

# **Yavapai College Library**

## **Use of Library Materials & Borrowing Privileges Policy and Procedures**

*Revised on November 20, 2007*

### **POLICY**

The Yavapai College Library sets loan periods for Library materials to ensure patrons have maximum use of its collections. Some materials are purchased solely for the use of Yavapai College faculty and students for academic needs. The Library allows limited borrowing privileges for patrons who lack proof of a Yavapai County residency.

### **PROCEDURES**

#### **Circulating Items:**

1. A maximum of 50 items may be borrowed by a patron at any given time.
2. Books in the Circulation Collection, and some Government Documents, have a loan period of 3 weeks. These items can be renewed twice if there are no Holds placed on them. If there is a Hold, the item must be returned to the Library so the patron who has placed the Hold can borrow the item.
3. Videos and DVDs may be borrowed for one week while audio cassette tapes and CDs are loaned for a period of 3 weeks. A maximum of 15 Media items may be borrowed at one time per person. Media items can be renewed twice if there are no Holds. If there is a Hold, the item must be returned to the Library so the patron who has placed the Hold can borrow the item.
4. Juvenile Literature books circulate for one-week only and can only be borrowed by Yavapai College students, staff and faculty. The Juvenile Literature books cannot be renewed. These items have a limited checkout period at the request of the Family Enrichment Center which was responsible for the grant that allowed the materials to be purchased.

#### **Faculty Use Only Items:**

1. Although Faculty Use Only videos may be viewed in the Library by all patrons, they can only be borrowed by Yavapai College faculty.

2. Faculty Use Only DVDs can be borrowed for 3 hours within the library by Yavapai College students, staff and faculty. Yavapai College faculty will be given an extended loan period and may borrow the DVD outside the Library.

Non-Circulating Items:

1. Reference books, magazines, newspapers, microforms, certain maps as well as certain government documents do not circulate.

Reserves:

1. Reserve item borrowing privileges are set by the instructor. These privileges can be one of the following four: 3 hours (Library Use Only), 1 day, 2 day or 3 day.
2. Please inquire at the circulation desk to find out what the loan period is for a specific reserve item.

Exceptions:

1. The Library shall allow limited borrowing privileges for patrons who are unable to qualify for a library card by issuing them a Temporary Library Card. All borrowing privileges will be limited to Library Use Only. Temporary Library Card holders are able to check out library equipment such as headphones, A-Drives, Zip Drives, etc. They may also check out DVDs one-at-a-time and are required to return the DVD to the Circulation Desk.