**PPCC Learning Commons**

**Operational Procedures and Guidelines**

**Mission Statement and Core Values**

**Mission:** The mission of our Learning Commons is to promote student persistence by reinforcing the importance of supplemental support, collaborative inquiry, and independent learning.

***Core Values***

**We are committed to student success, demonstrated by:**

1. Providing high quality services responsive to the changing cultural, research, and informational needs of students.

2. Respecting students’ individual abilities to achieve their educational goals.

4. Developing a methodical approach to motivate students and provide them with the necessary skills and resources.

5. Striving to find programmatic solutions to confront and address academic barriers.

6. Serving students with enthusiasm, energy, and excellence.

7. Reinforcing campus-wide initiatives aimed at increasing student success rates.

**Diversity Statement**

We are committed to creating an inclusive learning environment that welcomes and respects differing viewpoints, academic skill sets, life experiences, and contributions from all members of our college stakeholders. Visit our Diversity LibGuide for campus-wide initiatives, information, and resources related to cultural understanding and acceptance.

**Governance**

The Learning Commons is under the executive leadership of the Vice President of Instruction and the Dean of the Learning Commons. Operational procedures and guidelines have been put in place in an effort to adhere to all accreditation, federal, systems and college wide policies and are governed by the administrative leadership of the Director of Libraries and the Learning Support Services Director.

**Learning Commons Locations and Hours of Operation**

Hours of operation for each campus are determined by student usage, the needs of the campus, or course offering. Current hours of operation (which vary by term and on holidays and breaks) are available on the Learning Commons webpage, <https://www.ppcc.edu/learning-commons>

**Appropriate Use of Space and Guidelines**

***\*\* Users violating PPCC policies, or disrupting the academic environment of the Learning Commons will be asked to leave the area. Campus police may be asked to intervene as needed. Access to the facility and its resources may be suspended or revoked due to unacceptable behavior or violation of the Student Code of Conduct;*** [***PPCC\_Student\_Code\_of\_Conduct\_effective\_April\_8\_2013.pdf***](https://apps.ppcc.edu/catalog/current/student-code-of-conduct.htm)

**Public Access Computers & Printing**

PPCC students have priority use of computers. As an institution partially funded with state dollars, the Learning Commons offers limited computer/Internet access as a courtesy to the general public. All computer use must comply with PPCC computer use policies. Violation of this policy may result in suspended access to computers. Community patrons are limited to 10 printed pages per day (documents may be double-sided). Patrons should approach the information desk for printing and photocopier assistance.

**Dual Enrollment Students**

Concurrent students have full access to PPCC academic support services and resources.

**Students with Disabilities**

Students with documented disabilities may discuss arrangements and procedures for using accommodative services and resources with the office of Accessibility Services and the Learning Commons administrative staff.

**Pet Policy**

Domestic pets are prohibited from the learning environment; however, service animals that have been trained to do work or perform tasks for an individual with a disability are welcomed. If a service animal is disruptive, i.e. growling or wandering around the space, the patron will be asked to leave the area until the animal is under control.

**Laptop Policies**

Laptops are available for checkout to current PPCC students. All devices must remain in the Learning Commons.

**Children on Campus**

Children are welcome in the Learning Commons; however, they should never be left unattended or unsupervised. College facilities, with the exception of the CDC, does not accommodate the care of children while parents are working or attending classes.

**Study Rooms**

Study room are available by reservation at the Centennial Campus (14) and Rampart Campus (5).

• Reservations can only be made for the current week and are on a first come, first serve basis.

• A reservation is defined as one room for 2 hours per day per student or group.

• Reservations may be made over the phone, in-person, chat, text, or email. Student id numbers or card is required.

• Community patrons may not reserve study rooms.

• An unoccupied reserved study room will become available 15 minutes after the reservation start.

• Reservations for tutoring sessions in study rooms must be made by the student and not the faculty or peer tutor.

• Extensions to the 2 hour block and requests for multiple reservations in the same day cannot be accommodated at the time of the initial reservation request.

**Extensions to the 2 hour block are allowed under the following parameters:**

* The student or group must return to the front desk at the end of their existing reservation to check if the room is available for an extension.
* If the current room is not available, then the student or group cannot stay in the room beyond the existing reservation. Another available room may be booked for this student or group.
* The maximum extension per request is two hours.
* A student/group may repeat this process multiple times per day.

**Food and Beverages**

Food and beverages are permitted; however, students should be careful to when consuming food and drinks in space. There is a shared responsibility in maintaining a clean environment.

**Cellphones**

Noise, including conversations and phone calls, should be kept to a reasonable level in all areas of the Learning Commons with the exception of designated quiet zones.

**Computer Workstations/Printing:**

* Computer activities are monitored, and user are responsible for all activity conducted under an assigned User ID. Students and staff should not share access information with others and always log out of computers.
* The Learning Commons -Technology Assistance staff are available to answer questions and assist you with the equipment and software, including Desire 2 Learn (D2L).
* Save information or documents to One Drive or a USB flash drive (save often; your work depends on it). Failure to save information to your personal drive will result in data loss (computers are wiped clean upon logout).
* When you leave the computers, remember to log-off, and take your flash drive, books, and other personal items. Computers left unattended for more than fifteen minutes may be logged out and offered to another student for use.
* Avoid sitting at the workstations when not actively using them. There are personal study locations available in several locations around the Learning Commons for this purpose.
* Limit non-study related activities (web browsing, email, personal projects) to as short a time period as possible during times when the Learning Commons is busy.
* Installation or use of any software not pre-loaded by staff onto the workstations is prohibited.
* Printing and photocopying are available to currently enrolled students at a charge of $0.05 per page (student ID required). Students are provided a printing account of $25 at the start of each term. Print funds may be added to the account at any time through the campus bookstore or by logging onto [print.ppcc.edu](file:///C%3A%5CUsers%5Cs00017626%5CDocuments%5Cprint.ppcc.edu).

**Lost and Found Policy**

Items below are turned over to Campus Police daily

* Purses, wallets, cash, credit/debit cards, backpacks, keys
* ID cards including Student IDs and drivers licenses
* Calculators and electronics with a minimum value of $50.00

Items below are retained in the as space allows, and discarded if no owner can be found:

* Textbooks/notebooks
* Prescription eyeglasses, including sunglasses
* Clothing including jackets, hats and mittens
* Miscellaneous: Charger cords, flash drives, water bottles, pictures, etc.

**Posting Advertisements**

The posting of all flyers, posters, or other forms of advertisement, whether college or community based, is managed by Student Life. Items not approved for hanging in the Learning Commons or left on the front desk, tables, or seats will be removed.

**Library Services**

**Borrowing Books, Audio Books, and DVDs**

Books are ***checked out for a period of 21 days*** with a renewal allowance of two additional times, unless there is a hold placed on the item. DVDs are checked out for 14 days and cannot be renewed. Laptops, magazines and Reserves titles cannot leave the Learning Commons. Students and PPCC employees may check out 10 items in total. Student or employee ID cards are required for all checkouts.

Community users, including students from other colleges, may not checkout laptops, Reserve titles, audio CDs or DVDs. The maximum number of items to check out is two. Two renewals are allowed unless a hold has been placed on the item.

Renewals are allowed on checked out items if…

* There are no other requests for the item.
* The item is not overdue (overdue items require in-person renewal).
* The renewal will not go beyond the end of the academic term.
* Interlibrary loan renewals require approval from the lending institution.

**Interlibrary Loan (ILL)**

The College participates in standard interlibrary loan practices (borrowing and lending of items owned by other libraries) through agreements with regional, state, and national consortia. This service is available to PPCC faculty, staff, and currently enrolled student. Most ILL materials may not be renewed and are subject to fines and fees according to the lending library. Assistance with this process is available upon request.

**Inter-Campus Loan**

PPCC owned materials may be exchanged between the Centennial Campus and Rampart Range Campus Libraries. Assistance with this process is available upon request.

***Electronic Resources***

Students, faculty, and staff have access to hundreds of thousands of articles via databases, over 170,000 ebooks, citation tools, and online subject guides. All electronic resources may be accessed remotely using normal computer logins. Reference librarians and peer reference tutors can assist with these resources.

***Information Literacy Instruction***

Highly qualified reference librarians provide library instruction and reference services. Library instruction is provided in many formats, both for individual students and for classes/groups. Orientations and instructional presentations may be tailored for specific subject areas. Instructors from all disciplines are encouraged to request customized library instruction for their classes, especially those that contain research and writing assignments. Methods of instruction include lecture/demonstration, use of audio-visual materials, computerized adaptive instruction, and individual instruction. Contact a Learning Commons Reference Librarian for more information, 502-2400.

**Reserves and Laptops**

***Reserves***

Typically comprised of current course textbooks, the Reserves section is available at each library for faculty to place items for in-library use by students.

Faculty owned items will be labeled with the course number, catalog barcode, pocket, and check out period stickers. The Learning Commons is not responsible for loss or damage to items placed on Course Reserves. Individuals placing items on Course Reserve accept responsibility for compliance with copyright laws.

***Laptops***

Laptops are available for student check out only. Children are not allowed on any PPCC owned laptop or desktop computer in the Learning Commons.

**Process for Overdue Materials**

For books, DVDs and audio CDs, there is a 5 day grace period for all overdue items. On the seventh day of an overdue item, the library will mail a notice to the patron notifying them of the overdue status and replacement cost if not returned. The patron has three weeks from the date of the letter to return the item. If the item is not returned after three weeks, the library submits a report to Financial Services who will then place a financial hold or “block” in Banner so that the student cannot register for classes. Library borrowing privileges are blocked, including Reserves and laptops.

For Reserves and laptops, not returning the item on time may result in an immediate block in the student Banner account and with library borrowing privileges. Removing these items from the Learning Commons is considered theft and may result in the library notifying Campus Police.

**Lost Items**

All materials are expected to be returned by the due date or for students, upon withdrawal from courses whichever comes first. Faculty must return checked out materials by the end of each academic term. Items not returned in a timely manner are declared “lost,” with library borrowing privileges blocked and a financial hold placed against the student’s College account until the item is returned, replaced, or the item’s replacement value is paid to the College. If paying the replacement value, proof of payment is required to unblock library borrowing privileges. It is the responsibility of the patron to clear fines forwarded to the Financial Services department.

**Tutoring Services**

Our team of instructional and College Reading and Learning Association (CRLA) certified peers tutors are committed to partnering with you to help you succeed in college.

**Drop-in Tutoring**

The majority of tutoring services are provided on a first come first served, walk-in basis. Tutors follow the tutoring cycle to manage tutoring interactions and ensure that the focus of each session is on setting a meaningful learning objective and additional resources/prompting to allow the student to progress independently. On average tutoring interactions should last approximately 15 minutes, but students can stay in the space and make multiple requests.

**Online Tutoring**

Currently online tutoring is a restricted to writing only, and consists of asynchronous email tutoring, and appointment-based and drop-in Skype sessions. Skype sessions are typically 30 minutes in length and function around the same basic philosophy of drop-in tutoring. Asynchronous essay review is NOT full proofreading service. Tutors will identify priority improvement areas, commentary and additional learning or reference resources to help the student not only improve the draft, but also improve their understanding of writing as a process and skill.

**The following items may be checked out from the front desk but must remain in the Learning Commons:**

* All textbooks
* Science resources or models (microscopes, bones, rocks, lab materials, etc.)
* Laptops

**Expectations**

Maximizing the impact of a tutoring session requires a number of things from the student requesting tutoring:

1. Students should be able to portray the assignment or problem as accurately as possible, which means having the instructors assignment description and any necessary supplementary materials to that, including syllabi, rubrics, or notes on changes or updates to the assignment if relevant.
2. Students should allow sufficient time to make sufficient changes resulting from the session.
3. Students must be willing to take an active role in the tutoring session.
4. Students should be open to discussing academic success strategies in addition to working on specific assignments.

**Academic Integrity**

It is the Learning Commons policy that our tutors do not help directly on anything labeled with the words "test", "quiz", "exam.” This policy includes anything marked "practice", "take home", "review", or otherwise. Our tutors can help students prepare for these assignments by working on similar problems out of a textbook, or homework set, or discussing the material content and theory. Instructors who would like our tutors to work directly on problems on a document labeled quiz, test, or exam, must clearly indicate on the assignment itself that we may do so.