
	Title: Library Use Procedure For Policy #POL 401	Procedure # PRO-403 Revision # 1.0
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403.1 PURPOSE

The purpose of this procedure 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

403.4.1 Library Services

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

Computer lab:

Computers with internet access, Office software, and printing capacity are available to the college and community.

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

Data is not to be save to the computers locally but may be saved externally.

Other equipment-based services in the library:

- Video playback of VHS and DVD
- Audio playback of CD and cassette
- Copy machine
- Scanning
- Fax

Whatcom Connections:

With photo ID and proof of address NWIC students, faculty, and staff can register at any of the public or academic libraries in Whatcom County.

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

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

Reciprocating borrowing agreements:

The library has reciprocal borrowing agreements with BTC, WCC, WWU, and the Skagit Valley College. With NWIC identification borrowing privileges may be more generous than with the Connections 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 for 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 address 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 send portions of larger or reference works.

In some cases, non-circulating materials will be sent to a site for on-site use only.

Reference help: the library staff will be happy to help find facts or locate resources.

Local libraries: All the distance learning sites are in service areas of public libraries, and many are close to other academic libraries. These are listed on a page linked to the Distance Learning page on the library website. It may be easier to get general and basic materials from a local 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 between the east double doors 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 Conduct in the library

As stated in the policies, all library patrons and staff are expected to conduct themselves in a safe, legal, and respectful manner.

Food and drink:

Food and covered drinks are allowed in designated areas.

Food with strong odors are to be avoided.

Spills should be reported to library staff.

Trash should be disposed of appropriately.

Noise:

Noise levels should not disturb others. If others are disturbed the patron(s) will be notified once. If the disturbance continues, the patron(s) will be asked to leave.

Children:

Children's activities outside the children's room should not disturb others. If others are disturbed, the responsible adult will be notified once. If the disturbance continues, the adult will be asked to remove the child.

403.4.5 Court-ordered supervised family visits in the library

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

Families using the library for such visits are expected to conform to the same standards of conduct as other library patrons.

Behavior which does not meet this standard will be addressed with a notification by a staff member once. If the behavior continues the visitors will be asked to leave.

If there is resistance to a request to leave such that the 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
- Noise loud enough to disturb others
- Expressions 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.

403.4.6 Loan periods and limits

DVDs check out for a period of three days with a limit of three items at one time.

Other materials check out for four weeks; the library does not set a limit on the number of items.

Items may be renewed twice if no one is waiting for them

403.4.7 Challenges to a patron's account

If a patron's challenge to an account is not resolved by the patron and the library director the patron will be asked to submit a Request for Resolution form.

Within three business days the librarian or appropriate staff will acknowledge receipt of the form in writing, including an anticipated timeline for its consideration.

The form will be forwarded to the board, which may meet in-person or may choose to discuss the matter via telephone or email.

The board will offer a written response to the patron with an invitation to further discussion if necessary.

If the board and the patron do not come to agreement the decision of the board will stand.

403.4.8 The Vine Deloria Jr. Collection

The collection is kept in a locked room, and a staff member must be in the room when patrons are present.

Availability of drop-in use depends on staffing.

Appointments to use the collection are welcome.

The books in the collection do not circulate, although the library may own other copies that do circulate.

When a patron would like to use material from the collection elsewhere in the library, the material will be brought to the patron, the patron will leave an item of value, such as a phone or keys, at the desk while the patron uses the material.

403.4.9 Use of the Study Rooms

There are two study rooms available in the library with audio and video playback, wireless internet access, and the capacity to connect a computer to the installed monitor.

The rooms may be reserved with library staff.

The primary function of the rooms is to support the academic mission of the library. Watching movies for entertainment is a secondary capacity of the rooms.

In order to give priority to the primary function the following restrictions will apply to the use of the rooms for entertainment:

- Only one room at a time will be used for entertainment.

- There will be a time limit of two hours per day per individual or group.

- Reservations for academic use will have priority over reservations for entertainment.

- There is a sign in sheet at the desk to monitor entertainment use.

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, age, 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 which 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.

VII. All people, regardless of origin, age, background, or views, possess a right to privacy and confidentiality in their library use. Libraries should advocate for, educate about, and protect people's privacy, safeguarding all library use data, including personally identifiable information.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; January 29, 2019.

Inclusion of "age" reaffirmed January 23, 1996.

Although the Articles of the *Library Bill of Rights* are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

Code of Ethics of the American Library Association

As members of the American Library Association, we recognize the importance of codifying and making known to the profession and to the general public the ethical principles that guide the work of librarians, other professionals providing information services, library trustees and library staffs.

Ethical dilemmas occur when values are in conflict. The American Library Association Code of Ethics states the values to which we are committed, and embodies the ethical responsibilities of the profession in this changing information environment.

We significantly influence or control the selection, organization, preservation, and dissemination of information. In a political system grounded in an informed citizenry, we are members of a profession explicitly committed to intellectual freedom and the freedom of access to information. We have a special obligation to ensure the free flow of information and ideas to present and future generations.

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 coworkers, 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.