College Libraries Guidelines

See also: The information referenced on the Libraries’ web page offers more information.

Our Purpose
The purpose of the Libraries is to support the College’s mission by providing dedicated service, effective instruction, and quality resources to the college community.

Goals
1. To provide informational, instructional, reference, research, and educational services to the college community in support of learning, teaching, and lifelong information literacy.
2. To provide a comprehensive collection of print, non-print, and online resources.
3. To employ qualified librarians and staff who support and facilitate a learning community.
4. To provide the physical facilities and equipment needed to support both a traditional and an online learning environment.
5. To engage in cooperative interactions with community groups, county agencies, libraries, and educational institutions.
6. To assess services and resources on a recurring basis and to utilize those results for planning needs.
7. To participate in the institutional planning and the educational development of the College.

Learning Outcomes Access, Analyze, and Use Information
1. Formulate an information question or need, and develop a search strategy to meet that question or need.
2. Access information by a variety of means including but not limited to, computer networks, www, databases, paper and electronic catalogs and indices, books, journals, people, and organizations.
3. Analyze the information accessed using appropriate means.
4. Use gathered information for oral, written, and/or electronic presentations appropriate to the audience and purpose, and include appropriate academic documentation of sources.

Animals
Service animals are the only animals permitted in the library.

Borrowing
If you wish to borrow library books, you must present a current College student photo ID card or a current semester paid receipt. If you do not have these items with you, you will be asked to present a legal photo ID as well as verifying information in your student library record.

- Employees – if you do not have a current College ID card or a record in the Circulation database, you will be asked to present documentation of your employment at the College.
- Why is correct documentation important? Borrowing and database privileges are tied to your library status.
- If you do not have your own College ID or public library card, you will be asked to obtain one.
- Community borrowers: We will affix a library barcode to the back of your public library card, if you wish.
- When using joint use libraries or local public libraries, you will be issued a county card for those facilities.
• If you do not have a record in the circulation database, you will be asked to complete a short application form. The library employees shred these applications; however, you may take the application form upon transfer of the information into the circulation database.
• Cards and privileges cannot be transferred between individuals.
• The cardholder is responsible financially for all items borrowed. Please notify the library if your library card is lost or stolen.
• Due dates vary according to the status of the borrower.
• Student library privileges expire at the end of each term. They automatically renew if the student continues his/her student status. Community status is an option for non-students.
• Employee library privileges expire when employment ends. Community status is an option for non-employees.
• Overdue fines are not assessed for regularly circulated items at the Main Library and the Pruitt Campus Library. The Morgade Library and the Brackett Library are managed by our county partners, so fines are in place at those locations. Reserve items are assessed at $1.00 per hour, up to $20 or the cost to replace the item. Library privileges are suspended for any overdue item or any fine owed.
• If the patron fails to return any borrowed IRSC items or loses any borrowed IRSC items, a hold will be placed against future library loans and against student records. Responsible use of College resources is expected. Lost items from our joint use partners must be handled as per their individual policies.
  o The patron must return the item, replace the item with the most current edition available, or pay for the item. If the item is not currently in print, the library has an average cost per item that will be charged.
  o If the patron opts to pay for the item, the cost will be the in-print price.
  o College registration is blocked until the issue is resolved.
  o Student grades, transcripts, diplomas, or certificates are not released until the issue is resolved.
  o Employees are liable for lost or damaged library materials, too.
  o Library privileges are suspended at all College libraries until the issue is resolved.
  o Book returns may be made at any of the College libraries.
  o If you have questions about Circulation Guidelines or your Circulation record, you may contact the library administrator.
  o The College is not obligated to send overdue notices.
  o Materials on hold for another borrower cannot be renewed by the original borrower.
  o The College Libraries reserve the right to recall library materials.

<table>
<thead>
<tr>
<th>Students with Current College ID or Current Paid Term Bill</th>
<th>Maximum # of Items</th>
<th>Loan Period</th>
<th>Renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Borrowing</strong></td>
<td>Joint Use Libs differ</td>
<td>Joint Use Libs differ</td>
<td>Joint Use Libs differ</td>
</tr>
<tr>
<td><strong>Books</strong></td>
<td>6 (or more with staff permission)</td>
<td>21 days</td>
<td>Two</td>
</tr>
<tr>
<td><strong>Media</strong></td>
<td>Most titles are In House Use Only, Some titles now circulate</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Periodicals</strong></td>
<td>In House Use Only</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Interlibrary Loan</strong></td>
<td>N/A</td>
<td>As per lending library</td>
<td>As per lending library</td>
</tr>
</tbody>
</table>
### Employees with Current College ID or Current Library Card or PID

<table>
<thead>
<tr>
<th></th>
<th>Maximum # of Items</th>
<th>Loan Period</th>
<th>Renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Borrowing</td>
<td>Joint Use Libs differ</td>
<td>Joint Use Libs differ</td>
<td>Joint Use Libs differ</td>
</tr>
<tr>
<td>Books</td>
<td>N/A</td>
<td>Semester</td>
<td>Two</td>
</tr>
<tr>
<td>Media</td>
<td>N/A</td>
<td>7 days</td>
<td>Two</td>
</tr>
<tr>
<td>Periodicals</td>
<td>Use Library Copier</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>N/A</td>
<td>As per lending library</td>
<td>As per lending library</td>
</tr>
<tr>
<td>Reserve</td>
<td>In House Use Only</td>
<td>Miley – 2 days</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Brackett – 5 days</td>
<td></td>
</tr>
</tbody>
</table>

### Statewide Reciprocal Borrowers with Current College ID card and Photo ID

<table>
<thead>
<tr>
<th></th>
<th>Maximum # of Items</th>
<th>Loan Period</th>
<th>Renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>6 (additional with staff permission)</td>
<td>21 days</td>
<td>Two</td>
</tr>
<tr>
<td>Media</td>
<td>In House Use Only</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Periodicals</td>
<td>In House Use Only</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>Service of Home Library</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Reserve</td>
<td>In House Use Only</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Guests (local users/special borrowers) with Current Library Card (with barcode) & Photo ID

*Children under the age of 18 who are not IRSC students need parental/guardian consent & parental presence when card is issued.

<table>
<thead>
<tr>
<th></th>
<th>Maximum # of Items</th>
<th>Loan Period</th>
<th>Renewals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>3 (additional with staff permission)</td>
<td>21 days</td>
<td>Two</td>
</tr>
<tr>
<td>Media</td>
<td>In House Use Only</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Periodicals</td>
<td>In House Use Only</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Interlibrary Loan</td>
<td>Service of Public Library</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Reserve</td>
<td>In House Use Only</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

### Borrowing Record

Guest borrowers can check their records by presenting their IDs at any of the Libraries’ front desks. College borrowers can also check MyAccount through the online catalog.

### Cell Phone Use

- Make and take all cell calls outside the College libraries.
- The buildings do not have cell zones. Please turn your phones to vibrate while in the library.
- Students prefer a quiet academic environment while in the library. Please respect their need for silence by using your phone outside the library building.
Computer and Internet Use

Student Information

- IRSC students may logon to Main Campus library computers using their IRSC student ID numbers.
  - If you are a college student from another institution, you are a community member at IRSC.
- Academic and research needs have priority over emailing, chatting, or surfing.
- Gaming is not permitted on library computers.
- Only one person per computer is permitted due to limited workspace and the nature of academic work. This work environment extends to the area in front and behind the computer stations.
  - Due to space limitations and noise factors, group work on IRSC computers is best done in computer labs.
- During high use times, library employees have the authority to monitor usage to best meet the academic needs of IRSC students.

Community Information

- Community patrons must be 18 years or older to utilize IRSC library computers. For patrons of high school age and under the age of 18, the parent/guardian must sign documentation approving the minor’s use by showing a legal photo ID and completing a permission form. This permission verifies approval for the student to use unfiltered computers with adults who are students, employees, or community members. All other access is mediated by a library employee.
- Community patrons must show a legal photo ID to obtain a library card.
  - This library card can be used to log on to public computers.
- Computer use is limited to one hour. This time can be extended if no one is waiting.
- Library research needs have priority over emailing, chatting, or surfing.
- Gaming is not permitted on academic library computers.
- Only one person per computer is permitted due to limited workspace and the nature of academic work. This work environment extends to the area in front and behind the computer stations.

If you are not an IRSC student and you are under the age of 18, a library staff member will mediate research needs with you (see also bullet one).

Conduct

The College libraries endeavor to maintain an academic environment respectful of the individual learning styles of each student. If library patrons cannot adhere to acceptable standards of conduct, they will lose their library privileges.

- The College Libraries welcome students and community members. It is our desire to maintain both an academic and safe environment for all library users.
- The College Libraries adhere to the College's Student Code of Conduct.
- The library staff is not responsible for the care and safety of patrons unable to care for themselves.
- Library staff members will warn verbally any library user, regardless of age or affiliation, who is behaving in a disruptive or disrespectful manner. If the individual's behavior does not improve after the first warning, the library user will be asked to leave the library. In the case of unaccompanied minors, IRSC security may be asked to locate the parent/guardian.
Copyright
Indian River State College faculty, staff, and students are expected to observe the copyright law and guidelines. Federal penalties for violation are strict and pertain to the individual involved as well as the institution. Visit the Libraries’ Copyright Web page or LibGuides webpage for additional information on copyright and fair use.

Copyright is a form of protection provided by the laws of the United States (Title 17, U.S. Code) to the authors of "original works of authorship" including literary, dramatic, musical, artistic, and certain other intellectual works, whereby authors obtain, for a limited time, certain exclusive rights to their works.

The Copyright Law of the United States governs the making of photocopies of other reproductions of copyrighted materials. Any user that violates “fair use” may be liable for copyright infringement.

Requests to copy or reproduce copyright protected documents or media that go beyond fair use will be denied. These requests include individual, reserve, or group requests. Software and databases cannot be reproduced unless one copy is permitted for archival purposes in case the original is destroyed. The appropriate licenses and agreements will dictate the permission of an archival copy.

Media items that do not have public performance rights cannot be shown outside of the classroom to public groups.

See also Board Policy 6Hx11-3.25 (Intellectual Property) specifying all rights and obligations of the College and any student or employee in regard to the creation and security of intellectual property.

The Library administrator will provide information on securing permission to duplicate copyright protected material.

Document Delivery
The College is a member of the Florida statewide document delivery system. We also utilize the USPS and facsimile to deliver resources to students and employees.

Food and Drink
Food and drink should be consumed outside of the library. We are trying to avoid trash, unwanted insects, and damaged furniture. Food and drinks are not permitted by any library computer.

Furniture
The library provides group study tables, individual carrels, and comfortable seating for student use. The tables and comfortable chairs cannot be moved for various reasons, i.e., damage to the carpet, injury to the student, and disregard for safety needs of other library patrons.

Harassment/Discrimination
"Harassment or discrimination of any nature is prohibited whether it is on the basis of race, gender, color, national and ethnic origin, religion, age, disability, sexual orientation, veteran or marital status." From the College Student Handbook

Headphones
The use of headphones is encouraged; however, the volume/sound cannot distract other students. Students and community members must supply their own headphones.

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Interlibrary Loan
Students and College employees may use the interlibrary loan service offered by the College libraries. Interlibrary loan is a service that enables the student to borrow library materials from other libraries that are not owned by the College or that may be missing/borrowed from the College Libraries. Media, reference books, archival materials, computer software, textbooks, and current bestsellers are usually not loaned. The databases or the online catalog enable loan requests via their interfaces. If you are using a database that does not have an online request feature, consult the Libraries Web page for either the online book request form or the online article request form. We will make a concerted effort to obtain your interlibrary loan requests for you. If the lending library charges for the loan, we will not borrow the item without consulting you. You are responsible for fees charged by the lending library, so your approval is required. Interlibrary loan items take 3-5 business days unless the request is difficult for the lending library to fill. You will be notified by phone or by email when the item arrives. The College utilizes a statewide delivery system daily. The College courier transports materials to and from Indian River State College libraries on a daily basis, too. Interlibrary loans may be renewed; however, the lending library makes this decision. If a patron loses an interlibrary loan item, that patron is subject to the fines/fees imposed by the lending library. Patrons are also subject to the same loss of privileges as a College borrower.

The College Libraries lend circulating books and government documents for three weeks with renewals possible. We do not charge non-profit institutions for loans or photocopies. We do not charge for the delivery of the item. Interlibrary loan borrowers are subject to the same penalties as local borrowers. The College utilizes document delivery through the statewide system, as well as USPS. Service is not operational during days when the College is closed.

Library Rights
The College Libraries support the [Library Bill of Rights](https://www.ala.org/advocacy/legislation/library-bill-rights) and the [Code of Ethics](https://www.ala.org/ethics) of the American Library Association.

Personal Belongings
- Personal belongings should not be left unattended.
- Any lost items will be taken to the Student Affairs Office.

Photocopiers and Computer Printing
Photocopiers are available at all College libraries. Although the libraries do have change machines, it is advised that you bring change with you. Printing from the College computers is available. Again, it is advised that you bring change with you. The Copyright Law of the United States governs the making of photocopies of other reproductions of copyrighted materials.

Warning concerning copyright restrictions
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 to 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. The Indian River State College Libraries reserve the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of Copyright Law.

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Reference and Research Assistance
Students may also request appointments with library faculty to obtain reference and research assistance. Assistance is provided in person, by telephone, or online.

Study Rooms
- The Miley Library has three student study rooms, two small and one large. The study rooms on Main Campus have a two hour limit. The two smaller rooms support 4 students at one time and the larger study room supports six students at one time. The Pruitt Campus Library has two study rooms. The Brackett Library has four small study rooms (1-2 people), one large study room (4 people), and a large reserve student study room (4 people).
- These rooms are available for use by College students at Main (and by public/College at our joint use libraries at Pruitt and Mueller).
- They are available on a first come, first served basis. The Reserve Study Room at the Brackett Library cannot be reserved due to the materials in the room.
- While individuals may use the larger rooms, they may need to vacate the room if a group requires the room for project/studying needs. Carrels at the Main Campus Library and the Pruitt Campus Library are located in a no-talking zone if an individual needs a quiet place to study.
- Cell phones cannot be utilized in the study rooms.
- Patrons cannot conduct business in the study rooms. If you generate a fee for a service, e.g., private tutoring or web-based business, you fall into this category.

Suspension of Library Privileges
If a patron violates any of the College’s policies or codes of conduct, library privileges will be suspended.

Talking
- Talking is permitted in the study rooms.
- Quiet talking is permitted in the open areas of the library.
- Talking is not allowed in the study carrel areas of the library.

Theft or Vandalism of Library Materials
Theft of library materials violates District Board of Trustees’ policies, as well as Florida Statutes 235.09. Appropriate action will be taken by College officials.