



Ventura College
Evelyn & Howard Boroughs
Library

Spring 2013

A decorative graphic element consisting of a vertical orange bar on the left and a large black oval on the right, both with thin orange outlines. The oval contains the title text.

LIBRARY POLICY HANDBOOK

Approved by:

Library Staff &
Library Committee

TABLE OF CONTENTS

LIBRARY BILL OF RIGHTS	4
MISSION STATEMENT	5
Vision Statement	
Access to Collection	
Objectives	
CIRCULATION POLICY	6-7
Borrowers Cards	
Circulating Books	
Textbooks: Reserves & Lending	
Laptops	
Holds	
Renewals	
Returning Library Materials	
CONFIDENTIALITY OF PATRON INFORMATION	8
OVERDUE FINES	8-9
Circulating Books	
Textbooks: Reserves & Lending	
Laptops	
Lost or Damaged Books / Materials	
Overdue Notice Process	
COLLECTION DEVELOPMENT	9-10
Circulating Books	
Textbooks: Reserves & Lending	
Databases	
Periodicals	
Intellectual Freedom	
WEEDING	10-11
Books	
Textbooks	
Periodicals	
REFERENCE SERVICES	11-12
Orientations	
Inter-Library Loan	
GROUP STUDY ROOM USE	12
FOOD, DRINK AND PHONE USE	12
READING ROOM USE	12
COURTESY	13
COMPUTER & INTERNET USE	13-15

CHILDREN’S USE	16
PUBLIC RELATIONS	16
VOLUNTEERS	17
FRIENDS OF THE LIBRARY	17
GIFTS AND DONATIONS	17
LIBRARY GOVERNANCE FOR POLICIES AND OPERATIONS	18
Library Executive Staff	
Library Staff	
Library Committee	
APPENDIX	19-21
Policy Concerning Confidentiality of Personally Identifiable Information	
About Library Users	19-20
Diversity in Collection Development	21
FORMS	22-27
Journal Cancellation	23
Permission Slip (Community Member 16-18 years of age)	24
Student Laptop Checkout Agreement	25-29

LIBRARY BILL OF RIGHTS

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

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 have 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 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

Borrowers Cards

- Ventura College Students do not need to obtain a Library Card; they will be allowed to access Library materials using their Student Identification Number. If a Student is not in the Library Database they will need to show a Valid Identification and a class schedule to be entered into the database.
- Library Cards are available to community members residing in Ventura County.
- Library Cards are valid for one academic year. Library Cards may be reactivated with valid identification showing Ventura County Residency not a Post Office Box Address.
- Community members 16 – 18 years of age must have a signed permission slip from their parents on file for each academic year to use Library materials. Permission slips must be signed by the parent in front of a Library Staff Person. (Form page 24).
- Community members 13 – 16 years of age are not permitted to use Library materials. Please review our “Children’s Use of Ventura College Library Guidelines” (on page 16).
- Community member under 12 are not permitted in the Library without parental supervision. Please review our “Children’s Use of Ventura College Library Guidelines” (on page 16).
- If a patron does not have their Student Identification Number or Library Card they must show valid identification to use any Library materials.
- Replacement Library cards cost \$2.00.

Circulating Books

- The loan period for circulating books is three (3) weeks.
- Materials may be renewed a maximum of three (3) times.
- Faculty may borrow books for eight (8) weeks, subject to recall by another patron.
- Library patrons are limited to borrowing a maximum of five (5) books.

Textbooks: Reserves & Lending

Reserves:

- Reserve Materials may be borrowed for two (2) hour “Library Use Only”.
- 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.
- Reserve Textbooks become the property of the Library.
- Library staff reserves the right to determine when/if a material placed on Reserve may be weeded, returned to an instructor, or moved from Reserve to any other circulating collection.

Lending:

- Lending Textbooks may be borrowed for the entire semester by currently registered Ventura College Students. Ventura College Students are limited to borrowing a maximum of three (3) textbooks from this collection.
- Ventura College Students must show a class schedule and picture identification to check out any textbook from this collection at any time.
- Lending Textbooks are the property of the Library and the Library staff reserves the right to determine when/if a textbook donated to the Library may be weeded, or added to the Textbook Lending collection.

Laptops

- Only Ventura College Students in good standing will be allowed to check out laptops for three (3) hour "Library Use Only".
- Ventura College Students must have a signed contract and a copy of their current semester class schedule on file each academic year to be allowed to check out laptops.
- Ventura College Students will be required to show a picture ID at the time of check out each time they wish to use a laptop.

Holds

- A patron can place a hold on a Circulating Book that is currently checked out. Hold requests are on a first-come-first-served basis. Patrons may not place a hold on any Textbook. The item placed on hold will be held at the circulation desk for a maximum of 6 days before being released back into the collection.
- An Administrative "HOLD" will be placed on a student's record if the student has overdue Library materials. Once the materials have been returned to the Library the administrative "HOLD" may be removed.

Renewals

- Circulating Books may be renewed by phone or in person.
- Renewals will be granted if there is no hold on the item.
- Renewals may be prevented by fines, overdue status, or any other Library obligation.

Returning Library Materials

- Borrowers may return Library materials to the circulation desk during regular hours or at the book drops during closed hours.

CONFIDENTIALITY OF PATRON INFORMATION

The Evelyn and Howard Boroughs Library recognize the following:

- That all records identifying the names, student identification numbers, and Library card numbers of Library patrons are confidential in nature.
- That such record 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.

The 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 to received, and to materials consulted, borrowed or acquired.”
- The Family Education Rights and Privacy Act of 1974, prevents schools from distributing a student’s education records to third parties without the student’s consent.

OVERDUE FINES

The loss of Library borrowing privileges will occur until all overdue, lost or damaged items are returned and fine charges are paid in full. Students will have an administrative “HOLD” against their student account until obligations have been cleared. All lost book fees must be paid at the Student Business Office. Lost Fee Replacement also includes a nominal processing fee.

Circulating Books

- A fine of \$0.15 per day will be charged per book. The Library allows one (1) day grace period for overdue circulating books. The maximum fine per item will be \$20.00.

Textbooks: Reserves & Lending

Reserves:

- A fine of \$0.25 per hour, up to \$5.00 per day will be charged per book. The maximum fine will accrue up to the full cost of the textbook.

Lending:

- A fine of \$5.00 per day will be charged per book. The maximum fine will accrue up to the full cost of the textbook.

Laptops

- A fine of \$5.00 per hour, up to \$100.00 per day will be charged. The maximum fine will accrue up to the full cost of the laptop.

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 1st day following the due date. The second overdue notice is issued on the 7th day following the due date. After 30 days, a final notice will be issued resulting in an administrative “HOLD” 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

Circulating Books & Textbooks

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 students, faculty 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

Database

- 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 (5) 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. (Forms Page 23)

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 is often asked to review specialized areas. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Textbooks

Currently used textbooks for classes offered at Ventura College are maintained in our Reserve collection and Lending collection. Library staff reserves the right to move any textbook in either collection, or any textbook donated to the Library to the "Friends of the Library" sale shelves.

Periodicals

The Library only accepts periodical donations from current faculty at Ventura College. Periodicals hardcopies shall be weeded yearly to remove items no longer useful to the collection, to maintain the current collection 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 inter-Library 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

Inter-Library 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 inter-Library loan requests is usually a minimum of two (2) weeks. Patrons are required to pay any charges or fees incurred by the Library for borrowed inter-Library loan materials. **Please contact the reference librarian to make use of this service.**

Process

- The Inter-Library 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 (3) 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 (2) or more students 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 the Library policy under “Courtesy” and student conduct code policy for Ventura County Community College District.

FOOD, DRINK, AND PHONE USE

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

No cell phone use in quiet areas of the Library. All cell phones must be on silent mode at all times in the Library.

All noisy and lengthy conversations must be conducted outside of the Library in the lobby area.

READING ROOM USE

Use of the Ocean View Reading Room is for quiet reading and study only. Please refrain from making any noise or distractions while using this room. Violators will be dealt with according to

the Library policy under “Courtesy” and student conduct code policy for Ventura County Community College District.

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 written warning will be given that an individual is interfering with our goal.
- A second written 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 police will be contacted.
- Individuals who are continually disruptive may have their Library privileges revoked.

Repeated or severe problems with student conduct 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. Community members are afforded the privilege of using the Library as long as they follow the courtesy rules.

COMPUTER & INTERNET USE

All Ventura College Students regardless of age are allowed access to Library stations subject to the following rules and the Ventura College Library Computer Use Guidelines.

- Any conduct that restricts or inhibits others from pursuing academic research or that violates college policies and/or guidelines is not permitted and may be subject to sanction and disciplinary action.
- Non-academic use of the computers is secondary to academic research and use.
- Save all information to a “USB” drive as all files will be deleted automatically when the computer restarts.
- Headphones must be used when listening to audio.

All Non-Ventura College Student Patrons who qualify as community member and poses a valid Ventura College Library Card will have access to the computers for a maximum of three (3)

hours per day with no time renewals. Community members are given the first available computer, no special computer requests. Community members will be subject to removal if no other computers are available and a Ventura College Student needs to do academic research. (Approved by Library Executive & Committee Members 3/15/2010).

All Non-Ventura College Student Patrons between the ages of 16 – 18 must have a signed parent permission slip on file each semester to use the computers. These patrons will have to follow the same rules and qualifications as a Community Member to have access to the Library computers.

All Non-Ventura College Student Patrons under the age of 16 will not be permitted to use the computers for any reason.

An ADA compliant workstation is provided for use with disabilities.

Please review the following Computer Use Guidelines, any violation may result in disciplinary measures:

Ventura College Library Computer Use Guidelines
(Adopted October 23, 2008)

Welcome to the Ventura College Library. The College encourages courteous use of all College facilities, including the Library resources and its computers. This acceptable use statement is designed to support an atmosphere conducive to academic freedom and intellectual pursuit, recognizing First Amendment rights and protected expression but acknowledging that an individual's freedom to access and display information is constrained by the rights of others.

The Ventura College Library (hereinafter Library) is an academic facility that also serves our community. Use of the Library and its computers is a privilege and not a right. Computers and Library facilities are intended primarily for research, educational and academic use. The Library computers are open access and available on a first-come, first-serve basis to students, staff, faculty and community members, subject to the following considerations and reservations:

All users must agree to comply with the guidelines established in this Ventura College Library Computer Use Guidelines (hereinafter called Guidelines). Users of the VC Library computers must register on PC Reservation in order to use the equipment. Registering on any Ventura College Library Computer through PC Reservation is to be considered acceptance of and agreement with these Guidelines.

The College is not responsible for the user's personal equipment nor is the College responsible for any intrusion by a user on another user's rights. Please remember that privacy and protection of personal information is not guaranteed and the history of use of any computer is not protected. Remember that these computers are used at the operator's own risk.

No Ventura College Library computer may be used to violate any civil or criminal, state or federal law or any regulation or policy of Ventura College or the Ventura County

Community College District (VCCCD). Such prohibited usage includes but is not limited to: any laws or regulations governing the creation, dissemination, viewing or displaying of obscene materials or other illegal documents or images; the possession or use of programs, files, or instructions for violating system security; and the violation of copyright and intellectual property laws.

Activities that might damage the computer equipment are strictly prohibited. Do not download any software to or make any modifications (including deleting applications or configurations) to the Library hardware.

Further, as the Colleges of the VCCCD are committed to the concept that all members of a college community must be able to study and work in an atmosphere of mutual respect and trust, users are reminded that Library resources may not be used to intimidate or create an atmosphere of harassment based on gender, race, religion, ethnic origin, creed, military service, or sexual orientation. Although the College does not want to become the arbiter of community values or to define what constitutes "offensive," the institution, through the Library staff, may determine that material viewed or received may be so defined if it is directed at individuals or groups and presents a hostile environment under federal and state laws. The institution retains the right to take restrictive actions if necessary.

Once found to have violated any of these Guidelines, and depending on the severity of the violation(s), violators of these stipulations may face the following consequences:

- If the violation constitutes a criminal offence, law enforcement may be contacted, and/or the violator may be subjected to legal actions, including the imposition of fines and other penalties; and/or*
- The violator may be subject to action under the VC Student Conduct Code or other disciplinary actions; and/or*
- The violator may be subject to the current or future loss of or limitation of Library/computer use privileges.*

Time limits of use may be established and enforced at the discretion of the Library staff, once posted. Academic use of computers by VC students, faculty, staff, and administrators has priority over all other uses.

The Ventura College Library librarians and staff are dedicated to providing our students, faculty, staff, and community with an environment that is conducive to learning and ask that you join our effort by following these guidelines in the use of our computers and facilities.

Thank you.

The Library Staff and Library Committee

CHILDREN'S USE

The Ventura College Library's primary focus is to support the academic endeavors of our students and faculty. Recognizing that patrons may find the need to bring their children with them while conducting research and/or studying, the Library has created a small children's area including appropriately sized furniture and a book collection for young children. The Librarians and Library staff welcome parents with children to make use of this area. Parents/guardians are encouraged to exercise responsibility for insuring appropriate behavior of their children while in the Library. Disruptive behavior, including but not limited to shouting, running, pushing, or climbing on furniture, is disturbing to students and staff using the Library. If the child behaves in a disruptive manner, the parents and their child/children will be asked to quietly leave in this instance to assure we maintain an environment conducive to learning. Children under the age of 16 may not use Library computers, even with a parent's permission, as computer stations are reserved primarily for student use. Please note that all community member computer users must have their own Library card.

Children under the age of 12 years old may not be left unattended anywhere in the Library including areas designated for children. An adult must accompany him/her at all times. If it is found that a child has been left unattended the Library staff will follow the guidelines below:

- Library staff cannot assume responsibility for the safety and well-being of any child in the absence of a parent/guardian.
- Library staff will make every effort to contact the parent either by phone or by sending someone to his/her classroom.
- Library staff will contact campus police if the parent cannot be located.
- Library staff will remain with the child until the parent or police arrive.
- Library staff will not move the child to another location even when requested by parent.
- Library staff will review the "Children's Use of the VC Library" guidelines with the parent upon their return.

These guidelines apply to all students, faculty, and staff and community members who use the VC Library. (Approved 4/8/2010 by the Library Committee).

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

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 the 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 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 encourage and appreciate gifts and donations. The Library accepts gifts of books, textbook 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 Book Sale. The same criteria of selection, which are applied to purchase 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 acknowledgement of receipt of the items. This is done for us through the Ventura College Foundation.

LIBRARY GOVERNANCE FOR POLICIES AND OPERATIONS

There are three (3) 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 implementing and evaluating policies, projects and procedures.

LIBRARY STAFF

Members: All Library Staff: Dean, Librarians, Learning Resources Supervisor, Library Tech 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, Learning Resources Supervisor, and a Library Tech/Assistant.

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

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.)

FORMS

MEMORANDUM

Date:

From: _____, Librarian Ventura College Library

RE: Notification of Periodical Title Being Considered for Cancellation

Due to budgetary limitations and/or availability online, the following periodical title(s) is/are being considered for cancellation by the Library: [List is attached]

If you have any comments, questions, or concerns about this cancellation, call a librarian at the Library's Reference Desk during regular hours of operation x 6382.

PERMISSION SLIP

To whom it may concern:

I am the parent / guardian of _____ who is a community member of Ventura County between the ages of 16-18. 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.

NAME (please print): _____

SIGNATURE: _____

Signature must be signed in front of a Ventura College Librarian, Library Tech or Library Assistant to be valid.

Library Staff Only

Community Member Library Card Number: _____

Date Issued: _____

Date Expired: _____ (expires at the end of each semester)

LAPTOP CHECK-OUT

VENTURA COLLEGE LIBRARY LAPTOP CHECK-OUT GUIDELINES

The Ventura College Library is pleased to offer a laptop computer checkout service to Ventura College students, staff and faculty. Laptops are available for checkout at the Library Circulation Desk and may be used for the purposes of study, work, and research.

Guidelines and Rules

- Students may checkout laptops for a three-hour period for use anywhere on campus. Failure to return the laptop will result in an obligation of \$1200 posted against their student account, a stolen report filed with campus police, and loss of future Library privileges.
- The laptop computers can only be checked out by currently enrolled (including summer session) Ventura College students, staff, or faculty. This service is not available to our community members however; there are Library computer stations available.
- Borrowers must be cleared of any obligations or fines, with a record in good standing.
- Laptops will be available on a first-come, first-serve basis and may not be reserved ahead of time.
- An eligible borrower is allowed to check-out one (1) laptop at a time.
- Laptops are not available for check-out one (1) hour before closing.
- According to VCCCD "Use of the Internet" policy borrowers may not alter, delete or copy any software loaded on the laptop or otherwise change its existing configuration.
- Printing is available from laptops through Wi-Fi at a cost of \$0.10 per page.
- Audio or video files must be played using headphones.
- Violation of any rule may result in a report to campus police, a student conduct report, and permanent loss of privileges and / or charges on your account for complete replacement cost.

Checkout Procedure

- Borrowers must read and agree to abide by the Laptop Checkout Guidelines and the Ventura College Computer Usage Guidelines.
- Borrowers are required to present a valid photo ID and provide a copy for our files of his/her current semester class schedule for the first check-out each semester.
- Borrowers must sign the Laptop Checkout Agreement before he/she can take a laptop away from the Circulation Desk. The signed Agreement will be held on-file for the duration of the semester. Each semester will require a review of the Laptop Checkout Guidelines and VC Computer Usage Guidelines; and new agreement to be signed.
- At the time of checkout, the laptop will be inspected by a circulation staff member to verify the contents.

- A borrower will be cautioned to save his/her files on a flash / jump drive or send them via an email attachment. All files will be erased permanently after the computer is restarted / shutdown. **SAVE EARLY AND SAVE OFTEN to flash / jump drive or email!**
- The laptop will be checked out to the borrower's Library account.
- Each subsequent check-out will require showing a valid photo ID.
- During the first two (2) weeks of the Fall and Spring Semesters there will be NO laptop check-outs.

Loan Period & Renewals

- The checkout period for each laptop is up to three (3) hours.
- All checked-out laptops must be returned to the Circulation Desk one (1) hour before the Library closes.
- A checked-out laptop can be renewed "in person" at the circulation desk for another three (3) hours, given that no other eligible borrowers are waiting to check out a laptop.
- The borrower must return the laptop along with accessories to the circulation desk at the end of a three (3) hour checkout period to avoid being charged a fine or the full replacement value of the laptop.

Check-in Procedure

- When returning, the borrower should allow time to stand in line and wait for the Circulation staff member to check the equipment.
- Borrowers must return the laptop to a Circulation Desk staff member. A laptop should not be left unattended at the Circulation counter or the borrower's check-out privileges may be revoked.
- A staff member will verify that all parts are present and that the computer and all accessories are in good working order.
- The laptop will then be checked in from the borrower's Library account.

Fines & Liability

- **Under no circumstances should a borrower leave the laptop unattended. The borrower will be responsible for a lost or stolen laptop.**
- A fine of \$5.00 per hour will be levied for overdue laptops.
- A borrower's privilege to check out a laptop may be removed if the borrower fails to return loaned equipment by the due time on more than two (2) occasions or leaves before the check-in procedure is complete.
- After five (5) hours an unreturned laptop will be considered stolen or lost and Campus Police will be notified. An administrative "Hold" will be placed on the borrower's Ventura College account in the amount of the replacement fee of \$1,200.00 plus a processing fee of \$25.00. The borrower's check-out privileges will be immediately revoked.
- It is the borrower's full responsibility and physical liability for all costs associated with damage to the laptop computer or its associated peripheral equipment during the period it is checked out or its replacement costs should it be lost or stolen.

Troubleshooting Problems & Questions

- If a borrower is experiencing problems with laptop hardware or applications, the laptop needs to be exchanged at the circulation desk. The laptop experiencing problems will be sent out for repair.

Disclaimer

- Ventura College is not responsible for damage to any removable drive (i.e. flash or jump drive) or loss of data that may occur due to malfunctioning hardware or software.

VENTURA COLLEGE LIBRARY COMPUTER USAGE GUIDELINES

Welcome to the Ventura College Library. The College encourages courteous use of all College facilities, including the Library resources and its computers. This acceptable use statement is designed to support an atmosphere conducive to academic freedom and intellectual pursuit, recognizing First Amendment rights and protected expression but acknowledging that an individual's freedom to access and display information is constrained by the rights of others.

The Ventura College Library (hereinafter Library) is an academic facility that also serves our community. Use of the Library and its computers is a privilege and not a right. Computers and Library facilities are intended primarily for research, educational and academic use. The Library computers are open access and available on a first-come, first-serve basis to students, staff, faculty and community members, subject to the following considerations and reservations:

All users must agree to comply with the guidelines established in this Ventura College Library Computer Use Guidelines (hereinafter called Guidelines). Users of the VC Library computers must register on PC Reservation in order to use the equipment. Registering on any Ventura College Library Computer through PC Reservation is to be considered acceptance of and agreement with these Guidelines.

The College is not responsible for the user's personal equipment nor is the College responsible for any intrusion by a user on another user's rights. Please remember that privacy and protection of personal information is not guaranteed and the history of use of any computer is not protected. Remember that these computers are used at the operator's own risk.

No Ventura College Library computer may be used to violate any civil or criminal, state or federal law or any regulation or policy of Ventura College or the Ventura County Community College District (VCCCD). Such prohibited usage includes but is not limited to: any laws or regulations governing the creation, dissemination, viewing or displaying of obscene materials or other illegal documents or images; the possession or use of programs, files, or instructions for violating system security; and the violation of copyright and intellectual property laws.

Activities that might damage the computer equipment are strictly prohibited. Do not download any software to or make any modifications (including deleting applications or configurations) to the Library hardware.

Further, as the Colleges of the VCCCD are committed to the concept that all members of a college community must be able to study and work in an atmosphere of mutual respect and trust, users are reminded that Library resources may not be used to intimidate or create an atmosphere of harassment based on gender, race, religion, ethnic origin, creed, military service, or sexual orientation. Although the College does not want to become the arbiter of community values or to define what constitutes “offensive,” the institution, through the Library staff, may determine that material viewed or received may be so defined if it is directed at individuals or groups and presents a hostile environment under federal and state laws. The institution retains the right to take restrictive actions if necessary.

Once found to have violated any of these Guidelines, and depending on the severity of the violation(s), violators of these stipulations may face the following consequences:

- If the violation constitutes a criminal offence, law enforcement may be contacted, and/or the violator may be subjected to legal actions, including the imposition of fines and other penalties; and/or
- The violator may be subject to action under the VC Student Conduct Code or other disciplinary actions; and/or
- The violator may be subject to the current or future loss of or limitation of Library/computer use privileges.

Time limits of use may be established and enforced at the discretion of the Library staff, once posted. Academic use of computers by VC students, faculty, staff, and administrators has priority over all other uses.

The Ventura College Library librarians and staff are dedicated to providing our students, faculty, staff, and community with an environment that is conducive to learning and ask that you join our effort by following these guidelines in the use of our computers and facilities.

LAPTOP AGREEMENT

By my initials and signature below, I acknowledge that I have read and agree to all of the following statements for checking out a laptop computer from the Ventura College Library. I agree to accept full responsibility for the laptop and any accompanying materials while checked-out to me.

_____ I must have Photo ID to check-out laptops at all times, no exceptions.

_____ I am aware that there will be a fine of \$5.00 per hour if I do not return the laptop before the three (3) hour limit and after five (5) hours it will be reported as stolen to campus police and I will be responsible for the full replacement costs \$1,200.00 plus a \$25.00 processing fee – **No Exceptions.**

_____ I am monetarily responsible for any physical or internal damages to the laptop while in my possession.

_____ I must return all laptop materials to Library staff and wait for them to check the contents before leaving the Library.

_____ I understand that I have to return the laptop one (1) hour prior to the closing of the Library.

_____ I may not leave the laptop unattended at any time.

By signing below, I have read and agree to all the above rules and responsibilities

NAME (Print)	900#	DATE / /
SIGNATURE:		

