

Piedmont Virginia Community College

I – Academic Affairs Policies

I.81.0 Circulation of Materials, Use of Equipment and Space, and Operational Policies -- Betty Sue Jessup Library

Policy #:	I.81.0
Effective:	May 2008
Revised:	September 2008
Responsible Dept.:	VPISS

The following policies govern the circulation of materials, the use of equipment and space, and operational policies in the Jessup Library and apply to currently enrolled PVCC students, PVCC faculty and staff, and Virginia residents ages 16 and older. PVCC students, faculty and staff automatically have library privileges; Virginia residents must bring official photo identification to the circulation desk to have a record created for them.

The following governs the use of circulating materials:

Material Type	Students	Faculty/Staff	Community
Books and audiotapes in the circulating and popular collections	28 days, may renew twice, limit of 25 books due at the end of the semester	28 days, unlimited renewals, limit of 25 books*	28 days, limit of 10 books, 1 renewal
Periodicals	7 days, 1 renewal, current issue: in-library use	7 days, 1 renewal, current issue: in-library use	7 days, 1 renewal, current issue: in-library use
DVDs, Videos, CD-ROMs, Music CDs	In-library use	In-building use	In-library use
Headphones	In-library use	In-library use	In-library use
Reserve	In-library use, unless otherwise specified by faculty member	In-library use, unless otherwise specified by faculty member	Not permitted

* Exceptions will be made on a case by case basis.

All circulating materials are subject to recall and are due as requested. Circulation of materials ends 15 minutes before the library closes.

Jessup Library does not charge fines for overdue materials. The library staff places a hold on the college record of students with overdue materials at the end of each semester, and prevents students from receiving grades or transcripts and blocks registration in subsequent semesters. All patrons must return library materials or pay replacement costs for lost, damaged, or unreturned materials. The minimum replacement cost for an out-of-print book is \$50.00.

Policies governing computer use follow:

The primary purpose for having computers in the library is to assist students with research related to their coursework at the College. At times when the demand for computers exceeds availability, priority will be as follows:

- Currently-enrolled students, faculty and staff engaged in research for coursework or business of the College.
- Currently-enrolled students, faculty and staff conducting research not related to coursework.
- Community members engaged in research.

The library staff enforces these priorities by limiting computer time, restricting use to persons with higher priority or restricting activities not related to research. Any other use of computers must be approved in advance by the library staff.

Only currently enrolled students may check out laptop computers on a first-come, first-served basis for use in the library. In the event of loss or damage to a laptop computer, the borrower will be charged the replacement cost of a comparable item. Laptops must be returned 30 minutes before closing.

Patrons should understand and abide by the provisions of the College's Computer Use Policy, and the PVCC Computing Handbook. The library staff will ensure that the current versions of these two documents are available through the library webpage.

Student group study room policy is as follows: The five group study rooms are primarily for student groups to use. Groups may sign up in advance at the circulation desk to reserve a room for up to 3 hours. Individuals may use a room as long as they do not reserve them, and must leave if a group needs the room. Individuals may reserve a room for class-related recordings or similar activities.

Operational policies for Jessup Library follow:

Hours of Operation

Fall and Spring Semesters:

Monday - Thursday: 8:00 a.m. to 9:30 p.m.

Friday: 8:00 a.m. to 5:00 p.m.

Saturday: 9:00 a.m. to noon

Summer Session:

Monday - Thursday: 8:00 a.m. to 8:30 p.m.

Friday: 8:00 a.m. to 11:30 am.

When school is not in session, the library is open from 8:00 a.m. to 5:00 p.m. Monday - Friday.

Cell Phones

Cell phones must be turned off at all times.

Food and Drink

Patrons may bring food and drink into the library. Open containers are not permitted in the computer area.

Noise

In the interest of maintaining an atmosphere conducive to study and research excessive noise is prohibited.