

**A Memorandum of Understanding Between
Coastal Carolina Community College Learning Resources Center
and
University of North Carolina Wilmington
William Madison Randall Library
and its
Onslow County Extension Program**

I. Purpose and Scope

This Memorandum of Understanding (MOU) is to clearly identify the roles and responsibilities of the parties to the agreement as they relate to library support for the University of North Carolina Wilmington (UNCW) Onslow Extension Program. This MOU is intended to provide students enrolled in the Onslow Extension Program equal access to information resources and research assistance at the Coastal Carolina Community College (CCCC) Learning Resources Center (LRC) as that provided to students attending classes on the main UNCW campus. In exchange for the participation of the Coastal Carolina Community College (CCCC) Learning Resources Center (LRC) in providing facilities and services, faculty and students enrolled at CCCC may use the facilities and collections of the UNCW Randall Library at no charge.

II. Background

UNCW offers extension courses in several counties in North Carolina, including Onslow County. The Onslow Extension Program began in 1995 with courses in elementary education. The program has expanded and now offers six baccalaureate degrees, four graduate degrees, and teacher licensure programs:

- B.A. Criminology
- B.A. Elementary Education
- B.S. Business Administration
- B.S. Nursing (for RNs only)
- B.S. Clinical Research
- B.S.W. Social Work
- M.A. Liberal Studies
- M.Ed. Elementary Education
- M.S. Chemistry
- M.S. Clinical Research
- M.S. Instructional Technology
- Graduate Certificate in Conflict Management and Resolution
- Elementary Education Teacher Licensure
- Birth-Kindergarten Add-On Licensure
- M.A. Conflict Management and Resolution

Information about Program academics can be found at <http://uncw.edu/onslow/academics.html> (Accessed 1 August 2016).

III. Responsibilities

Coastal Carolina Community College Learning Resources Center

The Coastal Carolina Community College (CCCC) Learning Resources Center (LRC) agrees to:

1. Permit UNCW Onslow Extension Program students to use the LRC facility under the same rules and regulations as those for CCCC students.
2. Permit UNCW Onslow Extension Program students to borrow materials from the LRC under the same lending policies and loan periods as CCCC students. Circulate materials from the UNCW Randall Library collection exclusively for out-of- building use to UNCW Onslow Extension Program students, faculty and staff. These materials may be used by other LRC patrons in the building only.
3. Notify Randall Library when students have received two overdue notices. For CCCC materials lost or damaged by UNCW Onslow Extension Program students, the LRC will bill Randall Library for replacement costs. For UNCW materials located at CCCC, the LRC staff will provide Randall Library with the student information and bibliographic information for lost or damaged items, and Randall Library will then bill the student.

More detail on borrowing privileges for UNCW students can be found at http://library.uncw.edu/policies/uncw_students (accessed 10 August 2016)

4. CCCC students, faculty, and staff in good standing at the LRC who wish to borrow materials at Randall Library can receive a free NC Community College borrower's card, valid for one year, upon presentation of a valid community college ID card.
http://library.uncw.edu/policies/nc_community_college_students (accessed 10 August 2016)

CCCC faculty and staff in good standing at the LRC who are interested in Visiting Scholar privileges can do so for a \$25.00 fee, valid for one year.
http://library.uncw.edu/policies/visiting_scholars (accessed 10 August 2016)

Reimburse Randall Library for UNCW materials lost or damaged by CCCC students. More detail on borrowing privileges for community college students can be found at http://library.uncw.edu/policies/nc_community_college_students (accessed 10 August 2016)

5. Give priority for the use of UNCW-provided guest computers to UNCW Onslow Extension Program students. At times when no UNCW student needs the computers, they may be used by other LRC patrons. Use of these computers requires compliance with the UNCW Responsible Use of Electronics Resources policy
http://www.uncw.edu/policies/documents/07.100_Resp_Use_of_Elec_Resources0807.pdf (accessed 10 August 2016)
6. At the request of UNCW Onslow Extension Program faculty, Course Reserves may be placed for the exclusive use of UNCW Onslow Extension Program students. . . Items will be shipped and will be held on Course Reserves for the academic term, and will be returned to Randall Library at the end of the term. Whenever possible, Randall Library will provide Reserve Reading material through the Randall Library Course Reserves.
<http://library.uncw.edu/reserves> (accessed 10 August 2016).

7. Maintain the UNCW Collection at the LRC in accurate order at no cost to Randall Library. LRC staff will perform minor repairs at no cost to Randall Library, but may return heavily-damaged items to Randall Library for repair or replacement. Randall Library will cover these latter repair or replacement costs as its budget permits. The LRC will notify Randall Library of items missing for over 45 days to be considered for replacement. The appropriate fines and fees will be levied by Randall Library for these materials.
8. Provide a list of items to be considered for withdrawal from the UNCW Collection at the CCCC LRC if a space shortage or lack of use makes de-selection necessary. After Randall Library reviews and gives approval, the LRC staff will pull, withdraw and dispose of the materials at no cost to Randall Library. With the exception of North Carolina State-adopted K-12 textbooks, withdrawn materials cannot be given away or sold. North Carolina State-adopted K-12 textbooks may be given away, but not sold.
10. Provide Interlibrary Loan Borrowing and Copying services to UNCW Onslow Extension Program students under the same rules and regulations as those for CCCC students.
11. Provide reference assistance to UNCW Onslow Extension Program students under the same rules and regulations as those for CCCC students.
12. Provide facilities for information literacy instruction for UNCW Onslow Extension Program students, subject to advanced booking and availability of appropriate rooms.

IV. Responsibilities

University of North Carolina Wilmington William Madison Randall Library

The University of North Carolina Wilmington William Madison Randall Library agrees to:

1. Accept responsibility for billing UNCW students for UNCW-owned materials that are lost or damaged.
2. Reimburse CCCC for LRC-owned materials lost or damaged by UNCW Onslow Program students.
3. Provide "Faculty" patron status to the LRC Librarian and any other librarians on the LRC staff who need to demonstrate remote database services to UNCW Onslow Program students. More details on Faculty privileges can be found at http://library.uncw.edu/policies/uncw_faculty_staff_trustees
4. Subject to applicable service and lending policies and privileges, can provide students with a free NC Community College borrower's card, valid for one year, upon presentation of a valid community college ID card.
5. At the request of UNCW Onslow Extension Program faculty, the Randall Library Circulation Department will provide loans of Randall Library materials for the UNCW Course Reserves Collection at the CCCC LRC. Faculty will request Course reserves through the normal Randall Library process, <http://library.uncw.edu/reserves> (accessed 10 August 2016). Materials will be shipped in a timely manner, and information will be provided to the CCCC LRC about the course and instructor for whom the item is to be placed on Reserve.

6. Select materials (core reading, textbooks, and curriculum materials) to be added to the UNCW Collection at the LRC, in consultation with teaching faculty, LRC librarians and appropriate staff. Priority given to materials in direct support of the degree programs offered and not already in the LRC collection. These materials remain the property of UNCW. These materials may be used in the LRC by all patrons, and may be checked out of the building by UNCW students and faculty. Materials in the collection will be reviewed annually by UNCW and LRC librarians for retention and disposition decisions. Circulation history, anticipated demand and academic accrediting standards will be used in these decisions.
7. Provide cataloging and physical processing (i.e., call number labels and security targets) and arrange delivery for materials to be added to the UNCW Collection at the LRC. NC State-adopted textbooks do not appear in the Randall Library Online Catalog. These items are no longer considered UNCW property.
8. Upon receipt of items to be withdrawn or notification of items missing, withdraw item records from the Randall Library Online Catalog.
9. Update the 2011 baseline inventory of the UNCW Collection at the LRC, to be followed by updates of UNCW materials at the LRC every two years.
10. Ship Randall Library circulating materials directly to UNCW students who request specific materials to support their research or other information needs. Students use the Interlibrary Loan Service to request delivery of materials from Randall Library's collections and for materials not available in the Randall Library or LRC collections.
11. Maintain a toll-free telephone number and online reference service (chat and email) on the Randall Library website (866-377-8309 or 910-962-3760).
12. Inform students about library services at the Orientation Sessions for new students in each academic term. Randall Library will maintain a webpage of information about services for UNCW Onslow Extension Program students. http://library.uncw.edu/distance_learners (accessed 10 August 2016)
13. At the UNCW Onslow Program faculty members' request, Randall Library will provide information literacy instruction for UNCW Onslow Extension Program students.
14. Provide in-service training in the use of Randall Library resources to LRC staff upon request, with special emphasis on remotely-accessible databases and the online system.

V. Responsibilities

University of North Carolina Wilmington Onslow Extension Program

The University of North Carolina Wilmington Onslow County Extension Program agrees to:

1. Provide UNCW Onslow Extension students with a UNCW ID card (issued during Orientation) to be used to obtain a CCCC library barcode.
2. Provide personal computers to UNCW Onslow Extension Program students. At times when no UNCW student needs the computers, they may be used by other LRC patrons.

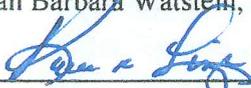
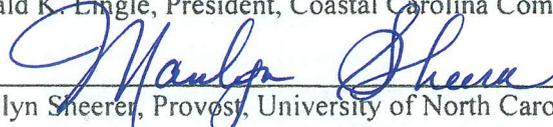
VI. It is mutually understood and agreed by and between the parties that:

All rights and privileges conferred by the parties herein are subject to their respective rules, policies, and procedures and may be withdrawn from individual students by the parties subject to those policies and procedures.

Librarians from the CCCC LRC and UNCW Randall Library agree to meet at least one time per year to review student needs, library service developments and to assess the accuracy and effectiveness of this agreement. Regular communication by phone, email, or other methods ensures quality service for specific cases or general policy making. If necessary, changes will be mutually agreed upon, and this document will be revised to reflect those changes.

This agreement will be in force for three (3) years and may be extended by mutual written agreement of the parties. Either party may terminate this agreement ninety (90) days prior to the annual renewal date.

VII. Effective Date and Signatures

 Sally Goodman, CCCC Director of Library Services	9/14/16 Date
 Sarah Barbara Watstein, UNCW University Librarian	9/19/16 Date
 Ronald K. Lingle, President, Coastal Carolina Community College	9/14/16 Date
 Marilyn Sheerer, Provost, University of North Carolina Wilmington	9/23/16 Date