

Subject: Use of Library Materials By Students and Community Patrons

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1. Purpose

This document establishes the circulation policies for library materials that are checked out by students and community patrons.

2. Policy

Students must have a valid Tidewater Community College (TCC) identification card in order to check out library materials for home use or to access materials in restricted library locations. Residents of the community must obtain a TCC Community Patron library card for limited borrowing privileges. Community patrons may obtain a TCC library card at any Circulation Desk by showing a valid photo I.D. and proof of a current local address.

The normal loan period for library print materials is four weeks. The normal loan period for audiovisual materials is one week. Materials that have been placed on reserve, however, may have a shorter loan period. Items may be renewed once in person, by telephone, or through "My Account" in the online library catalog as long as they are not overdue or requested by someone else.

Borrowers are personally responsible for the safety, proper use, and timely return of the library materials that they have checked out. If materials are not returned within 14 days of the due date, the college will inform the borrower of the replacement charge for the unreturned materials and will block all library borrowing privileges. The replacement charge for materials is based on the average academic book pricing as listed in the *Bowker Annual of Library and Book Trade Information*.

After 45 days from the original return due date, a financial obligation for replacement of the unreturned materials is established and return of the material will not result in refund of any payment or cancellation of the existing debt.

3. Responsibilities

The Vice President for Information Systems shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Virginia Community College System.

4. Procedures

Library materials may be checked out or returned at any campus. Library staff will notify borrowers by letter when library materials are more than one week overdue. The library staff will send borrowers a subsequent letter indicating the replacement charge for library materials that are more than two weeks past due. A final reminder will be sent to the borrower if the materials are not returned within 30 days of the original due date.

If the materials are not returned within 45 days of the original due date, the borrower's account is submitted to the Business Office to begin collection procedures in accordance with the college's bad debt procedures. A collection fee equal to 30% of the replacement charge will be assessed on the borrower's account. A community patron who is not already in the Student Information System will be added and the account assessed accordingly.

Borrowers must pay the replacement charge for the materials and the collection fee in order to return their account to good standing.

5. Definitions

Library Materials. Any books, newspapers, magazines, journals, and audiovisual materials such as video or sound recordings, provided by or through TCC's Learning Resources Centers.

6. References

[*Tidewater Community College Student Handbook: Policy on Delinquent Accounts*](#)

Student Financials – LRC Collection Procedures for Library Material Costs

7. Review Periodicity and Responsibility

The Vice President for Information Systems shall review this policy at the first anniversary of its approval and, if necessary, recommend revisions.

8. Effective Date and Approval

This policy is effective upon its approval by the College President on April 9, 2009.

Policy Approved:

Deborah M. DiCroce
President

Procedure Developed:

Richard D. Andersen
Vice President for Information Systems

9. Review and Revision History

This is the first version of this policy.