

## **Policy 13.10 Circulation Policies**

### **13.10.1 Purpose**

To set out guidelines for the usage and borrowing of library materials.

### **13.10.2 Library Cards**

- To borrow items from the library, students and employees use their college ID card or their college ID number.
- All community members must present their Driver's License or State ID to receive a library card. Community members must have a valid email address.

### **13.10.3 Loan Policies**

- Reference materials, reserve materials, and some electronic devices can be used only in the library.
- Students and employees must present their College ID cards or College ID number when checking out materials.
- The loan period is four weeks for most items, with one renewal. Exceptions may include: reserve items which have designated borrowing periods, and items which may have holds, and special collection items
- Students can borrow up to 30 items. Community members can borrow up to 15 items. Patrons may be asked to limit their items in a subject or topic area to allow others access to materials.
- A patron may request materials to be sent from one campus library to the other. It may take up to 3 business days for the materials to be transferred.
- Requests for materials from the other campus and renewals may be made in person, by phone, online or by e-mail. When an item is available for pickup, students and employees will be emailed through their college email account. Community borrowers will be contacted via email. Patrons have one week to pick up their materials. Items may be returned to either campus library.
- Students, faculty, and staff may borrow books from many local and state academic libraries via Cooperative Borrowing through VIVA (the Virtual Library of Virginia). The privileges and procedures are delineated on the VIVA website at: <http://www.vivalib.org/borrowing/index.php>. Patrons must return the materials directly to the lending library.

#### **13.10.4 Technology**

- Mobile devices are available on a first come, first-served basis to current students in good standing with the library.
- Mobile devices may include calculators, Chromebooks, laptops and other devices. ODU students may check out laptops for use within the library.
- Students sign the appropriate Responsibility Agreement Statement, maintained by library staff, agreeing to accept liability for the borrowed device if lost, stolen or damaged. To access the network, students must agree to the logon disclaimer statement that appears on the screen every time they sign in to the device.
- Mobile devices are the responsibility of the student during the loan period.
- Laptops are equipped with the same software available on library computers and feature configurable wireless networking technology. Special software is not included.
- Mobile devices must be returned directly to a staff member to the same campus library where they were checked out. The device remains checked out until library staff verify that all components are present and functional.
- All files, documents, and logins will be erased once the mobile device is returned to the service desk. No software or apps can be loaded onto the device. Please save any personal files to the cloud or a flash drive.
- Only one of each type of device at a time may be checked out by a student.
- The Library reserves the right to refuse service to anyone who has damaged equipment, or is repeatedly late in returning materials or equipment.
- The student may be billed for the full replacement costs for mobile devices/accessories lost, damaged or unreturned (please see the separate list of replacement costs, available in the library). A hold will be placed on the patron's student account, and the student will not be allowed to register for classes, borrow library materials, request transcripts, or participate in graduation until the issue is resolved. The replacement charge is non-refundable. Once paid, the lost or damaged item becomes the property of the student.
- Student acceptable use of computers, laptops, and mobile devices is governed by the college's policies in the Information Technology Student Acceptable Use Agreement, included in the College Catalog (Policies and Procedures section).

#### **13.10.5 Fines and Fees**

- The Library does not charge fines.
- If an item is not returned, the patron will receive a notice that the item is lost and there is a replacement fee. The patron's library account will be blocked and the patron will be unable to check out library materials until the item is returned or they pay the replacement cost. The cost for the item will be assessed by the library, based on the list price of the book from the library's vendors.

## John Tyler Community College Policies and Procedures

- A service indicator may be placed on a student's college account after the item has been lost. Unpaid library obligations may prevent patrons from checking out materials, registering for classes or obtaining grade transcripts.
- Lost technology will be assessed the replacement cost of the item.
- The Library reserves the right to revoke Interlibrary Loan privileges if patrons lose items or return them in damaged condition.

### **13.10.6 Late Returns and Lost Books**

- The Library does not accept patron-purchased replacement copies of lost material in lieu of payment of the replacement fee.
- Once paid, the lost or damaged title becomes the property of the student.
- The Library cannot issue refunds.