



**VENTURA COLLEGE
EVELYN & HOWARD BOROUGHS LIBRARY**

Spring 2007



Library Policy Handbook

Approved By:

**Library Staff &
Library Committee**

LIBRARY BILL OF RIGHTS

(X. ALA Intellectual Freedom Statements)

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 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.

Adopted June 18, 1948; amended February 2, 1961, and January 23, 1980, by the ALA Council.

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MISSION STATEMENT

The mission of the Evelyn and Howard Boroughs Library is to serve the faculty, staff and students of the Ventura County Community College District as a reliable source for education, research, information, continuing education fulfilling intellectual curiosity and promoting student retention through an effective library program.

VISION STATEMENT

The Evelyn and Howard Boroughs Library is an academic library. Our primary goal is to augment and enhance the knowledge and educational experience Ventura College students through research. Any use of the library that hinders or impedes the policy stated herein shall be considered unacceptable and appropriate action shall be taken.

ACCESS TO COLLECTION

The Evelyn and Howard Boroughs Library has open stacks. Access to the library book stacks is open to students, faculty, staff and the general public.

OBJECTIVES

The library provides materials and resources for information, research, intellectual development, and enrichment of the Ventura College community. The library endeavors to:

- Select, organize, and make available necessary books and materials.
- Provide guidance and assistance to patrons.
- Cooperate with libraries of the Colleges of Ventura County
- Cooperate with other community agencies and organizations.
- Secure information beyond its own resources when requested. (Using interlibrary loan and other resource sharing methods provided through the system and state.)
- Lend to other libraries upon request.
- Develop and provide services to patrons with special needs.
- Maintain a balance in its services to various learning groups.
- Cooperate with, but not perform the functions of, public or other institutional libraries.
- Provide service during hours that best meet the needs of the Ventura College community, including evening and weekend hours.
- Regularly review library services being offered.
- Use media and other public relations mechanisms to promote the full range of available library services.

CIRCULATION POLICY

Library Borrowers Cards

- Valid California or student identification is required to obtain a library card.
- Library cards are available to students, faculty, staff and community members residing in Ventura County.
- Community members under 18 years of age must present a completed permission form from their parents to obtain a library card. (Appendix Page 15)
- Library cards are valid for three years.
- A library patron need not have his/her library card to charge materials provided that their patron record is valid and up-to-date. If a patron does not have his/her library card, other valid identification must be presented.
- Replacement library cards cost \$2.00.

General Stack Books

- The loan period for circulation books is 2 weeks.
- Materials may be renewed a maximum of 3 times.
- Faculty may borrow books for 8 weeks subject to recall by another patron.
- Library patrons are limited to borrowing a maximum of five books.

Reserve Books

- Reserve items may be borrowed for use in the library
- Loan periods vary according to conditions specified by the faculty member who placed the item on reserve.
- Reserve materials are subject to copyright law and fair use
- Personal materials placed on reserve by faculty shall remain the property of the faculty member. The library assumes no responsibility if the books are lost or stolen while they are placed on reserve.
- Textbooks placed on reserve become the property of the library.
- Library staff reserve the right to determine when/if a book placed on reserve may be weeded, returned to an instructor or moved from reserve to the circulating collection.

Hold

A patron can place a hold on a book that is currently checked out. Hold requests are on a first-come-first-served basis. An item will be held for a maximum of one week before being released back to the collection.

Renewals

- Library materials may be renewed by phone or by renewing them in person.
- Renewals will be granted if there is no hold on the item.
- Renewals may be prevented by fines and other library obligations.
- Interlibrary loan materials will be checked out for a period determined by the lending library.

Returning Library Materials

Borrowers may return library materials to the circulation desk during regular hours or at the Book Drop after library hours. Interlibrary loan materials must be returned directly to the circulation desk attendant.

CONFIDENTIALITY OF PATRON INFORMATION

The Evelyn and Howard Boroughs Library recognizes the following:

- That all records identifying the names, social security numbers, and identification numbers of library patrons are confidential in nature.
- That such records are not to be revealed to anyone other than the patron in question without either the express written permission of the patron in question or the adherence to proper legal procedures regarding required access to such information.

This policy is based on the following:

- The Council of the American Library Association strongly recommends that the responsible officers of each library formally adopt a policy with regard to confidentiality of library patron records.
- The American Library Association Policy Manual 54.15--Code of Ethics, point 3, states, "Librarians must protect each user's right to privacy with respect to information sought or received, and to materials consulted, borrowed or acquired."
- The Family Education Rights and Privacy Act of 1974, prevents schools from distributing a student's educational records to third parties without the student's consent.

OVERDUE FINES

Reserve Books and Materials

A fine of \$0.25 per hour will be charged on the first day per each overdue reserve item. The fine will begin at 9:00AM and continue to 9:00PM on the due date. A fine of \$3.00 will be charged the first day, with a \$5.00 charge thereafter for each ensuing day up to \$100.00.

General Stack Books

A fine of \$0.15 per day will be charged per book. The fine will begin at 9:00 AM the day following the due date. A \$20.00 maximum fine will be charged per item. The loss of library borrowing privileges will occur until all overdue materials are returned and fine charges are paid.

Lost or Damaged Materials

Charges for lost or damaged library materials will include the cost of the item plus a \$10.00 non-refundable processing fee. If a lost item is returned before a replacement is purchased or within one year, whichever occurs first, a refund for the cost of the book will be issued.

The loss of library borrowing privileges will occur until charges for lost or damaged materials are paid. An obligation will be posted against a student's account, which may result in the withholding of registration and transcripts.

Overdue Notice Process

Overdue notices are issued as a courtesy to all library users. However, non-receipt of an overdue notice does not exempt a borrower from applicable fines or billings. To avoid overdue notices and fines, materials should be returned by the due date. The first overdue notice is issued on the 7th day following the due date. The second overdue notice is issued on the 21st day following the due date. After 30 days, a final notice will be issued resulting in an obligation being posted against the student's account for the cost of the book(s) and the processing fee(s). This action will result the withholding of the student's registration and transcripts.

COLLECTION DEVELOPMENT POLICY

Books

The primary objective of the Evelyn and Howard Boroughs Library is to develop a collection and systems of access to resources that will support the curriculum and research needs of its primary audience – the faculty, students, and staff of Ventura College. Therefore, the collection development policy of the Library focuses on acquiring and providing access to materials that are relevant to the instructional and research

programs of the college. The Library relies upon its own faculty and staff and the classroom faculty for purchase recommendations. All library users, regardless of status, are invited to make purchase recommendations. The major factors that influence the acquisition decision are:

- Relevance to the educational programs of the College
- Balance in the collection
- Professional reviews

Databases

- Librarians review, test and determine the periodical databases to be ordered that will best serve the college academic community as a whole.
- Remote access capability for a minimum of five simultaneous users is a priority.
- Subscription databases will be reviewed to determine if titles are duplicated in electronic format, and whether they exist in full text and back file holdings.
- Providing remote access to off campus sites and to students and faculty from home or office is a priority.
- Subscription databases will be reviewed annually and evaluated for retention or cancellation based on use, depth of titles, access issues and budgetary practicality.

Periodicals

- New periodical titles will be added based on need and availability of funds.
- Periodicals subscriptions will be reviewed annually, prior to renewal dates. Renewals will be made based on need and budgetary constraints.
- Only one title may be maintained either in hard copy or in electronic format.
- Periodical hardcopies will be kept for five years in hard copy format.
- Faculty in appropriate departments will be advised in the spring, when a hard copy subscription is being considered for cancellation and informed of its location in a subscription database. (Appendix Page 14)

Intellectual Freedom

It is the responsibility of the Librarians and other selectors to insure that all points of view relevant to the College mission are represented in the collection. The Library endorses the American Library Association Library Bill of Rights, and the principles of that document are an integral part of this policy statement.

Patrons with a complaint about an item in the collection should be referred to a Librarian, who will ask them to submit their concerns in writing. A committee of librarians and appropriate faculty members will review the complaint and the materials in question, and make a recommendation the Library Committee to retain or withdraw the item. The complainant will receive a written response.

WEEDING

Books

An up-to-date, and useful reference and circulating collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the librarians, however, faculty are often asked to review specialized areas. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Periodicals

Faculty in appropriate departments will be advised in the spring, when a hard copy subscription is being considered for cancellation and informed of its location in a subscription database. (Appendix Page 14)

Periodicals hardcopies shall be weeded yearly to remove items no longer useful to the collection, to maintain the collection current and to save shelf space.

REFERENCE SERVICES

The Library faculty:

- Will provide information answers to specific questions and guidance in locating material for patrons.
- Will assist patrons in the use of the Library and teach basic research methodology, when appropriate, this includes providing help in developing a research strategy.
- Will provide bibliographic verification of items both in the Library and not owned by the Library. Will assist patrons in obtaining materials through interlibrary loan, when appropriate.
- May refer library users to other agencies and libraries in pursuit of needed information.
- May use, the Library's resources in printed form, but consult appropriate digital resources as well as the regional resource library and other agencies in pursuit of "ready reference" information.
- Will provide orientation tours for classes as arranged by faculty. See Orientation Policy.

ORIENTATIONS

The library offers orientation tours, given by the reference librarians, to acquaint faculty and students with the use of basic research materials and with the physical arrangement of the library. Any faculty assigning speeches, reports or other papers are encouraged to use this service.

- Library orientations are to be scheduled with a reference librarian. Arrangements should be made at least three school days before the day of the orientation.
- Prior to the scheduled orientation, the instructor and the librarian will discuss the specific needs of the class assignment and any specific resources the instructor wishes emphasized. The librarian will be given a copy of the class assignment that will involve library research.

INTERLIBRARY LOAN POLICY

Interlibrary loan is a service provided by the library to the students and faculty of Ventura College. This service is provided when the material requested is not owned by the library or the county library system. Delivery time for interlibrary loan requests is usually a minimum of two weeks. Patrons are required to pay any charges or fees incurred by the library for borrowed interlibrary loan materials. **Please contact the reference librarian to make use of this service.**

Process

- The interlibrary loan request form will be completed by a reference librarian in consultation with the patron. The reference librarian will discuss the fees or charges with the patron.
- The citation for requested material should be provided by the patron and will be verified by the librarian.
- When requested material is received, the patron will be notified. If the material cannot be obtained within the time specified on the loan form, the patron will be notified.
- The library will return the requested material if the patron fails to pick up the material within three days of notification.
- Material will be checked out for a period that is determined by the loaning library.

GROUP STUDY ROOM USE

Group study rooms are for academic use only. Two or more persons must be present to make use of a room. No food or drink of any kind is allowed in the library, including the group study rooms. Please be aware that the group study rooms are not soundproof and please be considerate of others by keeping talking and noise to a minimum. Violators will be dealt with according to library policy outlined on page eight.

FOOD, DRINK & TELEPHONY

Food and drink of any kind are absolutely forbidden in the library.

No cell phone use in the library.

READING ROOM USE

Use of the reading room is for quiet study. Please refrain from making noise or distractions while making use of this room. Violators will be dealt with according to library policy outlined on page eight.

COURTESY

The mission of the Evelyn and Howard Boroughs Library is to serve the faculty, staff and students of the Ventura

County Community College District as a reliable source for education, research, information, continuing education and fulfilling intellectual curiosity and promoting student retention through an effective library program.

Behavior of any type that is counter to this mission will be treated in the following manner:

- A gentle warning will be given that an individual is interfering with our goal.
- A second warning that will inform the patron that any further violations will result in the removal of all library privileges. Removal of privileges for a length of time will be determined by the division dean.
- Individuals who are disruptive will be asked to leave the library. If necessary campus security will be contacted.

Repeated or severe problems will be referred to the Dean of Students Services for further action. (Please see the Student Conduct Code in the College Catalog.)

It should be noted that the students are welcome to use the Library as a place to study. All educational and reference activities have priority over the privilege to use the Library as a place to study.

COMPUTER & INTERNET USE

All students over the age of eighteen are allowed access to library stations subject to the following rules:

- Any conduct that restricts or inhibits others from pursuing academic research or that violates college policies, is not permitted and may be subject to sanction and disciplinary action.
- Word processing use of the computers is secondary to academic research.

- Recreational use of library computers is not permitted. Please use the B.E.A.C.H. computers on the first floor of the LRC for such activities.
- Patrons may not change any computer settings including, but not limited to, the homepage.
- Patrons must respect all copyright laws.
- Ventura College will not assume financial responsibility for unauthorized Internet related expenditures.
- Use of the name "Ventura College" in any form is prohibited.
- Save all information to a "USB" or "A" drive as all files on the "C" drive will be deleted daily.
- Headphones must be used when listening to audio.

All students under the age of eighteen must have their parents fill out an authorization form to have access to library Internet stations and are subject to the above rules. (Appendix Page 15)

An ADA compliant workstation is provided for use with disabilities.

Violation of any of these rules will be dealt with according to library policy outlined on page eight.

PUBLIC RELATIONS

The librarians and staff of the Evelyn and Howard Boroughs Library will make every effort to assure that faculty, students, and patrons are made aware of library hours, services, policies and events. This includes the up-to-date maintenance of:

- Web access to the Library Catalog and Databases
- Bookmarks and Student Information Sheets
- Library Handbook
- College Catalog
- Schedule of Classes
- New Student Orientation Handbook
- Faculty Handbook

VOLUNTEERS

The Library encourages individuals and groups to volunteer their time and efforts in the service of the Evelyn and Howard Boroughs Library. In appreciation of volunteer services, the Library acknowledges the need to organize volunteer activities and provide for appropriate recognition befitting the benefit to the library and the Ventura College community it serves.

Annual recognition will be given based on the number of hours of service. This will include a certificate of appreciation, and the addition of a book to the collection in each volunteer's name.

FRIENDS OF THE LIBRARY

The Friends of Library is an adjunct association of the Ventura College Foundation. Members are people who unite to plan and execute, in conjunction with library goals and the needs of the library, programs and events to benefit the library. In particular, a friends group is often heavily involved in fund-raising for the library and often oversees periodic book sales.

GIFTS AND DONATIONS

The Evelyn and Howard Boroughs Library encourages and appreciates gifts and donations. The library accepts gifts of books and other materials with the understanding that they will be added to the collection only if appropriate and needed. If they are not needed because of duplication, condition, or dated information the library will dispose of them by giving them to the Friends of the Library Books Sale. The same criteria of selection, which are applied to purchased materials, are applied to gifts. Memorial gifts of books or money are also accepted with suitable bookplates placed in the book purchased. Specific memorial books can be ordered for the library on request of a patron if the request meets the criteria established by the library. The librarians will make book selection, if no specific title is requested.

By law, the library is not allowed to appraise the value of donated materials, though it can provide an acknowledgment of receipt of the items. This is done for us through the Ventura College Foundation.

LIBRARY GOVERNANCE FOR POLICIES AND OPERATIONS

There are three main entities responsible for library governance and operations. These groups serve as an interactive network, working together to promote communication and to oversee operations, review policies, and improve library services and environment.

Library Executive Staff

Members: Dean of Learning Resources, Associate Librarians, Chair of the Library Committee and the Learning Resources Supervisor

Meeting Schedule: Bi-Weekly

Charge: Responsible for providing leadership; managing daily operations; and initiating, implementing and evaluating policies, projects and procedures.

Library Staff

Members: All library staff: Dean, Librarians, Learning Resources Supervisor, and Library Assistants

Meeting Schedule: Monthly

Charge: Review operational procedures, recommend policy, and provide frontline knowledge affecting the services of the library.

Library Committee

Members: Representative body of college faculty, and student representatives

Ex Officio Members: Dean, Librarians, and Learning Resources Supervisor

Meeting Schedule: Monthly

Charge: Advisory group who work to support and advocate for the library's overall interests, providing input on policies, procedures and services.

APPENDIX

[Journal Cancellation Notice]

MEMORANDUM

Date:

From: _____, Librarian

RE: Notification of Periodical Title Being Considered for Cancellation

Due to budgetary limitations and/or availability on line, the following periodical title(s) is/are being considered for cancellation by the library: [below or attached would be a list of the titles being considered for cancellation; dissemination would be via e-mail and mailboxes]

If you have any comments, questions or concerns about this cancellation, call a librarian extension at 3257 (Harmony), 3258 (Peter) or 6382 (Reference Desk).

[Permission Form for Patrons Between the Ages of 16-18]

To Whom It May Concern:

I am the parent of _____ who is under the age of 18. My child has my permission to use the full resources of the Evelyn and Howard Boroughs Library. I realize that these resources include the following:

1. the unfiltered and unsupervised internet.
2. the art collection.
3. periodicals.
4. a book collection that reflects the curriculum of Ventura College.
5. databases that include thousands of different magazines and newspapers.

By signing this document I realize that my child will be allowed to use any or all of the above listed resources.

Sincerely yours

_____ PLEASE PRINT

_____ PLEASE SIGN AND DATE

POLICY CONCERNING CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION ABOUT LIBRARY USERS

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to “information sought or received, and materials consulted, borrowed or acquired,” and includes database search records, reference interviews, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities, or services. The First Amendment’s guarantee of freedom of speech and of the press requires that the corresponding rights to hear what is spoken and read what is written be preserved, free from fear of government intrusion, intimidation, or reprisal. The American Library Association reaffirms its opposition to “any use of government prerogatives which lead to the intimidation of the individual or the citizenry from the exercise of free expression. ..[and] encourages resistance to such abuse of government power. . .” (ALA Policy 53.4).

In seeking access or in the pursuit of information, confidentiality is the primary means of providing the privacy that will free the individual from fear of intimidation or retaliation. Libraries are one of the great bulwarks of democracy. They are living embodiments of the First Amendment because their collections include voices of dissent as well as assent. Libraries are impartial resources providing information on all points of view, available to all persons regardless of age, race, religion, national origin, social or political views, economic status, or any other characteristic. The role of libraries as such a resource must not be compromised by an erosion of the privacy rights of library users.

The American Library Association regularly receives reports of visits by agents of federal, state, and local law enforcement agencies to libraries, where it is alleged that they have asked for personally identifiable information about library users. These visits, whether under the rubric of simply informing libraries of agency concerns or for some other reason, reflect an insensitivity to the legal and ethical bases for confidentiality, and the role it plays in the preservation of First Amendment rights, rights also extended to foreign nationals while in the United States. The government’s interest in library use reflects a dangerous and fallacious equation of what a person reads with what that person believes or how that person is likely to behave. Such a presumption can and does threaten the freedom of access to information. It also is a threat to a crucial aspect of First Amendment rights: that freedom of speech and of the press include the freedom to hold, disseminate and receive unpopular, minority, “extreme,” or even “dangerous” ideas. The American Library Association recognizes that, under limited circumstances, access to certain information might be restricted due to a legitimate “national security” concern. However, there has been no showing of a plausible probability that national security will be compromised by any use made of unclassified information available in libraries. Thus, the right of access to this information by individuals, including foreign nationals, must be recognized as part of the librarian’s legal and ethical responsibility to protect the confidentiality of the library user.

The American Library Association also recognizes that law enforcement agencies and officers may occasionally believe that library records contain information which would be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are *necessary* to the progress of an investigation or prosecution, the American judicial system provides the mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of *good cause* based on *specific facts*, by a court of competent jurisdiction.

Adopted July 2, 1991, by the ALA Council

DIVERSITY IN COLLECTION DEVELOPMENT

An Interpretation of the LIBRARY BILL OF RIGHTS

Throughout history, the focus of censorship has fluctuated from generation to generation. Books and other materials have not been selected or have been removed from library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual forms of expression, and other topics of a potentially controversial nature.

Some examples of censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information on or materials from non-mainstream political entities. Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs. Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs.

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of interlibrary loan. Access to all materials legally obtainable should be assured to the user, and policies should not unjustly exclude materials even if they are offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article II of the *Library Bill of Rights*: “Libraries should provide materials and be proscribed or removed because of partisan or doctrinal disapproval.” A balanced collection reflects a diversity of materials, not an equality of numbers. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures. There are many complex facets to any issue, and variation of context in which issues may be expressed, discussed, or interpreted. Librarians have a professional responsibility to be fair, just and equitable and to give all library users equal protection in guarding against violation of the library patron’s right to read, view, or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs and interests of all persons in the community which the library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues. Intellectual freedom, the essence of equitable library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

Adopted in July 14, 1982; amended January 10, 1990, by the ALA Council.