Piedmont Virginia Community College

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 March 2016
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

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Students</th>
<th>Faculty/Staff</th>
<th>Community</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and audiobooks on CDs in the Circulating, Popular and Nook collections</td>
<td>28 day loan period, may renew twice, all books due at the end of the semester, limit of 25 books</td>
<td>28 days, unlimited renewals, limit of 25 books*</td>
<td>28 days, limit of 10 books, 1 renewal</td>
</tr>
<tr>
<td>Periodicals</td>
<td>7 days, 1 renewal, limit of 10 issues, current issue: in-library use only</td>
<td>7 days, 1 renewal, limit of 10 issues, current issue: in-library use only</td>
<td>7 days, 1 renewal, limit of 10 issues, current issue: in-library use only</td>
</tr>
<tr>
<td>DVDs, Videos, CD-ROMs, Music CDs</td>
<td>In-library use</td>
<td>On-campus/site use</td>
<td>In-library use</td>
</tr>
<tr>
<td>Equipment, including Laptops and Headphones</td>
<td>In-library use, must return laptops 30 minutes prior to closing</td>
<td>In-library use, headphones only</td>
<td>In-library use, headphones only</td>
</tr>
<tr>
<td>Reserve</td>
<td>In-library use, unless otherwise specified by faculty member</td>
<td>On-campus/site use</td>
<td>Not permitted</td>
</tr>
</tbody>
</table>

* 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. 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.

III. 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.

IV. Cell Phones

Cell phones must be turned off at all times.

V. Food and Drink

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

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