



Lower Columbia College Library Services Circulation Policies and Borrowing Information

Purpose

The circulation policies of Lower Columbia College Library Services are designed to enhance the ease with which library users obtain and return materials, while at the same time protecting and conserving a major capital resource of the college. This policy recognizes the following categories of users:

Students: persons who are currently enrolled either full-time or part-time in a course or program of study offered by Community College District 13.

Faculty: persons who are employed either full-time or part-time by Community College District 13 as a faculty member.

Administration: persons who are employed either full-time or part-time as administrators by Community College District 13.

Staff: persons who are employed either full-time or part-time as classified, part-time hourly, or exempt staff by Community College District 13.

Community Users: residents of the Lower Columbia College District 13 community service area including Cowlitz, Wahkiakum, and Columbia counties.

Institutional Users: all libraries and institutions of higher education who request the use of Library Services materials via the standard, established interlibrary loan protocols of the American Library community.

Nothing in this set of policies should be considered to abrogate any agreements entered into by the Learning Commons Library Services to provide services or resources to special user groups.

Library Borrowing Privileges

While use of the materials and resources of the College Library Services is free to all categories of users, the borrowing of those materials and resources is a privilege reserved for those who respect the rights of other members of the academic community who use those same materials.

All library users need to present a Lower Columbia College library card when borrowing materials.

- To obtain a Student Library Card, individuals will need a current Student ID Card or proof of registration and a photo ID.
- Online Students can obtain a Library Card by providing Library Services with their Student 900 ID number, their address, phone, and email. A library card will be sent to them by return mail.
- To obtain a Community User Card, patrons need two pieces of current identification with a current address, one of which must be photo ID.
- LCC employees may obtain library cards with proof of employment status.
- Cards are updated annually. Cards may be updated only after all fines and overdue materials have been cleared.

Individuals are financially responsible for all materials charged to your card. Please notify the Library promptly if your card is lost or stolen. Also, notify the Library if you change your address or telephone number.

Borrowing Responsibilities

When borrowing materials from Lower Columbia College Library Services, patrons are expected to assume the following responsibilities:

- Return borrowed materials by their due date
- Honor requests to return materials placed on hold by other patrons
- Reimburse the Library Services after accruing a fine. Fines are charged for the following:
 - service charges for late return of materials
 - replacement costs for lost or damaged materials or equipment

cataloging and “out-of-print” fees associated with lost or damages ○
fees assessed by lending libraries for interlibrary loan services ○
other fees or charges levied by an outside agency for services,
materials, equipment, etc.

Suspension of Borrowing Privileges

Borrowing privileges for student, faculty, administration, staff and institutional users may be suspended or revoked in the following circumstances:

- The patron owes Library Services \$5.00 or more in unpaid fines or other charges.
- Patrons have not met the financial obligations imposed by outside agencies (e.g., lending libraries for interlibrary loans transactions, online search services, etc.)

Community User Cards will be cancelled and borrowing privileges suspended for at least six months under the following circumstances:

- Failure to return borrowed materials within one library week of written notification that the materials are needed by an on-campus user or are overdue.
- Failure to reimburse Library Services for lost or damaged materials within one library week.

Exceptions to the aforementioned conditions are subject to special permission of the Library Services administration or faculty.

Loan Periods

LCC Students and Staff:

Students and LCC employees may borrow/checkout materials for the following time periods:

- Books and paperbacks may be borrowed for 21 days
- CDs, audiocassettes and LPs may be borrowed/checked out for 7 days
- Materials from the “Reserve Collection” are for LCC student use only and are loaned for periods set by the course instructor. No more than two reserve items can be checked out at any one time. Many are *Library Use Only*

Approved by the Collection Development Committee 12/3/08
Gavin Montes, ECR, 01/22/2025, MS Word Accessibility Checker

- Reference materials, periodicals, indexes, law collection, and atlases are *Library Use Only*
- Headphones are available for *Library Use Only*
- Videos and DVDs may be borrowed on a 2 hour *Library Use Only* basis. If checked out within 2 hours of the library closing time, they will be due the following morning one hour after opening (limit 2 items). Videos/DVDs are not renewable
- Microforms: Library Services use only, except by special permission of Library Services administration or faculty
- Archival Materials: Library Services use only, except by special permission of Library Services administration or faculty
- Cassette Tape Recorders: 3 days
- Audio-Visual Equipment: Library Services use only, except by express written permission of a faculty member. Audio-Visual equipment loans to students and staff will also take into account that faculty and administration are considered to be first priority user

LCC Faculty and Administration:

Faculty and administration may borrow/check out materials for longer periods of time as required for instructional purposes.

Community Users:

Community users may borrow up to *5 items* and do not have renewal privileges.

- Books and paperbacks may be borrowed for 28 days

Other Library Services Materials are not available for loan except by special permission from Library Services administration.

Institutional Users:

- Books and paperbacks may be borrowed for 21 days

Other Library Services Materials are not available for loan except by special permission of Library Services administration.

Renewals

- Students and LCC employees may renew materials once, either by phone (442-2660) or email (library.reference@lowercolumbia.edu) one time.
- Loans to off-campus institutional users are not renewable except by special permission of a member of the Library Services administration or faculty.
- Reserve materials are not renewable.
- Videos/DVDs are not renewable.

Holds

- Library Services materials which generally circulate for twenty-one days may be recalled after two weeks at the request of another Library Services user who has placed a hold on those materials.
- Any Library Services materials being used by an off-campus user or charged to an institutional user are subject to recall at any time at the request of another Library Services user who has placed a hold on those materials.

Service Charges

There is a “grace period” for library materials before any overdue fines are assessed.

Overdue fines accrue as follows:

- Books, paperbacks, CDs, audiocassettes and LPs: minimum fine of \$0.50; fine accrues at \$0.10 *per day*; maximum fine of \$5.00 *per item*. Grace period: 4 days.
- DVDs & Videos: minimum fine of \$1.00; fine accrues at \$1.00 *per hour*; maximum fine of \$10.00 *per item*. Grace period: 1 hour.
- Reserve materials which circulate for over 24 hours: minimum fine of \$1.00; fine accrues at \$1.00 *per day*; maximum fine of \$5.00 *per item*. Grace period: 1 day for 3 and 7 day reserve items; 3 days for 14-90 day reserve items.

- Reserve materials which circulate for 24 hours or less: minimum fine of \$0.50; fine accrues at \$0.25 *per hour*; maximum fine of \$5.00 *per item*. Grace period: 1 hour.
- Users are charged replacement cost as well as a \$7.50 processing fee (per item) for lost library materials.

For materials which are no longer in print, the user will be charged the original cost of the item plus a \$5.00 out-of-print service fee, plus the above-mentioned cataloging charge.

Interlibrary Loans

In those cases where the Library Services is unable to obtain information or materials on a given subject using its own collections, the Library Services will attempt to locate such information or materials using the interlibrary loan process. Interlibrary loans will be subject to standard nationally accepted protocols and practices, and will also recognize informal agreements with local area libraries. Interlibrary loan services are available to the following classes of users only: students, staff, faculty, and administration.

Interlibrary loans from other institutions are frequently not renewable, nor can Library Services initiate a second request for the loan of a specific item for the same patron. Patrons are limited to requesting four interlibrary loans per week. Library users will be charged any and all associated fees assessed by the lending library; however, they will not be charged fees without their prior consent. Patrons are expected to return materials by their date due.

