

# **Lummi Library Policies Manual**

**Revision Approved by the Library Advisory Board**

**January 28, 2014**

## **Table of Contents**

Lummi Library Mission Statement	3
Library Collections	4
Library Services	5
Especially for Distance Learning Students and Faculty	7
Patron Confidentiality	8
Borrowing Privileges	9
Circulation Policy	10
Computer Use	11
Conduct in the Library	12
Children in the Library	13
Displays	14
Library Advisory Board	15
Appendix: ALA Library Bill of Rights	16

## **Lummi Library Mission Statement**

The mission of the library is to support the Northwest Indian College and the Lummi Community with research, informational, and recreational resources that enhance life-long learning.

Adopted by the Library Advisory Board: November 5, 2008

## **Library Collections**

### Physical Collections:

#### Circulating Collections:

- General nonfiction and fiction
- Periodicals
- Audio and video materials
- Children's and young adult materials

#### Noncirculating Collections:

- Reference
- Faculty reserve
- Rare books
- Pacific Northwest
- Historical
- Vine Deloria, Jr.

More information on the physical collections is available in the Collection Management Policy Manual.

### Electronic Collections:

Contact the library for current information on electronic resources.

## **Library Services**

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

Library instruction is available to individuals and to classes, in the library or in the classroom.

Computer lab: Eight computers with internet access, Office software, and printing capacity are available to the college and community. Policies for computer use are on page 12.

### **Other Equipment-based Services in the Library**

Video playback of VHS or DVD

#### **Copy machine**

Up to 10% or one chapter, whichever is less, may be copied from copyright-protected materials per day

There is no charge for copies made to support school work or job searches, otherwise charges are 10 cents per page for black and white, 25 cents per page for color

#### **Scanning**

Fax: \$2.00, incoming or outgoing, for non-school/non job faxing

### **Whatcom County One Card, One Community:**

With photo id and proof of address, NWIC students, faculty and staff can register at any Whatcom County, Bellingham Public, Bellingham Technical College, Whatcom Community College and/or Western Washington University library.

Materials requested from WCLS or BPL can be delivered to Lummi for checkout.

Materials borrowed from any participating library can be returned to any other library or any book return.

### **Reciprocal borrowing agreements:**

The library has reciprocal borrowing agreements with BTC, WCC and Western. With NWIC identification you may have privileges more generous than those under the One Card program. Contact any participating library for details.

### Interlibrary Loan:

If the library does not own a title it may be possible to borrow it from another library.

This service is available to students, faculty, staff, and community members. Where possible, the library will borrow materials from libraries that do not charge for the service. If the requested material can only be borrowed for a fee, the library will consider paying the fee if the material is to be used for scholarly purposes.

Please note that most libraries do not lend non-print, reference, or rare materials.

## **Especially for Distance Learning Students and Faculty**

Distance learning students and faculty have access to the same services as those at the Lummi Campus. Students' enrollment and addresses will be verified with the Registrar.

### **Library Collections:**

Requests for library materials may be made via email, phone, fax, or postal service.

The library will mail items from the circulating collections to library patrons. The library will include a return address label and a return postage label to facilitate the return of materials.

If appropriate, the library will copy and mail or fax portions of larger works or reference materials.

In some cases non-circulating materials such as reference works or faculty reserve materials will be sent to a site for on-site use only.

### **Reference Help:**

If asked, the library can help find facts or locate resources.

### **Local Public Libraries:**

All of the distance learning sites are in areas served by public libraries. In most cases proof of identity and address are necessary to register. It may be easier to get general and basic materials from a local public library than from the Lummi Library.

### **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.



## **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 with the signature of a responsible adult (usually a parent or guardian) who has a library account in good standing.

Borrowing privileges (including 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

## **Circulation Policy**

The circulation policy addresses which items may be checked out for what period of time and the responsibilities assumed.

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.

### **Loan periods:**

Video materials, VHS and DVD, check out for a period of three days with a limit of three items at one time.

Faculty may check out other materials for 12 weeks.

Administrators may check out other materials for 8 weeks.

Students, staff, and community members may check out materials for 4 weeks.

Materials may be renewed if no one else is waiting for them. Renewal requests may be made in-person, via phone, fax, email or postal service. Materials may be renewed twice.

### **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.

### **Overdues**

The library does not ordinarily charge overdue fines.

### **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.

## **Computer Use Policy**

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

Data cannot be saved to the computers.

Two computers are reserved for community members. There will be a 20 minute time limit if others are waiting.

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

Six computers are reserved for student use.

One computer is reserved for catalog use.

All patrons are expected to behave in a legal, responsible, and respectful manner.

Food and drink are not allowed in the computer lab.

Wireless Internet access is available in the library.

### **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 and to engage in library-related activities.

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.

### **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 Lummi Law and Order.

## **Displays**

There is one glass display case and associated bulletin board which is normally reserved for library use.

There is one bulletin board near the circulation desk which is available for college or community posting.

- . Postings are to be apolitical and not-for-profit.

- Postings will be removed by library staff when outdated or worn.

The library does not have gallery space for display of artwork by students, faculty, staff or community members.

## **Library Advisory Board**

The Advisory Board is composed of voluntary members representing various constituents of the college and the community.

The Board will meet quarterly.

The Boards functions are as follows:

- Develop long-range plans
- Create policy
- Review budget activity
- Monitor grant activity
- Address challenges to the collection

## **Library Bill of Rights**

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.