

# Learning Resource Center Orange County Community College

## General Circulation Policy

The following individuals are eligible for free library privileges:

- Students, full-time, part-time, and non-credit
- Alumni, if granted a degree
- Faculty, full-time, part-time, and adjunct, including non-credit
- Retirees and Emeritus
- Staff
- OCCC tutors
- OCCC Board of Trustee members
- High school students enrolled in OCCC courses
- ENCORE program participants
- City of Newburgh Cooperative Access Program

Students must use their validated OCCC ID card as their library card, except summer school students, who will be issued a library card if they do not have an ID card.

Faculty, staff, and administrators may use their OCCC ID card or a Library issued card.

Residents of Orange County and SUNY Orange alumni (without a degree) may purchase a community card for a \$5 annual fee. The family rate is \$10. Each family member age 13 or over should be issued their own card, and all family members must live at the same address.

The above are to be assigned to the following borrower types:

Type of Borrower	ALEPH Patron Status	Description
Student	01	Full-time and part-time credit students
Non-Credit	20	Non-credit students if they have been assigned an A number. ESL students may be given access if they do not have an A number. If another CAPE course is 4 sessions or more and lasts for at least 1 month, they may be given access. Please set the expiration date to the day of last session. ENCORE participants are given an expiration date of 8/31.
Faculty	30	Current and retired faculty
Administrator	35	President, AVPs, library director
Staff	40	Full-time and part-time staff, tutors (semester expiration dates)
Non-Campus	60	Residents of Orange County (\$5 annual charge)
Alumni	65	Alumni (free if granted degree)
Public Equipment	67	Headphones and other Information Commons equipment for public. (No charge.)
Open Access	80	Students from other SUNY schools.

Newburgh Cooperative Access	85	Mount Saint Mary students, faculty and staff Newburgh High School students and staff Newburgh RCLS cardholders
--------------------------------	----	--

### Patron Privacy

NYS law 5953-B 1981-82, Section 4509 requires protection of patron information at all times. Borrowing information, user address, and other account information should not be made available to anyone other than the user. Parents/guardians of those ages 13-18 may be given information about overdue materials only. Identification must be presented.

The USA Patriot Act of October 2001 allows law enforcement agencies broader access to patron information than they have had in the past. Any inquires should be directed to Susan or Security.

### Borrowing Limits

Type of Borrower	ALEPH Patron Status	Number of Items (Total on card)
Student	01	40
Non-Credit	20	05
Faculty	30	40
Administrator	35	40
Staff	40	40
Non-Campus	60	05
Alumni	65	05
Open Access	80	40
Newburgh Cooperative Access	85	10

Traceable identification, such as a driver's license, may be used if the patron does not have his/her library card.

### Loan Periods

Regular circulating material may be borrowed by patrons in all categories EXCEPT Faculty and Administrator for 28 days. One renewal is permitted unless another patron has placed a hold on the item. When the 28<sup>th</sup> day is a holiday, the following day will be the due date.

Faculty and Administrators may borrow material for the following time periods:

Books/CDs	semester (due on grade deadline date)	1 renewal
Videocassettes (not on reserve)	7 days	1 renewal
Periodicals	7 days	1 renewal
Reserve material (only their own)	overnight	none
Reference books	overnight with librarian approval	none

Material loaned to Faculty and Administrator is subject to recall when another patron has placed a hold on the item. Guaranteed loan periods are 28 days for books/CD's and 7 days for videos.

## Renewals

All material may be renewed once unless another patron has placed a hold on the item. All users, except Faculty and Administrators, are given 28 days from the date of renewal. Faculty and Administrators new due date is the grade deadline date of the next semester. Renewals by phone are accepted when the library is open and users may use the Web OPAC to review and renew their loans. Patrons with a Stop Hold must appear in person with their overdue material and pay on their balance.

## Fines on Overdue Materials

Faculty, staff, and users in the Administrator category are not charged for late return. Others are charged .10 per day per item, with a maximum of \$5 per item. There is no grace period, but fines will not accrue when the library is closed. Overdue reserve materials will be fined at the rate of .10 per hour with a maximum of \$10 per item. If a course reserve item is removed from the building, the fine is \$5 per day and the maximum fine is the value of the item. ILL fines are \$1 for 7-28 days overdue and \$5 for more than 28 days overdue. The maximum fine per user for regular circulating material is \$25. Reductions in the amount owed may be made using the Waive function when circumstances, such as illness or snow cancellations, arise.

## Delinquency Guidelines

If the patron has 3 overdues or less (except reserve material) and is not on Stop Hold, use the Override button to allow them to borrow. A patron who owes less than \$5, but has no overdue items, may check out material if they pay part of their balance. Stop Hold patrons have no privileges until they have returned or paid for all items and their cash owed balance is less than \$5. Money owed Stop Holds can be temporarily removed for registration or grades access.

## Delinquency Notices

### First Notice

The first notice schedule is as follows:

Borrower Type	Fall and Spring semester prior to registration	Registration period and summer sessions
Student (01)	7 open days	1 open day
Non-Credit (20)	7 open days	1 open day
Faculty (30)	Once per semester	Once per semester
Administrator (35)	Notified for ILL only	Notified for ILL only
Staff (40)	7 open days	1 open day
Non-Campus (60)	7 open days	1 open day
Alumni (65)	7 open days	1 open day
Open Access (80)	7 open days	1 open day
Newburgh Cooperative Access (85)	7 open days	1 open day

### Stop Hold

The Stop Hold schedule is as follows:

Borrower Type	Fall and Spring semester prior to registration	Registration period and summer sessions
Student (01)	28 open days	7 open days

Non-Credit (20)	28 open days	7 open days
Faculty (30)	Must see circ supervisor before borrowing additional material.	Must see circ supervisor before borrowing additional material.
Administrator (35)	Never	Never
Staff (40)	28 open days	7 open days
Non-Campus (60)	28 open days	7 open days
Alumni (65)	28 open days	7 open days
Open Access (80)	28 open days	7 open days
Newburgh Cooperative Access (85)	28 open days	7 open days

The Stop Hold affects the student's ability to register, receive grades, or obtain records. When Open Access borrowers reach Stop Hold status, their college library will be notified.

### **Lost Material**

The replacement cost of an item is the current hardcover price in amazon.com plus a \$3.00 per item processing charge or the default price listed below plus \$3.00. \$35 is the default price for items that are out of print. The rate for Interlibrary Loan material is determined by the lending institution. Please refer problem ILL patrons to Linda Lucas.

Material of equal value may be accepted in lieu of payment at the librarian's discretion. If the lost material is subsequently recovered, a cash payment may be refunded, minus the \$3.00 processing charge. If material was donated in lieu of payment, the patron's account may be credited.

### **Claimed Returned**

If a patron claims they have already returned material, a shelf check must be performed. Material that is not found should be given claimed returned status, with a limit of 3 items per patron per semester. Please verify the address of the patron and ask if they have received overdue notices. If a claimed returned item is not found in 60 days, the item becomes lost and the patron will have to return to resolve the matter. Their borrowing history will determine their level of responsibility for this material. Please refer these patrons to the Circulation Librarian.

### **Refunds**

When a refund is due to a patron, a credit will appear on their record. This credit can be used to pay for future fines and lost materials. Refunds up to \$20 may be taken from the daily monies. For larger amounts, a check must be issued. A refund form must be completed.

### **Damaged Material**

Severely damaged material is treated as Lost material (see above). The patron may keep the damaged material, which should be withdrawn from the collection and stamped when payment is received.

### **Dispute Resolution**

Any patron with a dispute that cannot be resolved should be referred to the Circulation Librarian. In her absence, the librarian at the Information Desk should be consulted.