

SKC D'ARCY MCNICKLE LIBRARY CIRCULATION POLICY

The primary mission of the D'Arcy McNickle Library is to support the ongoing information needs of the students and faculty of Salish Kootenai College. The Library also serves the dual functions of academic library for the Salish Kootenai College and tribal library for the Confederated Salish and Kootenai Tribes and the residents of the Flathead Reservation.

The Library is open to anyone who would like to use it. All SKC students, faculty and staff, Confederated Salish and Kootenai Tribal Members, Kicking Horse Job Corps students, and Flathead Reservation residents may charge out materials.

A. CONFIDENTIALITY OF RECORDS

All circulation transactions will be kept confidential. Under no circumstances (except under court order) will a Library employee give out any information about a patron or about who has charged out an item.

B. ID REQUIREMENTS

To check out items, the person must present an appropriate photo ID or an SKC library card. Appropriate ID's can be SKC or other school photo student, staff, or faculty ID cards, Tribal ID cards, or a Montana Driver's License indicating reservation residency.

C. LIBRARY BORROWER TYPES

Individuals who qualify for more than one borrower category will receive the highest level of privileges allowed by their status.

Faculty status is given to those who have current faculty appointments.

- Books, Audio Cassettes, Videos charge out for the term
- Serials, equipment charge out for 3 days
- Reference materials charge out for 1 day
- Expiration dates subject for yearly renewal

Staff status is given to those employed by Salish Kootenai College.

- Books, Audio Cassettes, charge out for 21 days
- Videos charge out for 7 days
- Serials, equipment charge out for 3 days
- Reference materials charge out for 1 day
- Expiration dates subject for yearly renewal

Student status is given to tuition or fee-paying students who are currently enrolled at Salish Kootenai College.

- Books, Audio Cassettes, charge out for 21 days
- Videos charge out for 7 days
- Expiration dates at the first day of each quarter's classes

Confederated Salish & Kootenai Tribal status is given to all members of the Confederated Salish & Kootenai Tribes, no matter where their residency is.

Privileges:

- Books, Audio Cassettes, charge out for 21 days
- Videos charge out for 7 days
- Expiration dates each year the anniversary of their sign-up date

Kicking Horse Job Corps Student status is given to all Kicking Horse Job Corps Students who are currently enrolled at the Job Corps Center.

Privileges:

- Books, Audio Cassettes, charge out for 21 days
- Videos charge out for 7 days
- **One item checked out at a time.**
- Expiration day, one year from registration
- No fines. Lost book fees and replacement costs to apply.

Reservation Resident status is given to all residents of the Flathead Reservation.

Privileges:

- Books, Audio Cassettes, charge out for 21 days
- Videos charge out for 7 days
- Expiration dates each year the anniversary of their sign-up date

Child status is given to all residents of the Flathead Reservation who are under the age of 14. Parental signature and ID will provide sufficient identification upon registration.

Privileges:

- Books, Audio Cassettes, charge out for 21 days
- Videos charge out for 7 days
- Expiration dates each year the anniversary of their sign-up date
- No fines. Lost book fees and replacement costs to remain.

Institution status is given to all library institutions wishing to Interlibrary Loan Materials from the D'Arcy McNickle Library

Privileges:

- Books, audio Cassettes, charged out for 30 days
- No video charge out.
- No fines. Lost book fees and replacement costs to apply
- Expiration date to be 5 years from registration date.

D. LOAN PERIODS AND RENEWALS

Loan periods are determined by borrower type and/or item type. If the loan period of books would normally extend past the patron's expiration date, for example, an employee who leaves SKC employment, the patron's expiration date becomes the date the books are due. Items that are recalled from a borrower will be due 21 days from the charge out date, 7 days from the date of the recall or on the scheduled due date if it is less than the 7 days from the recall date.

Patrons are responsible for knowing the due dates of library materials charged out in their names. Patrons with one or more items out overdue will not be allowed to charge out additional materials until the items have been returned. Patrons with fines over \$10.00 will not be allowed to charge out additional materials until the fines have been paid in full.

Materials that have outstanding holds or recalls may not be renewed.

Items can be renewed once by phone or by Internet. Subsequent renewals must be made with materials in hand at the library circulation desk.

Items that are overdue may not be renewed. They must be checked in and then re-charged out. A fine will be assessed for the time elapsed since the due date.

Items that are overdue more than 45 days will be declared lost. These items must be physically returned. A fine will be assessed for the time elapsed since the due date.

- 1. Books, videos, and audio recordings**

These items are charged out to qualified patrons for a time specified by the patron type.

- 2. Serials**

Serials, journals may be charged out for a period of 3 days to Salish Kootenai College faculty and staff

- 3. Equipment**

Equipment may be charged out for a period of 3 days to Salish Kootenai College faculty and staff.

- 4. 4. Non-Circulating Materials**

Examples of non-circulating materials are reference materials, archive items, and other materials designated for use in the Libraries. These items may be charged out to qualified patrons for a time specified by the patron type.

E. RECALLS, HOLDS

In the initial charge, patrons may keep an item for the minimum charge period for its item type. Examples are books and audiocassette tapes go out for 21 days, videos 7 days, and reference materials 1 day. If a library item is charged out and needed before its due date, any patron may request that the item be returned.

A notice is sent to the patron who has the item requesting that it be returned within 7 days of the date of the recall. If a book already has a recall placed on it, subsequent patrons can place a hold on it. This will mean that the person recalling the item will only be allowed to check it out for the minimum charge period, and the person placing the hold will be next in line to receive the item.

F. FINES AND REPLACEMENT CHARGES

The Library will send out one courtesy notice 3 days before the item is due. Three overdue notices will be sent at 5-day intervals. These notices will be sent by e-mail if available, otherwise by U.S. mail.

Depending on the item type, fines accumulate from one to four days after the due date.

Patrons are responsible for knowing the due dates for the library materials charged out on their account.

Ignorance of due date is not a valid reason for dismissing fines. Failure to receive a notice or delay of mail does not absolve the patron of responsibility.

1. Overdue Fines will be assessed four days past the due date at a range of \$.10 to \$1.00 per day depending of material and type of overdue. Reference, Equipment, Recalls, Reserves, and Videos will have no grace period. The maximum fine for books is \$2.50, \$10.00 for videos, reference, serials, and recalls. Children, Institutions and Kicking Horse Job Corps Students will not generate fines.
2. Lost Book replacement charges include a \$5.00 lost item processing fee plus the replacement cost of the item.
3. Damaged materials will be charged for the replacement or mending of the item, depending on the condition of the returned item.
4. Collection of past due Library charges for students, faculty and staff will be handled by the Registrars Office and Business Office. Collection of past due Library charges for other patron types may be referred to the Salish and Kootenai Tribal Court.
5. Claims Returned: If a patron believes he/she has returned material that is being billed as overdue, the patron should inform the appropriate Circulation Clerk. Library personnel will search for the material but the material will remain on the patron's record until it has been located. If the material is found within the library, the charge will be removed from the patron's record. If the material is not found the patron would be assessed a lost book charge.
6. Lost Items Returned: If a patron returns a lost item previously paid for, credit may be given if the items are located and returned within six months.