American Samoa Community College

Library Handbook

P.O. Box 2609, Pago Pago, AS 96799
TEL: (684) 699-9155 / 699-2722

American Samoa Community College
Mission Statement

The mission of the American Samoa Community College is to foster successful student learning by providing high quality educational programs and services that will enable students to achieve their educational goals and to contribute to the social, cultural, political, economic, technological, and environmental well-being of American Samoa.

To fulfill this mission, the college, as an open admissions United States accredited Land Grant institution, provides access to associate degree and certificate programs of study. These programs prepare all students including those who are educationally underserved, challenged, or non-traditional for:

- Transfer to institutions of higher learning
- Successful entry into the workforce
- Research and extension in human and natural resources
- Awareness of Samoa and the Pacific

Introduction

Welcome to the American Samoa Community College Library. The Library is located in the village of Malaeimi on the South Pacific Island of Tutuila, American Samoa. The Island is 76 square miles in length and it is a territory of the United States. It has a population of approx. 56,000 people who are mostly Samoans and with other nationalities consisting of Tongans, Fijians, Asians, Caucasians, etc. The Library was built in 2002 and houses a collection of approximately 30,000 volumes of print and non-print materials.

The library supports the educational needs of the students, faculty and staff of the American Samoa Community College. Faculty and librarians select materials to meet the curricular needs of the college and to increase its collection. This handbook will briefly explain the resources and services available in the library. The library staff is always happy to help library patrons who are in need of assistance. Please ask!

Mission Statement

American Samoa Community College Library, the (LRC) Learning Resource Center, is a center where educational information resources are provided for the lifelong learning needs of the total college population and these are bibliographical, physical and intellectual.

General Information

ASCC Library Regular Hours when classes are in session during the Fall, Spring & Summer semesters are:

Monday – Friday   7:30 am – 4:00 pm
Saturday, Sunday & Holidays   Closed

ASCC Library Address and Phone Numbers are:

American Samoa Community College Library
PO Box 2609
Pago Pago, American Samoa 96799
(684) 699-9155 / 699-2722

Library Collections

The library's collection consists of books, periodicals and electronic resources to assist in library patrons' research needs.

- The Reference collection area is located on the 1st floor of the library. This collection consists of encyclopedias, almanacs, dictionaries, atlases, handbooks, and other reference materials as well as 10 computer workstations for patron use. The Magazine collection is also located in the Reference area of the library.
- The General collection for patron check-out is located on the 2nd floor of the library and consists of the non-fiction and fiction books. This collection also contains the Biography, Large-Print, Juvenile, Paperback, and Spanish Language collections.
- The Educational Resource Center (ERC) is on the 2nd floor of the library and it contains educational books and periodicals in support of the teacher education courses. The ERC room contains fifteen computer workstations for word processing and research. This room can be reserved by the teacher education instructors for private class use.
- The Special Collection room contains books and materials on the Pacific and Samoan Islands as well as Pacific journals and materials from the South Pacific Commission. The library's Rare Book Collection is housed in this room and a copy machine is also available for use.
- The library's Audio-Visual Collection is located at the Circulation Desk on the 1st floor of the library. ASCC Faculty can check out the collection through the Circulation Desk to use for in-class instruction.
- The ERC Audio-Visual Collection is located at the Circulation Desk and consists of video cassettes, videodiscs, audio cassettes and CD-ROMs. This material can be checked out for one week at a time by library patrons.
- The library has a large collection of the Samoa News newspaper in print going back to the 1990s. For more information on newspapers, library patrons should inquire at the reference or circulation desks.

Code of Conduct for ASCC Library Patrons

The purpose of the academic library is to support the curriculum, research and personal development of the members of the academic community, and to provide a quiet place to work or study.
The American Samoa Community College Library is open to all ASCC students, faculty and staff. It offers essential resources for students to access the information sources they need to excel in their academic efforts, in their day-to-day lives and in their decision-making activities.

All users of the ASCC Library are subject to the following Code of Conduct to use the facilities or materials:

1. Loud conversations or group discussions are not allowed in the Library.

2. Radios, tape players, Walkman, cellular phones, etc., are not to be used in the Library.

3. Food or drink is not allowed in the Library. Trash should be deposited in proper receptacles.

4. Smoking is not permitted.

5. Children are not allowed in the Library during school hours without their school's permission. Children must always be accompanied by an adult.

6. Borrowing materials without a valid Library Card is prohibited; no one is permitted to use another person's Library Card to borrow materials.

7. Disruptive behavior will not be tolerated in the Library.

8. The Library is not responsible for any personal items left in the Library, so library users are required to take their personal belongings with them when exiting the library.

9. Do not re-shelve books, periodicals, etc. leave them on the tables or place on a book cart.

10. Each patron is responsible for all charges and fines on his/her record.

11. Use of Computer Workstation Policy:
    - E-mail – 30 minutes per session.
      Research – 1 hour per session with no email.
      Typing class assignments – 2 hours per session with no internet use.
    - Patrons must sign-up at the Reference, General Collection or ERC desks for computer use with a library card.
    - No more than one person to a computer.
    - No social networking is allowed on Library computers.
    - Computers are assigned on a first come, first serve basis.

12. Complaint Procedure:
    All complaints must be written, signed and addressed to the Director of Library Services. Whenever the Director deems it necessary, he/she will refer the matter to appropriate College Administrators.

13. Patron IDs:
    In order to use the Library, patrons are required to have a current ASCC student, staff or faculty ID. Although it is not necessary to show an ID to enter the Library, students and other patrons are required to present their ID to personnel upon request. Likewise, library staff has the right to ask Security personnel for assistance with students and other patrons who refuse to comply with the Library's Code of Conduct or any of the other rules and regulations of the library.

Library Cards

In order to borrow library materials, library patrons must present a Library Card, which can be made at the Circulation Desk with the following documents:

- A class schedule / transcript / grade sheet / or clearance form (for proof of registration)
- Local picture ID / or Current ASCC ID

Library Cards are good for entire educational life and need not be replaced. The first card is free and patron information is updated as needed. A $7.00 replacement charge is accessed for lost library cards.

Library Borrowing Privileges and Responsibilities

1. Periodicals

Newspapers, journals and magazines are considered reference material. They do not circulate; they cannot be borrowed and must be used within the library. The current three months of newspapers are stored at the front desk of the library. Back issues may be viewed by submitting the month and year to the General Collection staff on the 2nd floor of the library.

2. Reserve Materials:

Reserve materials from instructors can only be used within the library. They can be signed for at the front Circulation Desk with a Library Card or ID. All Reserve materials must be turned in at the end of the business day.

3. Renewals:

Renewals must be done in person with the items presented for renewal. The library will not renew items over the phone.

4. Loan Periods:

Circulating items may only be borrowed by presenting an ASCC Library Card. Two circulating books can be borrowed for two weeks at a time. ERC Videos/DVDs can be borrowed for one week at a time. Audio-Visual Equipment can be borrowed by ASCC faculty for instruction. Laptops & MiFi's may be borrowed for two weeks at a time upon signing a Service Level Agreement (SLA). All renewals must be done in person with all materials that were checked out.

5. Fines and Fees:

Overdue Books are charged $.10 per day, per book. Laptops & MiFi's are charged $5.00 per day, per item. A service charge will be accessed for the repair of damaged items. A replacement charge will be accessed for items that cannot be repaired. Xerox copies are $.20 per page, per side.
Computer printing is $.25 per page per side and Color computer printing is $.40 per page.

- These fees are subject to change.

6. Lost Items:

A replacement charge will be accessed for lost items, plus any overdue & damage fines that have accrued.

7. Clearances:

Clearances will not be granted until any and all outstanding fines or delinquent accounts have been settled to the satisfactory of the library.
Failure to obtain a library clearance will delay registration for classes, transcripts, graduation and receipt of degree until such clearance is obtained.

8. Onsite Access to Other Local Collections

The library belongs to a local area consortium called the American Samoa Library Consortium. Library patrons are able to view the collections of the other members in the consortium on the OPAC (**O**nline **P**ublic **A**ccess **C**atalog). Some of the other members in our local consortium are Feleti Barstow Public Library, The American Samoa Historic Preservation Office and Kanana Fou Theological Seminary. The collections can be viewed from the library's OPAC stations or from other computers by going to the Destiny website: http://aslc.follettdestiny.com and clicking onto the **Catalog** tab.

Internet Access

The Internet can be accessed within the library from all the computer workstations by selecting any of the web-based databases from the menu.

Internet Use Policy

Social networking sites such as Facebook, Twitter, and other chat sites are not allowed in the library.
Movies, music and games are also not to be played on the library computers.

The library and its staff reserve the right to refuse or restrict Internet access under these circumstances:

- Pornographic web sites or materials displayed in the library (this may constitute "sexual harassment" charges or allegations).
- Use of Social Networking sites.
- Using the library computers to download music, videos or to play games.
- Frivolous or overextended use by one workstation, if other students are waiting.

Finding Books and Other Library Materials

To find books and research materials in the ASCC Library, use the Online Public Access Catalog (OPAC) or the Vertical File Card Catalog available in the Reference area of the library. The OPAC is also available on the American Samoa Community College's website @ www.amsamoa.edu under 'Library Search'.
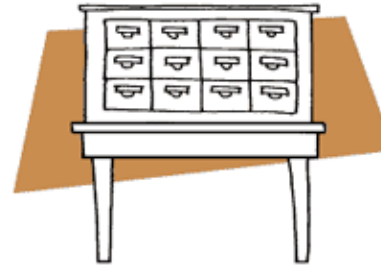
The electronic card catalog is available on all computers with internet access by going to the ASCC website & clicking onto Library Search.
The online catalog contains all that was in the old card catalog—and more!

The online catalog has:

- more information (such as whether the item is checked out or on the shelf)
- more ways to search (such as by author, title, subject, *and* keyword)

Even better, the online catalog includes items owned by nearby, connected libraries. And, you can check the catalog from your computer at home on the ASCC Website!

To locate resources, use the **OPAC** (**O**nline **P**ublic **A**ccess **C**atalog) stations located in the Reference & General Collection areas. On the search screen type in a Keyword, Title, Author's last name, Subject or Series and click on the appropriate search category.


Keyword Searches (best for general searches): will search out every record with that word in it.
Browse Searches (Title, Author, Subject): Searches alphabetically by first word (best option for looking for a specific item).

Search Results

The search results by default appear sorted by relevance. Destiny uses its keyword engine to "rank" search results based on the keyword searched. This means the title that contains the most references to the keyword is ranked higher (and displayed first) over other titles retrieved. However, you can choose a different order using the **Sort by** drop-down list, to re-sort the results. The last used sort key is persistent.
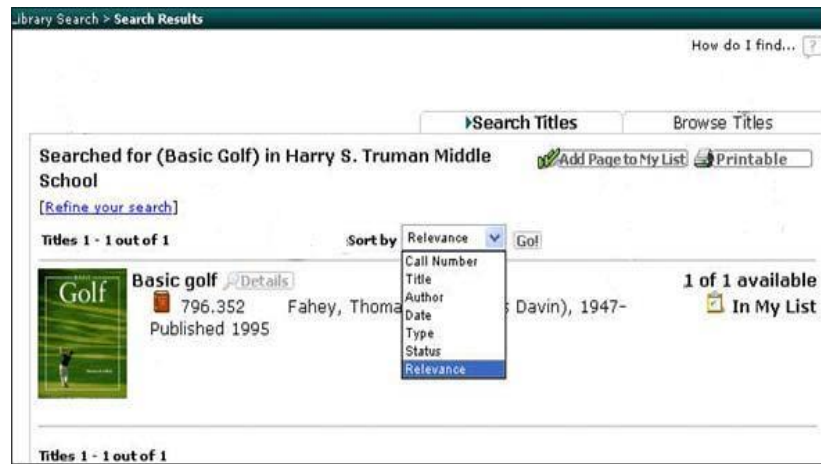
The search results will also give you the exact title of an item, the author, the year published, whether or not it is available and the call number of the item.

- As an example in the above illustration the title of the book is **Basic golf;** the author is **Fahey, Thomas;** the published year is **1995**; the information says that **1 copy is available;** and the call number is **796.352 FAH**.

Clicking onto the **Details** tab next to the title will give you the Bibliographic detail screen for the item.

Library items are catalog by the **Dewey Decimal System**. Some library call numbers may have prefixes to discern where in the library they are shelved.

The ASCC Library uses the following prefixes:

- AV – Audio Visual = Shelved in the Staff Workroom (for Faculty instructional use only)
- B – Biography = Shelved on 2nd floor of the Library
- ER – Education Resources = Shelved on 2nd floor of the library in the ERC room.
- ER AV – Education Resources Audio Visual = Shelved at Circulation Desk.
- ER R – Education Resource Reference book = Shelved on 2nd floor of the library in the ERC room.
- EQP – Equipment = 1st floor Circulation Desk (ASCC Faculty & Staff use only)
- GD – Government Documents = Shelved on 2nd floor of the library.
- F – Fiction = Shelved on 2nd floor of the library.
- LP – Large Print books = Shelved on 2nd floor of the library.
- PB – Paperbacks = Shelved on 2nd floor of the library.
- PC / PCS – Pacific Collection / Samoan Collection = In the 1st floor Special Collections room.
- PC PER – Pacific Periodicals = In 1st floor Special Collections room.
- R – Reference books
- RB – Rare Book Collection = Shelved on 1st floor Special Collections room.
- RES – Reserved Reference books = Shelved on 2nd floor of library
- RSV – Reserved Course Textbooks = Shelved at the Circulation Desk
- SPA – Spanish Language books = Shelved on 2nd floor of the library.
- TED – Teacher Education Course Textbooks = Shelved on 2nd floor of the library in the ERC room.

Other User Services

The Reference Desk provides Research and Information Services. Reference staff can provide instruction on OPAC and Card Catalog use. Instruction on computer use and printing is also available.

The Circulation staff can assist with copy machine use. Dictionaries, Reserved Course Textbooks, Audio-visual material, Instructor reserve material and Audio-visual equipment can all be signed for at the Circulation Desk.

Library orientation tours can be scheduled in advance with the Circulation Desk @ 699-9155/699-2722 ext. 1804 or with the Cataloger @ 699-9155/699-2722 ext. 1808.

Electronic Database Resources

EBSCO Host is a major web-based database containing complete articles from over 11,000 journals in education, health, social issues, business, student services and general interests.
EBSCO Host can be accessed by going to the website https://search.ebscohost.com or the ASCC Homepage @ www.amsamoa.edu under Library Search.
Click onto the blue American Samoa Community College site which will take you to the library's home page.
Click onto EBSCO Host under the heading Online Research Databases.
The User ID and Password for sign-in may be obtained from any member of the library staff.

American Samoa Community College

Library Staff

Mrs. Faailoa Afalava……….Program Director of Library

Ms. Diana Pereira…..............Cataloger

Mrs. Pauline Toluao……........Library Associate Manager

Mrs. Faye Panama………….Library Associate

Mr. Robinson Choo………..Library Associate

Mrs. Jeanette Tuiletoa………Library Associate

Mrs. Siata Siaosi……………Library Associate

Mrs. Anjeneth Felix...............Library Clerk

Mrs. Nauna Mailo…………..Library Clerk

Mrs. Liualevaiosina Ofoia….Library Clerk

Reminder: Silence must be observed in the Library