

Chapter 2 – Services

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2.1 Instructional Services

The Gaston College Libraries offer tours and instructional classes on the use of library resources – print materials, electronic databases, and virtual reference services. Classes can be conducted in the library or in a classroom setting. Librarians are available to design and teach instruction sessions tailored to fit the specific research and curricular needs of the students, as well as workshop and training needs for the faculty and staff. Sessions include, but are not limited to, guided hands-on practice with information technology - electronic database/online virtual reference searching demonstrations, and search strategy workshops for faculty, staff, and students.

- At least a three-day notice is required before the requested class and/or workshop date(s)
- Faculty, staff, students and other library users can request one-on-one tutorials to the libraries' electronic databases, virtual reference services, and/or a general tour of the library
- To schedule library instruction at the Morris Library, call 704-922-6357.
- To schedule library instruction at the Lincoln Campus Library, call 704-748-1050.
- To schedule library instruction at the East Campus Library, call 704-824-????.

2.2 Copier Services

Gaston College Libraries provide vendor-operated copy machines for photocopying. The libraries comply and support the Copyright Law of the United States (Title 17, United States), which supports the making of photocopies or other reproductions of copyright materials. Copies of these restrictions are available at the library and posted near copy machines. Please note that the Lincoln Campus Library does not have a copier.

2.3 Interlibrary Loans

Materials not available in the Gaston College Libraries may be available from other libraries through Interlibrary Loan Service. Library account holders may request books from other libraries within the North Carolina Community College System. The Gaston College Libraries have signed a library cooperative agreement with libraries that make up the Community College Libraries in North Carolina Consortium (CCLINC) and follow the established CCLINC Interlibrary Loan Policies.

Estimated time for item arrival through state courier service is three to five days. The item is held for one week. Videos and audio books are generally not lent through interlibrary loan.

2.4 Reserves

In-house Reserves

In order to assure access to select materials, the library will, at the instructor's request, place books, audiovisual items, and any other materials on reserve. The instructor must establish a library account before placing items on reserve. Reserves are kept at the Circulation Desk and are available to students, faculty, staff, and community library users. The length of time materials are available is determined by the instructor.

Items on reserve may be accessed at the Circulation Desk. Items may be searched by the instructor's name or subject/curriculum heading, on the online catalog, on library Web site: <http://www.gaston.edu/library>.

2.4 Proctoring Tests

The Libraries' do not have staff available to proctor exams or tests. Anyone needing their test proctored must contact the Gaston College Learning Center at each campus.