



SOVAH

School of Health Professions

Library Services

All SOHP enrolled students have access to library services on the campus of Danville Community College. DCC's Library is a fully operational, professionally staffed library located at 1008 S Main Street in Danville, VA. It is open to our students during normal library operational hours.

Visit the Mary M. Barksdale Library (DCC) page by selecting the following link:
<https://danville.edu/library>

LRC hours can be found by selecting the following link:
<https://danville.libguides.com/hours>

MARY M. BARKSDALE LIBRARY CIRCULATION & USER POLICY

2141 Borrowing Privileges

1. The library will loan materials to the following patrons.
 - a. DCC students, faculty, and staff.
 - b. Residents living within the DCC service district including Danville, South Boston, Pittsylvania and Halifax Counties who are sixteen years of age or older.

2. The library may deny its use or services or may require any individual or group to leave the premises for due cause. Due cause may include but is not limited to the following actions:
 - a. Failure to return books or to pay penalties,
 - b. Destruction of library property,
 - c. Disturbance of patrons,
 - d. Any objectionable or illegal conduct on the library premises,
 - e. Theft or improper removal of library materials from the premises,
 - f. Violation of any terms or conditions of this policy,
 - g. Persons in violation of other DCC policies or who have been banned from campus,
 - h. The library reserves the right to deny or limit its use and services to groups or individuals making excessive demands. Often their needs for staff time, available materials, or space prohibit attention to other individuals and groups.

3. The library will not take the place of area schools or institutional media centers. Student assignments are made to teach them to think, to apply themselves, and to learn to use reference sources. Provision of in-depth aid is counter-productive to the learning experience.
4. The library reserves the right to limit the number of titles borrowed by any one person or loaned to any single address at any one time or during concurrent checkout periods.
5. Staff will answer telephone questions as soon as possible, but individuals who come to the library have first priority. Staff cannot respond over the telephone to requests involving extensive research.
6. The library is not responsible for any changes in content or other alterations to materials.

2142 Borrower Cards

To borrow library materials, DCC students must present their student ID or show library staff a driver's license and tell us their employee ID number. Community patrons will be issued a library card upon presenting a government-issued picture ID. High school students can also present a high school picture ID. **All patrons must present a picture ID to check out materials.**

****DRMC Students and Community borrowers and high school students complete a white application card when applying for borrowing privileges. Patrons are asked to provide their name, address, telephone number, and driver's license number. Community borrowers also indicate if they attend an area high school. Cards are filed alphabetically.**

2143 Loan Period

Most materials may be checked out to patrons with a current library card. Renewal privileges are available unless there is a waiting list.

THE FOLLOWING SCHEDULE WILL BE USED WHEN LENDING MATERIALS:

2143.1 DCC Student Borrowers

2143.1.1 Students may borrow up to 10 items.

1. Books - 14-day loan period, 1 renewal, 10 books maximum - 5 on same subject.
2. Periodicals and newspapers - Do not circulate.
3. Videotapes in the circulating collection- 2-day loan period, 1 videocassette (two or more videocassettes if one episode or program is on multiple tapes – multi-tape checkout will be indicated on each videotape), no renewals. Videos checked out on Thursdays will be due the following Monday.
4. DVDs in the circulating collection- 2-day loan period, 1 DVD (two or more

DVDs if one episode or program is on multiple discs – multi-disc checkout will be indicated on each DVD), no renewals. DVDs checked out on Thursdays will be due the following Monday.

5. Compact discs - 2-week loan period, 2 CD's maximum, no renewals. NOTE: (A set of 2 compact discs is considered 2 CD's).

****2143.2 Community and High School Borrowers**

2143.2.1 Community and high school students may borrow up to 5 items total.

1. Books - 14-day loan period, 1 renewal, 5 books maximum - 5 on same subject.

2. Periodicals and newspapers – Do not circulate.

3. Videotapes in the circulating collection - 2-day loan period, 1 videocassette (Two or more videocassettes if one episode or program is on multiple tapes - multitape checkout will be indicated on videotape), no renewals. Videos checked out on Thursdays will be due the following Monday.

4. DVDs in the circulating collection- 2-day loan period, 1 DVD (two or more DVDs if one episode or program is on multiple discs – multi-disc checkout will be indicated on each DVD), no renewals. DVDs checked out on Thursdays will be due the following Monday.

5. Compact discs - 2-week loan period, 2 CD's maximum, no renewals. NOTE: (A set of 2 compact discs is considered 2 CD's).

2143.3 DCC Personnel Borrowers

1. There is no limit on the number of items DCC faculty and staff may borrow.

2. Materials are due at the end of the fall, spring, and second summer semesters and may be renewed.

3. Materials checked out to adjunct instructors are due at the end of each semester and may not be renewed with adjunct status unless the adjunct is teaching the following semester.

4. At the end of each semester, a letter is sent to faculty and staff which lists the item(s) each faculty/staff member has out.

5. The faculty and staff are asked to bring all items which they wish to renew to the circulation desk at the end of the spring semester.

6. Due to the limited number of compact disks, faculty and staff may check out a maximum of 2 CDs, and the CDs circulate for 2 weeks. Faculty/staff may not

renew CDs. Exceptions may be granted under special circumstances.

7. Due to the limited number of circulating DVDs and videotapes, faculty and staff may check out a maximum of 1 videotape (Two or more videos if one episode or program is on multiple videos - multi-tape checkout will be indicated on videotape). DVDs and videotapes circulate for 2 days. Faculty/staff may not renew videotapes. Exceptions may be granted under special circumstances.

2143.4 Individual Holds

To reserve an item which is currently checked out, the borrower fills out a yellow "Hold" card (Appendix A.5). When the requested item is returned, a member of the staff contacts the patron who requested a "hold" on the item and informs him/her that the item will be held for one week at the circulation desk. If the patron cannot be reached by phone, Aleph automatically generates a letter which can be sent to the patron indicating that the item is now available. If the patron does not pick up the item after one week, the librarian deletes the hold status from the title for that patron in Aleph. If no other "holds" are placed on the title, it is returned to the shelves.

2144 Restricted Materials

Check all items for special instructions. The following materials do not circulate except with special permission from the DLR&DL or the librarian:

Reference books,

Archival materials,

Periodicals,

Newspapers,

Videotapes and DVDs designated "Danville Video Collection" do not circulate to DCC students or to community borrowers. Patrons may view videos in the 2 small viewing rooms located at the back of the library or in the viewing area located behind the circulation desk. Only DCC faculty and staff can borrow these videos, and they are encouraged to return these materials as soon as they have finished using them. A large number of videos are checked out to the various departments on a permanent basis for instructional purposes.

2145 Overdue Materials & Fines

DCC student and community borrowers who have overdue materials checked out to them cannot borrow additional materials until all overdue items have either been returned or paid for if lost or damaged beyond repair. Community and high school borrowers who have materials overdue for more than 60 days past the due

date will not be allowed to check out materials for a period of 30 days after the overdue item(s) has been returned or paid for.

Faculty and staff are not blocked from checking out additional materials when they have not returned all items on time. However, faculty and staff are encouraged to return materials as quickly as possible and must pay for any lost or damaged items.

2145.1 Student and Community Overdue Notices

Student and community overdue notices for barcoded materials are generated on a fixed schedule -- 8, 22, and 52 days after due date. The overdue notices are generated and sent to patrons eight days after the item's due date, twenty-two days after the item is due, and a final notice is generated fifty-two days after the item is due. Overdue notices for items which do not circulate on the Aleph System (reserve materials) are typed and sent once every week. Each delinquent borrower receives three overdue notices.

Patrons are blocked from checking out additional materials if they have any items overdue. One week after the final overdue notice is sent to the patron, a letter is sent to the patron informing him/her that borrowing privileges are suspended and will be reinstated only when **all** overdue items have been returned or paid for if lost. DCC STUDENTS are also notified that a "LIBRARY HOLD" for financial reasons has been PLACED ON THEIR NAMES IN THE STUDENT INFORMATION SYSTEM (PeopleSoft FLI). Former DCC students also have a library hold placed on their names in the SIS (PeopleSoft FLI). Students with library holds are unable to register for additional classes and do not receive official transcripts or grades until they have returned all overdue library materials or paid for any lost or damaged items.

A library hold (LIB) will be placed on all student records which have overdue items as of the last day of classes. This list of students is compiled at the end of each semester. The librarian generates this list by running Aleph's Loan Report (Cir-04). The librarian uses the Cir-04 Loan Report to create a list which contains the student's name and employee ID. If the item is overdue for less than 52 days, a non-financial library hold is placed on the student's name in the SIS (LIB). If the item is overdue for 52 days or more, the student's name is removed from the LIB screen and a financial library hold is placed on the student's name in the SIS (PeopleSoft FLI) by the librarian. When a student returns all overdue items, his name is marked off the list and the library hold is removed on PeopleSoft.

A different letter is sent to each patron category notifying patrons that their borrowing privileges are suspended. Included in the DCC student letter is notification that a "LIBRARY HOLD" for financial reasons has been placed on their names in the student information system. Letters for high school students are sent to their parents. All letters include a list of the item(s) overdue (Appendix A.6). These letters are kept on file at the circulation desk.

A copy of each suspension letter is sent to the Business Office. When the patron returns all (or some) of their items, an email is sent to the Business Office along with a carbon copy, so that the Business Office staff can either discard their

copies of the suspension letter or mark off items that have been returned.

Records for patrons with items overdue prior to August 1995 are located in the Suspension File at the circulation desk. A card with the patron's name, borrower # (Follett ID), and a list of unreturned items, Follett item barcode #, cost of item, and due date, is recorded. Overdue letters are also on file at the circulation desk.

2145.3 Fines

Exercising its discretion (VCCS Policy Manual 4.4.0), Danville Community College has chosen not to charge fines. However, materials not returned by the last week of classes may be the cause for blocking student records and/or loss of borrowing privileges. Patrons with overdue materials will not be allowed to check out additional items until all late materials are returned.

2150 LOST AND DAMAGED MATERIALS

The patron is responsible for all materials borrowed on his/her borrower's card. The following cost schedule is used for assessing materials which have been lost or damaged:

2151 Lost Books

Price of book under \$5.00 -- charge \$5.00.

Price of book over \$5.00 -- charge replacement cost as indicated in Amazon.com. When possible, use the ISBN from the bibliographic record.

No current price available -- the LRC Director will determine what to charge using professional judgment or sources such as the most currently available Library and Book Trade Almanac (formerly The Bowker Annual).

2151.1 Damaged Books

If a replacement book required: use criteria of lost books.

Damage short of replacement: The library will retain ownership of the damaged material and assess a damage fee of 50% of the current replacement cost using the same criteria as for lost books.

Stamp **DAMAGED** in book and place a note describing in back of book. Indicate date and initial.

Patron's record:

First incident: place a note describing damage in patron's record and in back of book. Also stamp book "Damage Noted" and indicate date and initial.

Second incident: place note describing damage in patron's record:

notify LRC Director so that he/she can discuss problem with patron.

☐ Third incident: patron loses checkout privileges. This should be noted in patron's record with date and initials. Leave record in database so that a new card is not issued.

2151.2 Compact Discs

Current cost of the item. If the item is no longer available for purchase, the replacement price is \$18 per CD.

2151.3 Videotapes and DVDs

Current replacement cost of the video. If the video is no longer available for purchase, the original cost of the video will be charged.

2152 Payment for Lost Or Damaged Items

Library staff can accept payment by check for lost or damaged library materials. Checks should be made out to Danville Community College. The check should be sent to the Business Office, along with a note that it is payment for library materials. The patron's employee ID should be included on the note.

Patrons choosing to pay with cash or with a credit card must go to the Business Office to make payment. The Business Office sends a copy of the Student Payment Receipt form to the librarian after it has processed payment for lost or damaged library materials. The librarian retains this copy in a file for the library's records. After the LRC receives a copy of this receipt, indicating that the item has been paid for, the item is removed from the borrower's record and canceled on the circulation system. Technical processing staff then deletes the item from the collection or makes notes of damage in the book and on the item record. If the patron had a LIB or FLI hold in the Student Information System, Business Office staff remove the hold after processing payment.

2160 PATRON RESPONSIBILITIES

2161 General

Patron responsibilities include, but are not limited to, the following:

1. Respect for public property.
2. Respect for the rights of others.
3. The need to mention dissatisfaction with library service.
4. The need to suggest improvements perceived as necessary or desirable in

service and/or collections.

2162 Public Property

2162.1 Materials

1. Patrons are solely responsible for compliance with all current laws applying to library materials, such as the Copyright Law.
2. Borrowers agree to be responsible for materials borrowed on their record including, but not limited to, the following provisions:
 - a. Proper care of materials as interpreted by the library staff.
 - b. Return of all borrowed items by the due date(s).
 - c. Payment for damages to materials.
 - d. Payment of lost materials.
 - e. Payment of all collection costs necessary to recover borrowed materials and/or fines owed.
 - f. Responsibility for notifying the library if material is lost or stolen. The patron is responsible for any material borrowed on his/her card. Certified mail will ensure that the library receives notification.
3. Patrons are responsible for reimbursing the library the value of lost items based upon current replacement costs.
4. Patrons assume all responsibility for damages incurred to their person or property resulting from the use of the facility, equipment, materials, and/or information borrowed and/or obtained from the library.
5. Patrons will comply with such library rules or regulations enacted, approved, or amended in accordance with provisions made by the Danville Community College Board of Trustees or its legal designees.
6. Patrons will allow search of all parcels, purses, bags, briefcases, etc. upon exiting library premises.