

Library Procedures and Policies

Purpose

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

Submit a Question/Request Material Renewal Online

Send an email message to library@templejc.edu.

Library Usage Policy

The 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 57,000 print volumes of circulating books and reference materials.

Electronic Books

The Temple College Libraries offer access to over 164,000 electronic book titles through Gale Virtual Reference Library, Ebooks on EBSCOHost, Ebrary, Stat!Ref, and ABC-CLIO/Greenwood. Titles are accessible through the library website and many are available for download to PCs, electronic readers and tablets.

Databases

The Temple College Libraries offer 24-7 access to over 85 electronic database subscriptions.

Periodicals

The Temple College Libraries subscribe to over 130 periodical print resources including medical journals, magazines, and area newspapers.

DVDs/Video

The Temple College Libraries house over 900 video titles in addition to The *Films on Demand* video collection that offers over 20,000 video 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

TC EWCHEC Taylor campus students may use either Temple College campus library. Taylor students may also use the Taylor Public Library. For access to the Taylor Public Library, 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 EWCHEC Hutto campus may use the EWCHEC Hutto campus library or the Temple College main 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 a request for the item and has placed a material hold. After a one-time renewal, material must be returned and discharged from an account and be 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

Two hour, in-library use only.

Faculty/Staff Loan Periods

Books/ DVDs

Loan periods extend to the final day 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 3 initial items and 5 after first 3 are returned.

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

Dry Erase Marker and Eraser Sets: One-day loan period; in-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 cost of the material, processing fee and any late fee.

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 will roll to lost status after 45 days.

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 \$10.00 repair fee.

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 will prevent a patron from further material checkout, registration, receipt of grades, and transcript access. Holds will be removed upon resolution of accounts with the library.

Fine Payments

Material fines 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 Center by credit or debit card.

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 related purposes.

Off-Campus Information Access

The Temple College library databases and 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 college network access. A login is not required for off-campus OPAC access.

Saving Documents and Items on Library PCs

When saving files on Temple College library PCs, please use portable storage such as a USB drive or the cloud storage in Office 365. 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 Course Management System). Items saved to the computer may not be available upon future login.

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 and staff of Temple College.

Printing Policy

The Temple College Hubert M. Dawson library utilizes the Paper Cut printing management system at the main campus library. Each semester, every enrolled student receives 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 Center, or by adding value using a credit/debit card or a valid Pay Pal account. Printing from laptops or other wireless devices is unavailable.

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 librarian for scheduling and additional information.

Library Computer Lab Reservations

Faculty and staff are allowed to reserve library computer labs on a limited basis. Contact a library staff member for scheduling.

TexShare

[TexShare](#) cards are available for current Temple College students, faculty and staff. TexShare cards allow material checkout from affiliated academic and public libraries in Texas. 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 beginning 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 not allowed in the campus libraries except for the front foyer and rear hallway.

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 talking or other boisterous activity is not permitted. All library patrons are asked to set cellular phones to silent or vibrate. If a patron must accept a call, he/she must take the call to the library foyer, back hallway or completely outside of the library.

Fire Alarms

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