H. Councill Trenholm State Community College

POLICY NAME	Dual Enrollment (Library)
EFFECTIVE:	August 2016
REVISED:	
APPROVED BY POLICY COMMITTEE:	Yes – August 8, 2016
APPROVED BY PRESIDENT'S CABINET:	Yes – August 16, 2016

Dual Enrollment (Library) Policy

The library promotes the use of its resources by dual enrollment students enrolled in the classes provided by the college. Resources are made available through the Internet via the link to the library on the college webpage, www.trenholmstate.edu or direct access to the library homepage, http://www.trenholmstate.edu/academics/college-library.cms. Dual Enrollment Students enrolled in courses can access the library via the Internet from anywhere WIFI or Internet is available. Dual Enrollment students are introduced to the library through a variety of methods. These may include mandatory on-campus student orientation session held at the beginning of the term, orientation sessions at each site, or via the internet. For onsite and internet orientation, the library has created a PowerPoint presentation which can be shown to students covering library services. This PowerPoint presentation is updated routinely to ensure currency with library services and databases. As is outlined in the Dual Enrollment Policy Manual, instructors are required to orient students with the library and electronic access to its resources at those orientation sessions. A link to the library is included in the learning management system setup for each class. Through this link, students have access to the online catalog and the Contact Us features of the library. Holdings of the library are available via the SirsiDynix Symphony library management system. This database is searchable by all library patrons via the Internet and/or within each library facility and for distance education students at home or anywhere they have internet or wi-fi access. As noted earlier with extended site students, the databases of the Alabama Virtual Library and additional electronic databases and ebooks can be accessed through a proxy server and these are available to distance education students as well.

The following policies apply to all dual enrollment students:

1) Transaction between dual enrolled students and the college library can be done using email, telephone, or "Contact" link on the library's webpage.

2) All dual enrolled students are required to have a library card.

3) Dual enrolled students may check-out up to five books at a time.

4) Dual enrolled students can be set-up in the library management system via telephone or email request. Verification of enrollment is done by checking the dual enrolled student's name with current semester registration list provided by the Director of MIS.

5) Books and materials are mailed to the home address on file attached to the students registration information only. Funds for mailing books and materials are provided by the office of the Dean of Instruction.

6) The loan period of library books and materials for Dual enrolled students is 14 days including weekends.

7) Dual enrolled students may go online and renew their books for an additional 14 days, including weekends, one time only.

8) Dual enrolled students are provided a pre-paid return envelope or freight label. Funds for pre-paid return envelopes or freight labels for library materials are provided by the office of the Dean of Instruction.

9) The fine assessment for dual enrolled students is $.50 per day per item every day for any item is overdue.

10) The maximum overdue fine accrued by a Dual enrolled student per book is $20.00.

11) Lost books are charged to Dual enrolled students at replacement cost for the book or material plus a $10 service fee. Library fines stop accruing once a book or material has been reported lost or stolen to the head librarian.