



# Circulation Policy

## Library Services Purpose and Mission Statement

The River Parishes Community College Library 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, current faculty and staff, Friends of River Parishes Community College Library, and patrons who possess a current valid LOUIS (Louisiana Library 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.

Photo identification is required to borrow materials. Acceptable IDs include an RPCC ID or a current driver's license for non-RPCC borrowers.

RPCC Students must be currently enrolled in order to borrow 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. Exceptions are made for student workers between semesters and those eligible to work when not taking classes (summer semesters only).
- 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.
- Each individual is responsible for all library materials borrowed on his or her student ID number.

Note: Once a semester has begun, if a student does not appear in the Library's database, or has not been updated, the student's status must be verified before being allowed to borrow materials.

RPCC Faculty & Staff must present a Faculty/Staff picture ID or a driver's license in order to borrow library materials. RPCC faculty may designate RPCC students or RPCC staff to charge

materials from the library with his or 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 (for example, 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 or other valid photo ID. Students may charge up to 10 items, which may include no more than four media (Audio/Visual) items and 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 or other valid photo 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. Borrowing privileges are also available to the immediate family, 18 years or older, of RPCC students, faculty, and staff, and to eligible community members which RPCC serves. Friends of the Library privileges are valid for a period of one semester at a time.

##### LOUIS Patrons

Visiting scholars, faculty members, and students from other participating LOUIS colleges and universities may receive borrowing privileges with presentation of a current picture ID and a valid LOUIS 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.

### Loan Periods for Library Services Collections

#### *General Notes:*

- No item's due date will extend beyond the last day of finals for each semester.
- Loan periods WILL BE shortened as the end of the semester approaches.

## RPCC Library Services

- 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 item(s) first becomes overdue.
- Borrowers with excessive overdue items 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
- Note: Audio/visual materials with a value of \$200 or more may be placed in Reference and not allowed to circulate.

### *eBook Collection on EBSCOhost*

- Eligible users must login for off-campus access.
- Access is governed by current status

### *Reference Materials*

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

### *Reserve Materials*

Instructors may place materials, 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 Library Services web page and at the Circulation Desk. Items placed on Reserve *must* be checked out for use, whether they may be taken from the Library or are "Library Use Only." *No exceptions will be made.*

Other materials placed on Reserve that are not specific to a course include headphones, calculators, and laptops. 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's 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 unless the Library is closed. 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 course reserve materials will be removed from Reserves at the end of each semester to assure compliance with [Section 107, Fair Use](http://www.copyright.gov/title17/92chap1.html#107), of the Copyright Law of the United States (Title 17). (<http://www.copyright.gov/title17/92chap1.html#107>)

Instructors are responsible for obtaining copyright clearance for materials placed on Course Reserves for more than one semester.

#### *Periodicals*

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

#### *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 [library@rpcc.edu](mailto:library@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 any 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 physical 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 LOUIS

#### *InterLibrary Loan*

RPCC students and faculty may borrow items via Interlibrary Loan (ILL) from other libraries throughout Louisiana and the nation if RPCC Library Services does not own or have access to the item being sought. For a full description of ILL services, see the InterLibrary Lending and Borrowing policy.

#### *LOUIS: The Louisiana Library Network Consortium.*

In addition to ILL, current RPCC faculty and students may obtain a LOUIS card at the Circulation Desk, if in good standing with RPCC Library (that is, no outstanding charges or overdue books). The LOUIS card is valid for one semester and can be presented to any LOUIS member Louisiana library along with appropriate photo identification to borrow items from that library. See the LOUIS Card information on the LOUIS website for information on who lends to whom and the Reciprocal Borrowing Agreement. Please note that not all LOUIS members will loan items to undergraduate students. Check the Reciprocal Borrowing Chart.

Other patrons (Friends of the Library, LOUIS patrons) are not eligible to request ILL service from RPCC Library Service; please visit your local public library for assistance.

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 LOUIS services.

#### 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.

### Overdue Materials, Library Fines and Charges

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 on the due date slip on the item and stated verbally at the time of checkout. Any overdue items must be returned or renewed (if eligible) 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 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 be allowed to register or graduate until all issues have been resolved. Unpaid charges may not be adjusted for bills older than 180 days.

### Regular Overdue Fines

Fines are accrued daily on all overdue materials. 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.

### Fines for Overdue Reserve Items

Reserve materials carry an overdue fine of 10¢ per minute (\$6.00 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.

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.

### Lost or 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 (that is, 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 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:*

- Current replacement cost; will vary (actual cost of the item)

## RPCC Library Services

- Processing fee; \$20.00

After the fine for any given item reaches the maximum (\$15.00 for regular items, \$25.00 for Reserve items), and the item is 43 days overdue, it is considered Non-Returned or Lost. Charges associated with Non-Returned items include:

- \$20.00 processing fee (Non-refundable)
- Current replacement cost of the item.

### Replacement or 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 current replacement 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 current replacement cost of the item.

### Loss of Borrowing Privileges

RPCC Library borrowing privileges and remote access to databases will be suspended if unpaid Library charges reach or exceed \$15.00 or there are five or more items overdue.

### Appeal of Fines or Charges

Exceptions to fines and fees may be made at the discretion of the Director of Library Services or the Head of Public Services upon appeal by the student.

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 or she should contact the Director of Library Resources for further consideration. If the student is still unsatisfied, he or she should refer to the RPCC Student Handbook for "Student Complaint and Due Process Procedures."

### 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 to a patron asking at the desk without a photo ID.

## Links

### Documents Protecting the Right to Privacy:

[Louisiana Revised Statute 44:13](http://legis.la.gov/Legis/Law.aspx?d=99640) Registration records and other records of use maintained by libraries (<http://legis.la.gov/Legis/Law.aspx?d=99640>)

[Code of Ethics of the American Library Association](http://www.ala.org/tools/ethics), adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008 (<http://www.ala.org/tools/ethics>)

[Policy Concerning Confidentiality of Personally Identifiable Information about Library Users](http://www.ala.org/advocacy/intfreedom/statementspols/otherpolicies/policyconcerning), Adopted July 2, 1991 by the ALA Council, amended June 30, 2004. (<http://www.ala.org/advocacy/intfreedom/statementspols/otherpolicies/policyconcerning>)

[Policy on Confidentiality of Library Records](http://www.ala.org/advocacy/intfreedom/statementspols/otherpolicies/policyconfidentiality), Adopted January 20, 1971, by the ALA Council; amended July 4, 1975; July 2, 1986. (<http://www.ala.org/advocacy/intfreedom/statementspols/otherpolicies/policyconfidentiality>)

## 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.

[Censorship & First Amendment Issues](http://www.ala.org/advocacy/intfreedom/censorshipfirstamendmentissues): Free access to information and ideas, and the freedom to read, view, understand, and interpret information for one's self is a fundamental underpinning of a democratic society. RPCC Library Services respects individual intellectual freedom and protects individuals' right to privacy when reading, viewing, or accessing constitutionally protected information. (<http://www.ala.org/advocacy/intfreedom/censorshipfirstamendmentissues>)

[Freedom of Information Act \(FOIA\) Resources](http://www.foia.gov/): Enacted in 1966, this site provides resources regarding federal law governing public access to U. S. government documents.

[Library Bill of Rights](http://www.ala.org/advocacy/intfreedom/librarybill/), adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996. (<http://www.ala.org/advocacy/intfreedom/librarybill/>)

[Intellectual Freedom Principles for Academic Libraries](http://www.ala.org/acrl/publications/whitepapers/intellectual): An Interpretation of the Library Bill of Rights Adopted by ACRL, Intellectual Freedom Committee: June 28, 1999 and approved by ACRL Board of Directors: June 29, 1999; adopted by ALA Council July 12, 2000 (<http://www.ala.org/acrl/publications/whitepapers/intellectual> )



[Policies and Information on Filters and Filtering](http://www.ala.org/advocacy/intfreedom/filtering), from ALA  
(<http://www.ala.org/advocacy/intfreedom/filtering>)

## 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
- Submitted to the LRAC for approval 11/22/2013

This policy was approved on 11/22/2013 by following the members of the Learning Resources Advisory Committee: Dr. Woukeenia Cousin, Steven Hadley, James Rolfes, Jesse Russell, Tracy Stedman, and Dr. Esperanza Zenon.

This document has been reviewed for accessibility. If you find any issues with this document, please contact RPCC Library Services at [Library@rpcc.edu](mailto:Library@rpcc.edu); please specify the document title.

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River Parishes Community College, a member of the Louisiana Community and Technical College System and accredited by the Southern Association of Colleges and Schools, does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons located at 925 W. Edenborne Pkwy., Gonzales, LA – 225-743-8500 have been designated to handle inquiries regarding the non-discrimination policies: Donna Whittington – Title IX Coordinator, Shalither Cushenberry – Section 504 Coordinator.