

LIBRARY SERVICES

Library Policy Pertaining to Allegany College Employees

Library Cards

Library cards for all Allegany College employees are issued upon request and retained at the Circulation Desk. Adult family members of AC employees will be issued library cards under the provisions for the general public.

Circulation

All library material must be checked out with a valid AC library card at the Circulation Desk before it is removed from the building.

Each AC employee is responsible for all library material borrowed. Employees are urged, therefore, not to borrow material for other people and not to loan items which they have borrowed to other people.

Since AC employees have a longer borrowing time period, they borrow material ON CALL. This means that they may keep the material until the due date unless another patron requests the material. When a request is made, material must be returned to the library within two days. If the AC employee wishes to borrow the material again, he/she may then place a personal reserve for the material and will be notified when it is returned.

All student and general public patrons must check out material in person. All AC employees should check out material in person. In an emergency, another person (usually a work-study) may check out material ONLY if that person gives the library staff member a note of authorization signed legibly by the borrowing AC employee. Each transaction requires a new note of authorization.

Most material is renewable for the specified loan period unless otherwise designated. **All material to be renewed must be brought to the library.** Telephone and mail renewals are not permitted. Material for which a personal reserve has been entered cannot be renewed under any circumstances. **Allegany College employees are allowed only one renewal.**

If Allegany College employees do not return or renew material (when the material may be renewed), the material will be deemed lost. **The AC employee will be charged for replacing the material according to the regular policy for lost material.** At this time the employee's borrowing privileges will be suspended until the material is returned or all debts are paid.

Loan Periods

Length

Material

One Semester

Annual Reports
Audiotapes
Circulating Books
College Catalogs
Government Documents
Periodicals (except current issues)
Phonograph Records
Reserve material which the employee
placed on reserve for a class
which he/she is teaching.

Two Weeks **

A-V Material (Except Phonograph
Records and Audiotapes)
*Unprocessed A-V Material
*Unprocessed Books
Vertical File Material
Videotapes

Two Days

Two-Day Reserve Material

* Not Renewable

** This time may be extended only under special circumstances with the permission of the Director of Learning Resources.

Noncirculating Material

The following items circulate only under special circumstances for limited time periods with the permission of the Director of Learning Resources.

Appalachian Collection Material
A-V Hardware
Closed Reserve Material
Current Issues of Periodicals
Newspapers
Reference Books

Food, beverages, and tobacco products are not permitted in the library.