



Sacramento City College
Learning Resource Center
Library

Sacramento City College Library
Circulation Policy

1. Mission:

The Sacramento City College Library is an integral part of the educational programs of the college. Its primary mission is to support the classroom work, cultural pursuits and personal development of our students. The library supports the educational goals of the college by:

- *Providing a balanced, up-to-date collection of print, non-print and electronic resources;*
- *Helping students become efficient and effective consumers of information, able to find, evaluate, analyze, use and communicate data.*
- *Teaching critical thinking and information seeking skills.*

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:

Faculty: borrowing privileges extend from the date hired until employment is terminated.

- 2.1.1 Emeritus Faculty can receive a complimentary Special Borrower card that includes library borrowing privileges.

Staff: borrowing privileges extend from the date hired until employment is terminated.

- 2.2.1 Retired Staff: upon retirement, staff can receive a complimentary Special Borrower card that includes library borrowing privileges.

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 \$5.00, payable at the Business Office. The replacement of the RT sticker is an additional fee, also payable 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 (does not include Inter Library Loan). (Refer to 3.2) Without the Special Borrowers card, members of the community may still use library materials within the library, including the public-access computers if available (students have priority). See Section 3.8.
- 2.5 The library reserves the right to suspend a patron's borrowing privileges. Causes for this action may include, but are not limited to: overdue books, unpaid fines, unpaid lost item(s), failure to return reserve books in a timely manner, and inappropriate behavior.

3. Services:

- 3.1 Library Catalog (LOIS): Patrons can access the catalog from campus or remotely. 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 from the library that issued the card.
 - 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 book display section, a new books section, and a popular reading collection, all located on the 2nd floor). The circulating collection includes a browsing rack of paperbacks, juvenile and easy reading books, oversize books and some large-print books that are shelved separately from the main circulating collection. 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). Books may be renewed once online, provided there are no holds. Additional renewals may 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 when the library is open.**
- 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 and Newspapers: SCC subscribes to several 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 electronic research databases (many in full-text) from a variety of sources – containing articles from 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 Instructional Media on the first floor of the Learning Resource Center.
- 3.5 Videos: DVDs, videocassettes (including taped televised courses) and other non-print materials are housed in Instructional Media on the first floor. Many DVDs and videos can be checked out for one week. Others are for library use only. Renewals for DVDs and videos must be completed in person at the Instructional Media counter on the first floor. Patrons are asked to have the DVD or video with them at the time of renewal. Search LOIS, the library catalog to find videos and to check circulation status.
- 3.6 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.
- 3.7 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 and 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.

3.8 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.

3.9 Inter-Library Loans (ILL)/Patron Holds:

3.9.1 ILL: Students and staff 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. When an item arrives at SCC, the requesting patron is contacted by email 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 available for ILL.

3.10.2 Holds: Students and staff 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 available for Holds.

3.11 Miscellaneous

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

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

3.11.3 Cell Phones: In consideration of others, patrons are asked to silence their cell phones when they enter the Library. All cell phone calls should be made in the first floor lobby of the LRC and are not permitted in the Library.

3.11.4 iPods and Headphones: Students listening on headphones must make sure that the sound is not audible to others and must comply with requests to turn down the volume. Playing music or other audio through speakers is not permitted in the LRC.

- 3.11.5 Headphones are sold for \$2.00 at the Instructional Media counter on the 1st floor and the circulation desk on the 2nd floor.
- 3.11.6 Games, Chat and Social Networking: The computers are provided for research purposes. Patrons using computers for entertainment purposes may be asked to vacate their computer. (Refer to the Computer Use Policy, section 4.2.)
- 3.11.7 Food and Drink: Beverages are allowed if they are in rigid containers with firmly attached lids. **This excludes paper or Styrofoam containers.** No drinks are allowed while using the computers in the Learning Resource Center (LRC). Food is prohibited in all areas of the LRC. If you are asked by a staff or faculty member to discard food or drink (in an inappropriate container), please do so promptly. Failure to comply with a request by the faculty or staff is a violation of the SCC Library Circulation Policy.
- 3.11.8 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.)
- 3.11.9 Chair rails: The chair rail located around the perimeter of the second and third floors 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.
- 3.11.10 Wireless service: This service is available on all floors of the library. Students can log onto the wireless network using their Unified Password. Community users can obtain a temporary password by visiting the Reference Desk. The library staff does not provide support for the wireless network, but there is a handout containing basic information available at the reference desk.

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
1 Week Videos	\$1.00 per day/per item	Max: Replacement cost, plus \$10.00 non-refundable processing fee. (Video replacement can cost up to \$200.00 per video)
Microsoft Alliance CD:		Max Replacement cost, plus \$10.00 non-refundable processing fee.
o 3 Day CDs	\$2.00 per day/per item	
Telecourse Rentals	\$20.00 per item/non-refundable and due at the end of the semester	Max \$25.00 or replacement cost (whichever is greater)
Reserve Collection:		
2 Hr. books	\$.50 per hr/per item	Max: \$50 or replacement cost (whichever is greater)
1 Day books	\$1.00 per day/per item	Max: \$25 or replacement cost (whichever is greater)
3 Day books	\$1.00 per day/per item	Max: \$25 or replacement cost (whichever is greater)
1 Wk books	\$1.00 per day/per item	Max: \$25 or replacement cost (whichever is greater)

An administration (processing) fee will be added to the replacement cost of each lost item. The Library reserves the right to revise the charges on out-of-print or more expensive items. Patrons may also be given the choice of replacing the lost item or supplying the library 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 emailed to the patron. 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 applications.

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.

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 (cf. the Los Rios Statement of Ethics, R-7831, which can be found at www.losrios.edu/legal/Regulations/R-7000/R-7831.htm)

- § 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. If the behavior continues, 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 may not be 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 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.