

## Circulation - Mission & Policies

In order to help fulfill the library mission and role, the circulation department supports and maintains the collection and serves the students, faculty, staff and community. The goal of the circulation department is to offer professional quality and personalized service to its users, while maintaining an orderly and well-kept collection. Circulation Department activities include circulating library materials, creating patron library accounts, providing interlibrary loan pickup, collection maintenance, troubleshooting library equipment malfunctions, processing and collecting library fines, and facilitating the check-out/check-in of student laptops. As an extension of the classroom, the circulation department maintains the print and electronic reserves (ERes) system. The library reserve system provides students access to supplemental materials that will enhance their studies outside the classroom.

### Library Goals:

1. To maintain an orderly library collection in accordance with the Library of Congress Classification System.
2. Circulate Library materials in accordance with circulation procedures.
3. Check in/out student laptops in accordance with circulation procedures.
4. Maintain library reserve system in compliance with U.S. Copyright Law.

### Library Hours:

Regular Fall/Spring Semester Library Hours:

Monday-Thursday	8:00 AM – 11:00 PM
Friday	8:00 AM – 5:00 PM
Saturday	10:00 AM – 5:00 PM
Sunday	1:00 PM – 11:00 PM

For interim hours and finals hours, please call 792-2396 or view the library homepage at:

<http://www.lcsc.edu/library>.

### Employment Opportunities

The Circulation Department hires students and community members for part-time employment with the classification of irregular help employee. Skills required include strong interpersonal communication skills, keyboard skills, computer experience, telephone experience, numerical and alphabetical skills and the ability to work well with the public. The Library employs only paid staff and does not rely on volunteers.

### Borrowing Materials

Borrowing privileges are available to all current LCSC students, faculty, staff, North Idaho Academic Library (NIAL) patrons, and guest patrons from any Washington Idaho Network Library (WIN). Individuals must present either a current WarriorOne card or a library card from their home library (WIN) in order to borrow an item. Patrons may only have one account.

Library cards cannot be transferred to another patron--one card for one patron.

### Library Patron Accounts

All LCSC students, faculty and staff must register with the Library in order to borrow any item. Individuals will be asked to present their current WarriorOne card and fill out a patron registration form to set up an account.

All guest patrons must have a library account created by their home library (WIN). All guest patrons are required to provide a current card from their home library (WIN) and a photo identification.

Individuals with fines or overdue materials at any WIN Library will be denied borrowing privileges until their account has been cleared. Individuals may check their account on the online catalog associated with their home library.

### Checking Out Materials

The library requires that individuals checking out materials present their library card at the time of check-out. Patron accounts must be cleared of all fines and overdue materials in order to borrow materials. The following categories have borrowing privileges:

LCSC students, faculty and staff - Current WarriorOne card.

North Idaho Academic Library (NIAL) patron - Current student, faculty or staff campus ID.

BSU/MSW students - Current LCSC WarriorOne card

Adult Basic Education (ABE) and GED students - Current home library card (WIN) and photo ID.

Guest patron - Current home library card (WIN) and photo ID.

### Borrower Confidentiality

The Library abides by the American Library Association Code of Ethics which affirms each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted. All Library patron records and circulation records are confidential. Library employees will not disclose any information concerning your library registration or circulation activity. In addition, all student information is protected under the Family Education Rights and Privacy Act (FERPA). Any requests for patron information should be referred to the Library Director.

### Loan Periods

#### Books, Browsing, Children's Literature Collection (CLC) and Curriculum Materials:

Patron Group	Loan Period	Limit	Renewals
LCSC Students & Staff BSU/MSW Students NIC Students Staff & Faculty UI Staff & Undergraduates	28 Days	20 Items	1 Renewal
Guests (any WIN Library)	28 Days	3 Items	1 Renewal
LCSC Faculty UI Faculty	160 Days	20 Items	1 Renewal
UI Graduate Students	One Semester Term	20 Items	1 Renewal

**Pacific Northwest Collection (PNW) Books**

Patron Group	Loan Period	Limit	Renewals
LCSC Students & Staff BSU/MSW Students NIC Students Staff & Faculty UI Staff & Undergraduates Guests	28 Days	3 Items	1 Renewal
LCSC Faculty UI Faculty	160 Days	20 Items	1 Renewal
UI Graduate Students	One Semester Term	20 Items	1 Renewal

**Audio Visual Collection (AV):**

Patron Group	Loan Period	Limit	Renewals
LCSC Students & Staff BSU/MSW Students NIC Students Staff & Faculty UI Staff & Faculty UI Graduates and Undergraduates Guests	14 Days	5 Items	1 Renewal
Guests	14 Days	3 Items	1 Renewal

**Reserve Collection:**

Patron Group	Loan Period	Limit	Renewals
LCSC Students & Staff LCSC Faculty	Varies with Item	None	None
BSU/MSW Students NIC Students, Staff & Faculty UI Staff & Faculty UI Graduate & Undergraduates Guests	Varies with Item	None	None

**Non-circulating Collections (In library use only)**

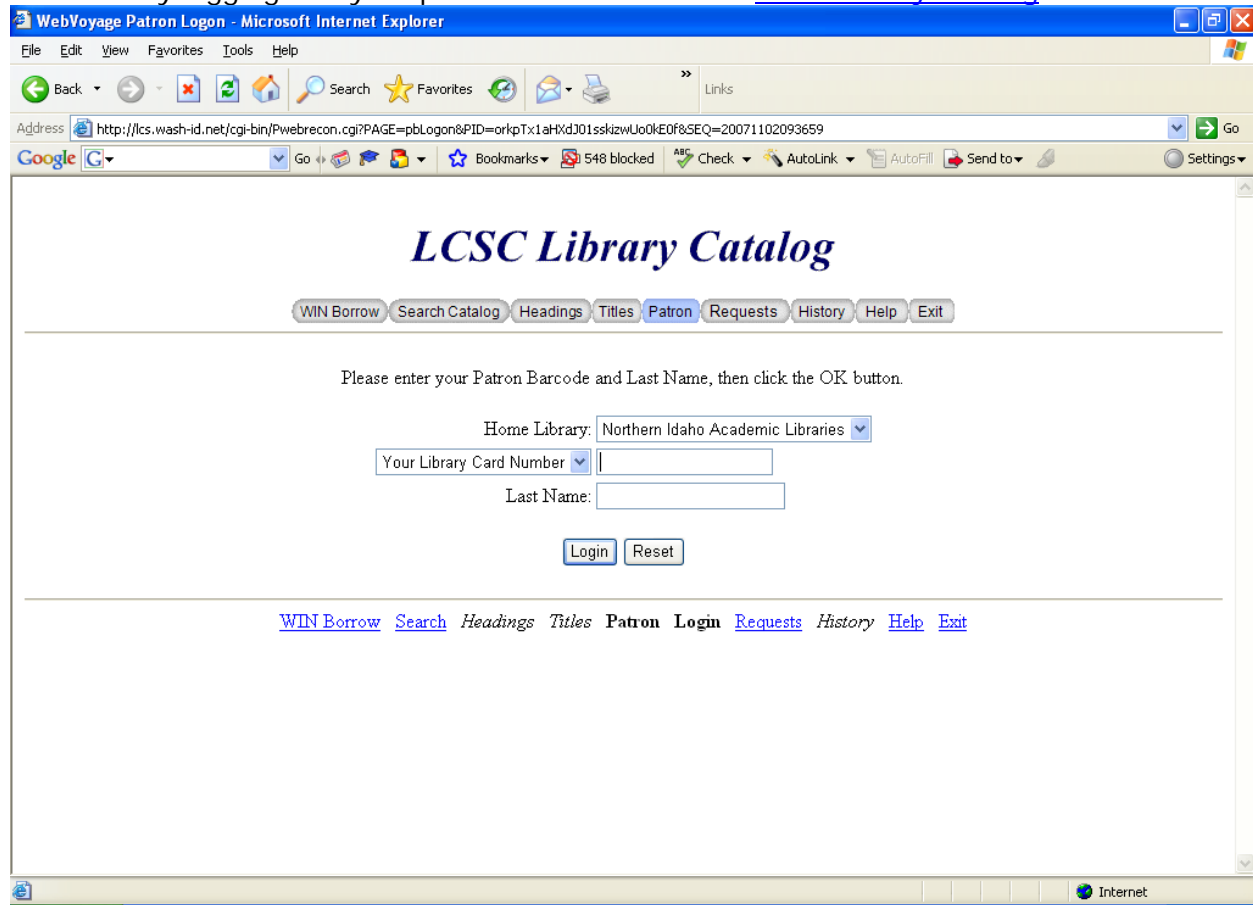
The Library has a number of special collections that are available for in library use only: archive/special collection materials, reference books, periodicals, college annuals, college catalogs, maps, federal and state government documents, microfilm/microfiche, and materials shelved in locked case (materials identified on shelf with wooden block).

Access to materials in Archives/Special Collection requires advance notification. Individuals should contact Library Director in advance to discuss the information request.

## Renewals

There are three options for renewing books:

1. Online by logging into your patron account from the [LCSC Library Catalog](#)



The screenshot shows a Microsoft Internet Explorer browser window displaying the LCSC Library Catalog login page. The browser's address bar shows the URL: <http://lcs.wash-id.net/cgi-bin/Pwebrecon.cgi?PAGE=pbLogin&PID=orkpTx1aHXdJ01sskizwJo0kE0f&SEQ=20071102093659>. The page title is "WebVoyage Patron Logon - Microsoft Internet Explorer". The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar contains Back, Forward, Stop, Home, Search, Favorites, and Links. The address bar has a Go button. The browser's status bar shows "Internet".

The LCSC Library Catalog page features a navigation menu with the following items: WIN Borrow, Search Catalog, Headings, Titles, Patron, Requests, History, Help, and Exit. The "Patron" item is highlighted. Below the navigation menu, the page instructs the user: "Please enter your Patron Barcode and Last Name, then click the OK button." The login form includes a "Home Library" dropdown menu set to "Northern Idaho Academic Libraries", a "Your Library Card Number" dropdown menu, and a "Last Name" text input field. There are "Login" and "Reset" buttons below the form. At the bottom of the page, there is a secondary navigation menu with the following items: [WIN Borrow](#), [Search](#), [Headings](#), [Titles](#), [Patron](#), [Login](#), [Requests](#), [History](#), [Help](#), and [Exit](#).

2. Telephoning the circulation department at 208.792.2396 (library card number is required)

3. In person at the circulation desk (library card is required)

Renewal exceptions:

- *Patrons may renew an item one time except when an item has a hold placed on it.*
- *Reserve materials and laptops cannot be renewed.*

### **Laptop Checkout Program**

The Laptop Checkout Program is funded through Student Technology Fees that are administered by the Information Technology Department. The Library facilitates the program through the Library Circulation desk for current LCSC students.

Through the program, students are able to borrow a laptop from the Library for 22 hours. Students are required to complete a laptop liability statement form and present a current WarriorOne card to checkout a laptop.

### **Laptop Checkout Times**

Monday	Checkout*: 2:00 p.m. Return: Tuesday - 12:00 p.m.
Tuesday	Checkout*: 2:00 p.m. Return: Wednesday - 12:00 p.m.
Wednesday	Checkout*: 2:00 p.m. Return: Thursday - 12:00 p.m.
Thursday	Checkout*: 2:00 p.m. Return: Friday - 12:00 p.m.
Friday	Checkout*: 2:00 p.m. Return: Saturday - 12:00 p.m.
Saturday	Checkout: 2:00 p.m. Return: Sunday - 2:00 p.m.
Sunday	Checkout: 4:00 p.m. Return: Monday - 12:00 p.m.

\*checkouts are available Monday-Friday before 12:00pm, with the return time of 12:00 pm still effective.

Laptops that not returned after 24 hours will be considered stolen and a police investigation will begin.

### **Fines/Fees**

**(Patrons are responsible for knowing when items are due)**

#### **Late Fines:**

Books	25¢ per day/per item	Maximum fine \$10.00
Videos/CD's	\$1.00 per day/per item	Maximum fine \$25.00
Hourly Reserves	\$1.00 per hour/per item	Maximum fine \$10.00
Day Reserves	\$10.00 per day/per item	Maximum fine \$10.00
Recalled Item	\$2.00 per day/per item	
Laptops	\$10.00 per hour	

### **Lost or Damaged Items**

Books not returned by the assigned return date will be listed as lost and a lost item charge of \$80.00 will be charged to the borrower. Media lost will be charged actual cost for replacing the item.

Damaged material will be assessed and individuals will be charged a replacement cost for the item. The replacement cost for browsing paperback books will be \$45.00, \$80 for browsing hardbound book.

### **Library Notices**

Lewis-Clark State College library produces overdue notices daily, excluding weekends. **Notices are a courtesy and failure to receive one does not constitute the waiving of any incurred fines.** LCSC and NIAL patrons will receive notices through their institutional email account. Guest patron courtesy notices are mailed to the home address on file.

### **Suspension of Privileges**

Patrons will not be able to checkout material (including laptops) if they have an overdue **book item** or an existing library fine. Students with overdue materials or fines will have a hold placed on their record in the campus Datatel system. The hold will remain until all financial obligations have been cleared with the Library.

### **Reserve Material**

The circulation department maintains the library reserve system for both print reserves and electronic reserves (ERes). To access ERes, click link: <http://www.lcsc.edu/library/> and click on [Reserves](#) listed under Library Services.

### **Returns**

Library material may be returned at the circulation desk or in one of two drop boxes outside the library. A drop box is located at the south end of the library parking lot and a book depository is located near the entrance doors on the southeast side of the library across from the bike rack. Items may also be returned to any WIN Library.

### **Interlibrary Loan**

Interlibrary loan service is available to all Lewis-Clark State College students, faculty, and staff. The circulation department provides a centralized location for the pick-up of interlibrary loan (ILL) materials. All patrons will need to present a current WarriorOne card to pick-up their ILL materials. For students, an Email notification will be sent through LCMail when a requested item has arrived. Faculty and staff will be notified via campus e-mail. Names of individuals with items waiting for pickup will be posted in black on the white board in Circulation. If there is a problem with an individual's request, an e-mail will be sent to the requestor and the requestor's name will be posted in red on the white board in Circulation.

### **Study Rooms**

Study rooms are available on the first and second floor of the Library. A total of six study rooms are available in the library. The primary purpose of these rooms is to provide a place for students to engage in collaborative and cooperative study in small groups. Study groups of two or more have priority for use of the group study rooms. Individuals must vacate a group study room immediately if a study group asks to use it. Study rooms are available on a first-come-first-serve basis. Each room includes a white board, table and four chairs.

### **Noise**

The library works to maintain an environment conducive to quiet study. The first floor is an area designated for quiet conversation. The second floor of the library is designated as a quiet study area.

### **Cell Phone Policy**

In order to preserve an atmosphere that is conducive for studying, cell phones must be set to a no-ring setting while in the Library. The use of cell phones can be distracting to others. Your compliance will help to make the Library a productive and comfortable place for all to work, study and gather. The library reserves the right to ask an individual to leave the Library if they are using a cell phone in the library at a level that is disturbing to other students.

### **Fax Machines**

LCSC students, faculty and staff may fax and receive faxes at the Circulation Desk. The library does charge for outgoing faxes.

**Fax Cost:**

U.S.	\$1.50 first page .50 cents per each additional page
International	\$4.00 first page \$1.00 for each additional page

**Copiers**

There are three photocopiers in the library. Two are located on the first floor near the library's catalog computers. One is located on the second floor near the stairs. The copiers are self-service. All photocopiers charge ten cents per page. The photocopier on the first floor in Room 128 has a card swipe to use WarriorBucks to pay for copies. Faculty are able to charge back the cost of photocopies to their division, the circulation department can assist with any charge backs.

**Computers**

The computers in the Library have the suite of Microsoft Office products loaded on each machine. Documents can be saved to a disc, flash drive or printed in the library. The cost per printed page is 10¢ cents per page. Students may access to LCMail accounts and limited Internet sites on the Library's public access computers by the Information Desk. All other email accounts or Internet sites may be accessed in the Information Commons Technology Lounge by students.

**Food/Drink Policy** – Food and drinks are welcome in the library, though we ask that they be kept away from our public access computers. Spills should be reported to a library staff member to ensure quick cleanup, and any excessively messy or aromatic foods should be consumed in the sitting area outside of the library entrance.