

## Library Policies

### LEARNING RESOURCE CENTER (LIBRARY) GENERAL INFORMATION

#### GROUP USE

Groups who wish to use the SAU Tech Learning Resource Center are asked to contact the Director of the Learning Resource Center in advance in order to plan an appropriate time when staff can be available for assistance

#### RESPECT

In any shared environment it is appropriate that all of us respect the needs and preferences of others. The needs of all are served best when students engaged in reading and study can do so without distractions.

#### CELL PHONE USE

All cell phones must be set to silent upon entering the library. All calls must be taken in the foyer.

#### REFRESHMENTS AND TOBACCO USE

The SAU Tech Library is a smoke and tobacco free building. Food and/or drinks are allowed only in the staff areas of the building. On special occasions only, those hosted by the LRC or other events or functions approved by the administration, food and/or drinks may be allowed in the lobby.

#### ELIGIBLE BORROWERS

In all instances, currently enrolled students at SAU Tech have priority use of all materials and resources. All members of the community served by SAU Tech (those residents of Ouachita and Calhoun counties) are welcome to use the resources of the SAU Tech Learning Resource Center. However, only those designated as eligible community borrowers may check out materials for off premises use due to the limited quantity of available materials. In order to check out materials for off premises use, student borrowers must meet the following criteria:

- be currently enrolled at SAU Tech;
- present a valid student identification card.

#### STUDENT IDENTIFICATION CARDS

Student IDs are issued to SAU Tech students upon request. The IDs may be used in a number of ways: library, student activities, personal IDs for check writing, etc. Student IDs are required in order to have access to the computer commons lab and SAU Tech gym. There is a \$5.00 replacement fee for ID's.

#### CHARGE OUT MATERIALS

Books: Books in the general collection circulate for two weeks with the privilege of renewal. A maximum of three (3) books/items may be checked out at any one time. Overdue books are assessed a fine of \$.10 a day.

Reserve Materials: Materials in the Reserve Collection are high demand items (books, articles, magazines, videos, etc.) that are placed on reserve by faculty members for

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student use. Circulation periods vary from one (1) hour to one (1) week loan and are usually specified by the instructor, not to exceed normal borrowing time limits. Overdue fines for Reserve Materials can run as high as \$1.00 per day/hour for each item overdue. Inquire for reserve materials at the Circulation Desk.

Reference Books & Encyclopedias: Books in the reference collection are for in library use only and do not circulate.

CD-ROM's: Only those CD-ROMS that accompany texts are for two-week checkout. All other CD-ROM's are for in library use only.

Magazines: Magazines may not be checked out. Newspapers: Newspapers do not circulate.

Microform: Microfiche/microfilm is for in library use only.

Audiocassettes: Audiotapes may be checked out for a two (2) week period. Overdue fines are levied at \$1.00 per day.

Videocassettes: Videocassettes may be checked out for a two (2) day period. Overdue fines are assessed at \$1.00 per day.

DVD's: DVD's circulate for a period of two days. Overdue fines for DVD's are levied at \$1.00 per day.

Overdue Books: Fines are levied for overdue books at \$.10 per day.

Overdue Materials: Any book or audiovisual (audiocassettes, videocassettes, DVD's or CDROM's) which has been overdue for more than 30 days at the end of the semester is presumed missing or lost and a replacement cost (minimum charge is \$25.00) plus a \$5.00 processing fee is charged to the borrower. (See Missing/Lost Materials Policy).

Recalled Materials: Overdue items that have been requested by another patron are recalled to the LRC. Failure to respond within twenty four (24) hours result in fines levied at \$1.00 per day.

Special Charges: Special Charges may be granted to faculty/staff and other patrons upon approval of the LRC Director.

## **FINES & PENALTIES**

Students are responsible for all items checked out to their identification number. All fines must be cleared before further checkouts are permitted. Fines do not accumulate during holidays, college recess days or on Saturdays and Sundays. For students, grades and/or transcripts will be held and/or enrollment blocked until any and all fines are paid and/or all materials are returned to the LRC.

## **MISSING/LOST MATERIALS**

Missing or lost materials are charged at replacement cost (minimum charge is \$25.00) in addition to a \$5.00 processing fee. It is wise to notify the librarian as soon as possible of any item presumed lost so as to halt the accumulation of overdue fines. If a missing/lost

item is paid for and the item is subsequently found, then the replacement charge only will be refunded upon return of material(s) to the library.

## **DAMAGED MATERIALS**

Damaged materials must be paid at current market replacement/repair value plus a \$5.00 processing fee. (See Replacement Cost Policy as follows).

## **REPLACEMENT COST**

Replacement cost is assessed for missing, lost or damaged items. The minimum replacement charge is \$25.00 plus a \$5.00 processing fee. Amazon.com is utilized to determine replacement cost for missing, lost, or damaged materials. If the missing or lost item is found and returned to the Learning Resource Center **within one year**, then only the replacement charge will be refunded.

## **END OF SEMESTER RECAL**

A general recall of all materials checked out to students is conducted at the end of the semester. All materials must be returned by the last day before final exams week. The recall notice is sent prior to exam week to students and faculty via e-mail and posted at the library and strategic places on campus to remind students to return all materials. Recall due dates supersede all previously established due dates. Failure to respond to the recall notice will result in grades, transcripts and registration being blocked

## **LIBRARY SERVICES:**

### **PUBLIC ACCESS CATALOG**

The library's online catalog is located at <http://library.sautech.edu>. This site allows you to search the catalog for books, ebooks, and audiovisuals, as well as access articles through electronic databases.

### **ONLINE DATABASES**

The Learning Resource Center offers a variety of online subscription databases. Please inquire at the Circulation Desk or call the library at 870-574-4518 for usernames and password information

### **ARLINK**

The SAU Tech LRC is a member of ARKLink, a statewide library consortium. As a member in this consortium the LRC participates in the Reciprocal Borrowing Program, which enables our students to borrow books and materials from other participating libraries statewide. To enroll in the program stop by the LRC to get your ARKLink card.

### **INTERLIBRARY LOAN**

SAU Tech recognizes the value of resource sharing through interlibrary loans, reciprocal

agreements, library networks, and cooperatives. Since it is economically and physically impossible for an individual library to fulfill all the research and recreational needs of its patrons, the SAU Tech library has developed plans for resource sharing. Interlibrary loan (ILL) requests are free to students, faculty and staff. If the lending library should impose any fees or charges, those costs are passed to the individual that initiated the request. Overdue fines for Interlibrary Loans are assessed at \$1.00 per day

## **COPIES**

Photocopies in the Learning Resource Center cost \$.10 as do all black and white computergenerated copies to currently enrolled students of SAU Tech. There is a color printer available upon request for education-related printouts at \$.25 per copy. All students start each semester with \$5.00 worth of free printing in their printing accounts. Students can add more money to their printing accounts for more computer-generated printouts at the Business Office Window. Printing accounts refresh new each semester and any amount left over is non-refundable.

## **FAX FEE**

Whether incoming or outgoing (local or long-distance call) transmissions, the charge is \$1.00 per page for all pages transmitted. Cover pages are considered and counted as the first page in all instances.

## **SCANNER STATION**

The library offers two scanner stations. They are located next to the computers along the wall at the end of the Circulation Desk.

## **INTERNET USE**

Internet access is provided as a service to SAU Tech patrons. The Learning Resource Center strongly encourages the use of the Internet for educational purposes only. (Please refer to your Student Handbook section entitled SAU Tech Computer, Lab, Classroom and Network Policies).

## **ORIENTATION TOURS & INSTRUCTION**

Individual assistance and group tours & orientations are available upon request.

## **HOLDS**

Any item that is checked out to another borrower may be requested held for your use upon return. Please request Holds at the Circulation Desk.

## **SEARCHES**

A search may be requested for any item(s) that you cannot locate on the shelf. If the item(s) is not checked out, then a search form will be completed and a formal search conducted for the item(s). Please notify the Circulation Clerk of any item(s) that you

cannot locate on the shelf.

## **CONFIDENTIALITY**

In accordance with Arkansas law (ACT 903, 1989), circulation records and borrower's application files are confidential regardless of the source of inquiry. Such records shall not be made available to anyone except under court order or other form of due process that has been reviewed and approved by the college's legal counsel.