

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

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Sub Section: 6200 Curriculum Services and Support	
Title: IR 6221 Library Operations	Page 1 of 10
Primary Policy: IP 6220 Library Services	
Associated Policies: IP 6710 Faculty Rights and Responsibilities; SP 2610 Student Code of Conduct	
Associated Regulations: IR 6750 Intellectual Property; IR 6222 Library Circulation Privileges; IR 6223 Library Collection Development; ITR 8100 Acceptable Use; IR 6410 Electronic Devices in the Learning Environment	
References: American Library Association (ALA) "Professional Ethics," "Freedom to Read Statement," "Freedom to View Statement," and the "Library Bill of Rights" located on ALA website; The American Library Association Policy Manual, Section B.8.5 (pp. 38-40), "Confidentiality of Library Records,"; Revised Statutes of the State of Missouri, Title 11:182.815 and 817; The Family Education Rights and Privacy Act of 1974.	
Supersedes: Library Handbook	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 03-20-2024	Last Revision:

Library Operations

In an effort to provide appropriate, high quality library services and materials in support of the learning environment, library operations, processes, and procedures have been instituted. This regulation describes specific segments of the Three Rivers College Rutland Library operations. For additional information, see Library staff.

General Information

Confidentiality of Library Records

- All records identifying the names, Social Security numbers, or other identification numbers of library patrons are confidential in nature and will not be revealed to anyone other than the patron without either the express written permission of the patron in question, or when the library must adhere to proper legal procedures requesting access to such information.
- The libraries protect each library patron's right to privacy and confidentiality with respect to information sought or received, and resources consulted, borrowed, acquired, or transmitted.

Orientation

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

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Finals Week

Library staff understand the need that students have during finals week for a comfortable, quiet atmosphere in which to study. Toward that end, we make every effort to reduce noise and to keep distractions to a minimum.

Study Rooms

The library's study rooms are for the use of Three Rivers College students, as well as students of other institutions with TRC consortial arrangements. Study room use is subject to the following:

- Study rooms may be used by students of Three Rivers College, or institutions specified above, in connection with their classwork or to study for a specialized test.
- 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.
- Study rooms reservations are handled on a first-come, first-served basis unless a reservation already exists.
- Students may reserve a room by calling the library at 573-840-9654 or by inquiring at the Circulation Desk.
- Rooms may be reserved no more than 2 days in advance.
- Reservations are available from 30 minutes up to 3 hours in a single day. The reservation time period applies to the group, not to each individual within the group.
- Students must confirm their reservation by email within 24 hours.

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- 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 for a group to use the room.
- 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.
- Whiteboard markers, for use in the rooms, are available upon request at the Circulation Desk.
- Use of both TVs and HDMI cables are available upon request; volume should be kept low to prevent disturbing other students who are studying.
- Whiteboards that are used by a group should be cleaned after each reservation, leaving a clean board for the next group.

The Library at Three Rivers College – Sikeston Study Room

- Study rooms are available on a first-come, first-served basis
- Reservations are not required except in during peak usage time and determined at the discretion of library staff

Food and Drink

- Food and drink are allowed in all areas of the Rutland Library.
- Patrons are expected to clean up after themselves by placing garbage in receptacles provided for that purpose.
- Spills should be cleaned up and reported immediately.

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- Food and drink should not be left unattended; food and drink left will be discarded.
- Food and drink privileges may be suspended in cases of health concerns.

Electronic Device Usage

- Cell phone usage is permitted in all areas of Rutland Library and the Rutland Library - Sikeston.
- Patrons with cell phones are requested to place their phones on silent or vibrate and to keep the volume of any calls to respectable levels. Calls placed on speaker phone are not allowed.
- Patrons with electronic devices must remember that other students are either studying, taking tests, or concentrating on their research efforts.
- Patrons using electronic devices to play music or watch videos (cell phones, 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 are not permitted.

Computer Lab

- 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.
- Patrons may not change any computer or laptop settings, including installing software or plug-ins.
- Headphones must be used when listening to audio.
- Neither the Library nor the College will assume financial responsibility for unauthorized Internet-related expenditures.

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- Neither the library nor the College is responsible for any lost or corrupted files.
- When Three Rivers College personnel violate these rules, they will be reported to the appropriate College office for possible disciplinary action.
- Reference College Regulation ITR 8100 Acceptable Use for more information.

Community members may use designated public access computers at Rutland Library subject to the following:

- Computer use is on a first-come, first-served basis.
- Patrons must be 18 years of age or older to use the computers unaccompanied.
- Patrons under the age of 18 must have their parent or legal guardian sit next to them while they use a computer.
- Patrons 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.
- Patrons may not change any computer settings, including installing software or plug-ins.
- Headphones must be used when listening to audio.
- Neither the Library nor the College will assume financial responsibility for unauthorized Internet-related expenditures.
- Reference College Regulation ITR 8100 Acceptable Use for more information.

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Printing/Copying

- Rutland Library and the Rutland Library - Sikeston have self-service printers with black-and-white print capability that are available to all patrons of the library. These printers allow 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.
- All federal copyright laws are in effect when making copies. Contact the Circulation Desk if you have questions.

Copyright

As a college devoted to providing the highest level of instruction by its faculty and education for its students, Three Rivers College respects the rights of content creators and facilitates compliance with the provisions of the United States Copyright Law (Title 17, United States Code, Sect. 101 et. seq). Three Rivers College recognizes the Copyright Act of 1976, including the Fair Use doctrine (Section 107) and subsequent amendments including the TEACH Act, the Digital Millennium Copyright Act of 1998, Guidelines for Off-the-Air Recording of Broadcast Programming for Education Purposes, and Circular 21: Reproduction of Copyrighted Works by Educators and Librarians.

Specifically, the Three Rivers College Rutland Library:

- Informs and educates students, faculty, and staff about their rights and privileges in using copyright-restricted material, including the limited exclusive rights of copyright holders;

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- Provides resources and tools for members of the Three Rivers College community to facilitate the adoption of copyright materials into their classes;
- Facilitates the use of materials currently licensed by Three Rivers College;
- Identifies individuals at the college who can advise faculty and staff regarding application of copyright law.

The use of copyrighted material is allowable in each of the following instances:

- Fair Use: Copyrighted materials may be copied or otherwise used without the copyright owner's permission where such use meets the four-part test for fair use. This test considers:
 - (1) the purpose and character of the use;
 - (2) the nature of the copyrighted work;
 - (3) the amount, substantiality, and portion used;
 - (4) the effect of the use on the potential market. The test is fact-specific. If you have questions, please consult your Department Chairperson.
- The TEACH Act Circumstances (distance education): All portions of a non-dramatic work may be transmitted as long as the display is an integral part of the class and teaching content, the transmission is solely for students, the performance is live or asynchronous, and technological measures are implemented that prevent retention of the work in accessible form and prevent further dissemination of the work.
- Face-to-face teaching in a classroom or similar place: Generally, performance or display of a lawfully made copy of a non-dramatic performance in the classroom or similar place is permissible under 17 U.S.C. § 110.
- Library records: The Rutland Library has the authority to make certain copyrighted material available to faculty, staff, and students under 17 U.S.C. § 108. Faculty

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should, whenever possible, provide a hyperlink to library materials as part of any web-based instructional activity.

- With permission of the owner: In instances where faculty, staff, or students cannot legally use copyrighted material, they should seek permission of the owner.

Reference Services

The Three Rivers College libraries maintain a reference service which:

- Provides answers to specific questions.
- Provides guidance in locating material for patrons.
- Assists patrons with basic research methodology and/or a research strategy.

Reserve Materials

Rutland Library and the Rutland Library - Sikeston provide places to house materials that the faculty have chosen for use by students only in their classes. These areas are accessible by library staff but protected from direct contact by library patrons. Reserve materials must be requested from a library staff member; the staff member then retrieves the material and checks out the item or items to the waiting patron. The following guidelines apply to the use of these materials:

- Reserve materials may be used in-house for a period of 2 hours. They must then be returned to the Circulation Desk.
- Some reserve materials may also be checked out for 3 days, 1 week, and 2 weeks. These items may leave the library.

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- Faculty wishing to place materials on reserve are asked to choose which of the four options listed above apply to the materials they wish to place on reserve. The library staff will honor the faculty's choice.

Library Instruction Sessions

On-campus 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 library staff member will discuss any specific needs or resources the instructor wishes to have highlighted prior to the scheduled class.

Faculty at external locations may request an instruction session by contacting the library. 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 a library staff member can be scheduled at the convenience of both the instructor and the staff member.

Self-paced, online tutorials are also available covering a range of library-related topics including basic library instruction and information literacy.

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