

**THREE RIVERS COLLEGE
INSTRUCTION REGULATION**

Section: 6000 Instruction	
Sub Section: 6200 Curriculum Services and Support	
Title: IR 6222 Library Circulation Privileges	Page 1 of 9
Primary Policy: IP 6220 Library Services	
Associated Policies: SP 2610 Student Code of Conduct; IP 6710 Faculty Rights and Responsibilities; ITP 8100 Acceptable Use; GAP 1101 Debts to the College	
Associated Regulations: IR 6221 Library Operations; IR 6223 Library Collection Development	
References: American Library Association (ALA) "Professional Ethics," "Freedom to Read Statement," "Freedom to View Statement," and the "Library Bill of Rights" located on ALA website	
Supersedes: Library Handbook	
Responsible Administrator: Chief Academic Officer	
Initial Approval: 03-20-2024	Last Revision:

Circulation Privileges

Three Rivers College Current Students, Faculty, Staff, and Trustee Borrowing

- All Three Rivers College students, faculty, and staff can borrow materials.
- Three Rivers College students, faculty, and staff automatically have library accounts while they are enrolled in classes or have active employment status with the College.
- Retired college employees and past members of the College's Board of Trustees retain full staff borrowing privileges.
- To check out materials patrons must present one of the following valid photo IDs: Three Rivers College ID, Missouri driver's license or state ID card, or military ID Card.
- Three Rivers College students, faculty and staff may have a maximum of 15 items checked out at a time, with a maximum of 5 DVDs.

MOBIUS Borrowing

Only students, faculty, and staff at Three Rivers College can request materials owned by other libraries within the state MOBIUS network.

- The MOBIUS online catalog of holdings is available through the library's web page.
- A campus ID is required to access this service.
- Some MOBIUS items are not available for loan; this is dependent upon the loan rules set for each institution.
- All fees, renewals, and lost/damaged charges are determined by the lending institution.
- Questions about MOBIUS and its operations can be answered by library staff.

Rutland Library Laptop Borrowing and Use: Current Students

- Laptops are available to currently enrolled students with a current College photo ID.
- Laptops are available for 2-hour periods and must remain in the TRC Rutland Library during use.

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- All patrons must have a signed "Library Laptop Checkout Agreement" form on file before being allowed to borrow a laptop. This agreement is signed once per semester and held by the library. Forms are available at the Circulation Desk.
- Students checking out laptops are responsible for all costs if the laptop is lost, stolen, damaged, or overdue. The laptop replacement fee and the costs of replacing peripherals are each based on current equipment costs (market price).
- Laptops are available on a first-come, first-served basis and may not be reserved in advance. Only one laptop at a time may be borrowed by an individual.
- Laptops may be checked out at the Circulation Desk until one hour before the library closes. Laptops must be returned at least one-half hour before closing. Patrons should stay at the Circulation Desk until the laptop and its peripherals are checked and the patron's record cleared.
- If a student patron does not return a laptop, the laptop will be considered lost after 24 hours and the borrower will be charged the market price to replace the item.
- Laptop checkouts may be renewed if there is no other student waiting. The library does not maintain a waiting list.
- The library is not responsible for files or viruses left on laptops.
- Laptops should never be left unattended.

Rutland Library Laptop Borrowing and Use: Current Employees

- Laptops are available, for a 2-week period, with one renewal (maximum of one month), to currently employed Three Rivers College individuals with a valid College photo ID.
- All patrons must have a signed "Library Laptop Checkout Agreement" on file before being allowed to borrow a laptop. This agreement is signed once per semester and held by the library. Forms are available at the Circulation Desk.

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- Employees checking out laptops are responsible for all costs if the laptop is lost, stolen, damaged, or overdue. The laptop replacement fee and the costs of replacing peripherals are each based on current equipment costs (market price).
- Laptops are available on a first-come, first-served basis and may not be reserved in advance. Only one laptop at a time may be borrowed by an individual.
- If the due date falls when the library is closed on weekends, for holidays, or because of inclement weather, laptops will be due on the first business day after the closing.
- Laptops may be checked out at the Circulation Desk until 30 minutes before the library closes. Laptop checkouts must be returned to a staff person at the Circulation Desk. Patrons should stay at the desk until the computer and its peripherals are checked and the patron's record cleared.
- Employees must wait one business day before checking out another laptop.
- The library is not responsible for files or viruses left on laptops.
- Laptops should never be left unattended.

Loan Periods

Item Type	Students	Faculty and Staff
Book	28 Days	112 Days
DVD or software	7 Days	28 Days
Reserve materials	Varies*	Varies*
Laptop	2 Hours	14 Days
Textbook or Study Aid	2 Hours	2 Hours

* Depends on item type and instructor preference: 2 hours, 3 days, 7 days, or 14 days.

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Renewals

- Non-reserve books, DVDs, study aids, and laptops may be renewed a maximum of 2 times.
- All other materials are ineligible for renewal.

Holds

- Only **current** Three Rivers College students, faculty, and staff (Patrons) may place holds on books and DVDs that are currently checked out by other patrons.
- Hold requests are filled on a first-come, first-served basis.
- Books and DVDs will be held for a maximum of 14 days before being released back to the collection.
- Laptops will be held for a maximum of 1 day before being released back to the collection.
- Patrons who frequently fail to pick up items on hold may have their borrowing or hold privileges suspended.

Returns

- Patrons should return all checked out library materials to either the Library Circulation Desk during regular hours or to the book drop when the library is closed. Rutland Library's book drop is located on the east side of the ARC building under the covered sidewalk.
- Materials will be inspected upon return to ensure that no damage has occurred to items.
- Materials having multiple components will not be checked in until all pieces have been returned.
- Items unable to be checked in because they are damaged or have missing components will be charged as outlined in the "Overdue Process" and "Damaged and Lost Items" sections of this regulation.
- Patrons who frequently fail to return items in a timely manner may have their borrowing privileges suspended.

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Overdue Process

- After the 30th day books, DVDs, software, reserve materials, laptops, laptop peripherals, or study aids are overdue, the item is considered lost. The borrower will be charged the market price to replace the item.
- Patrons who have accumulated charges may have their borrowing privileges suspended.
- Borrowing privileges will only be reinstated and student account blocks removed when balances have been paid in full or the items in question are returned.
- Patrons with a history of turning in items late may have their borrowing privileges restricted or suspended.

Damaged and Lost Items

- **Current** Three Rivers College students, faculty, and staff are charged market price to replace damaged or lost books, DVDs, software, laptops, laptop peripherals, or study aids.
- The library will only accept replacement items in lieu of a damaged or lost item charge on a case-by-case basis.
- Refunds may be issued on a case-by-case basis.
- Patrons who have accumulated damaged or lost item charges will have their borrowing privileges suspended.
- Borrowing privileges will only be reinstated and account blocks on student accounts will only be removed when charges for damaged and lost items have been paid in full.
- Patrons with a history of losing items or returning damaged items may have their borrowing privileges restricted or suspended.

Overdue Notice Process

- Overdue notices are issued as a courtesy to all library patrons.
- Non-receipt of an overdue notice does not exempt a patron from applicable charges.
- To avoid notices of charges, materials should be returned or renewed by the due date.

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- The first overdue notice is issued on the **first day** an item is overdue.
- The second overdue notice is issued on the **10th day** an item is overdue.
- On the **30th day** that an item is overdue the item is considered lost, and a final notice is placed on the user account; charges for the market price of the lost item and blocks on the patron's record are also issued at this time.

Inter-Library Loan (ILL)

- Three Rivers College students, faculty, and staff may request materials through inter-library loan (ILL) that are not available in the Library's collection.
- Requests for ILL materials should be submitted in person or by phone; patrons should contact a library staff member about details.
- Delivery time for ILL requests is usually a minimum of two weeks.
- Patrons are required to pay any charges invoiced by the loaning institution or Mobius fees incurred for borrowed ILL materials.
- Patrons assume financial responsibility for ILL items that are lost, damaged, or late.
- Failure to pay any fines, fees, or charges will result in a block being placed on the patron's library record. Additionally, if the patron is a student, an account block will be placed on the student's file until such time as the charges are paid.

Community Members

Borrowing

- Only the TRC Rutland Library, located on the Poplar Bluff campus, allows community members to borrow books, DVDs, and software. The borrowing of laptop computers is not available to Community Members.

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- Community members over the age of 18 may obtain a User Account by completing a Rutland Library User Account Application.
- To check out materials patrons must present one of the following valid photo IDs: Three Rivers College ID, Missouri driver's license or state ID card, or military ID Card.
- Community members may have a maximum of 2 items checked out at a time.
- Library account holders are responsible for ensuring that the address and contact information on file is correct.
- The library's primary method of communication with account holders is via email. Therefore, a valid email address is required for all accounts.

Loan Periods

Item Type	Community Members
Book	28 Days
DVD or software	7 Days

Renewals

- Books and DVDs may be renewed a maximum of 2 times.

Returns

- Patrons should return all checked out library materials to either the Circulation Desk during regular hours or to the book drop when the library is closed. The library's book drop is located on the east side of the ARC building under the covered sidewalk.
- Materials will be inspected upon return to ensure that no damage has occurred to items.
- Materials having multiple components will not be checked in until all pieces have been returned.
- Patrons who frequently fail to return items in a timely manner may have their borrowing privileges suspended.

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Damaged and Lost Items

- Community members are charged market price to replace damaged or lost books, DVDs, or software,
- The library will only accept replacement items in lieu of a damaged or lost item charge on a case-by-case basis.
- Refunds may be issued on a case-by-case basis.
- Patrons who have accumulated damaged or lost item charges may have their borrowing privileges suspended.
- Borrowing privileges will only be reinstated when charges for damaged and lost items have been paid in full.
- Patrons with a history of losing items or returning damaged items may have their borrowing privileges restricted or suspended.

Overdue Notice Process

- Overdue notices are issued as a courtesy to all library patrons.
- Non-receipt of an overdue notice does not exempt a patron from applicable lost item charges.
- To avoid lost item charges, materials should be returned or renewed by the due date.
- The first overdue notice is issued on the first day an item is overdue.
- The second overdue notice is issued on the 10th day an item is overdue.
- On the 30th day that an item is overdue the item is considered lost, and a final notice is placed on the user account; charges for the lost item's market price will be billed and blocks on the patron's record are also issued at this time.

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