

## College Operating Procedures (COP)



**Procedure Title:** Library Services Lending Policies  
**Procedure Number:** 03-1301  
**Originating Department:** Provost

**Specific Authority:**

Board Policy n/a  
 Florida Statute n/a  
 Florida Administrative Code n/a

**Procedure Actions:** Adopted: 06/01/10; 02/15/11; 06/14/18

**Purpose Statement:**

To assure the district-wide application of procedures relating to the circulation of library materials to borrowers.

**Guidelines:**

Library Services Lending Policies should be adhered to by all libraries within the College district.

**Procedures:**

Patrons must present a valid Florida SouthWestern State College (FSW) Library Card or a College issued photo ID to borrow items and conduct in-person transactions. Cards are nontransferable. Patrons are financially responsible for all items charged to their account. Certain items are eligible for renewal which can be made online, in-person, or by telephone. The College Libraries reserve the right to recall any item at any time. Patrons must notify the library of lost or stolen cards. Recalls will be treated as over-dues and are subject to the same Hold status outlined under the **Charges** section.

Patron Type	Overall Limit	Books	Remote Database Access and Reserves	Audio/Visual Materials	ILL
Community Borrower	5 Items	21 Days with up to two renewals for 21 days	No	In Library Use (see staff)	Intercampus
FSW Students with valid ID	20 Items	21 Days with up to two renewals for 21 days	Yes	5 Days 3 at one time	Intercampus & Interlibrary
FSW Faculty, Staff, Adjunct, Part-Time	No Limit	42 Days with up to two renewals for 42 days	Yes	7 Days	Intercampus & Interlibrary
Florida Statewide Reciprocal Borrower	20 Items	21 Days with up to two renewals for 21 days	No	In Library Use (see staff)	Intercampus
FSW Collegiate High School Student not Dual Enrolled	3 Items	21 Days with up to two renewals for 21 days	Database Access / No Reserves	None	Intercampus

Community Borrowers are defined as persons 18 years or older not actively affiliated with FSW as a student, faculty, or staff who are residents within Charlotte, Collier, Hendry, Glades or Lee County. Proof of residency is required for Library membership with a local valid Florida photo ID card. Residency may also be established by providing a voter's registration card or property tax receipt in conjunction with a valid government issued photo ID.

### **CHARGES**

If materials are not returned when due, a Financial Services-HOLD will be placed on the College Records. Financial Services-HOLD on records means:

- Borrower will be liable for replacement fee.
- College registration is blocked.
- Grades, Transcripts, Degrees and Certificates are not released.
- Library privileges are suspended.

### **RETURN OF LIBRARY MATERIALS**

Library materials may be returned to any College FSW library during hours when the library buildings are open. Book drops are available at the Lee, Collier, and Charlotte campuses at any time of day.

### **INTERLIBRARY LOAN (ILL)**

Currently registered college students, faculty and staff may request materials from other Libraries. User generated requests for materials may be placed online through the online catalog or a request form may be filled out and submitted online. ILL materials will be requested online through the online catalog or FirstSearch. On occasion there may be a charge incurred for materials requested through ILL.

ILL requests will be processed within 48 to 72 hours from the date of request and the patron will be notified when Library Services receives the item. These materials then can be checked out at the Circulation Desk. Renewals must be requested one week prior to the due date. Return date, and renewals, and fees are set and determined by the lending library and must be adhered to by the borrower.

### **SUSPENSION OF PRIVILEGES**

Library privileges may be suspended for any patron found in violation of the College code of conduct and/or the library policies for the misuse or non-return of library materials, abuse of computers, inappropriate web access, or inappropriate behavior.

### **PRIVACY AND CONFIDENTIALITY**

Family Educational Rights and Privacy Act (FERPA)

<https://ed.gov/policy/gen/quid/fpco/ferpa/index.html>

Florida State Statute 275.261 - Library registration and circulation records

[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0200-0299/0257/Sections/0257.261.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0200-0299/0257/Sections/0257.261.html)

American Library Association's *Privacy: An Interpretation of the Library Bill of Rights*

<http://www.ala.org/advocacy/intfreedom/librarybill/interpretations/privacy>