

# TABLE OF CONTENTS

## [1.0 Borrowing Privileges](#)

- [1.1. Eligible Borrowers](#)
- [1.2. Identification, Checkout and Checkin/Identification](#)
- [1.3. Loan Periods](#)
  - [1.3.1. Laptops](#)
  - [1.3.2. Crossroads Cafe](#)
- [1.4. Maximum Number of Items](#)
- [1.5. Renewals](#)
- [1.6. Requests](#)
- [1.7. Recalls](#)
- [1.8. Confidentiality of Borrowers' Records](#)

## [2.0 Overdue & Lost Materials](#)

- [2.1. Overdue Fines](#)
- [2.2. Overdue Notices and Charges](#)
  - [2.2.1. First Notice](#)
  - [2.2.2. Final Notice/Invoice](#)
- [2.3. Procedures for Non-Respondents](#)
  - [2.3.1. Agreement of Responsibility and Payment for Lost Materials](#)

## [3.0 Replacement of Lost, Damaged or Mutilated Materials](#)

- [3.1. Replacement Charges for Lost Materials and Equipment](#)
  - [3.1.1. Books and Media](#)
  - [3.1.2. Library Equipment](#)
  - [3.1.3. Refund for lost materials that are found](#)
- [3.2. Damaged Material and Equipment](#)
- [3.3. Mutilation and Theft of Library Material and Equipment](#)
- [3.4. Miscellaneous](#)
  - [3.4.1. Computer Printing](#)
  - [3.4.2. Sale of diskettes and CD-RWs](#)
  - [3.4.3. Microform prints](#)

## **1.0 BORROWING PRIVILEGES**

### **1.1 Eligible Borrowers**

All Central Piedmont Community College students, faculty, staff, and retirees are eligible to borrow materials from the library. Borrowing privileges are also extended to faculty members of the [Charlotte Area Educational Consortium](#) (CAEC) and students attending colleges within the North Carolina Community College System (NCCCS). Borrowing privileges are occasionally extended to students from other institutions provided that institution has made special arrangements with Central Piedmont Community College. Those not affiliated with the college may use library materials within the library and can be registered in Horizon as community borrowers.

Only CPCC faculty and staff may check out equipment.

Faculty/staff borrowing privileges are not extended to work-study students employed by CPCC

### **1.2 Identification and Checkout and Checkin**

Borrowers must present a photo ID, preferably a CPCC college ID. CAEC and NCCCS borrowers must present a borrowing card from their home school. Special arrangement students must present an ID from their school. Those not affiliated with the college who wish to use media within the library must present a valid photo ID. This ID is kept at the desk until the item(s) are returned.

### 1.3 Loan Periods

	<b>CPCC Students</b>	<b>CPCC Faculty/Staff</b>	<b>NCCCS Students</b>	<b>Interlibrary Loan/Consortium/ Retirees</b>
Circulating Books	21 Days	End of Semester	3 Days	21 Days
Leisure Reading Books	21 Days	21 Days	3 Days	21 Days
Equipment, except laptops	Non-Circulating	7 Days, 1 renewal	Non-Circulating	Non-Circulating
Laptops * special policies apply	Non-Circulating	14 days, unlimited renewals. Subject to recall	Non-Circulating	Non-Circulating
CPCC Collection	Library Use Only	Library Use Only	Non-Circulating	Non-Circulating
Audiobooks, Phonodiscs, Cassettes	14 Days	14 Days	Non-Circulating	Non-Circulating
Videocassettes, DVD's, except Crossroads Cafe	Library Use Only	7 Days	Non-Circulating	Non-Circulating
Crossroads Café *special policies apply	7 Days, registered students only	N/A	Non-Circulating	Non-Circulating
Periodicals & Reference Books	Non-Circulating	Non-Circulating	Non-Circulating	Non-Circulating
Reserve Materials	Loan Periods Vary	Loan Periods Vary	Library Use Only	Library Use Only
Telecourses	Library Use Only	Library Use Only	Library Use Only	Library Use Only

[Return to Top](#)

#### 1.3.1 Laptops

Laptops are loaned to CPCC faculty and staff only. Because of high demand, laptops are subject to special circulation regulations.

Laptops circulate for a period of two weeks. They can be renewed if a request has not been placed on the item. If the library staff recalls a laptop and the borrower does not return the laptop, the delinquent borrower will be charged \$1.00 per day until the laptop is returned.

**POLICY:**

- Any fulltime or part-time CPCC employee can check-out laptops.
- Laptops are loaned for a period of 2 weeks with unlimited renewals.
- CPCC staff members are responsible for renewing their laptops.
- A laptop is subject to recall following the initial 2-week circulation period.
- If a borrower does not return the laptop upon recall, the delinquent borrower will be charged \$1.00 per day until the laptop is returned.
- **The person borrowing this equipment is responsible for the security of the equipment and its components.** It will be inspected before the item is to be checked out and upon its return by a library staff member. **If the equipment or any of its components are missing the borrower will pay the replacement costs within 30 days of the return date.** In the event the equipment is stolen and the borrower is expecting an insurance settlement to pay for the equipment, the borrower will provide the library with a police report of the stolen equipment and/or components. The borrower remains responsible for the equipment until the insurance settlement clears or the College determines that the borrower is not responsible for the equipment.

Fines accrued for overdue laptops are received at any circulation/media desk.

At the Central Campus, equipment, including laptops, should be returned to the Media Desk.

### **1.3.2 Crossroads Café**

Crossroads café kits are to be checked out only by students enrolled in LEP 6000 at that particular campus. A valid borrower is either in the Horizon database; registration roster provided by Crossroads staff or has a registration form from the LEP faculty member.

- The borrower must present a valid photo ID.
- When creating the borrower record on Horizon, add a “note block” with the following information: “Crossroads Café,” campus location, initials of record creator, date registered for the class.
- Students may borrow only one kit at a time.
- Kits are loaned for 7 days with 1 renewal provided student does not have an overdue fine.
- Renewal is in-person only
- When kits are returned, check for all pieces and place a new Level 2 assessment sheet in the kit before filing on shelf.

- Kits must be returned to originating library only. Kits should not be returned in outside bookdrops.
- There are no check-outs or renewals on the final day of class.

#### **1.4 Maximum Items That May Be Checked Out**

The CPCC library limits borrowers to 20 books and 3 non-book items. Consortium borrowers, NCCCS students, and CPCC retirees are limited to 5 books.

Additional loans are allowable, depending upon the discretion of the manager.

#### **1.5 Renewals**

A borrower may renew one (1) time provided the material is not needed for another borrower. This renewal may be done either in person, by telephone or in CLICK (My Account tab). For telephone renewals, call one of the following:

(704) 330-6885 Central Campus Circulation Desk  
(704) 330-6701 Central Campus Media Desk

(704) 330-4212 Levine Campus  
(704) 330-4103 North Campus  
(704) 330-4818 Cato Campus  
(704) 330-4418 Harper Campus  
(704) 330-4618 West Campus

Additional renewals are allowed, depending upon the discretion of the manager.

[Return to Top](#)

#### **1.6 Requests**

A borrower may place a request on a circulating book or circulating media item located in another CPCC campus library. When requested items are received, the borrower is notified by phone or by email. Borrowers may likewise place a request on an item that is checked out.

#### **1.7 Recalls**

Circulating books, circulating media, and circulating equipment may be recalled by library staff. Loaned items are recalled when they need to be returned to the library before the due date. The original borrower is guaranteed to have the item for 5 days and upon recall notification, has 5 days to return the material. The due date can be manually changed if necessary.

Items borrowed by faculty are subject to recall when needed by another borrower.

There will be a fine of \$1.00 per day for late recalled materials. Students, faculty and staff members are subject to late recall fines.

Laptops are subject to recall following the original 2-week loan period. If the recall notice is ignored by the borrower, the division director will be contacted by the 3<sup>d</sup> day. On the 6<sup>th</sup> day

following recall, the library will assess a \$10.00 per day recall assessment fee for each day the laptop goes unreturned.

### 1.8 Confidentiality of borrowers' records

Library borrower records, including circulation records, interlibrary loan records, and database search records, are strictly confidential. CPCC libraries adhere to N.C. General Statute 125-19 (2004).

#### § 125-19. Confidentiality of library user records

(a) Disclosure. -- A library shall not disclose any library record that identifies a person as having requested or obtained specific materials, information, or services, or as otherwise having used the library, except as provided for in subsection (b).

(b) Exceptions. -- Library records may be disclosed in the following instances:

- (1) When necessary for the reasonable operation of the library;
- (2) Upon written consent of the user; or
- (3) Pursuant to subpoena, court order, or where otherwise required by law.

CPCC libraries, in compliance with Family Education Rights and Privacy Act (FERPA), protect the privacy of student education records and do not release this information.

[http://assembler.law.cornell.edu/uscode/html/uscode20/usc\\_sec\\_20\\_00001232---q000-.html](http://assembler.law.cornell.edu/uscode/html/uscode20/usc_sec_20_00001232---q000-.html)

## 2.0 OVERDUE MATERIAL

### 2.1 Overdue Fines

	<b>CPCC Students</b>	<b>CPCC Faculty/Staff</b>	<b>NCCCS Students</b>	<b>Interlibrary Loan/Consortium/Retirees</b>
Circulating Books	\$.20 Per Day	No Fine	\$.20 Per Day	No Fine
Leisure Reading Books	\$.20 Per Day	No Fine	\$.20 Per Day	No Fine
Equipment, except laptops	N/A	No Fine	N/A	N/A
Laptops	N/A	\$1.00 per day	N/A	N/A
Audiobooks, Phonodiscs, Cassettes	\$.20 Per Day	No Fine	N/A	N/A
Videocassettes, DVD's, except Crossroads Cafe	N/A	No Fine	N/A	N/A
Crossroads Café	.20 per day	N/A	N/A	N/A
Periodicals & Reference	N/A	No Fine	N/A	N/A

Books				
Reserve Material	\$1.00 Per Day	No Fine	N/A	N/A
Telecourses	\$1.00 Per Day	No Fine	N/A	N/A

The maximum fine is \$5.00 per item, except for overdue laptops. There is no maximum fine for overdue laptops as fines continue to accrue.

## 2.2 Overdue Notices and Charges

Overdue notices are sent as a courtesy. Non-receipt of overdue notices does not discharge the borrower from paying overdue fines. It is the responsibility of the borrower to monitor his/her library transactions through IPAC and to have a current address on file with the college.

### 2.2.1 Overdue notice

Only one notice for overdue books and circulating media is sent when the item is 14 days overdue. Notices for overdue reserve items and equipment are sent when the item(s) is 1 day overdue.

### 2.2.2 Final notice/invoice

Final notice of an overdue book or circulating media is sent when a material is 28 days overdue. This invoice advises the borrower of the replacement cost of the book.

## 2.3 Procedures for non-respondents

During each semester the library will report lost materials and unpaid fines of \$5.00 or more to the college information system. Students will not be able to register or receive transcripts from the college until accounts are resolved. Borrowing privileges are suspended until the charges are paid.

### 2.3.1 Agreement of Responsibility and Payment for Lost Materials

Central Piedmont Community College Library will accept regular installment payments for lost library materials. The borrower will sign the *Agreement of Responsibility and Payment for Lost Materials* form. While payments are being made, students will have borrowing privileges. Failure to make payments can result in the loss of borrowing privileges.

This agreement does not extend to replacement of equipment and/or peripherals borrowed by faculty/staff.

[Return to Top](#)

## 3.0 REPLACEMENT OF LOST OR DAMAGED MATERIALS

### 3.1 Replacement Charges for Lost Materials and Equipment

#### 3.1.1 Books and Media

The library uses standard library reference tools to determine the replacement cost of library materials.

It is possible for a borrower to supply a replacement copy of the same edition of the lost item. Circulation staff must check with either the cataloger or a reference librarian to establish that the replacement is the same edition or an acceptable replacement.

### **3.1.2 Library equipment**

Library equipment includes laptops, video data projectors, digital cameras and camcorders. Equipment includes all the peripherals. The library uses standard reference tools to determine equipment and peripheral costs.

### **3.1.3 Refund for lost materials that are found**

The library will refund the replacement cost for found library materials and equipment for materials returned within 90 days of the "declared lost" date.

Requests for refunds are processed through the library secretary and money is issued through the CPCC business office. When a refund is required, staff should notify the library secretary.

## **3.2 Damaged Materials**

The library staff determines the fee for damaged materials and equipment. If damage is minor and the item can be repaired or mended locally, staff will assess the charge. Examples of minor damage include a missing spine label, a slightly torn page, etc. A fee of \$5.00 is assessed for a missing barcode.

If material can be restored by rebinding, the borrower is assessed the current rebinding cost quoted in the Bindery State Contract.

If equipment can be restored through the replacement of missing peripherals or damaged parts, the borrower is assessed the cost of the replacement.

If material is damaged beyond use, the material or equipment must be paid for according to the guidelines in this policy.

## **3.3 Mutilation and Theft of Library Materials and Equipment**

Mutilation and theft of library materials are serious matters. Sanctions and criminal liability are outlined in NCGS 14-398, "Theft or destruction of property of public libraries, museums, etc."

The library involves Campus Security and the Associate Vice-President for Student Support Services for suspected violations of mutilation and theft of any library property.

If a community library user is suspected of mutilation and/or theft of library materials, library staff will call Campus Security and the suspected offender can be banned from the library.

## **3.4 Miscellaneous**

### **3.4.1 Printing**

All library users are charged \$.05 per page to print in black and white.  
8.5 x 11" color copies are \$.75.  
CPCC libraries also sell transparency sheets for \$.10 per page.

#### **3.4.2 Sale of diskettes and CD-RWs**

CPCC libraries offer 3 ½" diskettes and CD-RWs for sale for the convenience of users. Diskettes are \$.50 and CD-RWs are \$1.00.

#### **3.4.3 Microform prints**

The Central Campus library provides microfilm and microfiche reader/printers. The charge is \$.25 per page. Money from machine coin boxes is collected monthly by the reference supervisor and it is submitted to the library secretary for deposit.

Revised 12/04