



CIRCULATION POLICY

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MISSION STATEMENT



The mission of the SLCC library is to develop resources, facilities, and services to enhance student, faculty and staff learning.

General

SLCC Libraries include libraries at the Lafayette and New Iberia campuses. Smaller learning resource rooms are located at the Franklin, St. Martinville, Morgan City, Ville Platte, Crowley, Opelousas, Abbeville and the National EMS Academy (NEMSA) locations. Library resources include print monographs, serials, media items, and electronic resources.

All library resources are available to all students and faculty and staff. Only currently enrolled students, currently employed faculty and staff, and patrons with a current LOUIS card may check out library materials.

Library User Groups

The primary user groups are SLCC students, faculty and staff

Students

Included in the student population are students taking face-to-face courses at all SLCC campuses and sites. The student population also includes those students enrolled in hybrid, online, and video conferencing classes. Also included in the student population are students in the Lafayette Parish School System's "Early College Academy" housed at Lafayette and students in the JS Clark Leadership Academy at the Opelousas location. Other groups included in the student population are dual enrollment students and students in the National EMS Academy.

Excluded from the student population are those students enrolled in non-credit offerings including Adult Education and Continuing Education students

Faculty and Staff

SLCC's faculty and staff represent a range of disciplines and positions reflecting the diversity in workforce, academic and professional positions, such as: instruction,



administration, human resources, business services, student services, welding, electronics, library services and information technology. All fulltime and adjunct faculty and staff have borrowing privileges.

Other User Groups

Students and faculty from LOUIS libraries may check out SLCC library materials with a current, valid LOUIS card.



BORROWING PRIVILEGES

Students

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

Faculty and Staff

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

LOUIS Patrons

Faculty, staff and students from participating LOUIS colleges and universities may receive borrowing privileges with presentation of a current and valid LOUIS card.

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

Charging and Discharging Library Materials

No library materials will be charged to a patron using another patron's ID. Faculty, staff and students should make every effort to obtain an identification card. Students may use their LoLa schedule in lieu of the ID card. If faculty and staff are unable to obtain an ID card, a *temporary* library card will be issued. This card expires at the end of the current semester. Each borrower is responsible for all library materials charged to his/her student or employee 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.



Renewals

Items may be renewed over the phone or in person.



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
	LOUIS	21 Days	2	0
Audio-Visual	Students	7 Days	5	2
	Faculty/Staff	Current Semester	5	0
	LOUIS	Non-Circulating	N/A	N/A
Reserves	Students	2 Hours (in-library use only)	2	0
	Faculty/Staff	2 Days	2	2
	LOUIS	Non-Circulating	N/A	N/A
Periodicals	Students	Non-Circulating	N/A	N/A
	Faculty/Staff	Non-Circulating	N/A	N/A
	LOUIS	Non-Circulating	N/A	N/A
Reference	Students	Non-Circulating	N/A	N/A
	Faculty/Staff	7 Days	2	0
	LOUIS	Non-Circulating	N/A	N/A
Calculators	Students	End of Day	1	0
	Faculty/Staff	End of Day	1	0
	LOUIS	Non-Circulating	N/A	N/A
LCD Projectors	Students	Non-Circulating	N/A	N/A
	Faculty/Staff	Current Semester	1	0
	LOUIS	Non-Circulating	N/A	N/A
Overhead Projectors	Students	Non-Circulating	N/A	N/A
	Faculty/Staff	Current Semester	1	0
	LOUIS	Non-Circulating	NA	N/A
Portable DVD Player	Students	2 Hours	1	2
	Faculty/Staff	2 Hours	1	2
	LOUIS	Non-Circulating	NA	NA



TVs	Students	Non-Circulating	NA	NA
	Faculty/Staff	End of Day	1	0
	LOUIS	Non-Circulating	NA	NA
Other Equipment	Students	Non-Circulating	NA	NA
	Faculty/Staff	End of Day	1	0
	LOUIS	Non-Circulating	NA	NA
Clickers	Students	Non-Circulating	NA	NA
	Faculty	Current Semester	1	0
	Staff	End of Day	1	0
	LOUIS	Non-Circulating	NA	NA
Headphones	Students	2 hours	1	0
	Faculty/Staff	2 hours	1	0
	LOUIS	Non-Circulating	NA	NA
Wall Chargers	Students	2 hours	1	0
	Faculty/Staff	2 hours	1	0
	LOUIS	Non-Circulating	NA	NA

Holds

A hold may be placed on an item by a patron only if the item is currently charged out to another patron. The hold may be placed using the hold feature in the online public catalog. When the item is returned, the patron requesting the item will be notified by library staff. The item will be held at the Circulation Desk for 7 days before it is re-shelved.

INTERLIBRARY LOAN & RECIPROCAL BORROWING

SLCC students and Faculty and 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 and Staff in good standing with SLCC Library (i.e. no overdue books) may obtain a LOUIS card at the Circulation Desk. The LOUIS card is valid



for one semester for students and staff and one academic year for Faculty. The card may be presented to any LOUIS 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 LOUIS services.

OVERDUE NOTICES AND FEES

Overdue Notification

An item is considered overdue when it is not returned by the due date. An overdue report is run weekly. An automatic notification is sent to a patron's SLCC email account if an item is overdue. If the item appears on the overdue report a second time the patron is billed for the item through the Cashier's Office. The "overdue notification" policy applies equally to students, full-time Faculty and Staff, and adjunct Faculty and Staff.

Fines and Charges

SLCC library does not charge fines for overdue library materials

Unreturned 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 Reserve Materials



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



Loss of Borrowing Privileges

Once a bill is sent out a patron will be barred from checking out library materials and remote access to electronic resources will be suspended.

A copy of the patron's bill will be sent to the cashier's office. Cashier's office staff will place a hold on the student's record in the student information system. 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 library staff. When presented with a receipt, the library staff will reinstate the student's library account. Also the library staff will notify the Cashier's Office to remove the library bill and block from the student's school record.

The "loss of borrowing privileges" policy applies equally to students, full-time Faculty and Staff, and adjunct Faculty and Staff.

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.



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://www.legis.la.gov/legis/Law.aspx?d=99640>



INTELLECTUAL FREEDOM

Intellectual freedom is guaranteed 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. 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>