

## Rocket Success Center and Library

### Library Policies

#### ROCKET SUCCESS CENTER AND LIBRARY GENERAL INFORMATION

##### GROUP USE

Groups who wish to use the SAU Tech Rocket Success Center and Library are asked to contact the Library Manager 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 everyone respect the needs and preferences of others. The needs of all are served best when student engaged in reading and studying 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 lobby.

##### REFRESHMENTS AND TOBACCO USE

SAU Tech buildings are smoke and tobacco free. Food and/or drink is not permitted in the library. On special occasions only (those sponsored by the college) or other events/functions approved by the administration, food and/or drink may be allowed only in the lobby or other areas of the building.

##### ELIGIBLE BORROWERS

In all instances, currently enrolled students a 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 resource in the building. 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, cafeteria, business office, etc. Student IDs are required in order to have access to the RSCL and the Gym. The first replacement ID will be free and there will be a 5.00 fee for IDs thereafter.

## **CHARGE OUT MATERIALS**

Books: Books in the general collection circulate for 1 week with the privilege of renewal. A maximum of 3 books/items may be checked out at any one time. Overdue books are assessed a fine of \$0.10 day

Reserve Materials: Materials in the Reserve Collection are high demand items that are placed on reserve by faculty members or are high demand items. Circulation periods vary from 1 hour to 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.

CD-ROMs: Only those CD-ROMs that accompany texts are for 1-week checkout. Other CD-ROMs check out for 3 days-1 week.

Audiocassettes: Audiocassettes may be checked out for a 2-day period. Overdue fines are levied at \$1.00 per day.

DVDs: DVDs circulate for a period of 2 days. Overdue fines for DVDs are levied at \$1.00 per day.

## **FINES AND PENALTIES**

Overdue Books: Fines are levied for overdue books \$0.10 a day if they are from the Main Stacks.

Overdue Materials: Any book or audiovisual (audiocassettes, DVDs or CD-ROMs) which have been overdue for more than 1 week or 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 RSCL. Failure to respond within 24 hours results 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 Library Manager.

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, transcripts, registration and/or graduation will be blocked until all items are returned and/or all fines cleared with the RSCL.

## **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 Library Manager as soon as possible of any item presumed lost so as to halt the accumulation of overdue fines.

## **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. Replacement cost is determined by utilizing the current book seller of the library.

## **END OF SEMESTER RECALL**

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 emailed prior to exam week. 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, e-books, and audiovisuals, as well as access articles through electronic databases.

### **ONLINE DATABASES**

The Rocket Success Center and Library 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 for students.

### **INTERLIBRARY LOAN**

SAU Tech recognizes the value of resource sharing through interlibrary loans. 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 RSCL has developed plans for resource sharing. Interlibrary loan (ILL) requests are free to student, faculty and staff. If the lending library should impose any fees or charges, those costs re passed to the individual that initiated the request. Overdue fines for ILL are assessed at \$1.00 a day.

### **COPIES**

Copies in the RSCL cost \$0.10 for black and white copies/printouts per side. Color printouts are \$0.25 per copy per side. 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 in the Administration Building. Printing accounts refresh new each semester and any amount left over is non-refundable.

### **INTERNET USE**

Internet access is provided as a service to SAU Tech patrons. The RSCL strongly encourages the use of the Internet for educational purposes only. (Please refer to your

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Student Handbook section entitled SAU Tech Computer, Lab, Classroom and Network Policies.)

## **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 request can be completed and a formal search conducted for the item(s). Please notify the Circulation Desk of any item(s) that you cannot locate on the shelf.

## **CONFIDENTIALITY**

In accordance with Arkansas law (ACT 902, 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.

