its computers are available to all CVCC students.

Faculty who do not have access to a computer lab may also use the Library Instruction Room for instructional purposes on a case-by-case occasional basis, subject to availability. To make a request, please contact the Library Coordinator at (434) 832-7751.

IV. Book, Media, or Periodical Purchase Requests

The Library invites faculty to submit book, media, or periodical requests.

Book and audiovisual (A-V) requests are received throughout the year and will be ordered as funds are available. Priority for materials acquisitions follows a two-year cycle (Arts and Sciences and Professional & Career Studies). Instructors should use the *New Materials Request Form* for books and audiovisual (A-V) purchase requests. Instructors will be notified when items they have ordered are ready for check-out.

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Periodicals are ordered in the fall semester, and an email will be sent out inviting requests in mid-September. Usually, requests for periodicals must be received by the 15th of October. Instructors should submit periodical requests using the *Periodical Request Form*, via e-mail, or inter-campus mail.

V. Reserving Materials

Faculty members may place books, folders, and videos on reserve for their classes. They should bring reserve materials to the circulation desk. Off-site center faculty should contact the Library to reserve materials. One of the following loan periods may be selected: in-library use (2 hours), overnight, or one-week. Instructors are asked to fill out the online *Reserve Materials Form* or a paper form at the circulation desk.

Reserves are listed in the [CVCC Online Library Catalog](#). When accessing the catalog, users should click on “Course Reserves” at the top of the catalog page. Then they should click on “Central Virginia CC”. They can search for reserve materials in a number of ways: author, title, course name, course number, etc.

VI. Loans for Faculty and Staff

Loan periods for faculty/staff are as follows:

- books – current semester
- instructional videos – four (4) weeks
- popular videos – one (1) week
- music CDs – current semester
- audiobooks – current semester

Faculty/staff are not charged overdue fines but will be expected to return all checked-out items before leaving the employ of CVCC. A fee of \$50.00 per item (or replacement cost of the item if more than \$50.00) will be assessed on all unreturned items.

VII. Interlibrary Loan

To request books and journal articles not owned by the CVCC Library, complete the *Interlibrary Loan Request Form*. Please allow at least one week for an item to arrive.

VIII. Online Resources

Click [here](#) to access the Library Research portion of the Library Webpage. This page has links to the Library’s numerous online resources. One can find a link to the Library’s catalog, databases, and other online resources.

Go to [Library Services](#) for additional information about library services.