
	Title: Library Use Procedure	Procedure# PRO-403 Revision # 0.0
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Approved By:	Administrative Team	Date Approved: 04/08/2015
Approved By:	College President's Signature 	Date Approved: 04/08/2015

403.1 PURPOSE

The purpose of these procedures is to guide the implementation of the Library Use Policy.

403.2 SCOPE

These procedures apply to all who use the library, either in person or remotely, and all who work in the library, whether paid or unpaid.

403.3 RESPONSIBILITY

It is the responsibility of all who work in the library, whether paid or unpaid, to implement these procedures.

403.4 PROCEDURES

401.4.1 Library Services

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

Computer lab: Computers with internet access, Office software, and printing capacity are available to the college and community. See the Policies Manual for additional information.

Other Equipment-based Services in the Library

Video playback of VHS or DVD

Copy machine

Scanning

Fax

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 the Lummi Library 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.

403.4.2 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.

403.4.3 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.

403.4.4 Court Ordered Supervised Family Visits in the Library

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, which is to behave in a manner that is safe, legal, and respectful. Neither food nor drinks are allowed in the library.

Behavior by any of the visitors which does not meet this standard will be addressed with a warning by a library staff member once, and if the behavior continues the visitors will be asked to leave.

If there is resistance to a request to leave such that the library staff feels the need to request help from either campus security or the Lummi Police Department the family will no longer be allowed to use the library for supervised visits.

Examples of inappropriate behavior include but are not limited to:

- Running in the library
- Use of voices or other noise loud enough to disturb others
- Any expression of anger or aggression

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

At each visit all adults involved will be asked to sign and date an acknowledgement of these expectations.

403.5 REVIEW DATE

The procedure will be reviewed every three years.

APPENDIX TO LIBRARY USE PROCEDURE #403

Appendix 1: 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.

Appendix 2: Code of Ethics of the American Library Association

The principles of this Code are expressed in broad statements to guide ethical decision making. These statements provide a framework; they cannot and do not dictate conduct to cover particular situations.

- I. We provide the highest level of service to all library users through appropriate and usefully organized resources; equitable service policies; equitable access; and accurate, unbiased, and courteous responses to all requests.
- II. We uphold the principles of intellectual freedom and resist all efforts to censor library resources.
- III. We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired or transmitted.

- IV. We respect intellectual property rights and advocate balance between the interests of information users and rights holders.
- V. We treat co-workers and other colleagues with respect, fairness, and good faith, and advocate conditions of employment that safeguard the rights and welfare of all employees of our institutions.
- VI. We do not advance private interests at the expense of library users, colleagues, or our employing institutions.
- VII. We distinguish between our personal convictions and professional duties and do not allow our personal beliefs to interfere with fair representation of the aims of our institutions or the provision of access to their information resources.
- VIII. We strive for excellence in the profession by maintaining and enhancing our own knowledge and skills, by encouraging the professional development of co-workers, and by fostering the aspirations of potential members of the profession.

Adopted at the 1939 Midwinter Meeting by the ALA Council; amended June 30, 1981; June 28, 1995; and January 22, 2008.