Three Rivers College

Rutland Library and Computing Center

User Regulations

Fall, 2015
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Three Rivers College Vision Statement

Three Rivers College will be the preeminent, cutting-edge community of learners with a student-first focus, and will operate as a vibrant, dynamic catalyst for the creation of opportunities that foster learning and student success.

Three Rivers College Mission Statement

Three Rivers College inspires, prepares, and empowers students to succeed through open access to high-quality learning opportunities that meet the needs of the communities we serve.

Rutland Library Purpose Statement

Rutland Library provides one-stop access to library, technology and learning support services for all members of the Three Rivers College community in a dynamic and inviting environment that encourages, facilitates and supports academic growth and lifelong learning.

Confidentiality of Library Records

The Rutland Library has adopted the following policies concerning the confidentiality of library user information:

- All records identifying the names, social security numbers, or other identification numbers of library users are confidential in nature and will not be revealed to anyone other than the user without either the express written permission of the user in question, or when the library must adhere to proper legal procedures requesting access to such information.

- This policy is based on:

Circulation Policies

Borrowing Privileges

- The Rutland Library allows Three Rivers College students, faculty, staff and community members to borrow material.

- Three Rivers College students, faculty and staff automatically have library accounts as a result of their current enrollment for classes and their employment status with the college. A valid college photo ID card is proof of enrollment or employment, and is required for borrowing privileges.

- Retired college employees and past members of the college’s Board of Trustees retain full staff borrowing privileges.

- Community members over the age of 18 may obtain an account by completing a Rutland Library User Account Application.

- In order to check out materials borrowers must present one of the following valid photo IDs: Three Rivers College ID, Missouri Driver’s License, Missouri State ID card, or Military ID Card.
• Three Rivers College students, faculty and staff may have a maximum of 15 items checked out at a time.

• Community members may have a maximum of 2 items checked out at a time.

• Library account holders are responsible for ensuring that the address and contact information on file is correct.

• The library’s primary method of communication with account holders is via email. Therefore, a valid email address is required for all accounts.

Library Laptop Borrowing and Use: Students

• Library laptops are available, for 2-hour periods only, to currently enrolled Three Rivers College students with a current college photo ID. **Laptops are for library use only.**

• All borrowers must have signed a “Library Laptop Checkout Agreement” form on file before being allowed to borrow a laptop. This agreement is signed once per semester and held by the library.

• Students checking out laptops are responsible for all costs if the laptop is lost, stolen, damaged, or overdue. The laptop replacement fee and the costs of replacing peripherals are each based on current equipment costs.

• Laptops are available on a first-come, first-served basis and may not be reserved in advance. Only one laptop at a time may be borrowed by an individual.

• Laptops may be checked out at the library’s Circulation Desk until one hour before the library closes. Laptops must be returned at least one-half hour before closing. Users should stay at the Circulation Desk until the laptop and its peripherals are checked and the patron’s record cleared.

• Student borrowers will be charged a **late fine of $1.00 per hour**. After 24 hours overdue, the laptop will be considered lost.

• Laptop checkouts can be renewed, if there is no other student waiting. The library does not maintain a waiting list.

• The library is not responsible for files or viruses left on laptops.

• Laptops should never be left unattended.

Library Laptop Borrowing and Use: Employees

• Library laptops are available, for a 2-week period, with one renewal (maximum of one month), to currently-employed Three Rivers College individuals with a valid college photo ID,

• All borrowers must have a signed “Library Laptop Checkout Agreement” on file before being allowed to borrow a laptop. This agreement is signed once per semester, and held by the library.
• Employees checking out laptops are responsible for all costs if the laptop is lost, stolen, damaged, or overdue. The laptop replacement fee and the costs of replacing peripherals are each based on current equipment costs.

• Laptops are available on a first-come, first-served basis and may not be reserved in advance. Only one laptop at a time may be borrowed by an individual.

• Employees will be charged a late fine of $20.00 per day. After one week, the laptop will be considered lost.

• If the due date falls when the library is closed on weekends, for holidays, or because of inclement weather, laptops will be due on the first business day after the closing.

• Laptops may be checked out at the Library’s Circulation Desk until thirty minutes before the library closes.

• Employees must wait one business day before checking out another laptop.

• The library is not responsible for files or viruses left on laptops.

• Laptop checkouts must be returned to a staff person at the Circulation Desk. Users should stay at the desk until the computer and its peripherals are checked and the patron’s record cleared.

• Laptops should not be left unattended.

Loan Periods

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Students</th>
<th>Faculty and Staff</th>
<th>Community Members</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>28 Days</td>
<td>112 Days</td>
<td>28 Days</td>
</tr>
<tr>
<td>Book (New Release)</td>
<td>28 Days</td>
<td>28 Days</td>
<td>28 Days</td>
</tr>
<tr>
<td>Digital Voice Recorder</td>
<td>3 Days</td>
<td>3 Days</td>
<td>Not Available</td>
</tr>
<tr>
<td>DVD or Software (Non-Res)</td>
<td>7 Days</td>
<td>28 Days</td>
<td>7 Days</td>
</tr>
<tr>
<td>DVD or Software (Res)</td>
<td>2 Hours or 7 Days*</td>
<td>2 Hours or 7 Days*</td>
<td>Not Available</td>
</tr>
<tr>
<td>eBook Reader</td>
<td>14 Days</td>
<td>14 Days</td>
<td>Not Available</td>
</tr>
<tr>
<td>Flip Video Camcorder</td>
<td>3 Days</td>
<td>3 Days</td>
<td>Not Available</td>
</tr>
<tr>
<td>Laptop</td>
<td>2 Hours</td>
<td>14 Days</td>
<td>Not Available</td>
</tr>
<tr>
<td>Study Aide</td>
<td>2 Hours</td>
<td>2 Hours</td>
<td>Not Available</td>
</tr>
</tbody>
</table>

* Depends on item type and instructor preference.

Renewals

• Non-reserve books, DVDs, study aides and laptops may be renewed a maximum of 1 time.

• All other materials are ineligible for renewal.
Holds

- Three Rivers College students, faculty and staff can place holds on books and DVDs that are currently checked out.

- Hold requests are on a first-come, first-served basis.

- Books and DVDs will be held for a maximum of 14 days before being released back to the collection.

- Digital Voice Recorders, Flip Video Cameras, eBook Readers and laptops will be held for a maximum of 1 day before being released back to the collection.

- Borrowers who frequently fail to pick up items on hold may have their borrowing or hold privileges suspended.

Returns

- Borrowers should return all checked out library materials to the Library Circulation Desk during regular hours.

- Materials will be inspected upon return to ensure that no damage has occurred to items.

- Materials having multiple components will not be checked in until all pieces have been returned.

- Items unable to be checked in because they are damaged or have missing components will be charged overdue, damaged, or missing item fines as outlined in the “Overdue Fines” (p.6), and “Damaged and Lost Item Fees” (p. 7) sections of this manual.

- Borrowers who frequently fail to return items in a timely manner may have their borrowing privileges suspended.

Overdue Fines

- Three Rivers College students are subject to the following fine schedule.

- Three Rivers College faculty, staff and community members are not charged late fines.

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Overdue Fines</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>No fine</td>
</tr>
<tr>
<td>Book (New Release)</td>
<td>No fine</td>
</tr>
<tr>
<td>Digital Voice Recorder</td>
<td>$1.00 per day</td>
</tr>
<tr>
<td>DVD or Software (Non-Reserve)</td>
<td>No fine</td>
</tr>
<tr>
<td>DVD or Software (Reserve)</td>
<td>$1.00 per hour</td>
</tr>
<tr>
<td>eBook Reader</td>
<td>$1.00 per day</td>
</tr>
</tbody>
</table>
• Borrowers who have accumulated overdue fines will have their borrowing privileges suspended.
• A charge will be posted against a student’s account for any late fees. Unpaid fees will result in the withholding of transcripts and the inability to register for classes.
• Borrowing privileges will only be reinstated after any fine balance has been paid in full.
• Borrowers with a history of turning in items late may have their borrowing privileges restricted.

**Damaged and Lost Item Fees**

• Three Rivers College students, faculty, staff and community members are subject to the following damaged or lost item fee schedule.

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Damaged or Lost Item Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flip Video Camcorder</td>
<td>$1.00 per day</td>
</tr>
<tr>
<td>Laptop or Laptop Peripherals</td>
<td>$1.00/hr. or $20.00/day</td>
</tr>
<tr>
<td>Study Aide</td>
<td>$1.00 per hour</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Type</th>
<th>Damaged or Lost Item Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book</td>
<td>$100.00</td>
</tr>
<tr>
<td>Book (New Release)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Digital Voice Recorder</td>
<td>$150.00</td>
</tr>
<tr>
<td>DVD or Software (Non-Reserve)</td>
<td>$30.00</td>
</tr>
<tr>
<td>DVD or Software (Reserve)</td>
<td>$150.00</td>
</tr>
<tr>
<td>eBook Reader</td>
<td>$300.00</td>
</tr>
<tr>
<td>Flip Video Camcorder</td>
<td>$250.00</td>
</tr>
<tr>
<td>Laptop</td>
<td>Market Cost</td>
</tr>
<tr>
<td>Laptop Peripherals</td>
<td>Market Cost</td>
</tr>
<tr>
<td>Textbook or Study Aide</td>
<td>$200.00</td>
</tr>
</tbody>
</table>

• A $20.00 per item processing fee will be added to any damaged or lost item fees.
• The library will accept replacement items in lieu of a damaged or lost item fee only if the replacement item is an exact duplicate, or the replacement item is in the subject area of the damaged material.
• Normally, no refunds are issued once a damaged or lost item fee has been paid.
• Borrowers who have accumulated damaged or lost item fees will have their borrowing privileges suspended.
• A charge will be posted against a student’s account for any damaged or lost fees. Unpaid fees will result in the withholding of transcripts and/or the inability to register for classes.
• Borrowing privileges will only be reinstated and account blocks on student accounts will only be removed when fine balances have been paid in full.
• Borrowers with a history of losing items or returning damaged items may have their borrowing privileges restricted.

**Overdue Notice Process**

• Overdue notices are issued as a courtesy to all library users.

• Non-receipt of an overdue notice does not exempt a borrower from applicable fees or fines.

• To avoid notices of fines, materials should be returned or renewed by the due date.

• The first overdue notice is issued on the 1st day an item is overdue.

• The second overdue notice is issued on the 10th day an item is overdue.

• On the 30th day that an item is overdue, a final notice is placed on the patron account; charges and blocks on the patron’s record are also issued at this time.

**Inter-Library Loan (ILL)**

• Three River College students, faculty, and staff may request materials through inter-library loan that are not available in Rutland Library’s collection.

• Requests for ILL materials can be submitted either in person, or electronically through the Mobius network.

• Delivery time for ILL requests is usually a minimum of two weeks.

• Users are required to pay any charges or fees incurred by the library for borrowed ILL materials.

• Borrowers assume financial responsibility for ILL items which are lost, damaged, or late.

• Failure to pay any fines, fees, or charges will result in a block being placed on the borrower’s library record. Additionally, if the borrower is a student, an account block will be placed on the student’s file until such time as the charges are paid.

**Computer and Laptop Usage**

Three Rivers College students, faculty, and staff are allowed access to the library’s computers and laptops subject to the following rules:

• Use is on a first-come, first-served basis.

• Conduct that restricts or inhibits others from pursuing academic research or that violates college policies or state/federal law is not permitted.

• Users may not change any computer or laptop settings, including installing software or plug-ins.

• Headphones must be used when listening to audio.

• Items may only be saved to a USB or external drive.
• Neither the library nor the college will assume financial responsibility for unauthorized Internet-related expenditures.

• Neither the library nor the college is responsible for any viruses which may be transferred to a user’s personal storage device or for any lost or corrupted files.

• Three Rivers College students, faculty and staff violating these rules will be reported to the appropriate college office for disciplinary action.

Community members are allowed to use designated public access computers subject to the following rules:

• Computer use is on a first-come, first-served basis.

• Users must be 18 years of age or older to use the computers unaccompanied.

• Users under the age of 18 must have their parent or legal guardian sit next to them while they use a computer.

• Users must present a valid driver’s license, state issued ID card, military ID card or student ID card.

• Conduct that restricts or inhibits others from pursuing academic research or that violates college policies or state/federal law is not permitted.

• Users may not change any computer settings, including installing software or plug-ins.

• Headphones must be used when listening to audio.

• Items may only be saved to a USB or external drive.

• Neither the library nor the college will assume financial responsibility for unauthorized Internet related expenditures.

• Neither the library nor the college is responsible for any viruses which may be transferred to a user’s personal storage device or for any lost or corrupted files.

• Users violating these rules may have their access privileges suspended and, depending on the severity of the violation, be reported to law enforcement.

Study Rooms

The library’s study rooms are intended for the use of Three Rivers College students and are subject to the following guidelines:

• Study rooms may only be used by students of Three Rivers College.

• Study rooms are first-come, first-served unless a reservation already exists.

• Students may reserve a room by calling the library at 573-840-9654 or by inquiring at the Library Circulation Desk.
• Rooms may be reserved no more than one month in advance.

• Reservations are available from 30 minutes up to 3 hours in a single day.

• Students must confirm their reservation by email within 24 hours.

• The student who booked the study room must present a valid photo ID when he or she arrives to use the room.

• The student who booked the study room must be present in order for a group to use it.

• Study room reservations are not transferable.

• If a room reservation is not claimed within 15 minutes of the requested time, that reservation will be cancelled and the room will be available to other users.

• Conduct that restricts or inhibits others from pursuing academic research or that violates college policies or state/federal law is not permitted.

• Abuse of the study rooms, failure to comply with reservation requirements or violations of library policies may result in suspension of study room privileges.

Printing/Copying

• Rutland Library has a self-service printer with black and white print capability that is available to all users of the library. This printer allows for copies to be made from the library’s computers, or from originals in the possession of the library patron.

• The cost to print is 10 cents per page.

• Printing costs are not refundable or transferable.

Food and Drink

Our food and drink policy is intended to create a comfortable study and research environment, preserve the collections, and protect our facilities from rats, mice, insects, and harmful molds. Following these guidelines will help to insure the health and safety of all library users and a long life for library collections, furnishings, and equipment.

• Food and drink are allowed in all areas of the Rutland Library and Computing Center.

• Users are expected to clean up after themselves by placing garbage in the receptacles provided for that purpose.

• Spills should be cleaned up and reported immediately.

• Food and drink should not be left unattended.

• Unattended food and drink will be discarded.
Electronic Device Usage

The Rutland Library recognizes that we live in an ever-increasing digital world and that students rely on a variety of electronic devices (cell phones, MP3 players, laptops, etc.) to stay connected to their interests. As such, the library has adopted the following guidelines concerning the use of digital devices:

- Cell phone usage is permitted in all areas of the Rutland Library and Computing Center.
- Cell phone users are requested to place their phones on silent or vibrate and to keep the volume of any calls to respectable levels.
- The use of electronic devices to play music or watch videos is allowed in all areas of the Rutland Library and Computing Center.
- Patrons using electronic devices to play music or watch videos (MP3 players, CD players, portable DVD players, laptops, etc.) must use headphones.
- Cell phones or electronic devices that restrict or inhibit others from pursuing academic research or that violate college policies or state/federal law is not permitted.

Reference Services

The Rutland Library maintains a reference service for students, faculty and staff during specified hours. The reference service will:

- Provide answers to specific questions.
- Provide guidance in locating material for users.
- Assist users with planning a basic research methodology and/or a research strategy.

Collection Development

Rutland Library’s primary collection development objective is to obtain material that supports the curriculum taught at Three Rivers College and the research needs of the students, faculty and staff. Therefore, selection and acquisition of material are focused on providing access to items that are relevant to the instructional and research programs of the college. Input from library users is an important aid in building the collection and all users are invited to make purchase recommendations. Factors influencing the selection of items include:

- Relevance to the educational programs of the college.
- Balance of resources in the collection.
- Representation of all viewpoints for controversial issues.
- Professional reviews.
- Representation of a diversity of religious, ethnic and cultural groups.
- Duplication of resources.
- Available format.
• Availability of funds.

Identifying appropriate research materials is a cooperative venture of the library staff and faculty members. When an assessment is being conducted of a specific academic area, the faculty of that area will be asked to work with members of the library staff to assess and enhance the library’s resources in that subject specialty.

In addition to supporting the curriculum taught at Three Rivers College, the library also has a secondary objective to obtain some materials that support the leisure activities of students, faculty and staff. Therefore, the selection and acquisition of popular fiction, best sellers, and movies is a continuous process. Input from library users is an important aid in building a carefully-selected leisure collection, and library users are invited to make purchase recommendations. Factors influencing the selection of leisure items include:

• Professional reviews.
• Popularity of items as evidenced by polls, best seller lists, awards/prizes, or sales.
• Duplication of resources.
• Available format.
• Availability of funds.

Withdrawals/Weeding

It is the policy of the Rutland Library to keep an up-to-date and useful collection through a continuous withdrawal and replacement process. Criteria for determining which items need to be weeded include:

• Duplication of material.
• Age of material/availability of newer editions.
• Physical condition.
• Usefulness.
• Current demand.
• Relevancy of content, style or theme.

Collection Concerns

Users with a complaint about an item in the collection are welcome to submit their concerns in writing. A committee of library staff and appropriate faculty members will review the complaint and the item in question and make a recommendation to the Director as to the disposition of the item. The complainant will be notified of the decision in a written response.
Orientations

The Rutland Library offers orientation tours to acquaint users with the variety of resources available to them. Orientation tours are available for all library users by request. Individuals wishing to participate in an orientation tour should contact the librarian to schedule a date and time. Non-scheduled walk-in tours may be provided by library staff as requested and as time permits.

Library Instruction

Faculty may request instructional sessions for their classes by contacting the Circulation Desk. Instructors should request sessions as far in advance as possible but not less than three school days before the requested session date. The instructor and the librarian will discuss any specific needs or any specific resources the instructor wishes highlighted prior to the scheduled class.

Faculty at a non-campus site may request an instruction session by contacting the library’s Outreach Coordinator. Those types of sessions will highlight resources and services that can be accessed by students, faculty and staff from remote sites. A personal visit from either the Outreach Coordinator or another library staff member can be scheduled at the convenience of both the instructor and the staff member.

Gifts and Donations

Rutland Library encourages and appreciates gifts and donations. The library accepts both monetary and material donations. Material gifts become the sole property of the library at the time of donation. Material gifts are accepted with the understanding that they will be added to the collection only if appropriate and needed. Items not chosen for inclusion in the collection will be discarded.

The library also accepts memorial gifts in the form of monetary donations. The library does not accept memorial gifts in the form of materials. Suitable book plates can be placed in items that are purchased with memorial gift money. The library will purchase a recommended title that fits the needs of the library and that either supports the college curriculum or that contributes toward leisure reading or viewing.

The library is unable to appraise the value of donated materials, but can provide an acknowledgment of receipt of items for tax purposes.

Learning Resources Committee

The Rutland Library maintains an advisory committee comprised of Three Rivers College students and faculty. The committee meets at least once per semester to provide input on the general development of library policies, procedures and services.