General Policies

- Food and drinks are not permitted in library computer labs or viewing rooms. These items may be left on the filing cabinets in the Library Media Center or on the bookshelf in the Library Instruction Center.

- Student/Staff/Faculty identification, “SandDollar$ Card,” is required for the check-out of all Media Center materials or equipment. Only currently registered students of TAMU-CC will be allowed to use the lab facilities.

- Patrons may not borrow any materials if they have exceeded the allowances for overdue materials. All questions regarding overdue allowances and payment of fines are handled at the Library Circulation Desk.

217 C-H: Viewing Rooms

Rooms 217 C-H house playback equipment for library media materials.

- Viewing rooms are provided in the Library Media Center for use by Texas A&M University-Corpus Christi students, faculty, and staff, for accessing the library's non-print collections.

- Viewing rooms are available on a walk-in basis. The Media Center does not routinely reserve rooms for use.

- Because viewing room space is limited, the use of the Media Center viewing rooms is limited to those individuals or groups that must use the equipment available in the rooms to access library materials. For individuals/groups seeking group study space, there are group study rooms available on the second floor of the library.

- Media Center viewing rooms are not available as testing sites for make-up exams except when testing involves use of media materials and the equipment required for accessing those materials. Media Center staff are not responsible for proctoring exams or for collecting exam materials from students.

217-I: Art Slide Room

Room 217-I houses the Art Slide Collection and the Wireless Laptop Project.

- Access to the Art Slide Collection is limited to faculty and staff and authorized students and is facilitated during the Art Slide Assistant's posted work hours. At all other times access is by key entry.

- Individuals requiring access to the Art Slide Collection during times other than those posted by the Art Slide Assistant, may access the room by requesting entry from a Media Supervisor. Because of the sensitive nature of equipment stored in this area, a member of the Media Staff will remain in the room while the collection is in use.

- Faculty may arrange in advance with the Art Slide Assistant or with Media Center Supervisors to prepare and hold slides for classroom or reserve use, if the class occurs outside of the Art Slide Assistant's posted hours.

- Faculty may leave requests for art slides at the Media Center Circulation Desk if the Art Slide Assistant is unavailable for consultation.

Computer Lab

The Media Center Computer Lab houses Dell PC and G3 Macintosh workstations. Peripherals include flatbed scanners, zip drives, video-capture equipment, a laser color printer, a networked laser printer, CD-ROM burners, and DVD drives.

- Problems with student computer accounts must be reported to Computer Services (in Corpus Christi Hall,
Room 202). Media Center Staff are not authorized to access student computer accounts.

- All students are required to run the new user program to establish student accounts if they have not already done so. These accounts are required in order for students to access computer workstations and printers. "Guest Login" passwords are not available for use by students.

- Computers in the Media Center are checked out to individual patrons. All lab users are required to use the computer assigned by the Media Center Staff. Users are encouraged to request computers they prefer using. If users are found at the incorrect workstations they will be required to move to their assigned computer.

- Both the Media Center Lab and the Library Instruction Center Lab are not guaranteed quiet areas. Group work is encouraged. Excessive noise or disturbances, however, are not tolerated. Lab users may be asked to reduce the noise level if it becomes unreasonable.

- Patrons requiring assistance with JAWS, Kurzweil, and Zoom Text must call the Office for Students with Disabilities at 825-5816.

- Headphones will be required when using the workstations loaded with software for Students with Disabilities.

**Media Circulation Policy**

- Faculty and staff are able to check out media items for a two-week period. Late items incur a fine of .50 per day. Faculty may renew media items once either by phone or online. Renewal will not be permitted if another patron has placed a request for the item. Students may check out media items for three hours for in-library use only. Late items incur a fine of .50 per hour.

- Faculty members may authorize a third party to check out media items on their behalf by submitting the Check-out Authorization form to the Library Media Center.

- Borrowed items will appear on the faculty member's record and the faculty member is responsible for all items borrowed and all fees or fines accumulated as a result of late return, damage, or loss.

- Only individuals with written authorization from the faculty member (on file) will be able to borrow media items on behalf of the faculty member.

- The faculty member must submit a new authorization form each semester.

- Faculty members may provide a list of media items required during the course of the semester and the dates on which those items will be required. All items on the list will be placed on reserve under the faculty member's name to ensure availability on the scheduled showing date. Items will be removed from reserve after the scheduled showing date unless the faculty member requests that the item remain on reserve for a longer period of time. It is the responsibility of the faculty member to notify the Media Center of any relevant changes to the viewing schedule.

- If a faculty member requires an item that has been borrowed by another faculty member, the Media Center will recall the item requested. It is the responsibility of each faculty member to return items that have been recalled at their earliest convenience. Confidentiality rules do not permit us to share information regarding the identity of borrowers with other patrons.

- If a faculty member requires an item that has been placed on reserve by another faculty member, he or she may borrow that item for a one-day period. Late reserve items incur a fine of $3.00 per day.

- Faculty members who are unable to return media items may call the Library Media Center at extension 2311 to arrange for media item pick-up. While the Media Center will make every effort to retrieve material quickly, pick-ups will occur as Media staff and time allow. Any late fees incurred will be the responsibility of the borrowing faculty member.

**Media Reserve Items**

- All Media Reserve items are available to students for a three-hour period. These items must be viewed in the Media Center. Late reserve items incur a fine of $3.00 per hour.

- Faculty and staff may borrow items they have placed on reserve for their class for a one-day period. Faculty wishing to checkout reserve items must do so in person.

- If a faculty member requires an item that has been placed on reserve by another faculty member, he or she
may borrow that item for a one-day period. Late reserve items incur a fine of $3.00 per day.

- All patrons wishing to view reserve items must present a valid Sanddollar ID.

We invite questions and/or comments and look forward to hearing from you. Contact Josie Garcia at Josie.Garcia@tamucc.edu.

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- Media Staff
- Media Center Hours
- Media Center Policies

- Library Instruction Center
- Library Instruction Center Hours

- Library Laptop Center
- Library Laptop Center Hours
- Library Laptop Checkout Guidelines

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Mary and Jeff Bell Library -- Media Center Policies
http://rattler.tamucc.edu/policy/mediapolicies.html