



## CIRCULATION POLICY AND LIBRARY INFORMATION

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## **MISSION STATEMENT**

The mission of the SLCC library is to develop resources, facilities, and services to enhance student learning. We aim to collect, organize, preserve, and provide access to information resources which support the college's educational programs.

### **General**

SLCC Libraries include libraries at the Lafayette and New Iberia campuses. Smaller library resource rooms are located at the National EMS Academy (NEMSA) sites at Lafayette, Lake Charles, Gretna, Baton Rouge, Houma, and Covington. Library resources include print monographs, serials, media items, and electronic resource materials.

All library resources are available to all students and faculty/staff. Only currently enrolled students, faculty/staff, staff, and patrons with a current, valid LALINC (Louisiana Academic Library Information Network Consortium) or SLCC card are eligible to borrow library materials.

No library materials will be charged to a patron using another student's ID. Faculty/Staff and staff should make every effort to obtain an identification card. If unable to obtain an id card, a *temporary* library card will be issued. Each borrower is responsible for all library materials charged to his/her student ID number.

All circulating materials must be checked out at the Circulation Desk, and they should be returned to the Circulation Desk during operating hours or after hours using the outside book drop. Items may be returned to any SLCC library campus or site.



## **BORROWING PRIVILEGES**

### **Regular Borrowing Privileges**

Items may be renewed over the phone, in person, or through the online catalog.

### **Students**

Currently enrolled students of SLCC may borrow library materials upon presentation of a current and valid student ID. Students may charge library materials in accordance with the loan schedule (see below).

### **Faculty/Staff**

Faculty/Staff and staff may borrow library materials from the library upon presentation of a current and valid Faculty/Staff ID or a temporary card. Faculty/Staff and staff may charge library materials in accordance with the loan schedule (see below).

### **LALINC Patrons**

Visiting scholars, faculty/staff members, and students from other participating LALINC colleges and universities may receive borrowing privileges with presentation of a current and valid LALINC card.

Non-SLCC patrons other than LALINC card patrons may not check out library materials.



**Loan Schedule**

*\*\* Exceptions may be made on a case-by-case basis.*

Item Type	Patron	Loan Period	Item Limit	Num. of Renewals
Books	Students	21 Days	10	2
	Faculty/Staff	21 Days	10	2
	LALINC	21 Days	2	0
Audio-Visual	Students	7 Days	5	2
	Faculty/Staff	Current Semester	5	0
	LALINC	Non-Circulating	N/A	N/A
Net Library	Students	2 Hours	N/A	N/A
	Faculty/Staff	2 Hours	N/A	N/A
	LALINC	Non-Circulating	N/A	N/A
Reserves	Students	2 Hours (in-library use only)	2	0
	Faculty/Staff	2 Days	2	2
	LALINC	Non-Circulating	N/A	N/A
Periodicals	Students	Non-Circulating	N/A	N/A
	Faculty/Staff	Non-Circulating	N/A	N/A
	LALINC	Non-Circulating	N/A	N/A
Kits	Students	7 Days	2	2
	Faculty/Staff	Current Semester	2	0
	LALINC	Non-Circulating	N/A	N/A
Reference	Students	**Non-Circulating	N/A	N/A
	Faculty/Staff	7 Days	2	N/A
	LALINC	Non-Circulating	N/A	N/A
Calculators	Students	Current Semester	1	N/A
	Faculty/Staff	End of Day	1	0
	LALINC	Non-Circulating	N/A	N/A
LCD Projectors	Students	Non-Circulating	N/A	N/A
	Faculty/Staff	Current Semester	1	0
	LALINC	Non-Circulating	N/A	N/A



Overhead Projectors	Students	Non-Circulating	N/A	N/A
	Faculty/Staff	Current Semester	1	0
	LALINC	Non-Circulating	N/A	N/A
Laptop Computer	Students	Non-Circulating	N/A	N/A
	Faculty/Staff	End of Day	1	0
	LALINC	Non-Circulating	N/A	N/A
Portable DVD Player	Students	2 Hours	1	2
	Faculty/Staff	2 Hours	1	2
	LALINC	Non-Circulating	NA	NA
TVs	Students	Non-Circulating	NA	NA
	Faculty/Staff	End of Day	1	0
	LALINC	Non-Circulating	NA	NA
Other Equipment	Students	Non-Circulating	NA	NA
	Faculty/Staff	End of Day	1	0
	LALINC	Non-Circulating	NA	NA

## Reserve Material

Instructors may place print and non-print items on Reserve for students to use by completing the “Reserve Request” form available at the Circulation Desk.

Students may charge two reserve items at a time. Reserve items must be checked in at the Circulation Desk at the end of the loan period. If an item is left in another area of the library, the borrower will be responsible for replacement fees until the item is properly returned.

All reserve materials will be removed from the reserve shelf at the end of each semester to assure compliance with Title 17 of section 107 “Fair Use Factors” of the U.S. Code.

## Holds

If a patron requires use of an item that is charged to another patron, a hold may be placed on the item by filling out a “Hold Request” available on the SLCC web page. When the item is returned, it will be held at the Circulation Desk for 7 days for the next requesting patron before it is re-shelved.



## **Recalls**

All borrows are subject to recalls. Recalls reduce the loan period due to heavy demand or as a result of a faculty/staff request. Recall requests can be made at the Circulation Desk.

## **BIBLIOGRAPHIC INSTRUCTION ROOM**

Room 123 in the Lafayette library is available for use as a library instruction room, instruction room for faculty/staff and an open lab. This room may be reserved by faculty/staff and staff only. Reservations can be made at the Circulation Desk. When not reserved this room is used as an open computer lab.

## **CONFERENCE ROOM/STUDY ROOM**

Room 124 is available in the Lafayette library for use as a conference or a study room. This room may be reserved for student, faculty/staff and staff use at the Circulation Desk for two hours.

## **LALINC: INTERLIBRARY LOAN & RECIPROCAL**

### **BORROWING**

SLCC students and faculty/staff may borrow items via Interlibrary Loan (ILL) from other libraries throughout Louisiana and the nation if the Library does not own or have access to the item sought.

In addition to ILL, SLCC students, faculty/staff and staff in good standing with SLCC Library (i.e. no overdue books) may obtain a LALINC card at the Circulation Desk. The LALINC card is valid for one semester for students and one academic year for faculty/staff. The card can be presented to any LALINC member Louisiana library to charge items from that library.

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



## **LIBRARY FINES & CHARGES**

SLCC library does not charge fines for overdue library materials

### **Non-Returned Items**

The replacement charge for an unreturned item is the actual cost of replacing the item with a duplicate or comparable substitute.

The replacement charge for an out of print publication item is the actual cost of the item. If a replacement charge is unable to be obtained a charge of \$35.00 will be assessed to replace the item.

An item is considered lost when either the borrower informs the library that the item is lost or the item has not been returned by the end of 60 days after the due date.

### **Replacement/Damage Fee for Photocopied Reserve Materials**

Replacement cost for reserve materials owned by the instructor is the actual cost of the item.

### **Overdue Notification**

An item is considered overdue when it is not returned by the due date. A phone call will be made to the patron immediately after the item is due. A second phone call will be made a week afterwards. A bill will be sent two weeks afterwards.

The “overdue notification” policy applies equally to students, full-time faculty/staff, adjunct faculty/staff, and students.

The Academic Dean will be notified of all faculty/staff overdue items once bills are sent.



### **Loss of Borrowing Privileges**

Library borrowing privileges and remote access to databases will be suspended once a bill is sent out.

A hold will be placed on the student's library record and in the student information system by library staff. The student cannot register, receive transcripts or be cleared for graduation until 1] either the item is returned, or 2] the replacement charge is paid.

All library charges must be paid in the cashier's office. After payment of the charges, patrons must obtain a receipt from the cashier's office. Patrons must take the receipt to the library Circulation Desk. When presented with a receipt, the library staff will remove the blocks from a student's library account and school record.

The "loss of borrowing privileges" policy applies equally to students, full-time faculty/staff, adjunct faculty/staff and students.

### **Appeal of Library Charges**

An appeal of charges form is available at the Circulation Desk. The appeal of charges form should be completed and submitted to the librarian on duty. The form will be submitted to the Library Director for resolution.

If a resolution is not found, students should refer to the SLCC Student Handbook for "Student Complaint and Due Procedures."





## RIGHT TO PRIVACY

Every patron has a right to privacy while using information. All circulation records and any other library records identifying the names of library users are confidential. Names of borrowers will not be disclosed nor information on materials used by a patron.

### Documents Protecting Rights to Privacy

ALA Council. "Library Code of Ethics". Adopted at the 1939 Midwinter Meeting; amended June 30, 1981; amended June 28, 1995; amended January 22, 2008.

<http://www.ala.org/advocacy/proethics/codeofethics/codeethics>

ALA Council. "Policy Concerning Confidentiality of Personally Identifiable Information about Library Users". Adopted July 2, 1991; amended June 30, 2004.

<http://www.ala.org/advocacy/intfreedom/statementspols/otherpolicies/policyconcerning>

ALA Council. "Policy on Confidentiality of Library Records". Adopted January 20, 1971; amended July 4, 1975; amended July 2, 1986.

<http://www.ala.org/advocacy/intfreedom/statementspols/otherpolicies/policyconfidentiality>

Louisiana Revised Statute. "LAR.S. 44:13 – Registration Records and Other Records of Use Maintained by Libraries". [http://laonline.org/fp/files/pubs/if\\_manual/thirteen.pdf](http://laonline.org/fp/files/pubs/if_manual/thirteen.pdf)



## 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 presentation or sending of information and a receiver of the information. <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 oneself is a fundamental underpinning of a democratic society. The Library respects individual intellectual freedom and protects individuals’ right to privacy when reading, viewing, or accessing constitutionally protected information.

### Intellectual Freedom Documents

United States Department of Justice. “U.S. Freedom of Information Act”.

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

ALA Council. “Library Bill of Rights”. Adopted June 19, 1939; amended October 14, 1944; amended June 18, 1948; amended February 2, 1961; amended June 27, 1967; amended January 23, 1980; inclusion of “age” reaffirmed January 23, 1996.

<http://www.ala.org/advocacy/intfreedom/librarybill>

ALA Council and AAP Freedom to Read Committee. “Freedom to Read Statement”. Adopted June 25, 1953; amended January 28, 1972; amended January 16, 1991; amended July 12, 2000; amended June 30, 2004.

<http://www.ala.org/advocacy/intfreedom/statementspols/freedomreadstatement>

ALA Council and ACRL Board of Directors. “Intellectual Freedom Principles for Academic Libraries”. Approved by ACRL Board of Directors June 29, 1999; adopted by ALA Council July 12, 2000.

<http://www.ala.org/Template.cfm?Section=interpretations&Template=/ContentManagement/ContentDisplay.cfm&ContentID=8551>

ALA Council. “Resolution on the Use of Filtering Software in Libraries”. Adopted July 2 1997.

<http://www.ala.org/Template.cfm?Section=ifresolutions&Template=/ContentManagement/ContentDisplay.cfm&ContentID=78171>