

# SPCC Libraries Rules and Procedures




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## Library Mission:


The mission of the South Piedmont Community College Libraries is to support the educational needs of students, staff, and the surrounding communities by providing the most current information resources, the most user-friendly instruction, and the latest technologies in order to foster learning, student success, and workforce and community development.

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## Library Rules:

- Food and **covered** drinks are allowed in the library. 
- This is a college library. Please behave appropriately.
- Take cell phone calls **outside** the library. Please put your cell phone on **vibrate**. 
- The library is not responsible for personal information left on our computers or printers. Remember to check behind yourself.
- Photocopying and printing is 10 cents per page. 

## Library Computer Use Procedures:

The libraries at South Piedmont Community College provide Internet access to students, instructors and staff. Internet usage at the school is a privilege, and all users are expected to exercise responsible and ethical behavior when using computers. Users who violate rules may lose their library privileges. Serious offenses may lead to disciplinary action by the College. 

- Priority will be given to enrolled students who need computers for research and homework assignments. Patrons using computers to play games, watch videos or visit social networking sites may be asked to give up the computer they're using if any student needs a computer to complete an assignment.
- If all computers are in use, please inquire at the desk about a waiting list or the use of a laptop.
- Laptops may be checked out by students for use in the library only.
- During periods of high computer usage, the library reserves the right to remove personal belongings from locations where computers have been unoccupied long enough for the computer's screen to go dark. Library patrons cannot use personal items to "reserve" a computer.
- Students younger than 18 must have written parental consent on file in the library to use the computers and Internet.
- Community users younger than 18 must be accompanied by a parent or legal guardian.
- All printouts **MUST** be paid for. Printing is 10 cents per page. Users are also required to pay for their accidental printouts, at a discounted rate of 5 cents per page. If you do not have money to pay for copies, they will be billed to your library account and must be paid for in order to graduate or receive a transcript.
- Users may **NOT**:
  - ✗ download music.
  - ✗ download programs or files (including games) to the hard drive. All downloaded materials must be placed on the user's flash drive.
  - ✗ alter hardware, screen savers, desktop patterns, preferences or wallpaper.
  - ✗ violate copyright/trademark laws or software license restrictions.
  - ✗ use non-educational chat rooms or messenger services.
  - ✗ view obscene materials, gamble or participate in any activity not permitted by law.
  - ✗ use the computer to harass or libel other people.
  - ✗ use the computer for commercial purposes.
  - ✗ participate in activities that will change or damage the hardware or software, disrupt communications or overload networks.
  - ✗ bring in or leave children in the library.

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## Borrowing Procedures:

- Books – 14 days; overdue fine = 10 cents per day
- Videos – 2 days; overdue fine = \$1 per day (Limit of 2 DVDs)
- Audio books – 14 days; overdue = 10 cents per day
- Headphones – available for in-library use only
- Magazines and newspapers – not circulated
- Reserved items – may be used in the library only.



The person whose library account is used to check out materials is responsible for those items as well as any overdue fines. The responsible party should not mark in, deface, destroy or alter any library material. Anyone doing so will be required to pay for the replacement of the item, plus a processing fee. **Persons with fines or overdue materials are required to settle their account with the library before registering, graduating, receiving end-of-semester grades or requesting transcripts.**

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## Online Catalog:

Go to our website at [www.spcc.edu](http://www.spcc.edu). Click on “Libraries” under Quick Links on the left side of the page. Click “Online Library Catalog” to search for books and movies. Enter your search in the search box. If you don’t find what you’re looking for, use the drop box below the search box to click on “All Libraries” to see what is available in the NC Community College System. We can have *most* books shipped from another campus or school through the inter-library loan program. Ask about it at the circulation desk! Watch our online catalog tutorial at <http://www.spcc.edu/futurestudents.php?cat=311>

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## Library of Congress Classification System:

Our library’s books are organized by the Library of Congress Classification System. This is an alpha-numeric system, meaning that *letters* – and then numbers – are used to arrange our books. For easier browsing, you will find a list of letters and the subjects they represent below.

**A** – General Works, Encyclopedias  
**B** – Philosophy, Psychology, Religion  
**C** – General, World Civ., Archaeology  
**D** – History-General & History-Europe  
**E** – History-American/Civil Rights  
**F** – History-American  
**G** – Geography, Anthropology, Recreation  
**H** – Social Sciences, Economics, Business  
**J** – Political Science  
**K** - Law  
**L** - Education



**M** - Music  
**N** – Visual Arts  
**P** – Language/Literature/Fiction  
**Q** – Science  
**R** - Medicine  
**S** – Agriculture  
**T** - Technology  
**U** – Military Science  
**V** – Naval Science  
**Z** – Bibliography/Library Science

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Contact Info:           **Carpenter Library** – OCH Campus – 704-290-5851  
                                  **Horne Library** – L.L. Polk Campus – 704-272-5389

email: [library@spcc.edu](mailto:library@spcc.edu)

Library Hours:\*       Monday-Thursday 7:45 a.m. - 7:30 p.m.  
                                  Friday – 7:45 a.m. – 3 p.m.

*\*Please note that Horne and Carpenter libraries follow the SPCC calendar. Please check the SPCC website for school holidays, breaks and closings.*