



## **POLICIES & PROCEDURES**

**Title: Library Circulation Policy**

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**Department: Academic Libraries**

### **POLICY**

Library Services provides LDCC students, staff, faculty and LOUIS card holders access and user privileges to library services, materials and resources to support the mission of The College. To accomplish this goal, the library will ensure circulation of materials and resources, including print monographs, serials, media items, and electronic resources to currently enrolled/employed LDCC students, faculty, staff, and current LOUIS Reciprocal Borrowing card may check out library materials.

### **PURPOSE**

LDCC Library and Learning Resource Center provides adequate and appropriate library and learning/information resources, services, and support to all faculty, staff, and students to support all educational, research, and LDCC programs, as well as the mission of The College.

### **POLICY RELATED INFORMATION**

LOUIS Reciprocal Agree: [https://louislibraries.org/ld.php?content\\_id=26961922](https://louislibraries.org/ld.php?content_id=26961922)

### **PROCEDURES:**

The following procedural guidelines govern the use of the circulation of library materials and resources:

#### **Borrowing Privileges**

Students: Currently enrolled students of LDCC may borrow library materials upon presentation of a current student ID. Students may charge/checkout library materials in accordance with the library's loan schedule.

Faculty and Staff: Faculty and Staff may borrow library materials from the library upon presentation of a valid employee ID card or LOUIS Reciprocal Borrowing card. Faculty and Staff may charge library materials in accordance with the library's loan schedule.

LOUIS Patrons: Faculty, staff and students from participating LOUIS colleges and universities may receive borrowing privileges with presentation of a current LOUIS Reciprocal Borrowing card. Non-LDCC patrons, other than LOUIS Reciprocal Borrowing card holders, may not check out library materials but may use library resources onsite, with the exception of study materials.

### **Charging and Discharging Library Materials**

No library materials will be charged to a patron using another patron's ID. Each borrower is responsible for all library materials charged to the individual's student or employee ID number. All circulating materials must be checked out and returned by the due date to the library.

### **Unreturned Items**

The replacement charge for unreturned, damaged, or destroyed items will be the actual cost of replacing the item with a duplicate or comparable substitute. A hold will be placed on the patron's account and will be removed when the item is either paid for or returned.

### **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 hold will be placed on the student's Banner account. The hold will be removed when the item is either paid for or returned.

### **Study Materials**

Laptops, calculators, webcams, and anatomy models are deemed study materials. As such, these items are for in-library use only.

### **DEFINITIONS**

Students: individuals taking face-to-face courses, hybrid, online, and video conferencing classes, including those taking dual-enrollment, workforce, technical, or high school equivalency courses.

Faculty and Staff: LDCC's faculty and staff represent a range of disciplines and positions reflecting the diversity in workforce, technical programs, academic and professional positions, such as: instruction, administration, human resources, business services, student services, welding, electronics, library services, and information technology.

Patron: library user, who is a faculty member, staff member, student, or LOUIS Reciprocal Borrowing card holder.