

**Subject: Use of Library Materials**

1. Purpose .....	1
2. Policy .....	1
2.1. Patron Eligibility and Registration .....	1
2.2. Check-out of Library Materials .....	2
2.3. Overdue Materials .....	2
2.4. Replacement of Lost or Damaged Materials.....	2
3. Responsibilities.....	3
4. Procedures .....	3
5. Definitions.....	3
6. References .....	4
7. Review Periodicity and Responsibility .....	4
8. Effective Date and Approval .....	4
9. Review and Revision History .....	4

**1. Purpose**

This document establishes the policies and procedures for the checkout of library materials by the Tidewater Community College (TCC) community (currently enrolled students, faculty, staff, administrators, and consortium members) and community patrons.

**2. Policy**

**2.1. Patron Eligibility and Registration**

Faculty, staff, administrators, and students must have a valid (TCC) identification card in order to check out library materials for home use or to access materials in restricted library locations.

Consortium members must present a consortium library card and a personal ID card in order to receive consortium library privileges at TCC. A patron record in TCC's Aleph library management system shall be created to enable consortium members to check out library materials for home use.

Residents of the community must obtain a TCC Community Patron library card for limited borrowing privileges. Community patrons must have a valid photo ID

and proof of a current local address to obtain a TCC library card at any library circulation desk.

## **2.2. Check-out of Library Materials**

Students and consortium members may have up to 30 items checked out at one time. Community patrons may check out up to 15 items at one time.

The normal loan period for library print materials is four weeks. The normal loan period for audiovisual materials is one week. Materials that have been placed on reserve, however, may have a shorter loan period. Items may be renewed once in person, by telephone, or through "My Account" in the online library catalog as long as they are not overdue or requested by someone else.

## **2.3. Overdue Materials**

Patrons are personally responsible for the safety, proper use, and timely return of the library materials that they have checked out.

If materials are not returned by the due date, all library privileges shall be suspended until all overdue materials are returned or all amounts owed to the college for replacement of the materials are paid in full.

When materials are more than 30 days overdue, the patron shall not be permitted to register for classes and the college will not issue transcripts, certificates, or degrees to the student until all overdue materials are returned or all amounts owed to the college paid in full.

When materials are more than 135 days overdue, the college shall send the borrower a bill for the overdue materials. The obligation for the materials shall then be handled in accordance with TCC Policy 4203 Receivables and Collections.

When materials are more than 180 days overdue, return of the overdue material will not result in refund of any payment or cancellation of the existing debt. Borrowers must pay the replacement charge for the materials and the collection fee in order to return their account to good standing.

## **2.4. Replacement of Lost or Damaged Materials**

The replacement charge for lost or damaged materials shall be based on the average academic book pricing as listed in the *Bowkers Library and Book Trade Annual*.

## **3. Responsibilities**

The Vice President for Information Systems shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System.

#### 4. Procedures

Library materials may be checked out or returned at any campus.

When library materials are overdue, library staff shall place a block on the patron's record in the Aleph Library Management System to suspend library privileges until all overdue materials are returned or all amounts owed to the college for replacement of the materials are paid in full. When library materials are 10 days overdue, the staff shall send the patron a written "overdue materials" notice.

If materials are not returned within 30 days of the original due date, library staff shall place a "block all services" indicator on the patron's record in the Student Information System and shall send a second written notice to inform the patron of the overdue materials and the action taken. If materials are not returned within 90 days of the original due date, library staff shall send a third written notice to inform the patron of the overdue materials.

When the materials are 135 days overdue, library staff shall send the patron a bill for the overdue materials. If the financial obligation remains unsatisfied after 15 days of the initial correspondence, the library staff will issue a second notice to inform the student of the college's collection fee and subsequent collection procedures. If the patron returns the materials before they are 180 days overdue, library staff shall accept the materials.

If the financial obligation remains unsatisfied after 45 days from the initial bill, library staff shall submit the outstanding account to the campus business office for further collection activities in accordance with TCC Policy 4203 Receivables and Collections.

A community patron who is not already in the Student Information System shall be added and the account assessed accordingly.

#### 5. Definitions

**Community Patrons:** students who are not enrolled in the current term and other members of the community.

**Library Materials:** any books, newspapers, magazines, journals, and audiovisual materials such as video or sound recordings, provided by or through TCC's Learning Resources Centers.

**Tidewater Community College Community:** currently enrolled students, faculty, staff, administrators, and consortium members.

#### 6. References

[Tidewater Community College Policy 4203 Receivables and Collections of January 20, 2011.](#)

[Tidewater Community College Policy 5301 Use of Library Materials by Student and Community Patrons of April 9, 2009.](#)

## **7. Review Periodicity and Responsibility**

The Vice President for Information Systems shall review this policy at the first anniversary of its approval and, if necessary, recommend revisions.

## **8. Effective Date and Approval**

This policy is effective upon its approval by the College President on March 22, 2012.

Policy Approved:

Procedure Developed:

Peter A. Spina  
Interim President

Richard F. Andersen  
Vice President for Information Systems

## **9. Review and Revision History**

The initial version of this policy was approved April 9, 2009.

- Revision 1

Sections 2.3 and 4. Revised the notification and billing timeline and process for overdue library materials.

Approved March 22, 2012 by Interim President Peter A. Spina.