

DOWNLOAD PDF CIRCULATION POLICY IN ACADEMIC, PUBLIC, AND SCHOOL LIBRARIES

Chapter 1 : Policy Manual | Library

Preface Introduction Academic Library Policies Academic Library Responses to the Circulation Questionnaire Public Library Policies Public Library Responses to the Circulation Questionnaire School Library Policies School Library Responses to the Circulation Questionnaire A Comparison of Circulation Policies, Practices, and Issues Among Academic.

Public libraries, academic libraries, school libraries, and special libraries exist to connect people with the information they need. Once upon a time, that information was all printed, except for libraries that owned manuscript collections. The explosion of new formats—sound recordings, film and video recordings, and all manner of electronic media—has affected every kind of library. Still, there are important differences between public and academic libraries. The following two lists by no means adequately describe either public or academic libraries, but they serve to show the contrast.

Public libraries exist to serve the needs of the entire community from school children to the elderly. Public library non-fiction collections rarely have highly specialized materials, either in their book collection, periodicals collection, or electronic databases. Fiction is at the heart of a public library collection. If a city is large enough to have different library branches, their collections all offer the same broad range of subject matter.

Academic libraries serve the educational objectives of a college or university. Therefore they exist to serve the needs of students and faculty. While academic libraries offer a wide variety of fiction, popular movies, and other entertainment, the collection primarily exists to serve the educational objectives of the various departments on campus. At universities with graduate programs, the collection including databases must include the latest research and the most technical information in certain fields. Many academic libraries are research libraries, meaning that they must supply their faculty and doctoral students with the information to support research projects that advance human knowledge. If the library has branch libraries, each branch will be devoted to a special subject, such as law, medicine, architecture, music, etc.

A brief history of American academic libraries

Wendt Library, University of Wisconsin-Madison

In colonial times, and indeed until the middle of the 19th century, colleges and universities for all practical purposes did not have libraries. They had very few books, and their academic programs did not use what they had. There was no regular appropriation for acquiring books. Students formed literary societies to acquire books for their own use. Some colleges had multiple competing societies. Benjamin Franklin helped establish a subscription library in Philadelphia in 1731. Such libraries existed to serve anyone who paid for membership. Later in the century, some booksellers established circulating libraries that basically rented books to people. The first real public library, Boston Public Library, was founded in 1822. From that time, librarianship began to be recognized as a profession. By the time the American Library Association was founded in 1877, college and universities had begun to establish libraries of their own—often by acquiring the collections of the student literary societies. The last half of the 19th century saw a drastic restructuring of American higher education. A system of college majors, elective courses, and post-graduate education based on German models created a need for a centralized library collection capable of supporting the curriculum. Colleges and universities appropriated funds annually to grow the collection. College enrollment skyrocketed after the Second World War. Part of it went to a new kind of institution, the community college. Much of it, though, went to greatly expanded post-graduate programs. Research by the rapidly growing faculty at research institutions led to exponential growth of new knowledge, indeed, entire new disciplines. Library collections had to keep up. They had to acquire not only books, but an equally rapidly growing number of specialized journals. During this rapid growth in knowledge and specialization, it no longer met the needs of academic libraries. Some more technical bibliographic services already existed. Chemical Abstract began publication in 1907. Comparable services in all disciplines began to come into existence in the post-war period. The explosion of new media that I mentioned earlier began at about the same time. Academic libraries began to work together and established a system of interlibrary loan. That enabled each library to concentrate on comprehensive

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development of a limited amount of the collection. They could lend that to other libraries and in turn borrow what they chose not to collect as heavily. Academic and public libraries transformed differently. Students in a computer lab. The Internet began in as the Advanced Research Projects Agency. Four universities collaborated on it. The word Internet, though, did not come into wide use until. The World Wide Web did not exist until. The first useful web browser was introduced only in. Of course, they must still visit the library in person in order to borrow books or use printed journals. But all of the periodicals databases are also available online. Many of them enable students, staff, and faculty to read the full text of an article online or email it to themselves as a PDF. Most of these databases are extraordinarily expensive, and academic institutions do not allow free online access to anyone outside their own community unless they are physically present. By this time many public libraries make some databases available to their card-holding patrons, but again, not just anyone. No public library subscribes to the specialized databases that academic libraries must have in order to perform their functions. McCabe and Ruth J. Person Greenwood Press,

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Chapter 2 : Circulation Policies

Circulation Policy In Academic, Public, And School Libraries by Sheila S. Intner Intner conducted a survey of academic, public, and school libraries in order to study circulation policies and practices prevalent in the U.S.

College and university libraries are at the center of changes to the library system. Academic libraries must serve groups of users with diverse information needs and research skills. In addition to the structural challenges facing all libraries, academic libraries must also confront a rapidly changing educational and publishing environment, in which the value and cost of a university education is being questioned. A higher demand for accountability means academic libraries must prove their value and the value of the university system. The University of Minnesota recently published results of a major study on the impact of library use on student success. The study found that there are statistically relevant data showing first-year undergraduate students who use the library have a higher GPA for their first semester and higher retention from fall to spring than non-library users. A report from the Association of Research Libraries ARL stated that between , reference requests dropped an average 4. A future in which circulation statistics and "gate counts" are only a partial measure of library usage is already here. Researchers in the field of education are writing about how factors such as technology have a significant impact on how Millennials learn. Visits to libraries in the UK have declined 6. They report strong satisfaction with library services. This story glass and steel building opened in Beginning with the digitization of library catalogs between the s and s, libraries have added digital capabilities while continuing to provide traditional book lending and literacy services. Over one third of people who have ever visited a library say library staff had helped them use a computer or the Internet. But again, I do not see it as a desperate move to stay relevant Libraries are rapidly establishing public makerspaces and workspaces to promote collaboration and entrepreneurship. Public Library will begin offering high school diplomas to students. The way patrons use library buildings is also changing. Some public libraries, like the New York Public Library , are adopting the "bookstore model," characterized by remodeling in favor of more comfortable and attractive reading and meeting spaces, a broad offering of both bestsellers and literary works, user-friendly organization systems and excellent customer service, often including the elimination of library fines. However voters continue to support public library funding. In , 41 measures for new library funding were approved by voters; 19 were rejected. Some school libraries are using the budget crisis as a driver for innovation. According to Sue Skinner, Benilde-St. Close cooperation with public libraries also ensured that students still had access to printed books. Eighty-seven percent of Americans under 30 also think public libraries should coordinate more closely with local schools.

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Chapter 3 : Trends in library usage - Wikipedia

Intner conducted a survey of academic, public, and school libraries in order to study circulation policies and practices prevalent in the U.S.

Saturday, December 13, Basic library procedures: Role of circulation services The circulation services unit of a library fills two important roles. The first and perhaps most obvious role is that of circulation control. American Libraries Association, 1 Throughout history, people have had limited access to books and other forms of information. The primary reason for the existence of the library is its specialized service, which makes available to users a wider variety of information and ideas than they could otherwise obtain. This service is the foundation upon which the whole structure of the modern library rests. Circulation routines are established, records maintained, and personnel employed and trained to make information efficiently available to borrowers or to explain why requested items cannot be immediately supplied. A second and equally important role of circulation services is that of public relations. Often the first contact people make with a library is at the circulation desk, the centre of library activity for most customers. Public opinion of the value and usefulness of a library results from many personal contacts between individual users and the library staff. In many cases, circulation practices determine whether users continue to use the library or whether they become discouraged at failures to obtain desired information promptly. Whole library systems may be judged by the work of a single circulation assistant. The library must properly train circulation staff to prepare them to give effective and efficient service. Staff members should be imbued with the service ideal of the library and taught the philosophy behind the routines they perform. In this way they may be expected to treat each user as an individual whose request is important and who is entitled to the full measure of services consistent with library policy. Special libraries usually do not have a staff person devoted to circulation. Often check-out of library materials is done on a self-serve basis with instructions on how to fill out cards placed in plain sight. After use, materials may be deposited in the library, mailroom, or in-box of library staff. Checking in and reshelving materials may fall to the librarian, library clerk, or other office support staff. Today this philosophy also includes a desire to deliver material into the hands of the users. This desire to provide access to library materials is expressed through the actions of staff and the existence of appropriate procedures. These democratic ideals were not always the norm. For centuries libraries were more the preservers and guardians of knowledge than the purveyor of it. Until the invention of movable type in the fifteenth century, books were both scarce and valuable, and few people were literate. Libraries, whether government collections; religious collections attached to temples, churches, or monasteries; private collections; or academic collections, had very restrictive circulation policies. The generous circulation privileges we know today are of recent vintage. Indeed, the whole notion of a publicly supported lending library, whose purpose is to make books available to all, is a relatively new idea. In the United States, public libraries as we now know them date from the mid-nineteenth century. Initially, public libraries performed an educational function. In the early s, librarians argued over the question of open access to the bookshelves. Free access to the books first was conceived as a privilege for the scholarly researcher. Later, people advocated access to the collections of a basis of service to the needs of working people. Supporters of closed stacks maintained that unfettered access would lead to disorder on the shelves and decimation of the collection through theft. They also argued that the presence of intelligent desk attendants would be more helpful than stack access. Recreational reading began to take on importance in the late nineteenth and early twentieth century. Emphasis on the use of books gradually increased and it was understood, even in the nineteenth century, that the card catalog did not provide sufficient access to the collection for most patrons. In response, library staff developed annotated book lists, subject lists, bulletins of recent acquisitions, and printed daily lists on subjects of current interest. Hours were extended to cover nights and weekends. Academic libraries lagged behind public libraries in emphasizing use. Koch, "Some phases of the administrative history of college and university libraries," ALA Bulletin 6 In Lodilla

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Ambrose wrote: In a certain college a student may have only two books a week; one of these must be from the religious department, and these will only be given to him on presentation of a ticket signed by one of his professors. However, before the first generation of the twentieth century, the traditions and the literature of college libraries emphasized preservation rather than use. Today, circulation staff find themselves with new formats aside from books, such as videos, CDs, laser disks, cassettes, and computer software. Libraries determine circulation policies and routines with the goal of providing maximum access to the materials. The circulation staff member sees their work through this ideal as it is expressed in library policies and individual attitudes. As the staff member becomes familiar with the rules and regulations, the policy of the library with regard to their role will be better understood. Although rules are generally enforced with impartial fairness, some circumstances require a literal interpretation while others call for a more liberal rendering: The more fully the circulation assistants understand the underlying philosophy of the institution, the more accurately they can determine which circumstances call for exceptions to the rules. Customer relations Almost everything done in a library is an act of customer relations. There are philosophical and practical reasons for a library to be concerned about customer relations. Good customer relations will stem from the delivery of quality service. Conversely, bad customer relations is a sign that the service philosophy of the library is defective in vision, execution, or both. Some libraries make formal attempts to assess user satisfaction to determine how well they are meeting and exceeding the needs of their customers. Whether public, academic, special, or school, a library must depend on a parent agency for funding. Libraries are expensive yet low-profile institutions and in times of financial exigency that is, most of the time they are easy targets for budget slashing unless they can rally supporters. Good customer relations is essential in building this corps of advocates and thus helps to guarantee that a library will continue to have the resources it needs to fulfill its mission and goals. Because of its central role in providing service to library users, a large share of the responsibility for good customer relations rests on the circulation staff. Increasingly in some libraries, working with culturally diverse groups presents a challenge to staff. There is a growing need to understand cultural differences and the needs of non-English speakers to provide good-quality service. If staff members apply rules and regulations with fairness and flexibility, each customer is treated as an individual with important needs, and if routines aimed at providing efficient service are accurately performed, positive customer relations will almost surely follow. There are, however, a small number of library users who do not respond to courteous treatment and efficient service. The largest category of problem patrons is those individuals with contentious personalities or chronically bad attitudes. To these individuals, attempts at fair treatment are unappreciated and reasonable library service is insufficient. Urban libraries, especially public libraries, are sometimes visited by individuals who are, for instance, intoxicated, or by homeless people seeking shelter. Latchkey children gather in many libraries after schools let out. Although these and other users may cause occasional problems for the staff, no class of users should be singled out for special treatment. The same policies should govern treatment of everyone. If certain behaviour problems are common at a particular library, a policy for handling individuals exhibiting this behaviour should be in writing and known to all library staff. Posting such a policy to make customers aware of it is also helpful. It is important that circulation staff members do not get into the habit of considering all library customers with problems as problem patrons. Users often have valid criticisms and to treat them all as problem patrons is to reflect a negative service attitude on the part of the staff. What sorts of problems are brought to the attention of a circulation staff member? Shelia Intner, *Circulation policy in academic, public, and school libraries* New York: Circulation limits on reserve items and restrictions on renewals were other problems, as well as dissatisfaction with the tedium of manual charging systems and strict application of circulation rules. The most frequent complaints of public library users were about insufficient numbers of desired titles and not being notified about their overdue materials. Borrowers were also unhappy about short loan periods, limited renewals, fines, and the use of collection agencies. The most frequent complaint of students using school libraries was that materials they wanted were not available. Students also wanted to be notified about their overdue materials and they disliked receiving overdue notices for materials

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they believed they had returned. Like other library users, students were annoyed at limited loan periods and restrictions on their library privileges. Circulation staff should be aware of the most frequent complaints made by users of their library and should pass complaints on to their supervisors. Many libraries have manual or online suggestion boxes or complaint forms to document problem areas. Appropriate responses to complaints should be taught to all loan desk workers and the responses should be made with courtesy and tact. Some libraries have a response bulletin board, which allows staff members to post public responses to questions or complaints.

Circulation control systems

Characteristics of circulation control systems

In theory, a circulation control system allows staff to determine, at a minimum, the location of each book in the collection and to administer the circulation policy fairly. Each system has unique characteristics that determine its value to a library. The traits discussed below occur, in varying degrees, in all circulation systems. First, the system must be easy for borrowers to use and for library personnel to operate. A complex or cumbersome system may result in poor service and customer relations if borrowers view it as an obstacle to their needs, rather than as an aid. Simplicity and ease of use might be the most important qualities of any circulation control system. Second, the system must be reliable. It must accurately record transactions with little opportunity for user or staff error. Third, the system should allow library staff to identify the borrower, the material borrowed, and the date material is due. All systems provide this information, but differ in the speed with which it is retrieved. In some libraries this information may not be needed instantly. Fourth, the system must provide a record of overdue materials. This information is needed to send overdue notice, provide a record for fines, and develop a list of materials for possible replacement. Some libraries identify overdue material daily, while other libraries do it less often. Fifth, the system should provide easy and accurate retrieval of requested materials when they are checked in.

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Chapter 4 : circulation policy in academic public and school libraries | Download eBook pdf, epub, tuebl, mobi

Download circulation policy in academic public and school libraries or read online books in PDF, EPUB, Tuebl, and Mobi Format. Click Download or Read Online button to get circulation policy in academic public and school libraries book now.

Your library card entitles you to borrow materials from our Belmont Library as well as 42 other public and academic libraries. Policies regarding loan periods, fines, renewals, etc. Items checked out in Belmont will follow this Belmont Circulation Policy, details below. Library Card Policy A library card may be obtained by presenting photographic identification and confirmation of current address. Children who are able to write their own name or are at least age six may have a card and a parent or legal guardian may confirm their name and address using their own identification. A full legal name and current mailing address must be on file for cardholders of all ages. If applicant is under 13 years old, parent or guardian must provide proof of identification and address and sign the library card application. A child must be present for a parent or legal guardian to get them a library card. If applicant is between the ages of 13 and 17 and cannot meet the ID and address requirements, parent or guardian must provide proof of identification and address. A teen must be present for a parent or legal guardian to get them a library card. Belmont residents are eligible to sign up for a library card, as are all Massachusetts residents not living in a town that has had its reciprocal borrowing privileges suspended by the Board of Library Trustees due to lack of certification by the Massachusetts Board of Library Commissioners. As members of the Minuteman Library Network, Belmont adheres to the Minuteman policy of issuing only one library card per person for use at all public libraries in the network. Out-of-state residents who meet the following requirements may be issued a library card with sufficient identification: Please present your library card when checking out materials. We take your right to privacy very seriously; therefore we require that you use only your own card. You may use a representation of your card on your own personal smartphone if it is done with an application that properly displays the barcode for our barcode readers. In order to pick up a hold for someone else you must have their library card in hand. In order to provide the best service, all patrons are strongly encouraged to bring their library cards, a digital image of their card, or utilize the Minuteman Library Network Mobile App, which includes a digital card. Library accounts belonging to children ages fourteen and under who are present in the library but have forgotten their library cards may be looked up by library staff. However, the staff will only look up the library account belonging to said child, per their own in person request. The child must be able to provide identifying information confirming that the patron record belongs to him or her such as address, phone number, date of birth, or other details found in the library record. Please notify the library immediately of any loss of your card or device holding its representation, and notify us of any changes in address, telephone or email. Valid ID s Before creating a new patron record, the individual must present the following:

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Chapter 5 : State Grants to Libraries | CDE

The University of Chicago Press. Books Division. Chicago Distribution Center.

Borrowers must present a library card to check out materials. Library cards are not transferable. Email is our default communication method unless you specify regular mail. University borrowers must use their university email account; other borrowers must use any email address or a current mailing address Report a lost or stolen WyoOne card immediately to the WyoOne ID Office or and the Coe Library Circulation Help Desk email libcirc@uwyo. Damaged Items The University of Wyoming Libraries charge fees for damages incurred to library materials while borrowed. When a damaged item is returned, it is assessed and billed for either a repair fee or a full replacement, depending on the extent of the damage. Damaged items remain the property of the University of Wyoming Libraries and will not be returned to borrowers. Once your account has been assessed with damaged item fees: Your borrowing privileges are suspended until the bill has been paid in full Assessment bills are mailed to the borrower and to the campus Accounts Receivable Office Knight Hall, Room , or The Libraries generally do not accept replacement copies for long overdue, lost, or damaged items. Replacement Copies for more information Honors Students Students majoring in the Honors program are extended full borrowing privileges from the University of Wyoming Libraries including: A semester loan period with 2 renewals for library books and digital materials. Library Use Only Due dates for items borrowed through Interlibrary Loan and Prospector are set by the lending libraries. Failure to adhere to these due dates jeopardizes the University Libraries ability to borrow items from these libraries for all library users. To protect University of Wyoming borrowing agreements with other libraries the following restrictions will be enforced: Borrowers that do not return materials when they are due will be billed for replacement and associated costs. Repeated billing for overdue Prospector and Interlibrary Loan items will result in the restriction of future loans from these services to Library Use Only, or in the case of Outreach students, loans will be restricted to two items at a time. These restrictions will last until the end of the following semester. Two Library Use Only semesters within a two-year period will result in the permanent restriction of Library Use Only on all future loans from other libraries. However, borrowing privileges are suspended until overdue materials are returned or renewed, and all fees are paid. Items with a 28 day or longer checkout will be billed when they are overdue 28 days; items with a checkout of less than 28 days will be billed when they are overdue 14 days. Laptop computers, iPads, and Study Room keys are billed the day after the due date. Replacement bills are mailed to the borrower and to the campus Accounts Receivable Office Knight Hall, Room , or , email. If you return a long overdue billed item, replacement and processing fees will be waived. If you believe that you have been billed mistakenly, contact the appropriate Help Desk. If items you claim to have returned are not found in the library collections, you will be held responsible for their replacement. Overdue notices are a courtesy. Failure to receive these notices does not relieve you of the obligation to return material by the due date, nor does it constitute grounds for reducing any assessed fees. Statute d ix prohibits University of Wyoming staff from divulging patron circulation and registration records except through legal process, order or subpoena through the Dean of the Libraries. Replacement Copies The Libraries generally do not accept replacement copies for long overdue, lost, or damaged items. Please contact the Billing Supervisor at the appropriate branch library before purchasing a replacement to determine whether a replacement copy would be considered and the criteria for an acceptable replacement. Processing and billing fees are still assessed against replacement copies. If the alarm sounds: Return to the Help Desk. Allow circulation staff to desensitize all library, bookstore and media items to prevent the alarm from sounding again. If non-circulating materials, e. Account Suspension The University of Wyoming Libraries reserve the right to suspend borrowing privileges for any borrower who disregards library policies or whose library account is not in good standing. A suspension of privileges may result from, but is not limited to, excessive overdues or long overdue billing, failure to adhere to due dates on time sensitive items and materials borrowed from other libraries, and disregard for library

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policies and procedures.

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Chapter 6 : Circulation | Tools, Publications & Resources

Well, Circulation Policy In Academic Public And School Libraries is a stamp album that has various characteristic following others. You could not should know which the author is, how well-known the job is.

The cataloging department is responsible for all aspects of cataloging service for books and materials acquired by LCC Library. Cataloging service may be extended to collections acquired by departments on or off the LCC campus, provided that: Physical preparation of material for use. The item must be rush cataloged and then checked out. The cataloging department will rush catalog an item when requested by an LCC faculty, staff, or student for circulation or assignment-related urgency. Any Library staff member can receive a rush request and then inform the cataloging staff. The cataloging staff will perform the rush cataloging and will in general have the item ready one day from the date of the request. After the rush item is cataloged and processed, the item will be placed on reserve if it is a reserve item or will be placed on hold in the circulation department. The circulation department will be responsible for notifying the requester that the item is ready and held at the circulation counter. To maintain the principles of the LCC Library mission statement and unifying principles. To understand and execute the policies of the College and Library, and to express in a positive manner any concern or objection with the policies, philosophy or programs of these institutions. To protect the essential confidential relationship which exists between a library user and the library. To serve all patrons equally according to their needs. To make the resources and services of the Library known and easily accessible to all current and potential users. To avoid any possibility of personal financial gain at the expense of the employing institution. To be aware of the obligations of employment and of what constitutes abuse of working conditions and benefits. To acknowledge the importance of the work done by all staff in all divisions of the Library. To maintain a sense of loyalty, respect, and cooperation in our relationships with fellow staff To carry out assignments so that fellow staff members need not assume added responsibilities, except in times of emergency. To share knowledge, experience, and expertise with others. To use the resources of the Library and College in an efficient and economical manner, consistent with the best service to the library user. To use care and discretion to distinguish between private actions and speech, and those actions and speech which are taken in the name of the institution. This policy should be interpreted as consistent with the rights of an individual to take part in public debate, and to engage in social or political activity. Return to top of page Confidentiality and Privacy 1. LCC Library will protect the essential confidential relationship which exists between the library user and the library. LCC Library will protect the confidentiality of the following information: LCC Library will not reveal to any outside source any information from these records which may lead to individual identification, except: LCC Library will follow College policy with respect to the confidentiality of class registration records. Legal interpretations of the Oregon Public Records Act and the Federal Privacy Act will be recognized as they relate to community college libraries. Nothing in this policy shall restrict the rights of Lane Community College to use these records in accordance with its own lawful policies and procedures. In general Copyright Law protects literary works, musical works, dramatic works, choreographic works, artistic works, audiovisual works, sound recordings, and software. Copyright Law gives the copyright owner the exclusive right to reproduce, distribute, modify, and publicly display the works. Use of copyrighted materials by educators is governed by the statute itself, and by guidelines that have been developed to interpret the Fair Use exception that is set forth in the statute. The responsibility for following copyright law and securing copyright clearance rests with the individual faculty member requesting the service. Copyright as it relates to Library copying: The provisions for Library copying are found in Section of the Copyright Law. There cannot be any commercial advantage resulting from making a copy and the copy must bear the notice that the material copied has been copyrighted. It is possible to reproduce a copy of a published work for the purpose of replacement of material that is damaged, deteriorating, lost or stolen if it has been owned by the Library and after a reasonable effort has been made to obtain a duplicate copy if a

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replacement copy cannot be obtained at a fair price. Copies can be made from items in a library for a user at their request if not more than one article, or other part of a copyrighted collection, periodical, or recording is involved provided that the copy becomes the property of the user and the copy will not be used for any purpose other than private study, scholarship or research. The library must prominently display, at the place where orders for copies are taken or copies are made, a warning of copyright infringement and that the use of the items copied must be only the use indicated above. There shall be no liability for copyright infringement upon the institution or its employees for unsupervised use of various types of reproductive equipment located on its premises, provided that such equipment displays a notice that making such a copy shall be subject to copyright law. The person making the copy for their use has the liability for determining whether or not use of the copy fits the criteria for Fair Use as described in Section of the Copyright Law. The law specifically states that permissions given in Section does not include any musical work, pictorial, graphic or sculptural work, motion pictures or other audiovisual works. Copyright as it relates to public performance rights: This exemption allows for legally reproduced work to be used only: Return to top of page Cross-Training It is the policy of LCC Library to cross-train library staff in as many library functions as possible. Cross-training will be encouraged for all staff, but will remain voluntary 2. Primary responsibility for each function will remain with the staff assigned to that function Return to top of page Electronic Database Searching LCC Library provides access to many electronic databases as part of its reference services. This policy is intended to provide the fairest and broadest access to these services for our patrons, consistent with efficient use of the resource. LCC Library undertakes to make database searching freely and equally available to all LCC students, staff, and public patrons. Electronic database searching is free of charge to LCC students, staff, and public patrons. Any search for which LCC Library incurs a database searching charge shall be performed by designated Library staff only. Searches which are free or which incur a minimal charge may be performed by the patron. LCC Library may, at the discretion of the Library Director, perform database searching for outside organizations, businesses, and individuals. These patrons must be a resident or based in the LCC service area. LCC Library reserves the right to regulate the volume of such searches and to charge a reasonable fee to recover costs. LCC Library reserves the right to regulate database searching to ensure efficient and economical use of the resource, consistent with the best possible service to students, staff, and public patrons. Return to top of page Intellectual Freedom Implementation of the concept of academic freedom in the Library involves selecting some materials which may be considered controversial by some individuals or groups. Reasons often cited for materials considered offensive may include profanity, divergent viewpoints, controversial authors, sexual explicitness, use of nonstandard English and dialects, and violence and criminal acts. The acquisition of such materials does not imply approval or endorsement of their contents. These materials are acquired to support the curriculum and to represent all sides of controversial issues. The selection criteria used by Lane Community College must remain broad and flexible in order to provide a collection which supports the wide range of academic and technical programs and diverse backgrounds of its clientele. The Library endorses the American Library Association Library Bill of Rights, which is attached as an appendix, and the principles of that document are an integral part of this policy statement. Patrons with a concern about an item in the collection should submit their concerns in writing to the Library Director. A committee of librarians and faculty members will review the complaint and make a recommendation to retain or withdraw the item in question. The complainant will receive a written response. Procedures for handling complaints include allowing individual s to complete a Statement of Concern form requesting that the material be reconsidered. In order to provide an orderly procedure for the review of questionable materials, the following outline has been developed: This form shall be submitted to the Library Review Committee. This Committee shall consult with faculty from the affected discipline s. The best interests of the students, the community and the College shall be paramount considerations. The Review Committee shall report its action to the complainant as soon as possible.

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Chapter 7 : Living in the library world: Basic library procedures: Role of circulation services

Intner conducted a survey of academic, public, and school libraries in order to study circulation policies and practices prevalent in the U.S. From the data she gathered, it is evident that much in the circulation process is not patron oriented and that there are still institutions that make access.

Our primary functions consist of Alvin Sherman Library Card issuance, checking out, checking in, renewing materials, managing hold requests, collecting fines and fees, managing course reserves and notifying users about their circulation needs. The Circulation Department is also responsible for maintaining the circulating collection of the library. Alumni card or any other proof of NSU graduation. Proof of eligibility is required. Types of documentation for eligibility may vary by patron. Further information about the ASL public card see here. Acquiring an ASL public card at: Circulation Desk " Upon verification of eligibility, an ASL public card will be issued at the desk at the time of application. Online " Online applicants must come into the library to obtain their card. The applicant must provide documentation of eligibility in order to receive borrowing privileges at the library. Information about E-Card see here. An ASL public card is active for three years. However, they can make copies of the materials located there if needed. Alumni card Alumni who are eligible for an ASL public card are encouraged to apply. Alumni who do not have Alumni Association membership card can still obtain services at the Circulation Desk upon providing proof of graduation from NSU. Materials are checked in the same day that they are returned, except for NSU materials returned through the BC Library branches. The Circulation Desk also accepts returned BC Library materials that are also checked in the same day that they are returned. Returned materials have to be in good condition to be able to be checked in. The library reserves the right to assess and declare the condition of all returned library materials. Check out Borrowers must visit the Circulation Desk to check out any type of an Alvin Sherman Library circulating material. Applicable identification card is required for check outs. No other kind of identification is accepted for check outs. Borrowing privileges, loan periods, and fines may vary depending on the patron type, item type and item location. For further information please refer to Borrowing privileges and Fines policies listed below. Course Reserves NSU faculty can place books, journals, and articles, and other materials on reserve for a course. Course reserves items circulate for 2 hours in library use only or for 24 hours. Reserve materials can be checked out at the Circulation Desk. Students must present a current SharkCard to check out reserve materials. ASL public patrons are not allowed to circulate course reserves materials. Placing Materials on Course Reserves: All materials submitted for course reserves must be accompanied by a completed Course Reserves Form. Some amount of wear should be expected while the item is on reserve. The Library will not accept responsibility for damage to personal materials. Clean, first generation copies of material in the best obtainable condition can be submitted. At the beginning of each term, please allow three business days, and during the term one business day for material to be processed and made available to students. Faculty members are responsible for obtaining copyright permission if applicable for print course reserves. For assistance or further information about obtaining copyright permission, visit the Copyright and Fair Use Resources or the Office of Copyright. In addition, faculty has the option to place reading materials on electronic course reserves. Removing Materials from Course Reserves: The faculty may request removal of reserve materials at any time. At the end of each semester, items that are expired will be removed from the reserves shelf. All library materials will be re-shelved to the appropriate locations. The process for requesting this type of material is as follows: Locate the items using NovaCat. Once you have the author and title of the material, come to the Circulation Desk to request it. However, ASL public card holders can review them up to 2 hours inside the library. All types of dissertations on the 4th floor do not circulate. Access to dissertations is also available online through several databases. Please visit our E-Library for a complete list of databases related to dissertations. Use Ask a Librarian service for further information. Fines and Fees If library materials are not returned by the due date, overdue fines will be assessed. Fines for overdue

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regular books and bestsellers are 25 cents per day. Only 10 cents per day for underage users. ASL fines can be paid online at sherman. Charges for returned checks may apply. Direct cash or credit card payment methods are not available. Holds Library patrons may place a hold on materials based on the following: If an item is checked out, visit the Circulation Department, call , or go online at My Library Account to request it. Holds on checked out items do not shorten the existing due date, but prohibit renewals. Notification is done by email when the item is returned, and it will be held at the Circulation Desk for 5 days, after which it will be re-shelved or circulated to the next waiting user. Holds on available items can be placed online at My Library Account or call Online holds on available items take a maximum of 2 business days to process borrowing of items is on a first come first serve basis. Once the hold is fulfilled you will be contacted by email and the item will be held at the Circulation Desk for 5 days. Patrons can utilize ILLiad , the Interlibrary Loan service to request books or journal articles that are not available through NovaCat. BCL materials will be held until the pickup-by date. All patrons have a maximum of 20 holds. If library materials are not returned by the due date, library notices are sent as a courtesy. Two overdue notices will be sent, and if necessary, a final notice stating the charges incurred for the item s. Loan Periods and Borrowing Privileges Loan periods vary by a combination of material type, location, and user category. For detailed borrowing privilege information, select patron type:

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Belmont Public Library Circulation Policy. The Belmont Public Library is a member of the Minuteman Library Network (MLN). Your library card entitles you to borrow materials from our Belmont Library as well as 42 other public and academic libraries.

Contact Circulation staff in Firestone Library at fstcirc.princeton.edu. Identification All library users must present a valid identification card to access the collections. Princeton students, faculty, and staff must present their University ID card TigerCard, with current academic year validation, in order to borrow materials from the Library. Loss or theft of an identification card should be reported immediately to the nearest Circulation Desk. All cards, except those issued to organizations, are non-transferrable. Bearers of access cards are not eligible for certain library services such as tracing missing books, using reserve material, requesting items through interlibrary loan or borrow direct, and retrieving books that have been received but are not yet processed. They may use electronic resources on-site see Visitor Access to Electronic Resources. Remote access is limited by licensing agreement to current Princeton University faculty, staff and students. Borrowing Privileges All Princeton University faculty, staff, and students, their spouses, domestic partners and dependents, the faculty and students of Princeton Theological Seminary, and the members and staff of the Institute for Advanced Study are eligible to borrow books and other material from the Princeton University Libraries. Borrower Responsibilities Items charged out on a personal identification card remain the responsibility of the individual named on that card. All eligible borrowers are expected to have a current postal and e-mail address on file with the Library. Borrowers are responsible for recalls at all times. If circumstances require individuals to leave town, they should make arrangements for responding to the recall and the prompt return of the items to the Library. Items charged to an individual must be returned in good condition, without evidence of defacement, mutilation, or other damage. Loan Periods Loan periods vary in different libraries and by borrower status. Please select your appropriate library status on the left of this page to see the loan period to which you are entitled. Please note that some material does not circulate. Some examples of materials that do NOT circulate are reference books, books from the Marquand library, as well as books in Graduate Study Rooms in Firestone. All materials are subject to be recalled if needed for Reserve or if requested by another borrower. A full trace for a missing book may take several days, however many of these books are found within 2 business days. You will be notified of the results of the trace. If a library item is checked out to another borrower, you may place a recall on it for your use. This recall request may be placed directly from the Library catalog. In the event an item is recalled, a notice is generated with the new due date and sent to the current borrower. The current borrower will have up to ten days from the date on which the recall is placed to return the recalled item. Fines and Lost Book Fees Most borrowers are subject to fines for the late return of Library books and other materials. Library fines can be paid at the Firestone Circulation Desk by credit card, check or student account. If a book is long overdue or damaged, you will be billed for its replacement. The Library reserves the right to adjust this replacement fee upward if it does not cover the cost of the replacement. Please consult with a circulation supervisor concerning lost items.

Chapter 9 : Library Policies and Procedures | Libraries

In school and academic libraries, however, where class assignment deadlines are important determinants of circulation demand, one requirement is that the borrower's name and the due dates of materials must be available immediately so staff members can recall materials for use by other students.