

Board Policies

ACADEMIC AFFAIRS

224.00 USE OF LIBRARY RESOURCES

Short term or extended loan privileges for printed library materials shall be made available to instructors and students of the institution. Faculty members wishing to have books placed on reserve may select and list titles for the reserve shelf for a specific time period. Students may copy all print materials at the established reproduction rate in compliance with the copyright law. The library has a large number of on-line resources, which may be accessed from both on or off-campus with appropriate login credentials.

Faculty members must assume responsibility of giving advance notice to the Director of the Learning Resource Center of the materials or books that they wish placed on "reserve" for a specified period of time. The Director should be notified when such materials and books are no longer needed on reserve. (Reserve materials may be deemed for in-library use only, or limited loan times). All library materials should be returned to the Library as soon as they are no longer needed. If they are needed in the new semester, a request should be made with the Director.

Materials checked out and inventoried to an instructor must be returned to the Library at the end of each school year, unless other arrangements have been made with the Library Director.

In addition to College employees and students, the Library also extends loan privileges to Cowley County patrons and public school students in the service area on a limited basis, depending upon the availability of the materials and the needs of College students and faculty.

All materials are checked out in usable condition. If materials are returned damaged, the patron will pay the current price for repair and/or replacement. The patron will not check out additional materials until the damaged items are reconciled. Patrons will be charged a full replacement fee for any item checked out from the library and not returned.

Renn Memorial Library participates in the state-wide interlibrary program. Materials may be borrowed for any staff or student that has a clear account. Likewise, Renn Memorial Library will lend materials to any other participating library.

Adopted October 18, 1971
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