

## Core Requirement 2.9

The institution, through ownership or formal arrangements or agreements, provides and supports student and faculty access and user privileges to adequate library collections and services and to other learning/information resources consistent with the degrees offered. Collections, resources, and services are sufficient to support all its educational, research, and public service programs.

### Impact Statement

Baton Rouge Community College has a fully developed and accredited customer service oriented automated academic library. The Learning Resources division includes units for Reference and User services, Circulation, Archives and Technical services, formal Library Instruction that transfers to other accredited Academic Colleges and Universities, Community Outreach and Systems Technology for the Mid City campus and Frazier site. The full cadre of these services have been extended to all newly merged sites of the former Capital Area Technical College (CATC). Library faculty and staff have strategically planned for new locations and programs to ensure that students and faculty at those respective locations have needed resources for the success of their educational programs.

### Rationale

Baton Rouge Community College (BRCC) offers professional library services and professional librarian assistance at each campus and site. The Magnolia Library is the largest and main branch of the two campuses and six sites. The Magnolia Library is located in the Library and Performing Arts Pavilion on the Mid City campus.

#### Magnolia Library Description

#### Accommodations

Second and Third Floors	42 networked computer terminals; wireless access Accessible seating space for private, quiet or group study with four study rooms which seat 4-6 in each room Eight study carrels and desks 312 chairs and 49 tables
First Floor	Seating for 40 can be accomplished on the first floor commons area A networked open computer lab, which accommodates computers for more than 24 students
Additional Features	The library provides carrel computer space for 12 and commons computer seating space for up to 12 additional users Open-use copiers and printers are located on each floor of the library and are available to students for a nominal charge.

The library's physical space is shared with Advising, Counseling and Disability Services, the Teaching and Learning Center, and E-Learning. Services are provided to BRCC students, faculty, staff, and to the surrounding community. Anyone may use the library, but anyone wishing to check out materials must have a current affiliation with the college and a valid BRCC ID.

The Acadian campus and six sites, which include Frazier, Hooper Road, Jackson, New Roads, Port Allen, and Westside, have access to library services which are provided in a lab setting.

These areas have seating and tables as well as computers for student access. Resources are loaned via request and faculty may receive resources for use in their classrooms and offices. Library faculty are on hand to ensure that faculty and students receive instruction and can access electronic resources.

<b>Campus/Site</b>	<b>Room number</b>	<b>Size in sq. ft.</b>
Mid City	2 <sup>nd</sup> & 3 <sup>rd</sup> floors	45,000
Acadian	200	747
Frazier	123	760
Hooper Road	104	260
Jackson	103	625
New Roads	A-1	912
Port Allen	Lab 1	664
Westside	Lab 1	1,488

The BRCC library has a variety of materials that meet the information and research needs of the students involved in campus based academic programs. It houses a core collection of over 54,000 physical items, including books, VHS/DVD media, audio media, CD-ROMs, video games, reference, and reserve items. There are over 159 print periodicals. Books are cataloged using the Library of Congress classification system. Patrons can listen to or view media on DVDs, CDs, and video tapes. Headphones and graphing and scientific calculators are also available for checkout. BRCC has provided additional funding to the library to add physical resources related to programs from the merger.

Library services are available to students, faculty and staff during the fall, spring, and summer semesters, encompassing more than 100 hours each week for all locations combined. These hours are based on class schedules and may be extended during periods for midterm and final exams. A shuttle is provided to transport students between the Mid City campus library, the Frazier site and the Acadian campus. Listed below and on the webpage are all posted campus library operational hours for professional librarian assistance.

<b>Location</b>	<b>Operational Days</b>	<b>Operational Hours</b>
Mid City Campus	Monday and Tuesday	7:30am to 9:00pm
	Wednesday and Thursday	7:30am to 7:00pm
	Friday	7:30am to 5:00pm
Acadian Campus	Monday thru Thursday	9:00am to 5:00 pm
Frazier Site	Monday	9:00am to 12:00pm
	Thursday	1:00pm to 4:00pm
Jackson Site	Wednesday	9:00am to 11:00am
New Roads Site	Wednesday	12:00pm to 2:00pm
Port Allen Site	Tuesday	9:00am to 11:00am
Westside Site	Tuesday	12:00pm to 2:00pm
Hooper Road Site	Monday	9:30am to 3:00pm

Each campus and site has online access to library holdings via the internet. The BRCC library also provides a number of electronic resources to students, faculty, and staff that are fully accessible off campus. As a member of LALINC (Louisiana Academic Library Information

Network Consortium) and LOUIS (The Louisiana Library Network), the BRCC Magnolia Library is able to offer expanded electronic resources to its community through the merger with the purchase of resources for new programs ([Figures 2.9.1 and 2.9.2](#)). Through the campus website, the library provides access to approximately 80 electronic databases. This collection of databases provides over 78,191 full text scholarly journals, with access to magazines, and news sources which are searchable by title. As of September 2014, the Library has acquired items related to the programs after the merger of BRCC and CATC as shown in [Figure 2.9.3](#).

At this time, no new librarian faculty or staff has been added as a result of the merger. BRCC employs an FTE of 7.5 librarians, all holding American Library Association accredited Masters in Library and Information Science or Masters of Library Science degrees ([Figure 2.9.4](#)). These professional positions include: 1) the Dean for Learning Resources, who is responsible for day to day operations of all college library locations. Responsibilities also include staffing, training, budgeting, strategic planning and operational support. In addition, the Dean for Learning Resources serves as back up to library information systems, as well as, a board member for the LOUIS consortia with responsibility for reciprocity agreements for BRCC as they relate to other libraries within the State of Louisiana, Board of Regents-Louisiana Library Network affiliate, American Library Association (ALA) and the Association of College and Research Libraries (ACRL). 2) an Associate Dean for Learning Resources, who is responsible for Access Services for Reference and Circulation to include Interlibrary loan and lending, serves as a liaison to the Friends of the Library Board and serves in a Governor appointed position as a liaison to the State Archives as well as a backup administrator to the Dean; 3) a General Services Librarian who is well versed in Archive and Preservation matters for the College Archives, and is responsible for the circulation department and student workers; 4) a Reference librarian who serves as a Systems librarian liaison to Information Technology and the LOUIS consortium; 5) a Reference Librarian who serves as an Outreach Librarian/Literacy Liaison to the community; 6) a Reference Librarian who serves as an Instructional Librarian for LIBS 101 courses, taught by all librarians on a semester rotational basis; 7) a Technical Services/Serials Librarian and 8) a Part-time Original Cataloger who update automated records and holdings within the catalog as well as cataloging new materials and resources that may be received either by purchase or donation. The library receives student worker support through federal financial aid in the fall and spring semesters.

To support the BRCC libraries, a letter of support and partnership is in force from the East Baton Rouge Parish (EBRP) public library; the main library is located approximately 2 miles from the Mid City campus. The library is accessible by city bus passes provided by the BRCC Student Government Association, to students during the semester. There are also twelve library branches located conveniently throughout East Baton Rouge Parish, including the Delmont Gardens Branch 1.8 miles from the Acadian campus, and the Carver branch which is located less than a mile from the Frazier site. These libraries are a wonderful complement for BRCC students. All facilities are open seven days per week and provide free public personal computers with application software and access to the internet as well as free Wi-Fi. The physical collection consists of more than 2 million items in multiple formats, including books, periodicals, microfilm, audiobooks, CDs, videos, DVDs, Blu-rays and special collections. The reference and circulating collections demonstrate relevance for academic programs as well as provides additional online resources which complement our academic collection. These resources include full text databases, e-books, e-audio, and e-videos which are available for use in house or remotely. These resources include many primary source materials and peer-reviewed journals of special interests for those pursuing higher education goals. Our students only need to provide proper identification to receive the East Baton Rouge Parish Library card. Borrowing privileges for our students at the public library apply

to books, magazines, audio books, CD-ROMS, books on CD and music CDs, and may be checked out for a period of 3 weeks. These items can be renewed 3 times for a maximum checkout of 12 weeks. Audio books and CDs are limited to 10, while CD-ROMS are limited to 5. The limit is 10 items for all video formats including videos, DVDs and Blu-ray. These items also check out for 1 week and may be renewed once. The public library partners each semester with the Magnolia library to provide an annual public library card registration drive at BRCC. The collection of the State Library of Louisiana serves to supplement the Louisiana public libraries' collections and contains over 2 million volumes in multiple formats. These formats include Talking Books (TBBL) and the Braille Library. Most of these resources are available for loan to Louisiana citizens and students through interlibrary channels involving all Louisiana public libraries. This includes all 337 public libraries in the state. Some of these resources include subscriptions to a large number of online internet research tools. The relevance of these collections complements our academic programs by providing additional online databases, journals and newspapers, and streaming video collections. Anyone with a local public library card can access these resources via computer with internet service.

Students, faculty, and staff in all locations may access information directly while on each campus or site, or by authentication when online from remote locations. Currently all faculty, staff, and students log in to the databases with their BRCC ID number, their user ID and PIN. The instructions for remote access are located on the library's online databases webpage. During normal hours of operation, library account information can be updated and questions may be answered by visiting in person, calling the library reference desk or by emailing or instant messaging with the librarian.

All library users may request reference assistance in person, by calling or emailing or "chatting" with the librarian via instant message. The BRCC Library has 58 online guides called LibGuides which detail how to use the library and its resources. These guides are general in nature or specific to subject areas ([Figure 2.9.5](#)). For the merged college, librarians are in the process of creating LibGuides for the acquired CATC programs. ([Figure 2.9.6](#)) Faculty may request that program information be added in the LibGuides for their academic areas. Information is located on the Blackboard site for faculty and students in the library tab with step-by-step instructions for online resource use when the library is closed. BRCC librarians continue to provide new ways to instruct patrons in the use of library resources with a special concern for the newest users in the merged college. As part of this ongoing effort, video and narrated tutorials are currently in production.

Reference Services is committed to providing quality information service through one-on-one assistance, group assistance, brochures, Blackboard modules, instructional sessions, courses, and workshops. In order to provide faculty with the opportunity to better acquaint their students with library resources, Reference Services offers library tours and bibliographic instruction sessions, which can be customized to meet the needs of an individual class or particular assignment upon request. In-person Bibliographic Instruction has been made available to all new merged sites. Each librarian, regardless of title, is charged with the responsibility of acting as a liaison for academic programs of the college. Faculty may request general Bibliographic Instruction for their classes, assignment-specific instruction, or collaborate with the librarian to develop a subject specific information literacy assignment and instruction. Librarians offer workshops for students and faculty in the use of resources ([Figure 2.9.7](#)).

Librarians attend various events during the academic year announcing new library resources and services. For example, librarians speak at Faculty and Adjunct Faculty Orientations, Student Online Orientation, Acadian Freshman Seminar, Tiger Bridge Orientations, Dual Enrollment Orientation and present resources at SGA Programs such as the Student Services Happy Hour, the Welcome Fest, the Fall Fest, the Spring Fling, and the Big Bang. The librarians disseminate information each semester on holdings, new materials, and library news. Faculty and students who participate in training sessions are contacted to complete short feedback assessment surveys.

Circulation Services provides for the greatest possible use of all library materials by patrons while ensuring the collection's security. Circulation Services is responsible for interlibrary loan and lending, textbook reserves, study room reservations, shelving, and stacks maintenance. The students, faculty, and staff are able to search for the physical resources through the Online Public Access Catalog (OPAC) and also to check out the items at the BRCC-Mid City and other campus/site libraries. BRCC faculty, students, and staff may request a LALINC Borrowing card, in order to have borrowing privileges to the collections of other participating academic libraries throughout the state. The BRCC library uses the Online Computer Library Center (OCLC) WorldCat and First Search directory, as well as the American Library Association forms for Interlibrary Loan Service for materials not owned or accessible by BRCC. This service is available to all students, faculty, and staff at the combined Reference and Circulation desk where patrons have the ability to request material from other Louisiana academic or state libraries, as well as from libraries throughout the country. Formal reciprocity agreements are on file with this Consortium to include all Academic libraries and the State library which also includes local parish public libraries ([Figure 2.9.8](#)). Items are sent to other sites using the LOUIS and State Library agreement for LANTER delivery. The Technical Services and Cataloging unit is responsible for overseeing the Library's automation and information technology needs as it relates to the acquisition and maintenance of the library's collection. This includes procurement of all library resources, books, periodicals, media, databases and other online resources. The Library accepts recommendations for the purchase of library materials from students, faculty, and staff. A request form is available through the Library web site and comment boxes are secured at all locations. Following the merger the Library has continued to develop valuable and informative resources specific to the newly acquired programs in order to fulfill the anticipated needs of the BRCC user community in the present and the future.

## Supporting Evidence

<a href="#">Figure 2.9.1</a>	LALINC Licensed Databases FY2014
<a href="#">Figure 2.9.2</a>	LALINC and BRCC Licensed Databases FY2015 with eBooks
<a href="#">Figure 2.9.3</a>	Acquired Physical Resources Specific to Programs
<a href="#">Figure 2.9.4</a>	Librarians Credentialing Chart
<a href="#">Figure 2.9.5</a>	List of LibGuides
<a href="#">Figure 2.9.6</a>	LibGuides for Newly Acquired Program Areas
<a href="#">Figure 2.9.7</a>	Bibliographic Instruction Workshops
<a href="#">Figure 2.9.8</a>	Library Reciprocity Agreement