

ELIZABETH CITY STATE UNIVERSITY
G. R. Little Library General Policy

Preamble

In support of the mission of Elizabeth City State University, the mission of the G.R. Little Library is to provide the intellectual growth resources necessary for the instruction and research needs of the faculty, staff, students, and administrators of the university, as well as community patrons. The policies of the G.R. Little Library, which are guided by the American Library Association's Library Bill of Rights, exist to facilitate this mission. The G.R. Little Library provides patrons with materials, services and facilities for study, teaching, research, and service purposes. These policies are intended to ensure that such provision is made as effectively and fairly as possible and the integrity of library service is maintained. This policy covers the conditions for access and use of materials and facilities, prohibitions of inappropriate activities, and the penalties for violation.

1. Library Service Hours

- A. The Library is closed when the University is closed.
- B. Refer to the library website for current operating hours.

2. Library Regulations

A. Cell Phones

Talking on cellular telephones is prohibited except in designated areas in the G. R. Little Library. Patrons are asked to silence their phones before entering the library.

B. Food and Drink

Food is allowed only in designated areas. The G. R. Little Library allows drinks only in covered containers. Travel mugs, cups with lids, and bottles with tops are all acceptable. Drinks are not allowed near computers, photocopiers, printers, the electronic classroom, or the University Archives.

C. Library Etiquette

The G.R. Little Library strives to maintain an environment conducive to teaching, research, and community outreach. A patron who is disruptive will be notified that the behavior is inappropriate. If the behavior continues, the patron will be asked to leave the library. If the patron refuses to leave, University Police will be called. Disruptive behavior may result in the suspension of an individual's library privileges, for a length of time to be determined by the Director of Library Services.

D. Library Meeting Rooms

Meeting rooms are scheduled by using the ECSU Central Reservation system. Groups will be responsible for leaving rooms in the same condition as they found them.

E. Children in the Library

G. R. Little Library computers, media equipment and library resources are for academic educational purposes. Therefore, all computers are connected to the internet and are unfiltered.

- i. Children under the age of thirteen (13) should be in the library for homework purposes only and are to be closely supervised by an adult patron.
- ii. Children who are loud and unruly or using the computers unsupervised will be asked to leave.
- iii. Elizabeth City State University Students have priority in using computers.

F. Library Computers & Internet Use

See ECSU Policies 700.1.7: "Computer Use Policy for Students" and 700.1.8: "Internet Acceptable Use Policy".

G. Guest Patrons

Guest patrons of the Library are those patrons not affiliated with the university. Guest patrons should follow these guidelines.

- i. Guests must sign in and out when using library computers. Picture ID is required at sign in.
- ii. The G. R. Little Library encourages group tours from elementary, middle, and high school students. These groups should give the library a one-week notice.
- iii. Interlibrary Loan service is available only to ECSU faculty, staff, and students.
- iv. Guests may use the library's public access computers as long as they are not requested by ECSU students, faculty, or staff.
- v. The Library reserves the right to impose time limits on the use of its computers.
- vi. All guests are expected to conduct themselves in a manner conducive to library activities. Guests who violate these guidelines may be asked to leave the library. Repeated violations may lead to a guest being banned from the library.

3. Circulation

A. General Circulation Guidelines

- i. If a library card is lost or stolen, the card holder should inform the Circulation

Desk staff immediately. The card owner will be held responsible for any items checked out on the card if staff is not notified of the missing card.

- ii. Patron accounts will be updated at the beginning of the fall and spring semesters to ensure the most current contact information is in the library's account system.
- iii. The G. R. Little Library reserves the right not to extend borrowing privileges to any individual who refuses to satisfy the eligibility and identification requirements.

B. Renewals

- i. Library materials must be renewed on or before the due date. Materials cannot be renewed if the borrower has a delinquent interlibrary loan item or any other outstanding library fees.
- ii. Borrowers may renew books online if they are not overdue.

C. Course Reserves (Faculty Only)

- i. Course Reserves are supplementary materials (books, journal articles, homework assignments, etc.) that faculty make available to their students in the Library.
- ii. Faculty must submit materials to be placed on "Reserve" to the Library at least two weeks prior to the date students will need to use them.
- iii. A Course Reserves Request Form must be completed for each course.

D. Holds and Recalls

- i. If an item is needed that is currently unavailable and has been checked out for a circulation period, a Recall on the item may be placed upon request. At that time the patron will be notified by a librarian that the item has been requested and needs to be returned.
- ii. When the item is available the requesting patron will be notified by email and a hold will be placed on it at the circulation desk.
- iii. Holds are not allowed on items that are checked in and currently available.

E. Blocks

A patron's account will be blocked for any of the following reasons:

- i. The patron has an overdue library item.
- ii. The patron has not returned a Recalled library item by the Recall due date.
- iii. Patron has an outstanding library fine.
- iv. Patron has reached the maximum number of library items allowed charged out on their library account.
- v. Any mail or email sent the patron is returned.

A patron whose account is blocked may not check out library items nor renew items already checked out.

For ECSU students, faculty and staff, overdue and lost reports will be sent to the Office of Business and Finance as needed. All other patrons will receive a bill for fines, replacement costs, and processing fees sent to their registered mailing address or email address.

F. Preservation of Library Books

- i. Books must be returned to the library in the same condition in which they were borrowed.
- ii. Charges will be assessed for books returned damaged. Books that are damaged beyond repair will result in replacement costs and a non-refundable processing fee.

G. Returning Items

Patrons are responsible for all materials checked out in their name until the materials are returned and discharged.

H. Confidentiality of Library Records

All library records pertaining to patrons are strictly confidential. This includes personal information such as addresses and phone numbers and any circulation information such as the books that are checked out.

I. Media Circulation

- i. Faculty, staff, and students of Elizabeth City State University may borrow circulating media materials upon presentation of their ECSU ID card.
- ii. Non-affiliated persons, students, faculty from other universities, and members of the General Alumni Association may use or view library resources inside the library.

- iii. Media equipment is for use within the library and may not be used outside of the library without permission from a librarian.
- iv. Media equipment should be returned immediately after use and in any event may be checked out for no more than 24 hours, unless special arrangements are made with the Library Director or the head of Access Services.
- v. DVDs, CDs, and other educational items may be checked out by faculty, staff, and students.
- vi. Faculty and staff may request media items through Interlibrary Loan.
- vii. Faculty may place media items on hold or on reserve.
- viii. If an item is damaged when checked out, the patron should inform the desk attendant when the item is returned.

J. Overdue Media Items

- i. Late fees will accrue on overdue media items. Overdue fees vary by media item type. There are no grace periods for media items.
- ii. The library's account system will automatically generate an email notification for overdue items. A block will be placed on the patron's library account until the item has been returned and all charges have been satisfied.
- iii. Failure to return media resources will result in the patron being billed for the replacement cost of the item.
- iv. If a patron is billed for the replacement cost of an item, they will also be billed for a processing fee.

K. Periodicals

Print periodicals do not circulate outside the library, with the following exception: Faculty and staff may check periodicals out overnight. The periodicals may be checked out up to 30 minutes before the library closes and must be returned the following morning.

L. Library Laptop Loan

See ECSU Policy 700.1.9: "Laptop Loan Policy".

M. Borrowing Privileges - *ECSU Undergraduate & Graduate Students*

- i. When borrowing materials, patrons must always present their valid ECSU ID card.
- ii. Students are limited in the number of items that can be checked out as defined by library circulation procedures.
- iii. Books may be renewed online and at the circulation desk, if there are no holds and items are not overdue.
- iv. If library materials are not returned by the due date, fines will be assessed.
- v. If library materials are not returned within 30 days of the due date, the materials will be presumed lost and all library privileges will be revoked.
 - a. The student will be charged the item replacement cost plus a non-refundable processing fee.
- vi. Overdue and lost reports will be sent to the Office of Business and Finance as needed.

N. Borrowing Privileges – *ECSU Active and Retired Faculty and Staff*

- i. When borrowing materials, faculty and staff must always present their valid ECSU ID card.
 - a. Retired faculty and staff must pay a fee at the University Cashier and present their receipt at the library service desk in order to obtain a library card. Professors Emerti are exempted from this fee.
 - b. Dependents and co-residents of Active ECSU faculty and staff may obtain a library card as defined in the section below under ‘Non-Affiliated Patrons.’
- ii. Faculty/staff members have an unlimited number of check-outs for three months.
- iii. If library materials are not returned by the due date, fines will be assessed.
- iv. Books may be renewed online and all subsequent times at the service desk, if there are no holds and items are not overdue.
- v. If library materials are not returned within 30 days after the due date, the materials will be presumed lost and all library privileges will be revoked.
 - a. The user will be charged the item replacement cost plus a non-refundable processing fee.

- vi. Overdue and lost item reports will be sent to the Office of Business and Finance as needed.

O. Borrowing Privileges – *Non-Affiliated Patrons*

- i. When borrowing materials, non-affiliated must always present their library card.
- ii. To obtain a library card, the user must pay an annual enrollment fee to the University Cashier and present the receipt at the library Circulation Desk.
 - a. The user must complete a G.R. Little Library registration form at the Circulation Desk and present a valid photo ID with a current North Carolina address.
 - b. Non-affiliated patrons that are active students, staff, or faculty at UNC system institutions are waived from the fee but must present their active institutional ID card.
- iii. Patrons can check out a total of five (5) books for a two (2) week period.
- iv. Patrons are responsible for items borrowed until returned to the library and checked in.
- v. If library materials are not returned by the due date, fines will be assessed.
- vi. Books may be renewed online and all subsequent times at the circulation desk, if there are no holds and items are not overdue.
- vii. If library materials are not returned within 30 days after the due date, the materials will be presumed lost and the user's library privileges will be cancelled.
 - a. The user will be charged the item replacement cost plus a non-refundable processing fee.
- viii. A bill for replacement costs or fines will be sent to the user's registered mailing address or home institution.
 - a. Until all charges for fines, fees, and replacement costs are paid and cleared by library circulation staff, the user's borrowing privileges will be blocked.
- ix. Overdue and lost item reports will be sent to the Office of Business and Finance as needed.

P. Borrowing Privileges – *Visitors in Special Programs*

- i. Special Program Visitors include visiting faculty, students, and employees in ECSU visitor and special programs.

- ii. The Sponsoring Department must send an email to the G. R. Little Library Director or Head of Access Services with the names of the visitors in order for visitors to have borrowing privileges at the library.
- iii. Visitors are permitted to check out up to five (5) items.
- iv. The Library will notify visitor(s) of any obligations incurred. However, the Sponsoring Department must assume all responsibility for these obligations before borrowing privileges are allowed for the visitor(s).
- v. Visitor(s) must abide by all circulation procedures of G. R. Little Library.
- vi. Books may be checked out up to two (2) weeks.
 - a. Books may be renewed once online, subsequently items must be returned for at least five (5) days before additional checkouts are allowed.
- vii. If library materials are not returned by the due date, fines will be assessed.
- viii. If library materials are not returned within two (2) weeks; the material(s) will be presumed lost and all library privileges will be blocked.
- ix. The Sponsoring Department will be charged the replacement cost plus non-refundable processing fee.
- x. All fines, replacement cost and processing fees will be applied to the account of the sponsoring department.

4. Collection Development Procedures

- A. The library embraces the letter and spirit of the American library Association's (ALA) *Library Bill of Rights*. Consequentially, it further subscribes to ALA's supplemental statements regarding interpretations of those rights, including the "Intellectual Freedom Principles for Academic Libraries: An Interpretation of the *Library Bill of Rights*".
- B. Library staff consults with ECSU faculty and administrators to curate the library collections to support the curricular and research needs of the university.
- C. Librarians will follow the written library collection development policy for selecting, deselecting, and maintaining a timely, relevant, and appropriate collection.

5. Interlibrary Loan

A. Interlibrary loan requests must be submitted using the online form located on the library website.

- i. One form must be submitted for each item requested. Requests with incomplete information will be returned for completion.
- ii. Patrons wishing to make use of interlibrary loan services must read the copyright statement below and abide by all relevant copyright restrictions.

B. Copyright Law

- i. The U.S. Copyright Law (U.S. Code, Title 17) governs the use of copyrighted materials.
- ii. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If the user makes a request for, or later uses, a photocopy or reproduction for purposes other than that of "fair use" that user may be liable for copyright infringement.

C. Terms of Loans

- i. The loan period, renewals, charges, and conditions of use are determined by the lending institution, not the G.R. Little Library.
- ii. All materials borrowed through Interlibrary Loan must be returned to the Circulation Desk of G. R. Little Library by the date indicated.
- iii. If a renewal is necessary, a request for a renewal must be made in advance of the due date. Late items will not be renewed.
- iv. The Patron will be responsible for any late fees or replacement costs which accrue while the patron is in possession of items obtained through Interlibrary Loan. These costs will be set by the lending institution, not the G.R. Little Library. Costs are paid to ECSU, which is billed by the lending institution.
- v. Items remain the responsibility of the Patron until they are received at the Circulation Desk of the G. R. Little Library. Materials may be recalled at any time.
- vi. Interlibrary Loan items are not to be returned in the book drop.

D. Limitations and Restrictions

- i. Patrons who wish to make use of Interlibrary Loan services must have current library or ECSU ID cards and their library accounts must be free of charges.
- ii. Materials ordered through Interlibrary Loan may not be placed on Reserve for a course.
- iii. Library staff will only request the same item for the same patron up to three times.
- iv. Materials must be returned on time by the date indicated. Repeat offenders will lose their Interlibrary Loan borrowing privileges.

6. Information Literacy & Library Instruction

A. Library Instruction

- i. Instruction sessions are available throughout the year during hours of library operation.
- ii. In order to schedule an individual instruction session, contact the Information Literacy and Distance Learning Librarian or any available librarian.
 - a. To schedule a class or other group session, a Request for Library Instruction form must be submitted.
 - b. A Request for Library Instruction Session via online form or email should be submitted online at least one week prior to the requested session date.
- iii. Professors are expected to attend library instruction sessions with their classes.
- iv. We adapt to the policy and mission statements of the American Library Association, the Association of College and Research Libraries, and the Library Instruction Roundtable in developing the library instruction policy and mission.

B. Instruction Lab

- i. The Library instruction lab is available for scheduled library instruction sessions, orientation sessions, and professor-led classroom sessions.
- ii. Patrons using the lab should remove their belongings at the end of their session. Items left in the classroom overnight will be placed in the library's lost and found area behind the Circulation desk.

7. Reference Services

Library staff offers references service on request to library patrons. These services include how to access, obtain, evaluate, and effectively use library resources.

A. Interpretation of Material

- i. Reference staff does not interpret information, such as legal, medical, financial, statistical information, or class assignments. Library staff may not give to patrons any interpretation or advice regarding legal, medical, financial, or "how to" information.

B. Appraisal of Books and Artifacts

- i. Reference staff does not appraise the private property of patrons. Patrons are advised to consult a professional appraiser, but specific appraisers are not recommended.

C. Genealogical Questions

- i. Genealogical searches are not undertaken by reference staff. Catalogue assistance and help locating standard genealogical reference sources are offered. Genealogical questions are generally referred to the State Library of North Carolina and the Pasquotank County Public Library.

D. Circulation of Reference Materials

- i. Reference materials are non-circulating. Exceptions may be made depending on the nature of the materials, the projected need, and the prospective period of circulation. A Librarian on duty may give permission for reference materials to circulate.

8. G.R. Little Music Library

A. Refer to the library website for further music library guidelines.

B. The Music Library collection consists of music scores, CDs, DVDs, selected titles of music periodicals, music literature, and music study materials. The music library collection policy may change in order to meet the needs of the Music and Visual Arts Department and general library patrons.

C. Circulation Policies

- i. Refer to the main library circulation and borrowing policy, above.

D. Interlibrary Loan Policies

- i. Refer to the main library Interlibrary Loan policy, above.

- E. The Music Librarian uses the music library's collection development policy to make decisions regarding de-selection, cataloging, and acquiring items considering the needs of the Music and Visual Arts Department and general library patrons.
- F. The hours of the music library are subject to change each semester according to the needs of the Music and Visual Arts department upon the approval of the Director of Library Services.

9. Policy Review

Library policies and procedures will be reviewed as needed.