Morris College
L.C. Richardson-W.A. Johnson
Learning Resources Center

POLICIES AND PROCEDURES MANUAL

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Dr. Leroy Staggers
President
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THE MISSION STATEMENT

Academic Affairs Unit

The mission of the Richardson-Johnson Learning Resource Center (LRC) is to provide library and media resources; and services to support the scholarly and informational needs of the College in support of the programs offered to the students.

Goal

The goal is to provide resources (print, electronic and online), library instruction, media resources and equipment, computer technology access for all of the academic majors. This support will enable students to complete assignments and research in their courses, thus assisting them in making progress toward achieving the baccalaureate degree and preparing for a career goal.

Department Locations

- 1st floor – Entrance to the library, Archives Room (collection of historical documents and artifacts), Circulation & Checkout desk, Reserve materials and facility information.
- 1st floor – A book drop is located outside the entry into the Learning Resources Center.
- 1st floor - Periodicals Collection & Indexes, Reference Department, Catalog & Research Computers; and the Popular Reading Collection.
- 2nd floor – General Collection, the Coleman Collection of books by and about African Americans; Study rooms, Faculty offices.
- 3rd floor – Media Services, Academic Computer Laboratory, Journalism Laboratory, Mass Communications Studio Suites, WQMC/WMCC Student Radio Laboratories; and the Film-Lecture Conference Room.

Hours of Operation

Fall and Spring Semesters

Monday thru Thursday - 8:00 a.m. - 10:00 p.m.
Friday (only) - 8:00 a.m. - 5:00 p.m.
Saturday - 9:00 a.m. - 12:00 p.m. / Closed for lunch/ 1:00 p.m. - 4:00 p.m.
Sunday - 3:00 p.m. - 5:00 p.m. / Closed for dinner/ 6:00 p.m. - 9:00 p.m.
Building Use Policies

The Richardson-Johnson Learning Resources Center (LRC) is a research and study facility and patrons are expected to be considerate of other users. All patrons should engage quietly in study and research. The services provided for the college community includes: copy services, book borrowing privileges, study rooms, inter-library book loan, PASCAL Delivers, Internet access, word processing, library orientation tours and information literacy instruction.

The following rules of conduct are to ensure the best and most fair use of the Learning Resources Center for all patrons. Any violations should be reported to the Learning Resources Center staff.

General Guidelines

- All users are required to show a current Morris College identification card.
- All visitors must sign-in at the front desk and receive a “Visitor” badge.
- All electronic devices must be on vibration or turned off.
- Appropriate school attire is required. (See the Morris College Student Handbook)
- Children are not allowed in classrooms or study rooms.
- The LRC is a smoke free building.
- Food, drinks, alcohol or drugs are not allowed.
- Security will be notified for: abusive, insulting, or threatening language to staff or users of the LRC. The unauthorized removal, concealment of LRC material or equipment; and acts of vandalism will be reported.
- All flyers/announcements to be posted in the LRC should be brought to the LRC secretary who will be responsible for posting them.
- The front entrance of the LRC is to be used at all times. Back and side exits are to be used only during emergencies (any threatening environment, weather, power failure, smoke, fire, fire drills, etc.)

Circulation Department Policies

The Circulation Desk is located on the first floor. Morris College students, faculty and staff may check out books with their Morris College I.D. cards. Books circulate for 2 weeks and return due on or before the last date stamped on the date due card. Faculty may check out books for one semester. There is a limit of 20 books that can be checked out of the LRC.

In the LRC, users may check out books, return books, pay fines; place holds on books, check out reserve items and make a photocopy. All reference books, magazines, journals, newspapers and reserve materials are to remain on the first floor of the LRC. The word "Reference" or the abbreviation "Ref." added to the call number identifies a reference book. Reserve materials (located behind the Circulation Desk) must be returned one-half hour before closing. This rule also applies to the Media Center services.

Books may be renewed in person if they have not been requested by other patrons. Patrons may not renew books over the phone. Renewals are possible as long as there are no holds or recalls. All materials are subject to recall immediately if needed for reserve. Periodicals and Reference books do not circulate. All materials are subject to recall immediately if needed for reserve.
Prompt payment of all fines is extremely important. Failure to do so may prevent a user from checking out additional materials or taking final examinations.

When the announcement to close the facility is made, persons desiring to check out books should present them to the Circulation Desk no later than fifteen minutes before the closing of the LRC. For additional information, contact the Circulation Department at (803) 934-3230.

**Reserved Books**

Some professors place books or articles on reserve for the courses in order to facilitate access of these materials to greater numbers of students. Reserved material is limited to in-house use only. To use reserved materials, students must present a valid Morris College I.D. card. For additional information, contact the Circulation Department at (803) 934-3230.

**Recalls on Books**

Patrons may recall a book if it is checked out. The material will be due two weeks from the date re-called unless the original due date is earlier. When the book is returned, the circulation department will hold the book for you for one week.

**Overdue Fines**

Overdue fines are $0.05 per book per day. Fines do accrue on the days the library is closed.

**Returning Books**

Books may be returned to the Circulation Desk on the first floor (Books from the Curriculum Materials/Media Collection may be returned to the Media Center on the third floor) and through the book drop at the front entry of the library.

**Photocopying**

The copier is located on the first floor by the Circulation Desk. Each copy is $0.10.

**Reference Department**

The Reference Department is located on the first floor of the interior library. The reference librarian will provide direct information and reference services. The department's primary function is to enable the library user to make the most effective use of the resources and to provide access, through Interlibrary Loan (ILL) to materials at other libraries. If you have questions about how to find information or materials, please inquire at the reference desk.

The Reference Department includes: the request desk, the special book display areas, online database workstations, the online catalog terminals, the microform readers/printers, and the reference collections. The reference collections includes: general encyclopedias, subject
encyclopedias, handbooks, dictionaries, newspaper and periodical indexes, almanacs, biographical dictionaries, atlases and other reference tools.

**Interlibrary Loan**

If there is a book or journal article needed that it is not owned by the Richardson-Johnson LRC, it may be requested through Interlibrary Loan (ILL). Interlibrary Loan forms are available at the Reference Desk.

**Library Instruction**

Upon the request of the instructor, the professional librarians will plan a meeting with individual classes. Depending on the size of the class and purpose, the session may provide instruction on:

- General library orientation
- How to use the library catalog
- In-class visits
- Hands-on instruction focusing on the effective use of library resources
- Accessing online databases
- One-on-one instruction
- Credo Reference/ Literati research skills instruction videos.

To arrange for an instruction session or meet with a librarian call (803) 934-3230, ext. 3438.

**Access the library catalog and online databases:** [www.morris.edu/library](http://www.morris.edu/library)

Access to electronic resources are available on and off campus for Morris College students, faculty and staff through the colleges’ Learning Management System (LMS). For more information contact the library at (803) 934-3230.

**The Media Center is located on the third floor.**

**Services**

- Equipment for audio/video recording
- Equipment for video projection (projector, screen and drapes)
- Division of Education, Curriculum resources (Poster boards, children’s books, etc.)

**Reserving equipment**

- Request must be made at least 3 days prior to the event. Individuals must be present to sign out, return and sign in each item. Call extension 3277, for equipment availability and details. Damaged or loss items will be charged to the requestor.

**Reserving rooms**

- Request to use the Archives Room on the 1st floor at least 3 days prior to the event. Call extension 3230, for room availability.

- Request to use the Film Lecture Room on the 3rd floor at least 3 days prior to the event. Call extension 3277, for room availability.
Mass Communications Program Studio Suites

- Television production studio
- Master Control and Editing Station
- WQMC/WMCC Student radio production laboratory
- Journalism laboratory for writing, editing and video production (restricted to use by those students who are enrolled in journalism or media arts courses).
- Photography laboratory has various backgrounds for photo sessions.

Computers

In the L.C. Richardson-W.A. Johnson Learning Resources Center, there are three locations for computer access. The first floor computers are for academic research. The second floor provides computers for classwork, research and study. All computer resources and the laboratories are staffed and open during library hours.

Academic Computing Lab

The third location, computer lab is located on the third floor of the L.C. Richardson-W.A. Johnson Learning Resources Center. The lab is open to all current Morris College students, faculty and staff. There are 24 computers available with accessible printing services. The laboratory will close when classes are scheduled for that area.

Use of the Academic Computing Laboratory

- Sign the log-in book to use the computer laboratory.
- Students must have a printing account to print from each of the campus laboratories.
- USB Flash drives are required to save an individual’s work.
- Ask the LRC staff for help when downloading articles, copying or saving class assignments onto a USB flash drive.
Frequently Asked Questions

Where do I check out books or equipment?
Books may be checked out at the Circulation Desk; Equipment on the 3rd floor.

Are there study rooms available?
Individual and group study rooms on the second floor. See the Library Assistant to reserve the room.

Where is the photocopy machine located?
On the first floor by the Circulation Desk.

How many books may I check out at a time?
A total of 20 books may be checked out. Books circulate for 2 weeks and may be renewed if they have not been requested by other patrons. Faculty may check out books for a semester. All materials are subject to recall immediately if needed for reserve.

Can I renew my books via the telephone?
Book renewals are done in person.

Oops, I lost a book. What should I do?
Go immediately to the Circulation Desk on the first floor for information.

Oops, my book is overdue. What should I do and how much will it cost?
Bring it back immediately to stop the fines from getting bigger! Overdue fines are $0.05 per book per day. Contact the Circulation Desk for information on what you will owe.

Why can't I eat or drink in the Learning Resources Center?
The official policy of no food or drink allowed in the Learning Resources Center may seem harsh; however, spilled drinks and crumbs easily damage books, technology and other resources. Place the leftover beverage and food attract pests. Discard containers outside in the trashcans.

Can I use my mobile-phone or electronic devices in the building?
Place the mobile telephone on vibrate or turn it off while in the LRC. The appropriate technology for coursework will be provided with headgear.
Unit Personnel

Clayton, Janet S. F.
Director/Instructor
803-934-3200 Ext. 3230
803-934-3246
Front desk, 1st floor
jclayton@morris.edu

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Assistant Director/Head Librarian
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803-934-3439
Located staff area, 1st floor
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Library Assistant
803-934-3445
Located on the 2nd floor
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Dow, Mary E.
Serials Librarian
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Located staff area, 1st floor
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Reference Librarian
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