

Piedmont Virginia Community

I – Academic Affairs Policies

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

Policy #:	I.81.0
Effective:	August 2008
Revised	October 2018
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, faculty and staff, and Virginia residents ages 16 and older. PVCC students, faculty and staff automatically have library privileges; however, all users, including currently enrolled students and PVCC faculty and staff, must present a valid PVCC identification card in order to check out library materials. Virginia residents must bring official photo identification and verification of Virginia residency to the circulation desk to have a record created for them.

I. Use of Circulating Materials

Material Type	Students	Faculty/Staff	Community
Books and audiobooks on CDs in the Circulating, Popular and Nook collections	28 day loan period, may renew twice, all books due at the end of the semester, limit of 25 books	28 days, unlimited renewals, limit of 25 books*	28 days, limit of 10 books, 1 renewal
Periodicals	7 days, 1 renewal, limit of 10 issues, current issue: in-library use only	7 days, 1 renewal, limit of 10 issues, current issue: in-library use only	7 days, 1 renewal, limit of 10 issues, current issue: in-library use only
DVDs, Videos, CD-ROMs, Music CDs	In-library use	On-campus/site use	In-library use
Equipment, including Laptops and Headphones	In-library use, must return laptops 30 minutes prior to closing	In-library use, headphones only	In-library use, headphones only
Reserve	In-library use, unless otherwise specified by faculty member	On-campus/site use	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.

Materials not returned within 28 days of the due date are considered lost. At this time, students are billed for the actual replacement cost of the item, or a minimum of \$50.00 if the item is out of print, and will have a hold placed on their record. The hold prevents students from receiving transcripts and registering for classes in subsequent semesters. Student accounts also will be turned over to the College Business Office and reported to the State Department of Taxation, and any state refunds or payments will be garnished until replacement fees are paid. If the student returns the item at any time undamaged, all fees will be waived and the student's record will be cleared. Students who lose or damage books must pay the replacement fee determined by the library. The library will not accept replacements.

Faculty and staff members must return all library materials or pay replacement costs for lost materials prior to leaving the employ of the College. Community members will be billed a replacement charge for unreturned materials.

Any borrower who loses or damages library material will be charged the actual cost to replace it. If a book is no longer in print, there is a minimum charge of \$50.

II. G.O.A.L. Program

The G.O.A.L. Program allows students to check out a laptop for an entire semester. The laptops are loaned at the beginning of the semester and are due on the last day of exams. Students must apply each semester to participate in the program; only students currently in the program may apply for a laptop in the summer. To be eligible for the program, students must:

- Have an Expected Family Contribution (EFC) of \$0 to \$3000
- Take at least six credits during the semester
- Have one class on the main campus

Once students are accepted into the program, they attend an orientation session on campus; the laptops are distributed during this session. Students also sign a contract detailing their responsibilities and the associated fines. The contract stipulates that

- The computer is the student's responsibility and they are liable for any damage.
- Students will be held responsible for any damage or replacement costs if sustained during their possession.
- The Department of Public Safety & Campus Police must be notified immediately if the laptop is stolen or lost.
- If the laptop is not returned by the last day of exams, then the student will be charged a \$5/day fine. The maximum accruable fine is \$35.
- If the laptop is not returned within seven days of the due date, the student forfeits their ability to participate in the G.O.A.L. Program in the future.
- The student is responsible for returning the laptop within 72 hours if they should drop all their classes.
- The student agrees to abide by the PVCC Computer Use Policy as well as copyright and software laws.
- The student will not hold the college should any loss of data occurs.
- The student is responsible for the replacement fee if the computer is returned more than a year late.

III. Computer Use

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

The library staff enforces these priorities by limiting computer time to 30 minutes, 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.

Patrons should understand and abide by the provisions of the College's Computer Use Policy and the PVCC Computing Handbook.

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.

IV. Group Study Rooms

The six group study rooms are primarily for student groups to use. Groups may sign up in advance on the library's Web site to reserve a room for up to three hours, for a total of nine hours per week.

Individuals may use a room, but must leave if a group needs the room. Individuals may only reserve a room for class-related recordings or similar activities.

Faculty members are not allowed to reserve the group study rooms, nor are the rooms to be booked for meetings. Faculty members may meet with groups of students to review for tests or exams, but a student must reserve the room for these sessions. These rooms are not to be used for teaching on a regular basis. The Library Classroom/Quiet Area is only used for library instruction and quiet study; it cannot be used for teaching on a regular basis or instructor-led review sessions.

V. Cell Phones

Cell phones must be silenced at all times.

VI. Food and Drink

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

VII. Noise

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