



LIBRARY SERVICES CIRCULATION POLICY

LIBRARY SERVICES PURPOSE / MISSION STATEMENT:

The River Parishes Community College Library Resource Services exists to support the mission and goals of River Parishes Community College. The Library provides the RPCC community with materials, resources, and instructional services necessary for teaching and learning.

GENERAL

Anyone may use the Library but only currently enrolled students, faculty, staff, Friends of River Parishes Community College Library, and patrons who possess a current valid LALINC (Louisiana Academic Library Information Network Consortium) card are eligible to borrow library items. All circulating materials must be checked out at the Circulation Desk and returned to the Circulation Desk during operating hours, or to the outdoor book return during hours the library is closed.

RPCC STUDENTS must be currently enrolled in order to charge library materials. Students must present their valid student picture ID to verify current enrollment when borrowing materials.

- Students can borrow library materials **ONLY** if they are registered for the current semester. No materials may be borrowed between semesters.
- Student picture IDs must be valid, current, and presented **IN PERSON** in order to charge materials. IDs are **NOT** transferable. No library materials will be charged to a patron using another student's ID. Any ID presented by anyone other than the person shown on the ID **WILL BE CONFISCATED**.
- Each individual is responsible for all library materials borrowed on his/her student ID number.

NOTE: Until Student IDs are issued students must use the fee bill for the current semester and a valid picture ID. Duplicate fee bills can be issued at the Admissions office if a student fee bill is lost.

RPCC FACULTY & STAFF must present their Faculty/Staff picture ID in order to borrow library materials. RPCC faculty may designate RPCC students and/or RPCC staff to charge materials from the library with his/her faculty ID number. A signed letter of designation must be on record at the Circulation Desk prior to this privilege being extended. The faculty

member is responsible for all materials checked out in this manner. Until Faculty/Staff ID cards are issued a valid picture ID (e.g., a valid driver's license) must be presented.

BORROWING PRIVILEGES

Regular Borrowing Privileges

Students:

Currently registered students of RPCC may borrow library materials from the Library upon presentation of a current, valid student ID. Students may charge up to 10 items, which may include no more than four media (Audio/Visual) items and/or 2 Reserve items.

Faculty:

Faculty and staff, as well, may borrow library materials from the Library upon presentation of a current valid Faculty/Staff ID. Faculty and staff may charge up to 20 items with no other restriction on media items.

Borrowing Privileges for RPCC Community "Other" Patrons:

Borrowing privileges for persons not directly affiliated with RPCC may be obtained by meeting one of the following requirements:

- **Friends of the Library**

Become a member of Friends of RPCC Library by completing the Friends of the Library application and submitting an appropriate picture ID to obtain a courtesy card. Membership is free to the immediate family, 18 years or older, of RPCC students, faculty, and staff, and to eligible community members which RPCC serves.

- **LALINC Patrons**

Visiting scholars, faculty members, and students from other participating LALINC colleges and universities may receive borrowing privileges with presentation of a current picture ID and a valid LALINC card which they have obtained from their respective library.

Patrons in any of the "Other Patrons" category may borrow up to 10 items, which may include no more than two media items.

[Note: Friends of the Library cards are valid for a period of one semester at a time.]

Loan Periods for Library Services Collections

General Notes:

- **No item's due date will extend beyond the last day of class for each semester.**

- Loan periods ***WILL BE*** shortened as the last day of the semester approaches.
- Borrowers may check out books during the interim only under certain circumstances, on a case-by-case basis.
- The first notice of your due date is the date stamped in the back of the book and our verbal advisement of the same.
- The first overdue notice is sent out as a courtesy, the Monday after the item first becomes overdue.
- Borrowers with excessive overdue items and/or outstanding fines may be blocked from checking out additional items until all matters are resolved. See Loss of Borrowing Privileges, below.
- Certain exceptions may be made at the discretion of Library Services.

Books

Students - 28 days
 Faculty/Staff - Semester
 Other Patrons - 28 days

Audio/Visual Materials

Students - 2 days
 Faculty/Staff - 7 days
 Other Patrons - 2 days

Audio/visual materials with a value of \$200 or more will be placed in Reference and not allowed to circulate. A/V materials assigned in course syllabi may be placed on Reserve at a faculty member's request.

NetLibrary E-books

All patrons - 15 minute increments

NOTE: If you are not actively viewing the item, closes the item for someone else to view. E-books can be checked-out again after the 15-minute period, as long as another patron isn't using the title. To access NetLibrary from off-campus, a patron must first create a NetLibrary account using a computer on the RPCC campus or by sending a request to the Library at e-mail address lrc@rpcc.edu, including the required information noted on the LRC web page for NetLibrary Access.

Reference Materials

Students - Non-circulating
 Faculty/Staff - 7 days
 Other Patrons - Non-circulating

Reserve Materials

Instructors may place print and non-print items, either from the Library's collections or personal copies, on Reserve for students to use for their courses. Please complete the "Reserve" form available on the LRC web page and at the Circulation Desk. **Items placed in Reserve MUST be checked out for use, whether they may be taken from the Library or are "Library Use Only". NO EXCEPTIONS.**

Other materials placed in Reserve that are not specific to a course include headphones and calculators. These items must also be checked out for use.

Loan periods and terms for Reserve items will vary, depending on the item and the instructor and student needs.

Students may check out up to **two** reserve items at a time. Reserve items **MUST BE RETURNED TO THE CIRCULATION DESK** by the end of the loan period. If any item is left in another area of the library or returned to the night drop when the Library is open, the borrower **WILL** be responsible for any overdue fees and any other related charges that may accrue until the item is properly returned.

All Reserve materials will be removed from the reserve file at the end of each semester to assure compliance with Title 17 of section 107 "Fair Use Factors" of the U.S. Code
<http://www.access.gpo.gov/congress/cong013.html>

Periodicals

Students – Non-circulating
Faculty/Staff –
 Bound periodicals, 28 days
 Current periodicals, 7 days
Other patrons – Non-circulating

Microform – Do not circulate; located in remote storage.

Renewals

All patron groups may have unlimited renewals of all circulating items up to the end of the semester, excluding Reserve and Interlibrary Loan materials, and any item that has a hold or recall in place. Items may be renewed through the online catalog, by calling the Head of Public Services during office hours, sending an e-mail to lrc@rpcc.edu, with the subject "Renewal" or similar wording, or at the Circulation Desk; if coming in person to renew an item, the item itself is not required. However, it is the borrower's responsibility to make a note of the new due date when an item is renewed without

being brought to the Library or when renewing items online. Depending on the types of materials, new due dates will vary.

Recalls / Holds

With the exception of Reserve and Interlibrary Loan materials, any items that are charged to another borrower are subject to holds or recalls. A **hold** will be placed on an item that is currently checked out to one patron if needed by another. A **recall** will be placed if the item is checked out for the entire semester or if an item has been requested for Reserve, regardless of the due date. The patron from whom an item is recalled will be asked to return the item within 7 days to the Circulation Desk. Holds and recalls will NOT be placed on an item that is a Reference or Reserve item, or is not checked out to someone.

Any eligible patron may request a hold on any item that is checked out unless it is a Reserve item (such items have shorter loan periods and are not subject to holds or recalls). Requests may be placed in person using a **Hold Request** form available at the Circulation Desk, or by [e-mail](#) (when e-mailing a request, be sure to include as much information on the book as possible, including at least the title, author and call number). When the item is returned, it will be held at the Circulation Desk for 7 days to give the requesting patron time to check the item out before it is re-shelved. Once the 7 days have passed, the item will be returned to the shelf and will be available for any other eligible patron to borrow.

Search Request - Locating Missing Materials

If the online catalog shows that an item is not checked out, but the item is not on the shelves, a patron may fill out a **Search Request** form at the Circulation Desk. If the item is located, a notice will be sent to the patron requesting the item and the item will be held for the patron 7 days at the Circulation Desk. Notification will be sent within one week if the item has still not been located.

Interlibrary Loan and Reciprocal Borrowing through LALINC – the Louisiana Academic Library Information Network Consortium.

- RPCC students and faculty may borrow items via Interlibrary Loan (ILL) from other libraries throughout Louisiana and the nation if Library Services does not own or have access to the item sought. For a full description of ILL services, see the ILL policy.
- In addition to ILL, current RPCC faculty may obtain a LALINC card at the Circulation Desk, if in good standing with RPCC Library (i.e. no outstanding charges and/or no overdue books). The LALINC card is valid for one semester

and can be presented to any LALINC member Louisiana library to charge items from that library. See the [Reciprocal Borrowing Chart](#) for information on who lends to whom.

Circulation policies vary between libraries and the borrower is responsible for reading and understanding the policies of the lending library and for any fines or charges incurred using either ILL or LALINC services.

OVERDUE MATERIALS, LIBRARY FINES and CHARGES

Any overdue items must be returned or renewed and any related fines paid. All fines and other charges are to be paid in the Bursar's Office; the Library does not accept payment. Students wishing to pay fines on the day that an item is returned will be provided with a bill to take to the Bursar to make payment. Otherwise, students may wait until a bill is received in the mail. A printed receipt showing payment received for fines or charges will be provided at the time payment is made and the Library will be notified. Excessive fines and/or overdue items may result in a borrower being blocked from checking out materials until all issues are resolved. See **Loss of Borrowing Privileges**, below. A hold will be placed on the student's record and the student will not receive grades or transcripts, or graduate until all overdue items have been returned and/or any outstanding charges have been paid. Unpaid charges may not be adjusted for bills older than 90 days. **It is the borrower's responsibility to return or renew items in a timely fashion. The first notice of a due date is stamped or written in the back of the item and/or stated verbally at the time of checkout.**

Regular Overdue Fines

Fines are accrued daily on all overdue materials excluding the days when the library is not open. Regular overdue fines are 35¢ per day per item (maximum overdue fine: \$15.00 per item). Additional charges above the regular overdue fines will be included if the item is damaged or not returned.

Faculty and staff are exempt from paying overdue fines; however they are responsible for charges associated with damages to or loss of library materials in their possession. A courtesy notice will be sent one week before the end of the semester, when all items are due back. Faculty should see the Head of Public Services should a book be needed during the break between semesters.

Fines for Overdue Reserve Items

Reserve materials carry an overdue fine of 10¢ per minute (\$6 per hour), with a maximum fine of \$25.00 per item. Additional charges above the regular overdue fines will be included if Reserve materials are not returned or are damaged.

Lost/Non-Returned Materials Charges

Patrons are responsible for charges associated with lost items, including the actual cost of the item, a \$20.00 Processing Fee, and any overdue fines accrued to the date of reporting the item lost. If any item is irretrievably lost (i.e., not simply misplaced), the Head of Public Services should be notified immediately in writing, by completing a **Lost Item Report** form, available at the Circulation Desk or as a printable form online. Overdue fines continue to be assessed until notification is received and/or until the maximum overdue fine is reached. Patrons who notify the Head of Public Services immediately upon noticing the item is lost may be able to avoid overdue fines if the loss is reported before or by the due date.

Lost Item charges consist of the following:

- Replacement cost; will vary (actual cost of the item)
- Processing fee; \$20.00 (Non-refundable)
- Any applicable overdue fine per item (\$.35 per day up to \$15.00 for regular materials; \$.10 per minute up to \$25.00 for Reserve materials), up to and including the date that the item is reported lost (Non-refundable)

If the fine for any given item reaches the maximum (\$15.00 for regular items*, \$25.00 for Reserve items**), the item is considered Non-Returned. Charges associated with Non-Returned items include:

- \$15.00 (or \$25.00) maximum fine (Non-refundable)
- \$20.00 processing fee (Non-refundable)
- Replacement cost of the item.

*Items with the \$.35/per day fine will reach \$15.00 in 43 billable days, not including days that the library is closed.

****Reserve items will reach the \$25.00 maximum fine in a matter of hours.**

Replacement/Damage Fees for Photocopied Reserve Materials

All Reserve material available for photocopy is prepared so the making of photocopies is possible. A fee of \$15.00 may be assessed for materials damaged or removed from binders/folders.

Other charges may include:

- Replacement Cost for reserve materials owned by the instructor. (Actual cost of the item plus the processing fee of \$20.00 and any accrued fine as appropriate)
- Damage Fee –A \$15.00 damage fee will be assessed for items that require minimal repair. Items with severe damage necessitating replacement will be assessed a \$20.00 processing fee and the replacement cost of the item.

Loss of Borrowing Privileges

LIBRARY BORROWING PRIVILEGES AND REMOTE ACCESS TO DATABASES WILL BE SUSPENDED IF UNPAID LIBRARY FINES REACH THE MAXIMUM FINE PER ITEM OR THERE IS AN EXCESSIVE NUMBER OF ITEMS OVERDUE.

Appeal of Fines or Charges

An appeal of fees form is available at the Circulation Desk. The appeal of fees form should be completed and submitted to the Head of Public Services or the librarian on duty. If the borrower remains unsatisfied with the initial resolution, he/she should contact the Director of Library Resources for further consideration. If the student is still unsatisfied, he/she should refer to the RPCC Student Handbook for “Student Complaint and Due Process Procedures.”

Return Receipts

Any patron may request a return receipt when returning library materials. Please indicate this BEFORE your materials are checked in at the Circulation Desk. Return receipts cannot be issued for materials returned in the drop box after hours.

RIGHT TO PRIVACY AND OTHER ISSUES

Every patron has a legal right to privacy while using information. All circulation records and any other library records identifying the names and personal information of library users are confidential. Neither names of borrowers nor information on materials used by a patron will be disclosed. Also, in order to further protect borrowers' privacy, specific information regarding titles, amounts owed, etc., will not be disclosed over the phone or to an individual asking at the desk without providing proper ID. To do so is illegal. We will only provide the number of items charged and due dates to a caller or patron asking at the desk without a photo ID.

Links

Documents Protecting the Right to Privacy:

Louisiana Revised Statute

LA R.S. 44:13 Registration records and other records of use maintained by libraries

http://www.legis.state.la.us/tsrs/RS/44/RS_44_13.htm

Library Code of Ethics, Adopted June 28, 1995 by the ALA Council

<http://www.ala.org/alaorg/oif/ethics.html>

Policy Concerning Confidentiality of Personally Identifiable Information about Library Users, Adopted July 2, 1991 by the ALA Council http://www.ala.org/oif/pol_user.html

Policy on Confidentiality of Library Records, Revision adopted July 2, 1986 by the ALA Council

http://www.ala.org/alaorg/oif/pol_conf.html

Intellectual Freedom

Intellectual freedom is granted by the First Amendment of the U.S. Constitution which protects the right to freedom of speech.

“Speech” implies the sharing of information, ideas and opinions.

<http://www.ala.org/alaorg/oif/first.html>

Free access to information and ideas, and the freedom to read, view, understand, and interpret information for ones self is a fundamental underpinning of a democratic society. The LRC respects individual intellectual freedom and protects individuals' right to privacy when reading, viewing, or accessing constitutionally protected information.

Intellectual Freedom Documents:

U.S. Freedom of Information Act

<http://www.usdoj.gov/foia/index.html>

Library Bill of Rights, ALA Council, Revision adopted January 23, 1980 by the ALA Council <http://www.ala.org/work/freedom/lbr.html>

Freedom to Read, Revision adopted January 28, 1972 by the ALA Council <http://www.ala.org/alaorg/oif/freeread.html>

Intellectual Freedom Principles for Academic Libraries,

Adopted by ACRL, Intellectual Freedom Committee: June 28, 1999 and approved by ACRL Board of Directors: June 29, 1999

<http://www.ala.org/acrl/principles.html>

Resolution on the Use of Filtering Software in Libraries

http://www.ala.org/alaorg/oif/filt_res.html

History of the Library Resource Advisory Committee

LRAC approved 11/19/99

LRAC approved updates 8/28/2000

Chancellor's Administrative Staff approved 9/29/00

LRAC approved updates 5/3/01

Chancellor's Administrative Staff approved policy updates 7/19/01

LRAC approved 10/26/01

Chancellor's Administrative Staff approved 11/29/01

LRAC approved 11/11/02

Chancellor's Administrative Staff approved 1/16/03

LRAC approved 10/14/03

Chancellor's Administrative Staff approved 10/28/03