



## **Library Guideline Statements**

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### **3-15.1: Children**

**3-15.1A** Parents or guardians are responsible for the safety, care, and supervision of children of any age in the library.

**3-15.1B** Children under 12 may not be left unattended in the Library.

**3-15.1C** The library does not censor Library materials. Therefore, supervision or restriction of a minor's access to the Internet or other Library material is the the responsibility of the parent or legal guardian.

**3-15.1D** Parents or guardians of children who are disruptive will be asked to remove their children from the Library.

**3-15.1E** Parents or guardians will be held responsible for damage caused to Library property by their children.

### **9-14.2: Delinquent Library Patrons-Missing Items**

The library staff will attempt to track all delinquent patrons for return, replacement, or collection of fees on library materials.

**9-14.2A** The circulation staff will send two (2) overdue notices to the patron's last known address. When possible, personal phone calls will be made to the patron.

**9-14.2B** If an item is borrowed and not returned to the library, the patron is responsible for the replacement of the material lost. A minimum of \$25.00 is placed on any lost material for processing and replacement. Patrons not returning material or paying for lost material will have their library accounts placed on hold.

**9-14.2C** The circulation staff will transmit a list of students owing fees or material to the Student Services Office when it is deemed necessary by library staff. The students' account will automatically be flagged so that holds can be placed on those student's registration and transcripts. These will be released upon payment or return of materials.

### **9-14.3: Interlibrary Loan**

Interlibrary loan services are essential to the vitality of our library as a means of greatly expanding the range of resources available to our patrons.

**9-14.3A** Patrons must have a valid DCC library card. Applications for library card are available at the circulation desk (see 9.14.4).

**9-14.3B** ILL material(s) request(s) by patrons are checked out to the Jane Carey Memorial Library but are still in the care of the patron that requested the loan.

**9-14.3C** Failure to return the item(s) will result in a replacement charge and loss of interlibrary loan privileges and DCC Library Guideline statement 9-14.2 will be followed.

**9-14.3D** Up to five (5) requests are allowed per person, per week.

**9-14.3E** All requests for time extensions on interlibrary loan must be made with DCC Interlibrary Loan Librarian at least FIVE days in advance of the due date to allow time to make arrangements with the lending library. If time allowed on the item(s) is less than five days, a request for an extension of time cannot be made. Only one request for an extension may be made per loan. Time extensions are at the discretion lending library.

**9-14.3F** Any cost associated with the interlibrary loan material is the responsibility of the patron asking for the loan not DCC.

**9-14.3G** Photocopy/scanning restrictions (TITLE 17 U.S. Code) may apply to some library items.

#### **9-14.4 Issuance of Library Cards to Patrons**

Jane Carey Memorial Library is established and managed to support the curriculum of DCC. The library collection, services, and facilities are available to the public. Public patrons may obtain a free library card under the following provisions:

**9-14.4A** A library card is valid for as long as a student remains enrolled or a patron remains a resident of the area. Patrons need to update their account at least once every three (3) years or it will be deleted.

**9-14.4B** For convenience of DCC students, the library will also affix a patron barcode to DCC Student ID cards so that they can be used as both an ID and as a library card, thus eliminating the need for students to have separate cards.

**9-14.4C** Public applicants must provide a valid Montana driver's license or other Montana government issued photo identification to be eligible for a DCC library card.

**9-14.4D** The applicant must provide a local mailing address and phone number.

**9-14.4E** Non-student patrons must pay \$0.10 per page for copies on the system printer; \$0.25 for color copies.

### **9-14.5 Allowance of Food and Drinks**

The Library's policy regarding food and drink in the library provides for the protection of computer workstations and library materials. The Library will enforce the following restrictions:

**9-14.5A** Beverages will be allowed in the library only if the container has a sealed lid capable of preventing accidental spills.

**9-14.5B** No meals of any kind will be permitted in the library.

### **9-14-6 Lost and Found**

Jane Carey Memorial Library is not responsible for the security of personal items brought into the Library and patrons are expected to keep their belongings, especially valuables, within their sight at all times. We cannot guarantee the item you lost will be found, or that if we find it we will keep it indefinitely. Lost and found items will be handled by Library staff. We will place all found items in lost and found. We will attempt to return items to their rightful owner. You can call (406)377-9414 or (406) 377-9413 to see if any lost items were turned in to our lost and found.

**9-14.6A** Items will be discarded after two semesters.

**9-14.6B** All items that may be a health, safety or security concern will be discarded immediately.



### **9-14.7 Protection of Patron Privacy Rights**

Jane Carey Memorial Library recognizes the need to respect the privacy of all library patrons.

**9-14.7A** The SIRSI automated system will delete all system history.

**9-14.7B** Library staff shall not share to any person(s) any information relating to the patron(s) search or circulation history.

### **9-14.8 Circulation of Restricted Materials**

Jane Carey Memorial Library shall make available non-circulating items such as reference works, maps, newspaper, periodicals, and other restricted items for photocopying and/or use in the classroom under the following conditions:

**9-14.8A** These items shall circulate for 24 hours, or overnight, and must be returned by close of business (COB) the following day.

**9-14.8B** This privilege is restricted to employees members preparing materials for the purposes of instruction.

**9-14.8C** The borrower must present a valid DCC library card to check out the materials. The item(s) will be placed in a manila envelope, which will be scanned into the system and matched to the patron's library account to create a transaction.

**9-14.8D** The delinquent user policy (9-14.2) goes into effect for overdue items.

### **9-14.9 Study Room Usage**

Jane Carey Memorial Library will make its two study rooms available to the students and public users under the following provisions:

**9-14.9A** The rooms will be for group or individual use on a first come first serve basis.

**9-14.9B** Tutoring will be allowed when needed. Proctored exams will only be permitted by the library staff and if prior arrangements have been made.

**9-14.9C** Students, employees, or public users may reserve a study room with the library.

**9-14.9D** Meals are not permitted in the study rooms. Drinks WITH LIDS are allowed.

**9-14.9E** No more than seven (7) persons may occupy each study room because of safety concerns.

**9-14.9F** It is understood that the students and college staff have priority over study rooms. Public users are welcome to use the rooms under the above restrictions as long as the college community does not have a scheduled need for the rooms.

### 10-14.1 Borrowing Materials

Any current DCC student, faculty member, staff member, administrator, or public patron in good standing may check out library materials with a valid Jane Carey Memorial Library card. The library facility and services are accessible to all students, faculty, staff, administrator, and community users free of charge. However, replacing lost or damaged materials is not free and patrons will be held accountable for the disposition of materials they borrow from the library. Policy 9-14.2 is to be followed in that event.

Library patrons are responsible for all items checked out to their library card and are responsible for notifying the library if their card or item is lost or stolen.

#### 10-14.1A Loan Periods

Books from general collection	4 weeks for students, staff, ILL, and public. 6 months for faculty
Books from Reference	These books generally do not circulate. However, exceptions are made for faculty and ILL purposes.
Periodicals	1 week
Reserve materials	Dependent on instructor's directions
Media collection	Varies according to item
Equipment (headphones, cassette recorder, calculator, etc.)	Varies according to item
Laptop computer	Varies and only available to employees

#### 10-14.1B Loan Limits

- All library materials are checked out at the circulation desk. Library items may be renewed one time only to allow others a chance to use the item.
- Renewals may be requested through Email, in person, or over the telephone by calling 406-377-9414 or 406-377-9413. You must provide your DCC library number when calling for renewal.
- Reserve items and videos may not be renewed.  
Interlibrary loan items must be renewed through the Interlibrary Loan Department with special permission. Some ILL items may NOT be renewed.