Northwest and North Central Libraries
Ivy Tech Community College

Library
Users
Guide

Effective Summer 2017
# Library Users Guide

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Library Users Guide

Purpose
This Library Users Guide was prepared by the library managers of the North Central and Northwest campuses to provide definitive guidelines governing the rules of conduct in the libraries and use of library services, materials, and facilities. More comprehensive and specific college-wide guidelines indicated in the Student Handbook can be found in the Code of Student Rights and Responsibilities at www.ivytech.edu/studentcode/index.html.

Library Mission
"The Ivy Tech Community College Libraries are full partners in the educational and workforce development mission of the College. The libraries teach research strategies, support the curriculum, and encourage independent and lifelong learning by providing the space, information resources, instruction, and related services essential for academic success. The Libraries advance information literacy, critical thinking, and collaborative learning in a welcoming environment that promotes, and is enriched by the diverse cultural and intellectual interests of students, faculty, and community."

The library staff invite you to visit the libraries to enjoy quiet study areas, pursue research projects, or just relax with a good book or magazine. Your success is our success!

Rules of Conduct
The Library is designed to provide its users with a quiet environment conducive to academic study. Quiet, courteous behavior is important for users to be able to do their work. Using the Library is a privilege. Those who exhibit inappropriate behavior will be asked to leave for the benefit of others.

1. **Quiet Zone:** The Library is a Quiet Zone, except in designated areas. Disruptive behaviors such as prolonged casual conversation, talking loudly, laughing, and singing are not acceptable.

2. **Food and Drink:** Food is not allowed in the library. Drinks with covered lids are allowed. Exceptions may apply, such as during college and library sponsored events.

3. **Cell Phone Use:** Cell phone ringers must be turned off or set to vibrate-only mode. Make and take all cell phone conversations outside the library.

4. **Headphones:** If Library staff ask you to lower the volume on your headphones, you must comply so as not to disturb others.
5. **Identification:** Library staff or campus security personnel may ask users of Library resources to identify themselves at any time. If asked for identification, users are required by college rules to comply.

6. **Minors:** "Minors are not permitted to be on Ivy Tech property without direct supervision by a parent or guardian, with the exception of college sponsored childcare centers, minors who are enrolled in Ivy Tech courses or other approved activities." *Code of Student Rights and Responsibilities* at [www.ivytech.edu/studentcode/index.html](http://www.ivytech.edu/studentcode/index.html).
   - Children age 15 and under must have the direct and constant supervision of a parent or guardian in the library.
   - Children age 15 and under are not allowed in any of the computer labs and are not allowed to use the library’s computers.
   - Keep visits to the library with young children to 15 minutes or less. Even well-behaved children can become a distraction for students writing papers and taking quizzes.
   - **Exceptions** will be made for children enrolled in Ivy Tech classes, in special programs offered by the college, or doing academic work for high school credit and may have access to library computers and resources.
   - **PLEASE NOTE:** Should a child’s behavior, regardless of the child’s age, become disruptive, endanger library resources or equipment, or violate library policy, the responsible adult will be asked to leave with the child.

### Library Services and Facilities

1. **Computers:** Ivy Tech students, faculty, and staff will be given priority use of computers for academic work. Those using the computers for non-academic purposes may be asked to forfeit a workstation if others are waiting.

   While Ivy Tech College policies concerning appropriate computer use can be seen in Appendix 1, or [http://wwwwcc.ivytech.edu/helpdesk/policies-and-procedures/](http://wwwwcc.ivytech.edu/helpdesk/policies-and-procedures/), a few precautions are listed below:
   - Do not use another person’s ID or MyIvy account.
   - Be sure to log off when done. This protects you from others’ unauthorized use.

2. **Printing and Photocopying:** An explanation of print quotas and directions for adding money to an account can be found in Appendix 2 or [http://www.ivytech.edu/business-office/printing.html](http://www.ivytech.edu/business-office/printing.html). Check with your campus library staff for information about local photocopying and printing options.

3. **Library Instruction:** The Ivy Tech Library Staff will customize library instruction for classes, be it a general introduction to library research or a workshop tailored to the
goals of a particular topic or project. Faculty can request instruction sessions by selecting the Library Instruction Form on the regional library website.

4. **Group Study Rooms:** Group Study rooms are available on a first-come, first-served basis; priority for using these rooms is given to study groups. Users may need to sign-up for the rooms at the Information Service Desk. For libraries with group study rooms, consult staff at the Information Service Desk for local policy.

5. **Donations:** All donated materials become property of the Ivy Tech Libraries. The Libraries may choose to keep or discard the materials according to collection development policies. The Library will not return material it cannot keep to the donor. For more information, consult with the campus librarian.

6. **Visitors**
   - **Computers:**
     - Visitors can receive a user name and password for a limited time by showing a state-issued ID and filling out a form at the Information Service Desk.
     - Computers may not always be available to visitors and are assigned on a first come, first served basis.
     - The Library gives priority access to assisting current students, faculty, and staff of the College. Academic activities – research, reading, writing, and study – take precedence over recreational computer use.
     - College policy regulating the use of computers apply to visitors. To view this policy, visit [http://wwwcc.ivytech.edu/helpdesk/policies-and-procedures/students/appropriate-computing-behavior.html](http://wwwcc.ivytech.edu/helpdesk/policies-and-procedures/students/appropriate-computing-behavior.html) or see Appendix 1.
     - Library staff or campus security personnel may ask Library computer users who violate computer usage policies to leave the Library.
   - **Borrowing Materials:** Residents of the State of Indiana may check out materials with a government-issued photo ID, such as a driver’s license or state ID.

**Borrowing Library Materials**

Current Ivy Tech students, faculty, and staff may borrow materials using their ID card. Borrowers are responsible for damaged or lost books checked out to their account. Failure to pay fees for lost or damaged items will result in suspension of their borrowing privileges. Students will also be unable to register for classes, drop or add classes, graduate, or get a copy of their transcript.

1. **Loan Periods:**
   - **Books** Up to 5 books can be checked out at any one time. Books are checked out for two weeks at a time.
   - **Periodicals** Back issues of magazines and journals can be checked out for one week. Current issues of periodicals cannot be checked out.
• **DVDs and A-V Materials** Consult staff for local policy.
• **Reserve Materials** Reserve materials can only be used in the library.

2. **Renewals:**
   - A renewal can be made ONLY if another library user has not put a hold on item.
   - Books can be renewed a second time if not in demand.
   - Materials can be renewed for a second loan period online (before they are overdue) by going to **IvyCat**, and then clicking on the **My Account** tab at the top of the screen.
   - Materials can also be renewed in person at the Library’s Information Service Desk or by telephone.

3. **Returns:** Return materials to the Information Service Desk at any Northwest/North Central campus library.

4. **Overdue Fines and Lost Material Fees**
   - A book that is 15 – 28 days overdue will have a $3.00 overdue fine assessed.
   - Books that are returned 29 or more days late are considered lost and will each incur a $5.00 lost-processing fine.
   - If a book is lost or heavily damaged users will be charged the replacement cost of the book. If the book is no longer available for replacement purchase, the default charge is $45.00.
   - Fines and/or fees are paid at the Bursar’s Office. PLEASE NOTE: Failure to pay fines and/or fees may result in the suspension of borrowing privileges and an inability to register for classes, graduate or get a copy of your transcript until the account is paid-in-full.

5. **Borrowing Materials from Other Libraries**
   - **InterLibrary Loan:** Books and journal articles not available in our library may be requested from other libraries. Delivery times vary:
     - From other Ivy Tech libraries, 3-8 days.
     - From non-Ivy Tech libraries, 1 or more weeks.
     - Requests for materials from other libraries using the online Interlibrary Loan form can be found on the Library website or go to the Information Service Desk for assistance.
   - **ALL (Academic Libraries of Indiana):** Ivy Tech students, faculty, and staff have access to other Indiana academic libraries' materials through the reciprocal borrowing program. Reciprocal borrowing cards are available to faculty and students in good standing and are available at one's local campus library.
Appendix 1: College Computer Policies

Source of information: http://www.ccc.ivytech.edu/helpdesk/policies-and-procedures/
Appendix 2: Printing

Appendix 3: Donations

From the *Information Resource Development Policy*, p5:

Gifts – Gifts are encouraged with the understanding that the library will add them to the collection at its discretion in the same manner as purchased information resources. Once donated, it will be at the librarian’s discretion when to remove a material from the collection. The library assumes no responsibility for appraisal of gift items, nor can the library accept gifts under restricted conditions. Gifts become the property of the library.

The value of the gift will be weighed against space limitations and the cost of processing the information resources. Gift information resources must be of such a nature that they can be integrated into the collection and not require special locations, facilities, control, or staffing.

Gift periodicals (back issues of journals, whether long runs or scattered issues) will not be accepted unless the issues fill a gap in the collection or represent a title which the library wishes to add for current and continuing purchase. Exceptions may be made by the library administrator.

Newspapers, periodicals, and other ephemeral resources may not be brought to the library by individuals for the purpose of leaving them in the building for others to read. The library will not serve as a site for the distribution of materials by the public to support or further their own cause or those of their organization.