SEWARD COUNTY COMMUNITY COLLEGE LIBRARY

PRIVACY POLICY

The Seward County Community College (SCCC) Library protects the privacy of those who use the library. All library staff and student workers protect registration information about borrowers, their requests for information and materials, and their loan transactions. Library employees are prohibited from providing information regarding a patron's library account to any non-SCCC Library employee regardless of their status or identity, except as required by a subpoena, search warrant, or court order. Items not returned to the library may have a record of the item ID and fine amount added to their SCCC student account.

PATRON RECORD PRIVACY

An SCCC Library account is created for each patron. This library account contains the borrower's name, ID number, address, and other identifying information. This information is used only for library circulation and collection purposes. For each item checked out to a patron, the library maintains the following information:

- Details of the item checked out, such as the author, title, call number, and barcode number.
- The date charged, loan period, and the date due.
- The number of renewals and the date of the last renewal.

Once an item is returned to the SCCC Library and any fine associated with the item is paid, no record linking the item to the patron is kept.

Library staff and student workers will not disclose:

- The name or a description of a patron who has checked out a particular item.
- The titles that are checked out to another patron.
- Personal information of another patron (address, phone number, email, etc.).
- Whether or not another patron has an account or a fine at the SCCC Library.

Staff or student workers MAY give the due date of a particular item or how many times a particular item has been checked out.

Any patron may request that their SCCC Library account be deleted at any time if they have no outstanding items or fines.

Approved by Academic Affairs

Approved by SCCC Executive Team: 02/2023

SEWARD COUNTY COMMUNITY COLLEGE LIBRARY

CIRCULATION POLICY

MATERIALS CHECKOUT:

Seward County Community College staff, faculty and students, and community patrons are welcomed and encouraged to use the library's resources. Books are available for a checkout period of three weeks, with up to two additional renewals allowed per item. Patrons may check out up to four DVDs for a period of two weeks. Up to one renewal is allowed on DVDs. Renewals are only allowed if there is not a hold on that specific item. Special collections may have a more restricted checkout period.

OVERDUE ITEMS:

If a student has an overdue item, they will receive up to three overdue notices. Overdue notices will be sent through the mail and/or email. After the final overdue notice is sent, a hold will be placed on the student's Banner account for the price of the item, plus a $5.00 processing fee for each item. Students with overdue items will still be allowed to use the library but will be unable to check out new materials until the items have been returned, renewed (if renewals remain) or paid for.

LOST OR DAMAGED ITEMS:

In the event a student should lose or damage an item beyond repair, they will be charged the cost of the item, plus a $5.00 processing fee for each item. If the student does not immediately pay for the item, a hold will be placed on the student's Banner account for the

total amount of the item plus the processing fee. The student will still be allowed to use the library but will be unable to check out new materials until the item has been paid for.

COMMUNITY PATRONS:

The library's community patrons will follow the same guidelines for overdue and lost/damaged items, except for holds. Instead of a Banner hold, a hold will only be placed on a community patron's library accounts until fines/fees have been paid.

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SEWARD COUNTY COMMUNITY COLLEGE LIBRARY

DVD CIRCULATION POLICY

DVDs are available for patron checkout at the SCCC Library. Any SCCC Library patron can checkout DVDs, but must agree to the following terms/conditions:

- The loan period for DVDs is two weeks (14 days).
- Patrons are allowed to check out up to four DVDs at a time.
- One renewal is allowed for a DVD provided there is not a hold on the item.
- DVDs must be returned to a library staff member at the desk. DO NOT return them in the library's book drop. Patrons will be responsible for any damage that might occur to DVDs returned in the book drop.
- Patrons are responsible for the condition of any discs while they are checked out to them. Any damage noted upon return of the DVDs will be subject to fees that could include the replacement cost of the DVD.
- Students will receive up to three electronic and/or paper overdue notices for overdue DVDs. After the final notice, a hold will be placed on the student's Banner account for the cost of the DVD, plus a $5.00 processing fee. Once the DVD is returned or the cost of the DVD has been paid, the Banner hold will be removed from the student's account.

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SEWARD COUNTY COMMUNITY COLLEGE LIBRARY

COLLECTION DEVELOPMENT POLICY

MISSION:

The Seward County Community College Library is dedicated to supporting the educational needs and recreational interests of students, SCCC employees, and community patrons, as well as supporting and advancing the instructional programs of SCCC.

GENERAL SELECTION GUIDELINES:

Materials selected for the SCCC Library represent many different viewpoints and take the needs of the college and community into consideration. Materials are selected despite the personal opinions, beliefs, tastes, and interests of the selector(s), and care must be taken to ensure the inclusion and/or exclusion of materials is not a result of said opinions, etc. Any views and/or opinions expressed in the selected materials are not necessarily supported or endorsed by the library or its staff.

The following general criteria are used as a template when selecting materials for the Seward County Community College Library:

- Relevance to the collection
- Significance of the subject matter
- Popularity and local interest
- Availability of materials elsewhere
- Reviews on materials
- Physical durability and quality
- Credibility of author, artist/illustrator, publisher, producer, etc.
- Level of specialization
- Cost

Student, faculty, staff and community member recommendations are welcomed and will be taken into consideration whenever possible.

GIFTS AND DONATIONS:

The Seward County Community College Library appreciates all displays of support from the community and welcomes gifts appropriate to the mission of the college and the library. The library follows the American Library Association's recommendations for gifts and donations. Gifts are accepted, with the understanding that the library may add them to the collection at its discretion or dispose of them if they do not meet the standards for selection. Generally, gifted books will be added to the collection based on the same criteria as purchased

material. The SCCC Library reserves the right to determine the retention, location, cataloging treatment, and other considerations related to the use or disposition of all gifts. The library neither assumes responsibility for the appraisal of gift items, nor can the library accept items under restricted conditions.

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SEWARD COUNTY COMMUNITY COLLEGE LIBRARY

MATERIAL AND COLLECTION CHALLENGE POLICY

It is the responsibility and mission of the Seward County Community College Library to provide materials on numerous subjects, regardless of subject matter and the opinions of others. Patrons have the right to challenge any material they may feel is inappropriate. Patrons challenging an item must take the following steps.

- The patron must fill out the Library Material Concern Form, which will be turned in to the Library Director. If more than one item is being challenged (i.e. - an entire book series, DVD collection, etc.), a separate challenge form must be filled out for each individual item.
- The Library Director will make a decision regarding the patron's complaint.
- Should the patron not be pleased with the decision of the Library Director, a written request may be submitted to the college's executive team.
- The challenged item will not be removed from the library's collection until a decision has been made.

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SEWARD COUNTY COMMUNITY COLLEGE LIBRARY

LIBRARY MATERIAL CONCERN FORM

Date: _____

Name: _____

Phone: _____ Email (optional): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Resource of Concern:

_____ Book/Magazine _____ Audio/CD

_____ Video/DVD _____ Electronic Item

Title/Author: _____

_____Library Program _____ Other

_____ Display/Exhibit

Date/Time/Location:_____

_____

Have you (indicate "yes" or "no" to the description that best applies):

_____ Read the entire book/magazine _____ Watched the entire video/DVD

_____ Listened to the entire audio/CD _____ Viewed the display

_____ Attended the program/meeting _____ Viewed the electronic item

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How did you first learn about the resource?

What are your specific concerns about the resource?

If this challenge is for a print item, please list the page number(s) containing the subject of your concern.

What action do you desire as a result of your concern?

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SEWARD COUNTY COMMUNITY COLLEGE LIBRARY

COLLECTION MAINTENANCE POLICY

The Seward County Community College Library's collection will be reviewed on an ongoing basis to ensure that the collection is meeting the current curriculum, research and informational needs of faculty and students. Materials that no longer meet the needs of the college may be removed from the collection.

The following factors are taken into consideration when removing items from the collection, including:

- Accuracy
- Physical Condition
- Significance
- Relevancy and Use
- Circulation

Withdrawn items will be discarded according to Seward County Community College policy.

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SEWARD COUNTY COMMUNITY COLLEGE

INTERLIBRARY LOAN POLICY

Interlibrary loans (ILLs) may be requested by students, faculty, or staff members of Seward County Community College (SCCC) either online or in-person. Community patrons must request an ILL in-person at the SCCC Library. All patrons requesting an ILL must be in good standing with the library prior to an ILL request becoming active. Before requesting an ILL, please make sure that the item you want to borrow is not available through the SCCC Library catalog or databases.

TYPES OF MATERIALS LOANED

Loans are generally available for materials such as books, DVDs, conference proceedings, photocopies of journal or magazine articles, and newspaper articles.

All materials borrowed are at the discretion of the lending library. The following materials are generally difficult to obtain: reels of microfilm, theses and dissertations, best-selling books, and recently published books.

TIMEFRAME FOR INTERLIBRARY LOANS

The lending library determines the borrowing period, and the renewal permission and terms. Lending policies vary with each lending library, and patrons must agree to these terms to receive materials.

It may take up to several weeks for your borrowed item to arrive at SCCC. When it does arrive, we will notify you by phone or email. When an item arrives, please pick it up promptly - we will only hold an item for two weeks before returning it to the lending library. If you fail to pick up an interlibrary loan item, the SCCC Library will not request that item again.

Renewals for materials must be requested no later than one week before the due date.

If you require the loaned material before a specific date, please notify library staff when requesting your item. Special requests may not always be honored because delivery is largely determined by the lending library.

INTERLIBRARY LOAN COST POLICY

Interlibrary loan is generally free for SCCC patrons, although some items may have a charge. If there is a charge involved, the SCCC Library will contact you if before obtaining the item.

INTERLIBRARY LOAN PATRON CHARGES

Patrons will be held responsible for any charges incurred for late fees, lost, or damaged materials. Students with lost or damaged interlibrary loans or with late fees may also have a hold placed on their records which will prevent them from registering for new classes or obtaining an official transcript. Failure to comply with ILL rules will result in loss of ILL privileges.

COPYRIGHT

The copyright law of the United States (Title 17, United States Code), governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not be "used for any purpose other than private study, scholarship, or research." If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of "fair use," that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order, if, in its judgment, fulfillment of the order would involve violation of copyright law. Libraries must comply with the Copyright Compliance Guidelines (sect.108(g)) of the U.S. Copyright Law and all other provisions that may apply.

SEWARD COUNTY COMMUNITY COLLGE LIBRARY'S LENDER POLICIES

All items lent from the Seward County Community College have an initial loan period of 30 days. Renewal of items may be available.

Damage, loss and theft while the item is in care of the borrowing library is the responsibility of the borrowing library, who may choose to pass the fees onto their patron.

Failure to comply may mean loss of future loans to your institution.

SCCC generally does not lend the following items via ILL:

- Current textbooks, or any item on reserve
- Microfilm
- Newspapers

For further details on SCCC's Lender policies, please contact the library at library@sccc.edu.

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