



Sacramento City College
Learning Resource Center
Library

Sacramento City College Library
Circulation Policy

1. Mission:

The Sacramento City College Library operates as an integral part of the educational program of the college. Its primary mission is to support the goals of the students, faculty and staff for classroom activities and assignments, cultural pursuits and personal development. The library will support the educational goals of the college by pursuing the following:

- ⦿ *Acquire and provide a well-balanced, up-to-date collection of print, non-print and electronic resources;*
- ⦿ *Ensure that patrons become efficient and effective consumers of information, able to find, evaluate, analyze, use and communicate data, by matching patrons with information to meet their immediate needs as well as by teaching critical thinking and information seeking skills to meet their future needs.*

Additionally, in keeping with the community college philosophy, the Sacramento City College Library is committed to serving, as much as possible within the constraints of its primary mission, the neighboring community.

In pursuance of this goal, the function of the circulation policy is to make the resources of the library freely accessible while still maintaining the control necessary to ensure that these resources will be available to all library patrons.

2. Patron Groups:

- 2.1. Faculty: borrowing privileges extend from the date hired until employment is terminated.
 - 2.1.1 Emeritus Faculty: upon retirement, faculty are given a 'gold' card that includes library borrowing privileges.
- 2.2. Staff: borrowing privileges extend from the date hired until employment is terminated.
 - 2.2.1 Retired Staff: upon retirement, staff are given a 'gold' card that includes library borrowing privileges.
- 2.3. Students: borrowing privileges are in effect for the duration of the registration period. (Refer to 3.2.5)

- 2.3.1 Students must have a current Access Card, which must be activated as a library card and updated each semester. The Access/library cards may be used at any library in the Los Rios District.
 - 2.3.2 Lost or stolen Access Cards may be replaced for no charge in the Library. However, the RT pass sticker is available for \$15 only at the Business Office.
 - 2.3.3 Borrowing privileges may be extended for currently registered students to borrow up to two books over the semester breaks.
 - 2.3.4 Alumni may purchase a Special Borrowers card (\$15 per year), which will allow them limited borrowing privileges. (Refer to 3.2)
- 2.4 Community: Members of the community may purchase a Special Borrowers Card (\$30 per year) that will allow them limited borrowing privileges. (Refer to 3.2) Without the Special Borrowers card, members of the community may still use library materials on the premises, including the public-access computers if available (students have priority). See Section 3.8.

3. Services:

- 3.1 Library Catalog (LOIS): Patrons can access the catalog from campus or remotely. By establishing a PIN, patrons with a current Access/library card can request books from other Los Rios campuses; place holds on books currently checked out (except for Reserve books); renew books they have checked out before they become overdue; and access the electronic databases from remote locations.
- 3.2 Books: Students may have up to seven (7) general circulation items checked out at any one time, of which two (2) items may be from the Reserve collection. Special Borrowers may check out up to three (3) general circulation items at any one time.
 - 3.2.1 Reference: The Reference collection is located on the second floor of the LRC. The items in this collection are for library use only.
 - 3.2.2 Reserve: The Reserve collection is located behind the Circulation Desk on the second floor of the LRC. This collection consists of textbooks, supplemental readings and other materials made available by instructors for students' use during the semester. Some of the materials are to be used in the library only and may not leave the building.

- 3.2.2.a Circulation Period: Reserve materials circulate for 2-Hours, 1-Day, 3-Days or 1-Week according to the instructor's preference.
- 3.2.2.b Check-out Limit: Patrons may have up to two (2) Reserve items checked out at any one time.

3.2.2 Circulating Books

- 3.2.3.a Circulation Period: The circulating collection is located on the third floor of the library (except for a rotating book display highlighting special topics or sections of the collection, as well as a small display of new books, both located on the second floor). The circulating collection includes juvenile and easy reading books, oversize books and some large-print books that are shelved separately. A location map is available at the third-floor desk. These books circulate for three (3) weeks unless otherwise designated.

3.2.4 Renewals/Returns

- 3.2.4a Renewals: Students and staff may renew regularly circulating books at the Circulation desk or online through the library catalog (LOIS) by establishing a PIN. Books may be renewed once online, provided there are no holds. Additional renewals must be made at the Circulation desk at the discretion of library staff.

- 3.2.4b Returns: Items may be returned in the two bins located in the front and rear of the LRC or in the return slots in the second floor Circulation desk. **Reserve materials must be returned at the second floor Circulation desk.**

- 3.2.5 Fines: A patron may accrue up to \$4.99 in fines and fees before losing borrowing privileges. See Appendix 4.1 for more information.

- 3.2.6 Holds on Patrons' Records: A hold may be placed on the record of patrons who have fines or fees totaling \$5.00 or more. A hold may affect a student's ability to register for classes, request college transcripts or use library resources. Special borrowers will lose borrowing privileges until fines or fees are paid current. See Appendix 4.1 for more information.

- 3.3 Magazines/Journals/Newspapers: SCC subscribes to many periodicals in print and microfilm/fiche. (Titles are listed in LOIS, the library catalog.)

The magazines and newspapers are shelved separately in the West corner on the second floor. They are for use in the library only.

- 3.4 Electronic Databases: The library subscribes to several electronic research databases (many in full-text) from a variety of sources – magazines, journals, newspapers, encyclopedias, etc. The databases can be accessed from any computer with Internet access. Students and staff wishing to access the databases remotely must first obtain an Access/library card at the circulation desk and then establish a PIN.
- 3.5 Videos: Videocassettes (including taped televised courses) and other non-print materials are housed in Instructional Media on the first floor. Instructors may check out videos for classroom use for one week. Otherwise, they can be viewed on the premises. Search LOIS, the library catalog to find videos.
- 3.6 Audio Tapes: Instructional Media (first floor) has audio tapes for foreign language classes and equipment to allow students to dub a copy for their own study.
- 3.7 Archives/Special Collections: Housed on the 3rd floor of the LRC, the archives contain collections preserving the history of Sacramento City College. The collections include photographs, oral histories, news clippings and old yearbooks. Patrons must call ahead to make an appointment to do research in the Archives – (916) 558-2532.
- 3.8 Computers: The computers on the second floor of the library are provided primarily for the research needs of SCC students. They can be used to search the library catalog and electronic databases or to access the Internet. Fee-based printing is available from all of the computers. There are, however, no word-processing applications on these computers. The Learning Resource Center provides computers on the first floor in Instructional Media and also a computer lab in Room B153 (for student use only) that provide word-processing and other application programs.

See Appendix 4.2 for more detailed Computer Use Policy.

- 3.9 Printing/Photocopying: Printing and photocopying at SCC is available from all computer stations and copy machines on a pay-per-print basis. Patrons may put money on their Access/library card or obtain a print card (debit card) in the library or in Room B-153 in the Business Building. These print cards work on all computer station printers and copy machines in the LRC. Patrons can add value to their cards at all copy machines, in the lobby or the library and in Room B-153.
- 3.10 Inter-Library Loans (ILL)/Patron Holds:

- 3.10.1 ILL: Students and staff who have established a PIN for their library account (see 3.1 above) may request that any circulating item available at one of the other Los Rios campus libraries be sent to SCC. The patron may then check out that item for the normal circulating period, usually 3 weeks. When an item arrives at SCC, the requesting patron is contacted and the item kept at the circulation desk for one week.

Students and staff can also request ILL for items not available in the Los Rios libraries. They can request these loans at the circulation desk on the second floor of the LRC.

Items in the Reserve collection are not eligible for ILL.

- 3.10.2 Holds: Patrons who have established a PIN for their library account (see 3.1 above) may place a hold on an item currently checked out, reserving the item when it is returned to the library. When the item is returned, the circulation staff will contact the patron requesting the book and hold the book at the circulation desk for one week.

Items in the Reserve collection are not eligible for Holds.

3.11 Miscellaneous

- 3.11.1 Floppy Disks can be purchased at the circulation desk and at the Instructional Media counter.

- 3.11.2 Change: The circulation desk can change bills up to \$5.00.

- 3.11.3 Transparencies: The circulation desk stocks and sells the only type of transparency that can be used in our copiers.

- 3.11.4 Cell Phones: In consideration of others, patrons are asked to turn their cell phones off when they enter the building.

- 3.11.5 Games and Chat: The computers are provided for research purposes. Patrons playing games or chatting may be asked to vacate their computer. (Refer to the Computer Use Policy, section 4.2.)

- 3.11.6 Food and Drink are not allowed in the library (with the exception of water bottles).

- 3.11.7 Inappropriate behavior: The library staff reserves the right to speak to patrons whose behavior is disruptive, distracting to others, or otherwise inappropriate. Patrons who do not cooperate

with the staff may be asked to leave the premises. (Refer to the Computer Use Policy, section 4.2.)

3.11.8 Chair rails: The chair rail located around the perimeter of the second floor is equipped with power sources and jacks to provide patrons with laptop computers power and a connection to the Internet. This is provided as a courtesy. Patrons use this resource at their own risk. The library staff does not provide support for the chair rail connections and the connections are not networked with any of the printers.

4. Appendices

4.1 Library Fines:

Fines shall be collected for overdue materials at the following rates:

General Collection:	\$.50 per day/per item	Max. \$20.00
Reserve Collection:		
2 Hr. bks	\$.50 per hr/per item	Max. \$50.00
1 Day bks	\$1.00 per day/per item	Max. \$25.00
3 Day bks	\$1.00 per day/per item	Max. \$25.00
1 Wk bks	\$1.00 per day/per item	Max. \$25.00.

Fines will not exceed the replacement cost of each item. An administration (processing) fee will be added to the replacement cost of each lost item. Patrons will also be given the choice of replacing the lost item or supplying the librarian with a similar title (subject to the approval of the Librarian who selects in that subject area).

As materials become overdue, a notice will be generated and sent to the latest known address. A total of three notices may be sent until the book is returned and/or all fines paid. Special Borrowers whose fines exceed \$5.00 will lose borrowing privileges until fines are paid current. At the end of each semester, holds will be placed on student records showing fines of \$5.00 or above that have not yet been cleared. Such holds affect registration, transcripts, and further use of library materials. The first notice is generated when the item(s) becomes overdue. It reads as follows:

***** FIRST NOTICE *****

Library records show the following item(s) overdue. If you have returned them, please excuse this notice. Otherwise, please return them as soon as possible to avoid increasing fines.

REMINDER: THIS MATTER MUST BE RESOLVED BEFORE YOU ARE PERMITTED TO REGISTER FOR FUTURE SEMESTERS OR BE ISSUED AN OFFICIAL TRANSCRIPT.

A second notice is sent if the item(s) is not returned. After five (5) weeks has elapsed, the item will be considered lost and will be subject to the full replacement cost and the third notice will be sent. The third (and final) notice reads as follows:

!!! FINAL NOTICE !!!

This is your final notice to return the item(s) listed below. If you do not resolve the problem directly you will be billed to replace the material(s).

REMINDER: THIS MATTER MUST BE RESOLVED BEFORE YOU ARE PERMITTED TO REGISTER FOR FUTURE SEMESTERS OR BE ISSUED AN OFFICIAL TRANSCRIPT.

Once the item(s) are returned, another notice is generated if there are outstanding fines:

NOTICE OF UNRESOLVED CHARGES

Library records show that the following charges have not been paid. Please resolve these charges at the circulation desk as soon as possible. If you have already contacted the Library concerning these outstanding charges, please disregard this notice. Thank you.

REMINDER: THIS MATTER MUST BE RESOLVED BEFORE YOU ARE PERMITTED TO REGISTER FOR FUTURE SEMESTERS OR BE ISSUED AN OFFICIAL TRANSCRIPT.

Students who have holds placed on their accounts have the following options:

- 1). Pay the fine in full -- hold will be removed.
- 2). Pay a percentage of the fine and sign a promissory note for the remainder -- hold will be removed temporarily to allow registration, etc. and then replaced until amount is paid in full.
- 3). Challenge the fine -- a student can fill out a Fines Appeal Form. The appeal will be forwarded to the Appeals Committee for consideration. If the student wishes to carry the challenge further he or she can refer the matter at that time to the Dean of Learning Resources.

4.2 Computer Use Policy:

The computers located on the second floor of the LRC are provided for Internet research only. They do not have any other programs installed. The computers in Instructional Media and B-153 provide access to word processing and other application programs.

The primary purpose of Library Internet access is to provide information resources to support and enhance student academic success. Use of the computers in the Library is a privilege, not a right. It is a library objective to maintain an atmosphere conducive to constructive learning, academic freedom and proper asset management. In order to

meet this objective, each user is responsible for use of the electronic resources in an effective, efficient, ethical and lawful manner.

Who May Use?

The computers are open-access and available on a first-come, first-serve basis to SCC students, faculty, staff and community users. In times of heavy use, community users may be asked to vacate a station to allow student access to conduct research. Time limits may be imposed during peak times to permit more users access to limited resources.

Note: Library cards are not transferable and must be used for students to access computers. Students are responsible for reporting their cards lost or stolen.

Internet and its Contents

As a worldwide network of computer networks, the Internet is a vast, diverse global information reservoir with millions of interconnected computers and tens of millions of participants. There is no central control over Internet content; anyone can say or post anything. Users are responsible for verifying the accuracy, currency, reliability and validity of information found on the Internet.

NOTE: The Library supports academic freedom and does not censor access to materials nor protect patrons from information they may find offensive or inaccurate.

Parents or guardians of minor children must assume responsibility for their children's use of the Internet and inform them about information they should not access.

Acceptable Use

- ◆ Academic Research using electronic databases provided by the library or Internet resources;
- ◆ Course-related e-mail.
- ◆ Use of web-based course materials such as Blackboard or other distance education software.

Use of any software applications loaded by SCC staff

Unacceptable Use

- § Transmission or access of information containing harassing, threatening, obscene, discriminatory material;
- § Transmission of any material in violation of U.S. or state laws such as Copyright Law;
- § Intentional reconfiguration of Library computers, including installation of new software or any other changes to existing hardware and software.

Enforcement

Unacceptable use of the computers will be met with a warning and reminder of the acceptable policy. If the unacceptable use continues, then the user will lose computer privileges for the remainder of the day and a note will be placed in his/her library file. If a user earns three such notices, then computer privileges may be revoked for the rest of the semester at the Dean's discretion. The staff reserves the right to summon Campus Police if the user refuses to leave or if they feel the individual is making threatening remarks or gestures.

Note: the Library staff reserves the right to terminate a computer session at any time.

4.3 Supervision of Children/Unattended Children:

The Sacramento City College Library/Learning Resource Center (LRC) is freely open to college students, faculty staff and the community at large. Its mission is to provide resources to support the educational needs of the students. As such, the library provides unfiltered Internet access and some resources and materials that are not appropriate for children. Parents or guardians of minor children must assume responsibility for their children's use of the Internet and inform them about information they should not access.

Parents or guardians must also assume responsibility for their children's behavior. If that behavior is disruptive or distracting to others, they may be asked to leave.

In addition, there is no area specifically designed for children's use. Unattended children in the LRC are vulnerable and the staff cannot ensure their safety and security. Therefore, the LRC is an inappropriate place for unsupervised or unattended children. Children 12 and under, who are not students at Sacramento City College, must be under the direct supervision of a parent or guardian.

The Learning Resources Division cannot assume responsibility for visiting children who are in the LRC without adult supervision. This applies to children of students, employees and community members. The LRC staff may contact Campus Police if a child is left unattended in the LRC.