

	Title: Library Use Policy	Policy # POL-401 Revision # 0.0
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401.1 PURPOSE

The purpose of the Library Use Policy is to assure that the library is operated according to professional standards as expressed by the American Library Association's Bill of Rights and Code of Ethics, and as practiced by library professionals.

401.2 SCOPE

The Library Use Policy applies to all who use the library, either in person or remotely, and all who work in the library, whether paid or unpaid.

401.3 BACKGROUND

The Lummi Library operates in a manner consistent with the principles outlined in the Library Bill of Rights and the Code of Ethics of the American Library Association. (These documents are appended to the Library Use Procedures Manual.)

401.4 POLICY STATEMENT

This policy is written to provide direction for the administration of the Lummi Library relating to library use, consistent with the mission of the library to support the Northwest Indian College and the Lummi community with research, informational, and recreational resources that enhance life-long learning.

401.4.1 Use of Library

The library will be open to the public and all library resources may be used in the library without charge or registering for an account.

401.4.2 Patron Confidentiality

The library protects the privacy of library patrons. Staff members and volunteers will maintain the confidentiality of personal information such as addresses and phone numbers as well as any

information which would associate any library patron's name with any specific materials inquired about or used: print, electronic, or other media and will not give this information to individuals or any private or public agency unless required to do so by law. This is in accordance with the policies of the American Library Association.

401.4.3 Conduct in the Library

The policy on conduct is designed to protect the rights and safety of library patrons and staff, and to protect the property of the library.

All library patrons and staff are expected to conduct themselves in a safe, legal, and respectful manner.

Those who do not comply with the policy on conduct may be asked to leave the library and may have borrowing and computer privileges revoked.

401.4.4 Children in the Library

Children are expected to comply with the policy on conduct.

Children under the age of eight must be accompanied by a parent or other adult age eighteen or older.

If the staff is concerned about the welfare of an unaccompanied child, or if a child is unaccompanied at closing time, an attempt may be made to contact an appropriate adult to take responsibility for the child. If that cannot be accomplished staff will contact the Lummi Police Department.

401.4.5 Court-Ordered Supervised Family Visits in the Library

The library recognizes that court-ordered supervised visits are special times for families, and wishes to support them in ways that are satisfactory for all concerned.

Arrangements for such visits will be made in advance to assure that the library has sufficient staff and space to accommodate them.

Families using the library for the purpose of supervised visits are expected to conform to same standard of conduct as other library patrons.

The library encourages families to use this time to share books together. Library staff will be happy to help families select appropriate books.

401.4.6 Computer Use Policy

Some computers are reserved for the use of students, others for the use of community members.

Time limits may apply to use of community computers if there are patrons waiting to use them.

All the computers have Internet and email access, some Office software, and are connected to a printer.

Data is not to be saved to the computers.

Children under 13 may use the computers with a responsible adult present.

Children 14-17 may use the computer with permission of a responsible adult.

Wireless Internet access is available in the library.

401.4.7 Borrowing Privileges

An adult may obtain borrowing privileges by filling out an application card and presenting proof of identity and address.

A distance learning borrower may contact the library with name and address which will be confirmed with the registrar's office.

A child under the age of 16 may obtain borrowing privileges providing a responsible adult (usually a parent or guardian) who has a library account in good standing, signs the application card.

Borrowing privileges and/or use of library computers may be suspended or revoked under the following circumstances:

- Failure to return or pay for overdue materials
- Failure to pay for replacement or repair of damaged materials
- Failure to comply with the policy on conduct

401.4.8 Challenges Relating to a Patron's Account

A patron may challenge the library's record of his or her account.

A dispute about a patron's account, if not resolved by the patron and the library director, will be submitted to the Library Advisory Board for resolution.

- a. The patron will be asked to submit a Request for Resolution form.
- b. Within three business days the librarian or appropriate staff will acknowledge receipt of the form in writing, including an anticipated timeline for its consideration.
- c. The form will be forwarded to the board, which may meet in-person or may choose to discuss the matter via telephone or email.
- d. The board will offer a written response to the patron with an invitation to further discussion if necessary.
- e. If the board and the patron do not come to agreement the decision of the board will stand.

401.4.9 Library Circulation

Loan periods:

- Video materials, VHS and DVD, check out for a period of three days with a limit of three items at one time.
- Other materials check out for four weeks.
- Materials may be renewed twice if no one is waiting for them.

Responsibility:

It is the responsibility of the account holder to return all items on his or her account. The account holder will be responsible for paying for lost or damaged items.

It is the responsibility of the parent or other responsible adult to monitor a child's choice and use of materials. The library does not act in the role of the parent.

Overdue materials:

The library does not charge overdue fines except under extenuating circumstances as determined by the library director.

Lost/Long overdue materials:

A patron with long overdue or lost materials may be blocked from checking out additional materials and may be blocked from using the library computers until such materials are returned, paid for, or other restitution as agreed upon by the patron and the library is made.

Materials in the noncirculating collections or "on reserve" are not checked out, with the exception that they may be loaned to the distance learning sites or other institutions for on-site use.

Items marked "Faculty Reserve" may be checked out by faculty and administrators only. Others may use them in the library

401.5 RESPONSIBILITY

The responsibility for implementing the Library Use Policy has been delegated to the Lummi Library Director, under the supervision of the Dean for Academics and Distance Learning.

A Lummi Library Advisory Board has been established and is composed of voluntary members representing various constituents of the college and the community who advocate for their communities to the library and for the library in their communities. The Board meets quarterly. The Board's functions are to advise on policy, develop long-range plans, review budget activity, monitor grant activity, and address challenges to the library collections and patron records.

401.6 PROCEDURE

Library procedures are documented in the Library Use Procedures Manual.

401.7 REVIEW DATE

The Library Use Policy will be reviewed every three years.