

PROCEDURE

Number: 42-01
Title: College Library
Responsibility: Academic Affairs
Original Approval Date: 2/3/2004
Last Cabinet Review: 6/3/2025
Last Revision: 6/3/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC:

Other:

Procedure Description

PURPOSE

The purpose of this procedure is to outline available FDTC Library Services.

PROCEDURE

HOURS: Opening and closing hours will be posted on the entrance doors and the library's website.

CIRCULATION: Library staff will review and revise loan limits and borrower privileges annually.

COLLECTION DEVELOPMENT: Collection development guidelines will be reviewed and revised annually by library staff.

INFORMATION SERVICES: Library services will include-

1. Reference - A trained staff is on duty at all times for assistance and advice in the use of the library collection.
2. Bibliographic Instruction (BI) - BI classes will be available upon request for classes or individuals.

3. Inter-library Loan - Materials needed but not found in our library may be borrowed from other libraries

4. Study Rooms - Individual and group study rooms

5. Copying and Scanning

6. Access to Electronic Resources

7. Remote Access

COOPERATIVE AGREEMENTS - All cooperative agreements will be reviewed annually.