# Table of Contents

**Section 1:** LLC Mission Statement 2

**Section 2:** LLC Governance 3

**Section 3:** LLC Facilities and Services Overview 5

**Section 4:** Access 8

**Section 5:** Collection Development & Maintenance Plan 11

**Section 6:** Copyright and Intellectual Freedom 14

**Section 7:** Course Reserves 15

**Section 8:** Intercampus and Interlibrary Loans 16

**Section 9:** Circulation of Library Materials 17

**Section 10:** Library Instruction and Reference Services 20

**Section 11:** Tutoring Services 22

**Section 12:** Additional Areas of Responsibility 23

**Section 13:** Archives and Special Collections 24

Appendices

1. [APM 02-0210, Intellectual Property and Copyright](#) 25
2. [FSCJ LLC Organizational Structure 2019](#) 28
3. [Resource Links](#) 29
Section 1:

LLC Mission Statement (revised August 2018)

Through an engaged team of faculty and staff, the FSCJ Library and Learning Commons (LLC) provides robust and relevant information resources, instructional services, tutoring support, and student-centered facilities to foster academic success and life-long learning in a dynamic, information-rich educational environment.

LLC Vision Statement (revised August 2018)

The FSCJ Library and Learning Commons is a nationally recognized leader in the provision of innovative library information resources and services, educational technologies, and tutoring support that measurably improve students' academic success.

LLC Support of General Education Learning Outcomes

The LLC directly supports the College’s general education program by providing specific and targeted information literacy instruction as well as student, faculty, and staff access to information, instruction, resources, and academic support services in all disciplines. Faculty librarians are actively engaged in collegewide general education assessment processes.

LLC tutoring services enable students to succeed in developmental and general education subjects including English Composition, Humanities, Mathematics, and Sciences as well as other core teaching and learning areas.
Section 2: LLC Governance

The LLC Council is comprised of staff, faculty, and administrators from service areas within the LLC and from other college departments. The LLC Council fosters collegewide collaboration and ensures consistent, accessible, appropriate, and adequate LLC services and resources across the College.

Library and Learning Commons Council

Statement of Purpose
Approved by Cabinet February 2013
Revised by LLC Council Executive Committee July 2013

Purpose/Role:
The Library and Learning Commons Council functions as a strategic advisory council regarding opportunities to enhance, integrate, and assess library and learning services for students and faculty.

The Library and Learning Commons Council is tasked with sharing and gathering information to assist in making recommendations to LLC Administration for consideration and implementation. LLC Council meetings are open to all staff, faculty, professional and administrative staff of the LLC and any other interested parties.

Responsibilities:
The responsibilities of the Library and Learning Commons Council shall include the following:

- Foster collegewide collaboration and ensure consistent, accessible, appropriate, and adequate LLC services and resources across the College.
- Recommend and review LLC procedures.
- Make recommendations regarding staffing for the LLCs (Library Services, Learning Commons, and Library Technical Services).
- Provide oversight of collection development to maintain library holdings and academic support resources.
- Form standing committees and work groups tasked with developing, implementing, and revising the LLC institutional effectiveness plan and resultant projects.
- Assist work groups tasked with developing curriculum and instruction related to information literacy.
- Communicate issues related to Florida educational institutions, the Florida Academic Library Services Cooperative (FALSC), the Council for Instructional Affairs – Learning Resources Standing Committee (CIA-LRSC), and other statewide organizations.
- Coordinate with members of the Developmental Education Council regarding resources, services and procedures managed by the Library and Learning Commons that impact developmental learners.
- Make recommendations regarding online LLC resources such as LibGuides, the FSCJ LLC website, and the Library discovery tool (Mango).
- Assist in the review and maintenance of the collegewide Library and Learning Commons Handbook.
**Membership:**
The following representatives shall be considered either permanent members, or serve one-year terms as Committee representatives: Executive Dean of the Library and Learning Commons, Council Chair: Permanent
- Associate Provost, Curriculum and Instruction: Permanent
- Director/Lead Representative from each LLC: Permanent
- Library Technical Services Representative: Permanent
- Faculty Librarian Committee Representative: One year
- Public Services Coordinator: Permanent
- Student Support Services Representative: One year
- Information Technology Representative: One year
- Student Representative: One year
- One Representative from each School, including FSCJ Online: One year

**Operating Procedures and Meeting Schedule:**
- The LLC Council meets once per academic term and/or as needed.
- Each member is a voting member.

**Faculty Librarian Committee**
The Faculty Librarian Committee is tasked with the operational planning, coordination, communication, implementation, and assessment reporting of the reference and instructional efforts of the LLC. The Committee serves as an open conduit for communication of collective concerns, issues, or opportunities of faculty librarians and LLC Administration.

**Membership:**
- Full-time faculty librarians from each campus are permanent voting members.
- Voting members select a Chair of the Committee for a one-year term beginning in July.
- A committee representative serves as a voting member of the LLC Council.
- Part-time/adjunct librarians and LLC Administrators may participate in meetings as non-voting members as scheduling permits.

**Operating Procedures and Meeting Schedule:**
- The Faculty Librarian Committee meets monthly and/or as needed.
- The Committee Chair collects agenda items and maintains the minutes of the Committee meetings.

**Official File of Record:**
- Minutes for each meeting shall be recorded with a focus on informational and action items.
- Minutes shall be forwarded to the Library and Learning Commons Council for review.
- An online archive of minutes and agendas shall be maintained in coordination with the office of the Executive Dean of the Library and Learning Commons.
Section 3: LLC Facilities and Services Overview

The College provides high-quality academic support and information services for faculty, students, and staff by offering full-service libraries, information literacy classes, tutoring services, academic workshops, computer labs, and adaptive technology for learners with disabilities. The two major service areas of the LLC are the Library, which provides library services, resources, and instruction—and the Learning Commons, where students may receive tutorial assistance and access other academic support resources. The LLC's physical facilities provide an optimal learning environment in which students may access needed materials and technology and receive academic support. The LLC offers varied study and instructional spaces to facilitate group and individual study. Users also have access to hundreds of computers with full Internet access, and they may access the Internet wirelessly. Some LLC locations are co-located with Faculty Resource Centers, which serve as a resource for faculty wishing to incorporate media and technology into their instructional offerings. The LLC meets the needs of distance learners by providing online tutoring services and a robust collection of virtual library and learning resources. The LLC's organizational structure provides a seamless, collaborative service experience for students.

Library Services facilities at each campus and center house a wide range of information resources including collections of print materials, electronic database subscriptions, periodicals, and a variety of audio-visual and multimedia materials. The library collections are organized using the Library of Congress Classification System.

Florida State College at Jacksonville is part of a statewide-automated information system that electronically connects state college and community college library collections. Use of the online catalog allows access to the Florida State College at Jacksonville collections, other college library collections, electronic databases, and worldwide information resources.

Access to all online information resources, including the library catalog, is available via login to MyFSCJ.

The Library is staffed by faculty librarians who provide reference assistance and information literacy instruction, lead collection development efforts, and collaborate with faculty across the College to ensure that the LLCs are responsive to the academic needs of faculty and students. Each LLC location also has library assistants and clerical staff who are available to assist patrons with circulation-related issues and use of technology.

Professional instruction, reference, and research assistance services are available upon request. Individual research assistance may be requested at the Library Services (Circulation/Reference) Desk. Reference resources include a broad selection of academic support materials in print and electronic formats. Faculty librarians provide instruction in searching and retrieval procedures for library resources. Information Literacy instruction and library orientations are offered in person within the LLC and online for distance education students and dual enrollment students. Library instruction is provided synchronously and asynchronously using tools such as LibGuides. Librarians collaborate with faculty and act as liaisons to assigned Schools to offer instruction in ways that best fit the needs of the faculty and students.
FSCJ libraries provide real time online access to reference assistance via phone, websites, text messaging, LibAnswers and LibChat. These services are accessible through the LibAnswers platform.

All LLC services are available to currently enrolled students, including distance learners, faculty and staff. Extensive information regarding LLC services and resources is available on the LLC Student Resources website, Faculty Resources website, and in the FSCJ Blackboard learning management system (LMS).

The Learning Commons are “one-stop sites” that offer robust instructional technologies, helpful tutors, and a welcoming learning environment to support student academic success at all levels. Academic tutors and peer tutors work individually and with groups of students. Tutors at all locations provide support in core academic areas such as reading, writing, math, and computers. Additionally, select locations offer tutoring in science, foreign languages, aviation, nursing, and accounting. Tutors assist students at all academic levels, from students enrolled in developmental and Adult Education courses to those enrolled in the College's associate and baccalaureate degree programs.

Distance learners may use any campus or center convenient for them or take advantage of a wealth of online tutoring resources. Online assistance is available via the Tutoring Services LibGuide. The College also provides 24/7 access to the online Brainfuse tutoring platform, which enables students to receive synchronous and asynchronous tutoring in a variety of disciplines, including writing, reading, mathematics, science, Spanish, business, nursing and allied health, computers, and technology.

The Learning Commons is staffed by professional career and student peer tutors who provide subject-specific tutoring, facilitate academic workshops, assist students with using the latest hardware and software, and help students develop study skills that will empower them to become increasingly independent learners.

Faculty Resource Centers (FRC) collaborate with the Library to provide faculty support through the Office of Training & Organizational Development. FRCs are available at most campuses and often housed within the LLC. The FRC assists full-time and adjunct instructors in bringing new technologies and media to their curriculum. FRCs provide the full Adobe Creative Suite on Macintosh computers in addition to Apple software packages. The FRC staff offer faculty assistance with hardware and software such as computer programs for developing photos, audio files and movies to help faculty further engage students in course materials. The FRCs also maintain a supply of materials such as markers, folders, erasers, binders, etc., for faculty use. Faculty Development Specialists may conduct and host workshops in the FRC and assist faculty individually upon request. Online faculty resources are available through a faculty Blackboard community. The Blackboard community provides faculty with resources including “how to” tutorials for Blackboard support and other information technology related topics.

Library Technical Services is the centralized unit that provides collegewide database maintenance, cataloging, and processing of library materials. Technical Services staff ensure the
College complies with library cataloging standards and facilitates timely access to materials purchased for students and faculty.

**Library and Learning Commons Locations and Hours of Operation**

Hours of operation for each campus LLC are determined locally to meet the needs of the campus or center course offerings. A listing of the current hours of operation (which vary from term to term and on holidays and breaks) is available on the LLC [LibCal](#) website.

**Nassau Center**

The Nassau Center LLC library currently operates under a memo of understanding as a joint use facility with [Nassau County Public Library](#). The Center offers unique public access standards compared to the other LLCs within the College. Questions concerning public access to the facility may be directed to [Nassau Center](#) staff members.

**Dual Enrollment and Off-Campus Instructional Sites**

Once student data has been entered into FSCJ’s systems, dual enrollment students, enrolled in courses offered at off-site locations, have the same LLC user privileges as those enrolled at the campuses and centers. The College's dual enrollment articulation agreements with area schools and the student [Dual Enrollment Handbook](#) provide dual enrollment students with full access to College resources. Students may visit any of the campuses or centers to take advantage of the physical services and resources offered by the LLC. During dual enrollment orientations, these students are given an overview of LLC services and resources. [Dual enrollment students](#) may also utilize the full range of online resources offered to FSCJ students.

Like dual enrollment students, students enrolled at remote sites such as Naval Station Mayport and Naval Air Station Jacksonville have access to the College’s physical and online resources and services.
Section 4: Access

General LLC Access Information
The LLC is an instructional area open to faculty, staff of FSCJ, and students currently enrolled in an FSCJ course for which learning support services are provided. Individuals from institutions with reciprocal borrowing agreements with the College may utilize the LLC facility.

Use of LLC services and facilities implies full acceptance of LLC access standards and all FSCJ policies, including FSCJ’s Student Handbook and the College’s Computing Facilities Policies. Individuals using campus or center facilities and services may be asked for information related to their visit for security purposes, and to assist in statistical reporting of LLC services provided to the College community.

A valid FSCJ identification card must be presented upon request, and is required to borrow materials and print/copy. Individuals using LLC facilities must assist in maintaining an environment conducive to learning and follow appropriate codes of conduct.

Cell phone usage is allowed; however, cell phone conversations must be at a level that does not disturb other LLC patrons.

Access to Online Resources
The LLC’s electronic resources (databases, e-books, video collections, and more) are available to faculty, staff, and currently enrolled FSCJ students. The virtual resources and services are particularly helpful to distance learners, dual enrollment students taking classes at off-site locations, students taking classes at the military base locations, or even campus-based students who are seeking convenient access to materials.

Access is based on the individual’s status with the institution, and some materials are available remotely (off-campus) while some are restricted to access from campus only. Staff members at each location are available to help with requests for specific articles or information.

After completing the admissions and enrollment process, students are given access to myFSCJ a Web-based information portal. Students may access the College’s electronic LLC materials from any location via a single sign-on access point within myFSCJ which also enables students to link to the LLC’s website. The LLC has created a collection of LibGuides for 24/7 access to library resources. These resources include numerous academic support materials, videos, digital handouts, and linkage to additional e-resources outside of FSCJ.

Minor Children in the LLC
An adult parent or guardian must accompany all minor children not currently enrolled in FSCJ classes at all times. Please check with the local campus security office for additional direction regarding minors on campus.
**Computer Access**
Computers are available to currently enrolled FSCJ students with priority access for users completing academic work.

Computers and wireless access require login using an FSCJ ID.

Computer activities are monitored, and users are responsible for all activity conducted under an assigned FSCJ ID.

To avoid security issues, students and staff should not share access information with others and always log out of computers. Accessing unlawful material or sharing files illegally is strictly prohibited. It is a violation of the Student Code of Conduct to access publicly images, sounds, or messages that could reasonably be expected to create an atmosphere of harassment.

**Printing**
Printing and photocopying are available to currently enrolled students at a charge of 10¢ per page. An ID card is required for printing. Print funds may be added to the ID through myFSCJ.

Printing is available in black and white only.

**Audio-Visual / Multimedia Production**
The scope of audio-visual / multimedia production services for faculty varies by location and may be available in your FRC. Check with the Faculty Development Specialist.

**Media Viewing**
Most LLC media materials are accessible through personal or public computers. Listening and viewing equipment for media in formats not accessible through LLC computer workstations may be available at some facilities upon request. Please contact the local campus or center LLC for specific availability.

**Study Rooms**
Study rooms are available at some LLC facilities. Priority is given to groups of two or more individuals.

**Services for Students with Disabilities**
LLC staff and faculty make every effort to ensure students with documented disabilities have access to all LLC services and resources. Adaptive technology stations and equipment are available at various LLC locations. Examples of available resources include Zoom Text and Jaws software, Merlin (an image enlarger), Brailler (available by contacting Student Support Services), and Sorenson VRS (Video Relay Service). Students with documented disabilities may discuss arrangements and procedures for using accommodative services and resources with the Student Support Services and LLC staff members. Other reasonable accommodations and learning tools are available upon request.
Suspension or Revocation of LLC Access Privileges
Users violating FSCJ policies, or disrupting the academic environment of the LLC will be asked to leave the facility. Campus security may be asked to intervene as needed. The privilege of accessing the facility and using resources may be suspended or revoked due to unacceptable behavior or violation of College policies.

LLC Data Collection
Individuals using campus or center facilities and services are encouraged to log in to Accudemia, a tracking system to gather information related to their visit and to assist in statistical reporting of LLC services provided to the College community via the LLC’s Assessment page. While login requirements and data collection instruments vary, the information gathered may include the number of tutoring sessions held, the number and type of workshops offered and the number of attendees, the number of library orientations held and the number of attendees, the number of classroom visits by LLC staff, the number and type of reference and circulation desk transactions, and headcounts in the facility at various times and locations. Data are used for program evaluation and improvement.

Statistics are collected on use of virtual resources and services to gauge the appropriateness and accessibility of LLC resources offered to the College community. Students and faculty are invited to complete surveys and assessments regarding engagement with LLC resources and services to ensure target outcomes are met for intended activities.

User privacy is of utmost concern to the LLC. Personal data should not be shared beyond that which is required for system access control and evaluation. Data is used for reporting LLC and FSCJ program assessment purposes.
Section 5: Collection Development & Maintenance Plan

Purpose
The goal of the LLC is to support the College’s educational objectives by ensuring an easily accessible, comprehensive collection of library materials and resources.

Audience
The LLC is an instructional area open to faculty, staff, and students currently enrolled in an FSCJ course for which academic support services are provided. The Nassau Center LLC operates under a memorandum of understanding as a joint use facility with Nassau County Public Library.

Responsibility
Responsibility for site-based collection management resides with the LLC’s Library Services team at each campus and center with input from local and School faculty and students. Faculty librarians, along with the Library and Learning Commons Council, collaboratively review recommendations for collections of e-resources and collegewide acquisitions.

General Collection Development Guidelines
In following the “One College” vision of the institution, all LLC physical and online collections are intended to be shared across the institution regardless of location. All materials added to the collections should be appropriate for the general academic and casual edification of a student population enrolled in undergraduate and technical-level programs offered by the institution. Because all campuses offer general education courses, the physical library collections at each campus include materials that will support students in the completion of general education course requirements. Additionally, LLC physical collections aim to provide materials that are targeted to the unique programs that are housed at each site. Intercampus sharing of resources is highly recommended. Duplication of resources should be minimized. The collection should be reviewed and inventoried on a regular basis to ensure appropriate currency, depth, and usage of the collection.

Subject-Specific Collection Development Guidelines
Subject-specific collections such as those that support Nursing, Allied Health, and Law should be developed and closely reviewed in collaboration with departmental faculty to ensure that these collections meet the specific accreditation standards for those programs. These programs often have stringent limitations on age of collection, and it is the intention of the LLC to meet all program accreditation standards.

General Guidelines for Selection
The selection of materials is a collaborative process. Any student, faculty, or staff member may recommend materials be added to the collection by accessing and completing the online Suggest A Purchase form. Final selection of materials is based on reviews, recommendations, listings of notable books, and subject bibliographies. Librarians use both qualitative (faculty response) and quantitative (size, age, potential use, and cost) data in the selection of materials. Cooperative sharing of resources is considered in both selection and retention of materials. The LLC does not normally purchase textbooks or provide access to electronic textbooks for the library collection.
Criteria for Selection
Materials are selected based on the following criteria:

- Being deemed appropriate and relevant to the college curriculum and to the strengthening of the collection
- Meeting high standards of quality in content and format
- Being current and having enduring value
- Representing diverse viewpoints

Deselection
Weeding is essential to collection management. Outdated, inaccurate, lost, damaged, duplicate, and seldom used materials will be regularly considered for withdrawal.

Shared Collection and Cooperative Agreements
In addition to maintaining robust circulating collections at all FSCJ LLC locations, the LLC participates in reciprocal borrowing activities with all academic libraries in Florida. These activities are outlined in the Florida Virtual Campus (FLVC) Resource Sharing Guidelines State University System Libraries / Florida College System Libraries Florida Virtual Campus Resource Sharing Standing Committee. The LLC is a member of the Florida Library Information Network (FLIN) for the purposes of reciprocal interlibrary loan privileges for member institutions.

Acquisitions
Library services staff and faculty members at each campus and center, with guidance and assistance from Library Technical Services staff and members of the LLC Council, collaboratively manage acquisitions processes. LLC acquisition processes and procedures are overseen by Library Technical Services in cooperation with staff and faculty at each physical facility. Faculty, students, and staff are encouraged to submit requests for materials to support the College’s curriculum and community. The online Suggest A Purchase form is available on the LLC website.

Gifts to the LLC Library Collection
Holdings in the library collection may be supplemented by donation of materials from individuals or groups. Gifts to the library collection will be evaluated using the same criteria as the selection of new materials outlined in the LLC Collection Development & Maintenance Plan at https://guides.fscj.edu/Policies/collection_development

The LLC may accept instructor's editions of textbooks, review copies of textbooks, or proprietary materials for the Course Reserves collection (not the permanent collection) only if there are no publisher usage limitations attached to the item. These include materials labeled Instructor’s Edition, Annotated Instructor’s Edition, Teacher’s Manual, Review Copy, or Not for Sale. The LLC reserves the right to refuse any materials for any collection if it reasonably deems that the material may be in violation of any contract or law, which limits usage rights.

The LLC reserves the right to dispose of gifts that do not support or enrich the library collection. The donor will be informed of this practice when the materials are received. Materials become
property of the College only after being cataloged and processed for integration into the permanent library collection.

The LLC cannot issue any statement regarding the value of materials donated. Donors may request an acknowledgement of the gift materials. The acknowledgement will include the number of items donated.

The FSCJ Foundation is the only authorized unit that may accept cash gifts that support the library collection. For more information about Foundation policies, or to secure a copy of the Donation Form for Non-Cash Gifts, please contact the FSCJ Foundation Office.
Section 6: Copyright and Intellectual Freedom

LLC personnel shall comply with all procedures pertaining to copyrights as established by College policy. (See Appendix 1 Administrative Procedure Manual (APM) APM 02-0210, Intellectual Property and Copyright)

FSCJ LLC adheres to all provisions of U.S. Copyright Law (17 U.S.C.) and the Fair Use Section of U.S. Copyright Law (17 U.S.C. 107). Students, faculty, and staff must be mindful of the intellectual property rights accorded to the creator of items such as books, articles, music, drawings, digital media, videos, sound recordings, etc. The unauthorized use of such works may result in penalties. Copyright notices should be visible on public LLC copiers/printers to remind users of their rights and responsibilities under the law.

Intellectual Freedom

The LLC pledges to uphold the principles of intellectual freedom as written in the American Library Association’s Library Bill of Rights (see http://www.ala.org/advocacy/intfreedom/librarybill) and Freedom to Read Statement (see http://www.ala.org/advocacy/intfreedom/freedomreadstatement).

Challenges/Reconsideration of Library Resources

As an academic library within higher education, materials available in print and online within the LLC are intended to serve a mature, adult education audience and may be seen as controversial, and in some cases offensive to individual users. Material challenges are considered through the lens of pertinent FSCJ Policies, the ALA Library Bill of Rights, and the ALA Freedom to Read Statement.

Patrons may register a concern over library materials by filing a formal request to the Executive Dean of the Library and Learning Commons. The Executive Dean will review the request with the Library and Learning Commons Council. The Executive Dean will coordinate the reconsideration procedures, review the challenge, and inform the patron of the Council’s decision.
Section 7: Course Reserves

A Course Reserves section is available in each LLC for faculty and staff to place items for in-library use by students, faculty, or staff. Faculty complete a Course Reserves Request Form.

- Library materials may be placed on Course Reserve for one term and will be returned to circulation at the end of term.

- Personal items may be placed on Course Reserve for one term and will be returned to the requestor at the end of the term; the LLC is not responsible for loss or damage to personal items placed on Course Reserves.

- The LLC will add instructor editions to Course Reserves as long as the publisher has not restricted the material.
Section 8: Intercampus and Interlibrary Loans

Intercampus loan (borrowing and lending of College-owned library items from any FSCJ library) is a service provided to all FSCJ students, faculty, and staff. FSCJ-owned materials may be requested online for pick up at any LLC location.

The College participates in interlibrary loan, that is, borrowing and lending of items owned by other libraries through agreements with regional, state, and national consortia. FSCJ students, faculty, and staff may request materials owned by university libraries in the state of Florida through UBorrow via our FSCJ online library catalog. Patrons may visit http://guides.fscj.edu/ill for directions on how to place an interlibrary loan or request assistance for their library staff.
Section 9: Circulation of Library Materials

LLC circulating materials are available for check-out to faculty, staff, currently enrolled Florida State College at Jacksonville students, and persons included in reciprocal borrowing agreements entered into by the College and other institutions. A current FSCJ identification card is required to borrow or “circulate” items.

While most library items circulate and may be taken outside the LLC for use, some materials have circulation restrictions based upon the type of the item (e.g., Course Reserves). Staff will advise patrons if an item has restrictions. Book detection systems prevent the removal of LLC materials that have not been properly checked out. Book drops are available on most campuses and centers for the return of library materials. A circulation procedure manual outlining specific circulation processes is maintained for use by staff and faculty at each physical facility.

Student Loan Periods and Renewals (requires FSCJ ID Card):

Check Out:
- Limit 10 books / 3 AV items
- Books - 14 days
- DVDs/Blu-ray - 7 days
- Audiobooks - 14 days
- Interlibrary loan (ILL) - loan periods vary by lending institution
- Periodicals - do not circulate
- Equipment and materials, e.g., iPads, calculators, etc., (checkout varies by location)
- Tabletop games (available at some locations) – 7 days

Returns:
- Materials, other than tabletop games, must be returned by the due date either directly to the campus library or to a book drop location at each campus. Tabletop games must be returned directly to the Circulation Desk in the library; they may be damaged if returned to a book drop.
- Due dates for items are determined by the check-out period listed above, with no due date extending past the last day of the last term in which the patron is enrolled.
- Items not returned in a timely manner are declared “lost,” with library borrowing privileges blocked and a financial hold placed against the student’s College account until the item is returned, replaced, or the item’s replacement value is paid to the College.

Renewals:
- Renewals are allowed on checked-out items if:
  - There are no other requests for the item.
  - The item is not overdue (overdue items require in-person renewal).
  - The renewal will not go beyond the end of the last academic term for which the patron is enrolled.
- ILL renewals require approval from the lending institution.
• How to renew
  o For students:
    ▪ Online: Log into myfscj (https://my.fscj.edu), click on the Students tab, click on Library & Learning Commons under Useful Links to access library account and renewal options.
  o For faculty and staff:
    ▪ Online: Log into myfscj (https://my.fscj.edu) click on the Faculty or Students tab, click on Library and Learning Commons under Useful Links to access employee library account and renewal options.

Faculty & Staff Loan Periods and Renewals (requires FSCJ ID Card):

Check Out:
• Unlimited number of items
• Books – 4 weeks
• DVDs/VHS - 7 Days
• Audiobooks – 14 days
• ILL – Loan periods vary by lending institution
• Periodicals – do not circulate
• Equipment and materials specifically available to faculty and staff – inquire at each location for details.

Returns:
• Materials must be returned by the due date either directly to the campus library or to a book drop location at each campus.
• Due dates for items are determined by the check-out period listed above, with no due date extending past the last day of the employee’s employment.
• Items not returned in a timely manner are declared “lost,” with library borrowing privileges blocked until the item is returned, replaced, or the item’s replacement value is paid to the College.

Renewals:
• Renewals are allowed on checked-out items if:
  o There are no other requests for the item.
  o The item is not overdue (overdue items require in-person renewal).
  o The renewal will not go beyond the end of the last day of the employee’s employment.
  o ILL renewals require approval from the lending institution.
• How to renew:
  o Online: Log into myfscj at https://my.fscj.edu and choose College tab, then “Library and Learning Commons” to access employee library account and renewal options.
  o By phone: Provide name and campus address.
  o At the campus/center: Show FSCJ ID card.
Lost Materials, Debt, & Account Holds Processes

- Patrons are sent an initial email alert when any library item is due in three days.
- Patrons are sent a second email alert once any library item has been declared overdue (one day past due date).
- Patrons are sent a third email alert once any library item has been declared lost (30 days past the due date). Patrons are asked to return the item immediately to avoid further action.
Section 10: Library Instructional and Reference Services

Highly qualified faculty librarians who hold a minimum of a Master’s Degree in Library and Information Science provide library instruction and reference services. Library instruction is provided in many formats, both for individual students and for classes/groups. Orientations and instructional presentations may be tailored for specific subject areas. Instructors from all disciplines are encouraged to request customized library instruction for their classes, especially those that contain research and writing assignments. Methods of instruction include lecture/demonstration, use of audio-visual materials, computerized adaptive instruction, and individual instruction. Contact any LLC Reference Desk for more information, or see https://guides.fscj.edu/locations/Appointment to request a library orientation online.

FSCJ faculty librarians have developed a three-credit course that teaches students how to conduct research at the college level. Below is a brief outline of the course.

LIS1001: Introduction to College Research

- Prepares students for college level research including:
  - Research concepts and search strategies
  - Source evaluation and critical thinking
  - Issues of copyright and academic integrity
- A.A. Elective (3 credit hours)
- Zero textbook costs

The LLC encourages faculty to schedule a library research orientation with their students, especially when there is an upcoming research paper or group project. During the orientation, the librarian will demonstrate student online access to LLC resources. Students will find the demonstration useful when expected to navigate our library catalog and databases for scholarly sources. In addition, students will learn how to find resources available outside of the FSCJ campus libraries, including on the Internet. If desired, instructors can also schedule a tour with the orientation. The research orientation to the paper or project can be tailored to meet the faculty member’s request. Contact your campus library or go online to complete an Orientation Request form.

Framework for Information Literacy in Higher Education:

In 2016, the Association of College and Research Libraries (ACRL) adopted The Framework for Information Literacy in Higher Education. The ACRL developed this framework to help librarians and faculty integrate core concepts of information literacy into student learning in a variety of disciplines. The updated version of information literacy standards emphasizes contextual understanding of information use and critical thinking. This is a shift from the previous ACRL standards from 2000, which were competency-based. Academic libraries refer to the ACRL Framework when developing information literacy instruction. The Framework’s core concepts are inter-connected, and in no particular order:

- Authority is Constructed and Contextual
During library research orientations, the focus is on the concepts of *Searching as Strategic Exploration* and *Information Has Value*. The Library and Learning Commons would welcome collaboration with faculty to teach other concepts of the Framework. Please contact your campus librarian if interested.
Section 11: Tutoring Services

Each Learning Commons provides students with multi-modal instructional assistance designed to foster student learning and academic success. The Learning Commons services include tutoring in subjects such as math, English, science, computer skills, foreign languages, and are provided by appropriately degreed staff members and by peer tutors. Ongoing subject content and tutoring skills training are provided for staff and tutors at each site. Below is a list of some of the many resources and services provided in the Learning Commons:

- Qualified, service-oriented full and part-time staff members with degrees and/or specializations in areas such as math, science, English, foreign languages, and computer science
- Information desks where students, faculty, and staff receive direction in addition to being able to check out and reserve materials and items
- Academic computer labs (both Windows and Macintosh platforms) with staff to assist students
- Foreign language labs with tutoring and study areas and computer access
- Writing labs with tutoring and study areas and computer access
- Accounting and business labs with tutoring and study areas (at some locations)
- Math labs with tutoring and study areas and computer access
- Science labs with tutoring and study areas; anatomical models, microscopes, and other manipulatives; and computer access with specialized tutorial software for funeral services and respiratory therapy (at some locations)
- Adaptive technology such as Sorensen, Merlin, Kurzweil, and more
- Whiteboards and resources for study groups and classes
- Handouts and subject-specific materials by discipline
- Workshops and podcasts in a variety of disciplines and study skills

Learning Commons administrators constantly review student utilization of academic support services, tracked by time and use databases, entrance gate counters, and tutoring logs at physical facilities. This information is used in tandem with course schedules to plan for staffing and provision of resources in a manner that adequately meets demands from students and faculty. Academic tutoring labs are designed to assist currently enrolled Florida State College at Jacksonville students seeking subject-specific support. Tutors may assist students with a variety of course-related tasks, with the exception of graded assignments or tests.

Virtual Tutoring Services
In addition to on-site tutoring services, virtual tutoring services for a variety of disciplines are available via Brainfuse. Students may access Brainfuse through Blackboard and by logging on to myFSCJ, clicking on the Students tab, and then clicking on Online Tutoring.
Section 12: Additional Areas of Responsibility

Responsibility for LLC Property and Control
The Director/Lead of the LLC or site designee, in collaboration with the campus Director of Campus Operations (DCO), is the accountable custodian for College property contained in the campus LLC.

Maintenance and Repair of Equipment
The Director/Lead of the LLC or site designee, in collaboration with the campus DCO, is the responsible party for ensuring the maintenance and repair of equipment in the LLC.

Authorization for Purchase of Materials
The Director/Lead of the LLC or site designee is the responsible party for assuring the purchase of appropriate, adequate, and accessible materials for the LLC.

LLC Documents and Forms
A repository of official LLC documents and forms is available in the LLC SharePoint site. These documents include the LLC Council meeting agendas and minutes.
Section 13: Archives and Special Collections

Archives and Special Collections is a newly established service unit within the LLC that seeks to preserve and archive important historical documents of Florida State College at Jacksonville. Additionally, the unit seeks to identify, collect, digitize and publish significant historical publications produced by FSCJ students, faculty and staff.

The physical collections of the Archives and Special Collections unit are housed within the Deerwood Center LLC. These collections are treated as secure and are not open to the public. Authorized LLC personnel conduct research within the collection.

Digital collections are open to the public. The digital publications published by the unit are housed on an open Islandora site that is administered in collaboration with the Florida Academic Library Services Consortium (FALSC). Digital Archives. Additionally, Archives and Special Collections LibGuides have been published to highlight and offer easy online access to significant collections.
Appendix 1

APM 02-0210, Intellectual Property and Copyright
see https://fscjapm.blob.core.windows.net/rules/2-9.pdf

Purpose

The purpose of this procedure is to establish the policies for faculty, staff and students regarding ownership rights in intellectual property and copyrightable works and to provide the methods required for distribution of information and education on the topic of copyright law.

The College recognizes and honors the long-standing practice at post-secondary institutions of fostering the creative work of faculty, staff and students. The below listed College procedures and publications define how ownership rights are determined and how the intellectual property of others may be used within the College.

Procedure

A. Persons Covered Under the Procedure

1. With respect to determining the ownership of works and materials developed at the College, this procedure applies to full and part-time Florida State College at Jacksonville non-faculty employees and adjunct faculty, or other individuals who are employed or working for the College, permanently, temporarily, through work-study, a contract or a grant. The procedure does not apply to the College’s full-time faculty who are covered under a collective bargaining agreement.

2. With respect to third party works, materials and other intellectual property that are used at the College in the classroom or otherwise, this procedure applies to all employees and students.

B. Definition of Categories of Works or Intellectual Property Covered under the Procedure

1. This procedure applies to original works or intellectual property authored or created in a tangible medium of expression that can be viewed or reproduced and are subject to copyright law. Technical inventions or processes, including some forms of computer software, can be eligible for patent protection. This procedure defines works subject to copyright and/or patent law that were created for, at, or in affiliation with the College, that are subject to copyright and/or patent law, including but not limited to:
a. Books, study guides, syllabi, tests, course assignments, television scripts, articles, lectures, artistic works, logos, graphic designs, musical arrangements and compositions, dramatic compositions, tests blogs and other similar relevant materials.

b. Technological materials such as online courses, Internet-based materials, computer software and other, computer-controlled multimedia whether developed and released using the internet, cable television, open broadcast television, videocassette, CD, DVD or any other related electronic formats.

C. Ownership

1. Adjunct Faculty - Ownership of works and materials created by adjunct faculty in the course of teaching at the College shall be governed by the article(s) addressing intellectual property in the collective bargaining agreement between the College and the faculty union and treated in the same manner as set forth therein.

2. Non-faculty Employees:

   a. Generally - Ownership of a works created by College employees within the course and scope of his or her employment will belong to the College by operation of federal law. As a result, the rights to works created by non-faculty employees, who are employed by or contracted with the College, are owned by the College.

   b. College-directed or assigned activities – From time to time, the College may solicit an employee to assist with a project beyond the scope of the employee’s regular work activities and that results in the development of works or materials. In such an event, the College and the employee shall endeavor to address intellectual property ownership issues in a written contract prior to beginning the project. In the event that the parties do not enter into a written agreement, any works developed shall be deemed a work-made-for-hire and shall be owned by the College.

   c. Grant/Sponsor Supported Efforts and Other Contracts Entered into by the College – From time to time, the College may enter into grant/sponsor agreements or other agreements whereby the College is developing works and materials for a customer. Ownership of such materials produced under a grant/sponsor-supported projects or other contract shall first be determined by the specific terms and conditions of the grant/sponsor agreement or contract. In the event that the grant/sponsor agreement or other contract is silent with respect to ownership, then any works or materials produced as a result of such efforts shall be owned by the College unless otherwise agreed between the College and the employees.

3. Activities Outside the Scope of Employment - Any and all materials developed as a result of an employee’s individual efforts outside the scope of his or her employment shall be owned by the employee by operation of federal law. The College shall not claim any ownership rights in such materials.
D. Use of Copyrighted Materials by Faculty and Students

The several publications listed below provide the policies with which all employees and students must comply when using another party’s intellectual property:

1. The Faculty Handbook, as well as guidelines located on the Office of the General Counsel’s webpage at https://www.fscj.edu/discover/governance-administration/office-of-the-general-counsel, provide guidance for the way copyright protected materials may be used in connection with the academic setting in both traditional classroom teaching and online teaching. Students are required to comply with the College’s Computing Policies, which are set forth in the Student Handbook. These policies warn students about the criminal and civil consequences for federal piracy, including software and music. Students must also agree and consent to a Computing Facilities Use Agreement prior to using any College computing resources. The Agreement instructs students to “respect the copyright of all software and data available through” the College.

2. The Copyright Web Page listed under Policies and Procedures on the College’s District Web Page provides additional resources on copyright laws.

E. All contracts or written agreements involving the development of any copyrightable work, such as photos, curriculum, textbooks, technology, software or any other work to which the College expects to maintain ownership, must include provisions to address copyrights ownership and should be reviewed by the Office of General Counsel.

F. Any questions about intellectual property, copyrights, or patentable works should be directed to the Office of General Counsel.


Adopted Date: November 2, 1987

Revision Dates: January 10, 2013, June 13, 2017
Appendix 2

FSCJ LLC Organizational Structure: 2019

Library and Learning Commons

(REVIEWED AND UPDATED 01/2019)

Associate Provost
Curriculum and Instruction

Executive Dean
Library and Learning Commons

Faculty Librarians

Administrative Assistant

Director of Tutoring Services

North Campus LLC

Nassau Center LLC

Director of Campus Library Services

Kent Campus LLC

Cecil Center LLC

Director of Online Library Services

Deerwood Center LLC

Downtown LLC

Technical Services Coordinator

South Campus LLC

Public Services Coordinator
Appendix 3

**Resource Links**

**ACRL Statement on Academic Freedom**
http://www.ala.org/acrl/standards/academicfreedom

**Association of College and Research Libraries**
http://www.ala.org/acrl/

**Association of College and Research Libraries Joint Statement on Faculty Status of College and University Librarians**
http://www.ala.org/acrl/standards/jointstatementfaculty

**Framework for Information Literacy in Higher Education**

**Standards for Libraries in Higher Education**
http://www.ala.org/acrl/standards/standardslibraries

**Standards for Distance Learning Library Services**
http://www.ala.org/acrl/standards/guidelinesdistancelearning

**The Value of Academic Libraries**