# Library Use Policy

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| **POLICY:** Library Use | | | |
| **POLICY NUMBER:** | 610.01.01 | **CUSTODIAN:** | Academic Dean |
| **APV'D DATE:** | 7/9/2019 | | |
| **EFFECTIVE DATE:** | 7/9/2019 | **REVIEW DATE:** | April 2019 |
| **REFERENCES:** | | | |

## Part 1. Policy Background and Purpose

WETCC's library supports the mission, vision, and values of the College. As a key academic and student support service, the Library program will enhance student success, strive for excellence in teaching and learning, and provide resources to learners and the broader community.

## Part 2. Definitions

Library Collection – collection of sources of information and similar resources, made accessible to a defined community for reference or borrowing. It provides physical or digital access to material, and may be a physical building or room, or a virtual space, or both.

Academic Librarian – The individual overseeing all of the library collection

Patrons – Those individuals using the library

## Part 3. Responsibility

Academic Librarian is responsible to uphold and monitor this policy as well as report this data when requested.

Patrons of the library have the responsibility to abide by the parameters of use and circulation requirements.

## Part 4. Policy

The library's patrons are primarily the enrolled students, staff, faculty and Council of Trustees (COT) of WETCC, and Reservation Business Committee (RBC) members. These groups all have borrowing privileges. College ID acts as library card.

Adults from the general public can use library materials on-site, but do not have borrowing privileges.

Most library materials may be checked out for three weeks at a time, with up to two renewal periods. Renewals will not be granted if there is an outstanding request/hold on the item.

Reference materials and special collections specified by Librarian are for in-library use only. If materials are not returned by the due date or are returned damaged, a replacement charge will be assessed to the borrower and a hold may be placed on the student's record until it is paid in full.

Individual library usage is held in confidence. However, information regarding non-returned items and resulting replacement charges may be shared with Student Services and the Business Office, as needed.

Students are prohibited behind the circulation desk, in the Library Office (202C), Work Room (202B), & Special Collections Room (202A) without the express permission of library staff.

Regular library hours are 8:30 AM to 4:30 PM Monday through Friday. However, hours are subject to occasional change to accommodate scheduling conflicts and/or special circumstances. Whenever possible, changes to regular hours will be posted in advance.

The library patio is accessible through the Library during regular hours, as weather permits.