

## **LITTLE BIG HORN COLLEGE LIBRARY CIRCULATION AND USE OF ELECTRONIC RESOURCES POLICY**

The primary mission of the Little Big Horn College Library is to support the ongoing information needs of the students and faculty of Little Big Horn College. In addition, the Library attempts to ensure that students, staff and community members are effective users of ideas and information. The Library serves the dual functions of academic library for Little Big Horn College and public/community library for the Crow people and residents of the Crow Reservation and Big Horn County.

The Library is open to anyone who would like to use it. Specifically, all LBHC students, faculty and staff, Crow tribal members and residents of the Crow Reservation and Big Horn County may charge out materials. Enrolled Crow tribal members regardless of where they reside can charge out materials. Anyone from anywhere may come in to do reading and research.

### **A. CONFIDENTIALITY OF RECORDS**

All circulation transactions will be kept confidential. Under no circumstances (except under court order) will a Library employee give out any information about a patron or about who has charged out an item.

### **B. ID REQUIREMENTS**

To check out items, the person must present an LBHC library card. There is no charge for library cards, neither first time cards nor replacement cards if lost. To get a library card, a person must present an appropriate photo ID such as an LBHC or other school photo student, staff, or faculty ID cards, Tribal ID cards, or a Montana Driver's License indicating reservation or Big Horn County residency. The lone exception to this is youth under the age of 16. In their case, a parent or guardian must present a photo ID and sign for the youth. The library requires that a parent or guardian include their name with that of their children in registering for a library card.

### **C. BORROWING PRIVILEGES, LOAN PERIODS AND USER TYPES**

The following are the general loan periods by item type for all users with exceptions as noted.

*Books, Audio Cassettes, Educational DVDs, VHS Videos, Periodical Back Issues* (current issues are not for check out) – 21 days with no limit on numbers of items checked out (with the exception of children's books which is five)

*Popular DVDs* – four day check out with a limit of four at a time

*Reference Books* – no check out with the exception of faculty with a one day check out

*Special Crow and Special Collection items* – for in-Special Collections room use only, not for check out

*Reserves* – at the discretion of the instructor such as in-library use only (the most common), overnight, one week, etc.

*Laptops* – for in-library use only and restricted to LBHC students to be returned by the end of the day

The following are the types of library users and their registration renewal periods:

*Student* – currently enrolled at LBHC; expiration date is first day of each semester's classes

*Faculty* – those who have current faculty appointments, whether full time or adjunct; expiration date subject to annual renewal at beginning of fall semester

*Staff/Employee* – those non-faculty persons employed at LBHC; expiration date each year the anniversary of their registration date

*Public* – adult community/public users; tribal members wherever they live and others who live on the reservation or in Big Horn County; expiration date each year the anniversary of their registration date

*Youth* – users under 16 both tribal members and others who live on the reservation or in Big Horn County; expiration date each year the anniversary of their registration date

*ILL User/Other Libraries* – all libraries wishing to interlibrary loan materials from the LBHC Library; materials that circulate can be charged out for 30 days; user registration expires five years from registration date

Patrons are responsible for knowing the due dates of library materials charged out in their names. The person whose library card is used to check out material is responsible for the material. Patrons with one or more items overdue will not be allowed to charge out additional materials until the items have been returned.

#### **D. RENEWALS, RECALLS, AND HOLDS**

Items can be renewed twice in person, by phone or by email. Subsequent renewals must be made with materials in hand at the library circulation desk. Materials that have outstanding holds or recalls may not be renewed.

If a library item is charged out and needed before its due date, any patron may request that the item be returned. A notice is sent to the patron who has the item requesting that it be returned within 7 days of the date of the recall or on the scheduled due date if it is less than the 7 days from the recall date. If a book already has a recall placed on it, subsequent patrons can place a hold on it. This will mean that the person recalling the item will only be allowed to check it out for the minimum charge period, and the person placing the hold will be next in line to receive the item.

#### **E. REPLACEMENT CHARGES**

One overdue notice will be sent seven days after the item is due. Items that are overdue more than 45 days will be declared lost. These items must be physically returned. Lost item replacement charges include a \$5.00 lost item processing fee plus the replacement cost of the item. If replacement cost cannot be determined, a bill for \$25 plus a \$5 processing fee will be sent after 45 days if the item is not returned. These notices will be sent by e-mail if available and also by U.S. mail.

Periodicals – replacement cost plus \$5 processing fee.

Patrons are responsible for knowing the due dates for the library materials charged out on their account. Ignorance of the due date is not a valid reason for dismissing replacement charges. Failure to receive a notice or delay of mail does not absolve the patron of responsibility.

Patrons who have lost or failed to return a charged out item have the option of bringing in a copy of the same item for the library and their replacement cost and processing fee will be forgiven. The option of whether to accept the replacement copy depends upon condition and library staff have the discretion of whether to accept the replacement item or not.

Damaged materials will be charged for the replacement or repair of the item plus processing fee, depending on its condition. If the damaged item is paid for, the item may be kept by the patron.

Collection of library charges for students, faculty and staff will first be handled by the Library who will send out a bill after an item is 45 days overdue and then if it is not paid after 30 days, it will be referred to the Registrar's Office and Business Office. Students will have library charges added to their fees and will have their financial aid/scholarships deducted by the amount owed.

These bills can be forgiven if the materials are returned before but not after the charges are deducted from the student's account. Collection of past due library charges for public or youth patron types may be referred to the Crow Tribal Court on a case by case basis as determined by library staff.

In addition, official transcripts will not be issued until the bill is paid.

Lost Items Returned: If a patron returns a lost item previously paid for, a refund may be given if the items are located and returned within six months, but not after. If the material is paid for, the patron may keep the material.

Parents or guardians are responsible for their children under 16 use of library material, including payment of any fees or charges incurred by their children.

Claims Returned: If a patron believes he/she has returned material that is being billed as overdue, the patron should inform the appropriate circulation clerk. Library personnel will search for the material but the material will remain on the patron's record until it has been located. If the material is found within the library, the charge will be removed from the patron's record. If the material is not found the patron will be assessed lost book charges.

Interlibrary Loans not returned: if another library charges LBHC fines and/or the replacement cost for an unreturned interlibrary loan item, the LBHC library will pass these costs onto the user.

Anyone who has abused, destroyed or failed to return or pay for library materials may be denied future library charge out and interlibrary loan privileges.

## **F. ELECTRONIC LIBRARY RESOURCE USE GUIDELINES**

The Little Big Horn College Library provides access to a variety of electronic resources, including computer databases, the Microsoft Office suite, and the Internet. Access to these resources is provided to support both the academic education and community support missions of LBHC.

#### *Rules for Use of LBHC Library Computers:*

- LBHC academic course-related uses have preference at all times
- There are computers for student use, adult public use, and children and youth use; each group of patrons should use the computers assigned to them; however, students may use any computer if all student computers are in use
- All users must sign up at the library front desk for tickets for time usage on the computers as follows: two hours for students, one hour for adult public, and half an hour for children/youth; these may be extended if there is not another user waiting to use a computer
- Do not change any computer settings
- Do not install any software, download anything from the Internet, or create shortcuts to the desktop
- Do not save to the hard drive. Use your own storage devices
- Headphones can be requested at the front desk; headphones are the only way audio can be accessed

#### *Printing and Photocopying*

Student computers print to a printer located at the end of the student computer “island,” prints can be picked up there. Adult public and youth/children computers print to a printer near the library front desk. All printing is free and unlimited except for non-students and non-LBHC employees who have a 50 page limit. However, all patrons are encouraged to print only what is necessary in order to conserve resources. Photocopying is \$.05 per black and white page and color is \$.10 per page. There is a coin operated machine attached to the copier.

#### *Faxing and Scanning*

Staff can send or receive faxes for non-LBHC employees at the cost of \$1 per fax. Scanning can also be done for non-LBHC employees at the cost of \$1 per scan.

#### **Internet Public Access and Acceptable Use Policy**

The Internet as an information resource enables the Library to provide information beyond the confines of its own collection. However, the LBHC Library has no control over these resources nor does the library have complete knowledge of what is on the Internet. Information on the Internet may be reliable and current or it may be inaccurate, incomplete, unverified, out-of-date, or unavailable at times. Some content may be controversial, offensive or illegal. More accurate, comprehensive, or current information may be available through other resources such as books, periodicals, or electronic databases.

It is not possible for the library to review and protect patrons from all such information; therefore, patrons must exercise their responsibility as discriminating information consumers by constantly questioning the validity and appropriateness of the information they find. By accessing the Internet through the library, patrons agree that the library will not be responsible for any indirect, consequential, special, or punitive damages or losses which may arise in connection with such use.

The College Information Technology department utilizes filtering software to block access to certain sites college-wide. The library recognizes that no filter will eliminate all offensive/controversial sites and assumes no liability for filter failure. Users are encouraged to

submit sites for review if they disagree with the filtering software's handling of that site. Requests for blocking or unblocking of web sites will follow the same procedures as requests for adding materials in other formats to the library collection. In addition, these requests must be approved and implemented by the IT department head.

As is the case with other library materials, it is the responsibility of a child's parent or legal guardian to determine and monitor their children's use of library materials and resources, including use of the Internet.

Computer sign-in data may be kept on file but is considered confidential. Users of library Internet services should realize they can have no expectation of privacy while using the Internet as this is a public, shared service.

Any intentional misuse or abuse of the computer or failure to follow this policy or the associated procedures may result in suspension of Internet access privileges or a ban from the library.

Use of the Library's Internet access constitutes acceptance of this agreement.

*Policy approved by LBHC Library Committee 28 March 2017*