

# Piedmont Virginia Community

## Policy Section I – Instruction & Student Services Policy

### I – 81.0 Policies for Circulation Materials, Use of Equipment & Space, and Operational Policies

Betty Sue Jessup Library

Policy #: I – 81.0  
 Effective: August 2008  
 Revised: October 2022  
 Responsible Dept: VPISS

The following policies govern the circulation of materials, the use of equipment and space, and operational policies in the Betty Sue Jessup Library and apply to currently enrolled PVCC students, faculty, staff, and Virginia residents ages 16 and older. PVCC students, faculty, and staff automatically have library privileges. All currently enrolled students and PVCC faculty and staff must present a valid PVCC identification card to check out library materials. Virginia residents must bring official photo identification and verification of Virginia residency to the circulation desk to have a record created for them.

#### 1. Procedures for Implementation

##### I. Use of Circulating Materials

Material Type	Students	Faculty/Staff	Community
Books in the circulating collections	The 28-day loan period may renew 3 times, all books due at the end of the semester, limit of 25 books	28 days, automatically renewed, limit of 25 books*	28 days, limit of 10 books, 1 renewal
Periodicals	7 days, 1 renewal, limit of 10 issues, current issue: in-library use only	7 days, 1 renewal, limit of 10 issues, current issue: in-library use only	7 days, 1 renewal, limit of 10 issues, current issue: in-library use only
DVDs	In-library use	On-campus/site use	In-library use
Equipment, including laptops, headphones, and phone chargers (excluding G.O.A.L. Program laptops and classroom equipment)	In-library use must return laptops 30 minutes before closing	In-library use, headphones, and phone chargers only	In-library use, headphones, and phone chargers only

<b>Material Type</b>	<b>Students</b>	<b>Faculty/Staff</b>	<b>Community</b>
Reserves, including textbooks and A&P models	In-library use, unless otherwise specified by the faculty member; two-hour time limit	On-campus/site use	Not permitted
Interlibrary loan	The checkout period is defined by the lending library	The checkout period is defined by the lending library	Not permitted

\* Exceptions will be made on a case-by-case basis.

All circulating materials are subject to recall and are due as requested. Circulation of materials ends 15 minutes before the library closes.

Holds for circulating materials may be placed on materials by calling, emailing, or online. Items on hold are kept for two weeks before returning them to the shelf.

The library does not maintain users' circulation histories, nor will a user's circulation history be shared with anyone outside the library staff and the College Business Office unless the library is presented with a proper court order.

## **II. Overdue Process**

Three notices are sent to students when an item is overdue. The last notice is sent 28 days after the due date and contains the actual replacement cost for the item, or a minimum of \$50.00 if the item is out of print; at this time, the item is considered lost. At the end of the corresponding semester, students will have an administrative hold placed on their record and their account will be turned over to a collection agency and the State Department of Taxation's Debt Setoff program, which allows any state refunds or payments to be garnished until replacement fees are recouped.

Administrative holds may be removed temporarily to allow students to register for classes; contact the circulation staff if needed. Students may request a waiver for any replacement or overdue fees by contacting the Director of Library Services. The Vice President of Finance and Administrative Services ultimately determines if the fee will be waived.

Items due in a previous semester or those marked lost cannot be renewed online, via email, or over the telephone. The student must bring the item to the library to renew it. Having overdue or lost items does not prohibit students from checking out additional materials from the library.

If the student returns an overdue item at any time undamaged, all fees will be waived, and the student's record will be cleared. Students who lose or damage books must pay the replacement fee determined by the library. Damage is defined as anything that prevents the item from further circulation. The library will not accept replacements.

Faculty and staff members must return all library materials or pay replacement costs for lost materials before leaving the employ of the College. Community members will be billed a replacement charge for unreturned materials.

### **III. Reserves**

Faculty members may place books, folders, study guides, and videos on reserve for their classes. Reserve items are kept at the circulation desk and may be checked out for use in the library.

There is a two-hour time limit on reserve items. The library does not renew or accept hold requests for reserved items.

The library does not acquire textbooks for the Reserves collection using library funds. Faculty members who wish to place textbooks on reserve must legally obtain a student edition. Editions may not be marked as "instructor's copy" or "review copy." Consumables such as workbooks will not be put on reserve, nor will the library request textbooks through interlibrary loan to place them on reserve.

Print copies of articles may be placed on reserve for one semester. Further use requires copyright permission.

### **IV. G.O.A.L Program**

The G.O.A.L. Program allows students to check out a laptop for an entire semester. The laptops are loaned at the beginning of the semester and are due on the last day of exams. Students must apply each semester to participate in the program.

Students sign a contract detailing their responsibilities and the associated fines. The contract stipulates:

- The laptop is the student's responsibility, and the student is liable for any damage.
- Students will be held responsible for any actual damage or replacement costs sustained while it is in their possession. Repairs covered under warranty will result in no charge.
- The library and the Department of Public Safety & Campus Police must be notified immediately if the laptop is stolen or lost.
- If the laptop is not returned by the due date or upon withdrawal from all classes, then the student will be charged a \$5/business day fine. The maximum accruable fine is \$35. Fines do not accrue when the College is closed.
- Students must return the laptop, charger, and case by the due date. If the laptop is not returned within seven days of the due date, the student forfeits their ability to participate in the G.O.A.L. Program in the future, and the laptop will be locked, preventing further use.
- Overdue fines and replacement fees for the cases and chargers do not prohibit students from checking out a laptop in a future semester.
- Students will be charged the replacement fee for the laptop if the laptop is not returned.
- The student agrees to abide by the PVCC Computer Use Policy and copyright and software laws.
- The student will not hold the College responsible should any data loss occur.
- The student is responsible for the replacement fee if the computer is returned more than

a year late.

Students who cannot return the laptop by the due date should contact the library before the due date to make alternate arrangements; otherwise, overdue fines will accrue.

## **V. Classroom Equipment for Student Use**

Authorized students enrolled in certain classes may check out equipment for use outside of the library. Example equipment includes but is not limited to DSLR cameras and video cameras. The loan periods are determined in conjunction with the faculty.

Students sign a contract detailing their responsibilities and the associated fines, which stipulates:

- The equipment is the student's responsibility, and the student is liable for any damage.
- Students will be held responsible for any actual damage or replacement costs sustained while the equipment is in their possession.
- The library and the Department of Public Safety & Campus Police must be notified immediately if the equipment is stolen or lost.
- If the equipment and all its peripherals are not returned by the due date, then the student will be charged a \$5/business day fine. The maximum accruable fine is \$35. Fines do not accrue when the College is closed.
- Overdue fines and replacement fees for the equipment do not prohibit students from checking out equipment in a future semester.
- If the equipment is never returned, division approval is needed to check out additional equipment in subsequent semesters.
- The student will not hold the College responsible should any data loss occur.
- The student may be responsible for the replacement fee if the equipment is returned more than a year late.

Students who cannot return the equipment by the due date should contact the library before the due date to make alternate arrangements; otherwise, overdue fines will accrue.

## **VI. Computer Use**

The Betty Sue Jessup Library has desktop and laptop computers. The primary purpose of having computers in the library is to assist students with research related to their coursework at the College. At times when the demand for computers exceeds availability, priority will be as follows:

- Currently enrolled students and faculty and staff engaged in research for coursework or business of the College.
- Currently enrolled students and faculty and staff conducting research not related to coursework.
- Community members engaged in research.

The library staff enforces these priorities by limiting computer time to 30 minutes, restricting use to persons with higher priority or restricting activities not related to research. Any other use of computers must be approved in advance by the library staff.

Patrons should understand and abide by the provisions of the College's Computer Use Policy and the PVCC Computing Handbook.

Only currently enrolled students may check out laptop computers on a first-come, first-served basis for use in the library. In the event of loss or damage to a laptop computer, the borrower will be charged the replacement cost of a comparable item. Laptops must be returned 30 minutes before closing.

## **VII. Group Study Rooms**

The six group study rooms are primarily for student groups to use or for individuals to connect to a scheduled online or Hyflex class. Students may sign up in advance on the library's Web site to reserve a room for up to three hours per day, for a total of nine hours per week. If a student is more than 20 minutes late for their reservation or swaps rooms with another student without informing library staff, they forfeit the reservation.

Individuals may use a room but must leave if the room is reserved. Individuals may only reserve a room for class-related recordings or to attend a scheduled online or Hyflex class.

Faculty members are not allowed to reserve the group study rooms, nor are the rooms to be booked for meetings. Faculty members may meet with groups of students to review for tests or exams, but a student must reserve a room for these sessions. These rooms are not to be used for teaching on a regular basis. The Library Classroom/Quiet Area is only used for library instruction and quiet study; it cannot be used for teaching on a regular basis or instructor-led review sessions.

## **VIII. Cell Phones**

Cell phones must always be silent.

## **IX. Food and Drink**

Patrons may bring food and drink into the library. Open containers are not permitted in the computer area.

## **X. Noise**

In order to maintain an atmosphere conducive to study and research, excessive noise is prohibited.