

---

**Administrative Procedure**  
Chapter 4 – Academic Affairs

---

**AP 4040 LIBRARY AND LEARNING SUPPORT SERVICES**

**References:**

Education Code Section 78100;  
Civil Code Section 1798.90;  
ACCJC Accreditation Standard II.B

**Responsibilities**

The Vice President, Academic Affairs, shall be responsible for the overall coordination and implementation of these regulations.

**Libraries**

- A. The Long Beach Community College District shall have equitable library services that include, but are not limited to, comprehensive inclusive collections that support the curricula and diverse learning styles, information competency instruction, research assistance, current educational technology, diverse learning spaces, and other services and resources deemed appropriate or necessary by organizations such as accrediting agencies and the American Library Association's Association of College and Research Libraries.
- B. There shall be a Librarian on duty at any time the library is open. All Long Beach City College students, faculty, and staff shall have access to online and physical library resources. All library resources are accessible to individuals with disabilities.
- C. The library website provides access to the library catalog and academic databases for research, such as electronic databases for articles in magazines, journals, newspapers, and trade publications.
- D. Librarians assist students with their research needs in person, via email, web conferencing, and instant messaging. To help students develop information competency, the library faculty at both campuses offer instruction in the form of courses, orientations, and workshops on a variety of topics.

**Learning Support Centers**

- A. Multidisciplinary Student Success Centers provide individual and group learning assistance, workshops on a variety of topics, tutoring, exam proctoring, adult basic education, and test preparation such as GED and Test of Essential Academic Skills (TEAS) nursing exam preparation. They also provide course materials such as textbooks, calculators, anatomical models on reserve, group and individual study space, and computer access. Tutoring Centers provide free tutoring in a variety of subjects.
- B. The Math Success Center provides supplemental learning assistance, tutoring, course material, study groups, and computers that provide students access to a broad range of educational tools.
- C. The Writing and Reading Success Center offers supplemental learning assistance activities for English and reading classes, including workshops, tutoring, study groups, and a computer lab.
- D. The Nursing and Allied Health Learning Center and Skills Lab provides supplementary material and skills practice for students enrolled in a Nursing or Allied Health program. In addition to print media and multimedia programs, a simulated hospital room is available to expose students to technology that simulates health care scenarios in a controlled setting.
- E. The Foreign Language Labs offer linguistic support for students enrolled in foreign language classes via lab assistants, online resources, and a multimedia practice room.
- F. The English as a Second Language Learning Center supports students with English grammar, speech, reading, and writing. The Center provides students with tutoring, technical help, and workshops.
- G. The Academic Computing Centers provide students access to computers, software, laser printers, and the internet. The Student Technology Help Desk also supports all LBCC students in accessing and successfully using technology.
- H. The Science Resource Center provides Academic Excellence Workshops, anatomical models, content-specific software, and study areas in support of STEM students.

Also see BP 4040 Library and Learning Support Services.

---

**Approved:** December 21, 2020  
**Revised:** June 23, 2021  
(Replaces former LBCC AR 4038)