



## Library Policies

Last updated: August 2020

**\*\*Due to the current COVID-19 Pandemic use of all FSW Libraries will be restricted to FSW Staff, Faculty, and currently enrolled Students.\*\***

# Circulation Policy: # 2014-1 Library Cards

Updated 5/15/2014

ALH

## Policy:

Students, staff, and faculty must present a valid Florida SouthWestern BUC Card at an FSW Library Circulation Desk to borrow or renew library materials. All other valid patrons must present a library card. Cards are nontransferable. All patrons are financially responsible for all resources charged to their accounts.

## Library Card Policy:

### Students:

The Florida SouthWestern State College- issued BUC Card serves as a library card, which is activated at the start of each semester the student is enrolled in classes.

### Staff and Faculty:

The Florida SouthWestern State College- issued BUC Card serves as a library card, which is activated each semester the staff or faculty member is officially employed at Florida SouthWestern State College.

### Southwest Florida Community Patrons:

**\*\*Due to the current COVID-19 Pandemic use of all FSW Libraries will be restricted to FSW Staff, Faculty, and currently enrolled Students.\*\***

Community Patrons are defined as residents of Lee, Collier, Charlotte, Hendry, or Glades counties who are not current faculty, staff, or students at FSW. Applicants must be at least eighteen years old and present a local and current driver's license, voter's registration card, or property tax receipt. Library cards are nontransferable. A FSW Library must be notified about a lost or stolen card. Contact information must be kept up-to-date.

## Circulation Policy: # 2014-2 Borrowing Privileges and Limits

Updated 5/15/2013

ALH

### Policy:

FSW libraries uphold the loan periods as outlined below while reserving the right to recall any resources during the checkout period. Recalled items will be treated as overdue materials and are subject to the same hold status as outlined under Circulation Policy # 2014-4, Charges.

### LOAN PERIODS:

	FSW Students	FSW Faculty and Staff	SWFL Community Patrons	Statewide Reciprocal Borrowers
Books	21 days, 2 renewals	42 days, 2 renewals	21 days, 2 renewals	21 days, 2 renewals
DVDs	5 days, no renewals	7 days, no renewals	In library use only	In library use only
Course Reserve Items	In library use only (or as arranged)	In library use only (or as arranged)	No borrowing privileges	No borrowing privileges
Interlibrary Loan Items	See book label; renewals as per policy of lending library	See book label; renewals as per policy of lending library	No borrowing privileges	No borrowing privileges
Periodicals/Reference Materials	No borrowing privileges	See Librarians	No borrowing privileges	No borrowing privileges
Items allowed out	Books: 20 DVDs: 3	Books: unlimited DVDs: unlimited	Books: 5	Books: 20

## **Circulation Policy: # 2014-3 Suspension of Borrowing Privileges**

Updated 5/15/2013

ALH

### **Policy:**

Library borrowing privileges may be suspended for any card holder who violates the Florida SouthWestern State College Code of Conduct or the FSW Library Policies. Reasons for suspension include, but are not limited to, the misuse or non-return of library materials, abuse of computers, inappropriate web access, or inappropriate behavior. Students reserve the right to appeal the loss of their library privileges to the Student Conduct Board.

## **Circulation Policy: # 2014-4 Charges**

Updated 5/15/2014

ALH

### **Policy :**

All borrowers are financially responsible for all resources charged to their accounts. If an item is reported lost or is returned in a damaged/mutilated condition so as to require replacement, the borrower will be assessed a replacement charge for each item. Items will be assumed lost if not returned within 3 weeks of the date due.

If materials are not returned when due, a Business Office hold will be placed on Florida SouthWestern records. Unpaid charges for non-returned or damaged items will be forwarded to the Business Office for billing, and a Collection Agency may be used if left unpaid.

## **Circulation Policy: #2014-5 Interlibrary Loan (ILL)**

Updated 7/29/2014

TAB

### **Policy:**

All Florida SouthWestern State College students, faculty, and staff may request materials from libraries outside of FSW via Interlibrary Loan (ILL). A limit of five items per day may be requested through ILL. Borrowers will be notified via email when ILL materials have arrived at a Florida SouthWestern State College Library. Return dates are set by the lending library and must be adhered to by the FSW borrower. The service is generally free of charge; however, lending costs may be assessed in certain circumstances if agreed to in advance by the borrower. ILL requests for college textbooks will not be accepted or filled. Interlibrary Loan borrowers are liable for any bills charged by the lending library.

## **Technology Use Policy: # 2014-1 Acceptable Technology Use**

Updated 5/15/2014

ALH

### **Policy:**

The Florida SouthWestern State College Libraries adhere to the College Operating Procedure on Acceptable Technology Use ([COP # 02-0405](#)).

## **Technology Use Policy: # 2014-2 Computer Availability**

Updated 5/15/2014

ALH

### **Policy:**

Due to the limited number of computers across the Florida SouthWestern State College campuses, Community Patrons will be restricted to one hour of computer use per daily visit. During peak times of student use, Community Patrons may be asked to forgo all computer time. Community Patrons are asked to sign in and sign out with the circulation staff when visiting the Libraries. Photo ID is required for computer access.

## **Building Use Policy: # 2014-1 Use of the Library Building Outside Normal Hours of Operation**

Updated 5/15/2014

ALH

### **Policy:**

In compliance with [COP# 08-0825](#), the use of any Florida SouthWestern State College library building outside normal hours of operation must be approved by both the Head Librarian and the administration of Florida SouthWestern State College.

## **Building Use Policy: # 2014-2 Instruction and Research Labs**

Updated 5/15/2014

ALH

### **Policy:**

The Florida SouthWestern State College Libraries authorize the use of the Libraries' Instruction and Research Labs. The labs are reserved for Research Instruction and student computer use. Questions regarding the use of the Libraries' Instruction and Research labs may be addressed to the Head Librarian.

## **Building Use Policy: # 2014-3 Study Rooms**

Updated 1/25/2018

TAB

### **Policy:**

Study rooms are for the use of Florida SouthWestern State College students only. Rooms may not be reserved. Library staff reserves the right to limit individual use of the study rooms based on need by campus.

## **Library Conduct Policy: # 2014-1 Disruptive Behavior**

Updated 7/01/2014

ALH

### **Policy:**

Library staff and faculty reserve the right to ask any library patron to leave the library due to disruptive behavior. Disruptive behavior is any behavior that hinders the learning environment of the Florida SouthWestern State College Libraries.

## **Library Conduct Policy: # 2014-2 Food and Beverages in the Library**

Updated 7/01/2014

ALH

### **Policy:**

Beverages in containers with lids will be allowed in the library. Food is not permitted in the library.



## **Library Conduct Policy: # 2014-3 Children in the Library**

Updated 7/01/2014

ALH

### **Policy:**

Due to the unfiltered internet access, children under the age of 13 unless enrolled at the college may not use FSW computers even when accompanied by a parent or guardian. Patrons are discouraged from bringing young children to the FSW libraries. If a patron's child is creating a disturbance, the patron may be asked to leave. Under no circumstances will children be allowed to remain in the libraries unattended.

## **Book Challenge: # 2014-1 Patron Challenge of Library Materials**

Updated 5/15/2014

ALH

### **Policy:**

If an FSW library patron asks for the removal of library materials from the College's collection, the Head Librarian shall review the challenge and bring it before the library faculty for review. Pending library faculty review, a decision shall be made to retain or remove the challenged materials. Final decisions regarding challenged materials lie with the Head Librarian and the administration of Florida SouthWestern State College.

## **Copyright: # 2014-1 Copyright Compliance**

Updated 7/01/2014

ALH

### **Policy:**

Copyrighted material cannot be copied without the expressed written approval from the authorized distributor or publisher. The Florida SouthWestern State College Libraries cannot give this approval. Any person who makes an unauthorized copy of material may be liable for copyright infringement. The copyright law of the United States ([Title 17, United States Code](#)) governs the reproduction, distribution, adaptation, public performance, and public display of copyrighted material. Guidelines for Academic Fair Use can be found in the document [Reproduction of Copyrighted Works by Educators and Librarians](#) .

## **Donations: # 2014-1 Accepting Donations**

Updated 7/01/2014

ALH

### **Policy:**

Florida SouthWestern State College Libraries will accept donations of library materials. Using collection development standards for academic libraries, the library faculty will make decisions regarding the retention of donated materials. The Library staff and faculty will acknowledge gifts, stating number of items and condition, but will not set dollar amounts.