



Purpose

To provide policy regarding the College Library’s policies and guidelines on the use of Library holdings.

General Policy

CIRCULATION AND BORROWING PRIVILEGES

College students, faculty, and staff wishing to circulate Library materials can do so with the barcode on their College- issued ID card. Community patrons wishing to circulate Library materials should use their Library card, which may be obtained at the circulation desk upon presentation of a photo ID. Library material will circulate according to the following schedule:

Resource	Checkout Period	Patron Type	Renewal(s)
Book	3 weeks	Student (max of 10)	1
	2 weeks	Public (max of 2)	none
	3 months	Faculty/Staff	1
Book (Reference)	in-library use only	Student	
		Public	
	check out overnight/weekend	Faculty/Staff	none
Popular DVD	1 week	Student (max of 3)	none
	1 week	Public (max of 2)	none
	1 week/optional change if needed longer	Faculty/Staff	optional
Audiobooks	2 weeks	Student	none
	2 weeks	Public	none
	2 weeks	Faculty/Staff	none
Periodical	in-library use only	ALL	
Reserve	In-library use only; no checkout, no exceptions	When reserve materials are used, the borrower signs and dates the reserve card. The reserve card is kept at the circulation desk until the	

		material is returned when the borrower's name is checked off and the card is replaced.	
USB Microphone	1 week	Student	none
	2 weeks	Faculty/Staff	none
	Not available	Public	
Laptops	In-library only	Student	none
	1 week	Faculty/Staff	1
	Not available	Public	
Sony Handy Cam Video Recorders	1 week	Student	none
	1 week	Faculty/Staff	1
	Not available	public	
Logitech HD Pro Webcam C920	1 week	Student	none
	1 week	Faculty/Staff	1
Texas Instruments TI-83 Plus	1 day, exception for weekends	Student	none
	1 day, exception for weekends	Faculty/Staff	none
	Not available	Public	
Digital Audio Recorders	Not available	Student	
	1 week	Faculty/Staff	
	Not available	Public	
Bamboo Capture Pen and Touch	1 week	Basic ones Faculty/Staff ONLY	none
iPad 2	1 week	Faculty/Staff ONLY	
Projector, screens	1 week	Faculty/Staff ONLY—may request for student use	
Tripods	1 week	Student	
	1 week	Faculty/Staff	
	Not available	public	

SMART Clickers	1 week	Faculty/Staff	
	Not available	Student	
	Not available	Public	
Mobile Wi-Fi Hotspots	1 week	Student ONLY	none
	Available through IT Dept.	Faculty/Staff	Per IT Dept. policy
	Not available	Public	

College students have priority in the use of Library material. College faculty and staff who need to circulate Library material beyond the loan period and renewal period specified above should request their department purchase the material for continued use; Library holdings are intended for short-term use. Community patrons will be limited to circulating two items at a time and may be limited in accessing certain library material due to licensing agreements.

DISTANCE EDUCATION/REMOTE ACCESS

“Distance Education” is defined as a formal education process in which the majority of the instruction occurs when students and instructors are not in the same place. The Library serves as a vital link between Distance Education students and instructors at the College in many ways, including the following:

- Remote access to the Library’s collection of web-based resources is available for current students, faculty, and staff.
- When prompted for a username and password after clicking on a resource title, a student, faculty or staff member’s Self-Service username and password must be entered for authentication.
- Some College stakeholders other than students, faculty, and staff may be restricted in accessing and using electronic resources due to licensing agreements and other factors.
- While access from campus is, in most cases, available to all, remote access is restricted to students, faculty, and staff as required by the licensing agreements that make these resources available.

- The catalog of the Library can be found online at <https://johnstoncc.libguides.com/jcclibraryhome>

CONFIDENTIALITY OF PATRON RECORDS

The College shall adhere to a policy of confidentiality of circulation records maintained by the Library.

- In accordance with the North Carolina General Statutes Chapters 125-18 and 125-19, as amended, the circulation records of the College shall be considered as confidential.
- Within the confines of available library software, circulation records shall not be made available to anyone except upon written request by the user for his/her/their own record, or pursuant to a subpoena, court order, or as otherwise required by law. Data-mining of patrons' records in aggregate will not be considered a breach of confidentiality.

SHARING RESOURCES

The Library is a member of the Community College Libraries in North Carolina (CCLINC), which provides a union catalog and access to the library holdings of over fifty community colleges throughout North Carolina. College students, faculty, and staff are able to borrow from other member libraries in CCLINC without charge.

The North Carolina Community College Reciprocal Lending Agreement provides that the College Library will lend materials to any student or faculty member in the community college system who provides valid identification showing current college affiliation.

OVERDUE MATERIALS

The overdue report is set up as a template to run automatically once a week on Monday mornings. The report identifies patrons with Library material that is past due in increments of one week, three weeks, or five weeks. The staff member running the report retrieves the finished report and saves it to a folder on the Library's public drive.

- Each patron who borrows material from the Library is held responsible for that material.

- Circulation overdue notices are generated periodically. An e-mail is sent to the e-mail address on file in the patron's Library account informing the patron of the overdue material. For student patrons, this shall result in a hold being placed on the student's College account, causing grades and/or transcripts to be withheld until the matter is resolved.
- After being sent three overdue notices, patrons who have not returned overdue Library material or paid the replacement fee for lost material will be referred to the College Business Office.
- Overdue Library materials are forgiven upon return of the overdue material or the payment of the overdue material's replacement fee.

LOST MATERIALS

Library patrons who have lost Library material will be charged for its replacement. The charge for replacement will be the price recorded for each item as noted in its Workflows item record.

- A Library staff member will take payment for the lost material and write a receipt. Payment for lost material may be made by cash in the exact amount charged; otherwise, payments can be made in the College Business Office.
- When applicable, a hold on a patron's account will be cleared in WorkFlows and Colleague upon payment for lost material.
- In the event a lost book is later found and returned to the Library, the patron may request reimbursement for the amount paid upon presenting their payment receipt.