The PCC Library provides information resources for Portland Community College students, faculty, and staff.

The Library provides a full set of practices and procedures for its staff. It is available on request at each campus library and “published” in wiki form. The Library also publishes on its website the practices and procedures for using its services.

**LIBRARY RESPONSIBILITIES**

**Access to Information**
The Library works to help students and staff discover, gain access to, and use the widest possible range of information resources.

**Activities**
The Library purchases and organizes a multi-media collection of resources and promotes its use. To further its aim of gaining ready access to the greatest amount of information resources possible, it partners with libraries throughout the country and invests in new technology. To make resources easily available to all students at all times, the PCC Library closely evaluates any electronic equivalent to a physical resource so as to choose the most suitable format. To encourage use of the collection, charges to students and staff are minimal.

**Limitations**
The Library limits full service to the four comprehensive campuses; Sylvania has the larger collection of physical materials. The PCC Library will only purchase physical materials to be housed in the Cascade, Rock Creek, Southeast, and Sylvania libraries; it will not purchase office or laboratory collections. To maximize the variety of materials available on each campus, the Library limits spending for multiple copies and lesser-used items.

**Curriculum Focus**
The primary mission of PCC Libraries is to support the instructional process by providing and promoting use of materials relevant to PCC’s curriculum.

**Activities**
The Library encourages faculty and patron requests for materials. Reference librarians have liaison responsibilities to all departments, and faculty are encouraged to contact their library representative. Reference librarians often will recommend materials to faculty.

The Library provides database searching, inter-library loans, and extended loan periods to faculty involved in class preparation.

The Librarians provide information literacy skills training through in-class instruction and via electronic means. They are more than willing to collaborate with and support teaching faculty to develop learning outcomes, learning experiences, and research assignments that use library resources.

**Limitations**
The Libraries restrict use of some expensive equipment and resources and some high-demand resources to in-library and faculty use. It also limits the access of outside agencies and the public to materials needed for classes. It reserves the right to refuse the purchase of materials that are too expensive and/or tangential to the curriculum.

**Community Service**
The PCC Library is part of a public institution which encourages use by the public. The Library, therefore, welcomes the public.

**Activities**
The Library registers community members and extends borrowing privileges to these members.