

PROCEDURES MEMORANDUM

TO: MCC Staff

FROM: Office of the President

SUBJECT: Circulation of Library Materials

DATE: October 2, 2014

PURPOSE: To establish consistent procedures for the circulation of MCC library materials.

SCOPE: These procedures apply to all currently-enrolled MCC students, all full and part-time faculty and staff of the College, adult residents of the four-county area served by the College, students, faculty and staff members of institutions participating in Nebraska's reciprocal borrowing agreement, and Omaha Public Library patrons.

GENERAL PRINCIPLES:

Currently enrolled students (including students in the ABE/GED program) and full and part-time faculty and staff of the College are eligible to borrow materials from the MCC library collection.

1. Eligibility to Borrow MCC Library Materials

- A. Adult residents of Dodge, Douglas, Sarpy and Washington counties who are at least 18 years of age may also borrow from the library collection.
- B. Students, faculty, and staff members of institutions participating in the Nebraska reciprocal borrowing agreement are eligible to borrow from the collection. (The provisions of that agreement are referenced in Section 5 of this PM.)
- C. Current Omaha Public Library cardholders (including Omaha Public Library's Reciprocal Borrowers) are eligible to borrow from the library collection.
- D. All borrowers are reminded that access to and use of library materials and equipment is a privilege and not a right. The College at all times reserves the right to amend, suspend, or revoke privileges herein provided for without advance notice.

2. Material Circulated/Loan periods

- A. Books from the General Collection circulate to students, four-county borrowers, reciprocal borrowers and Omaha Public Library patrons for 28 days. The loan

period for faculty/staff is the end of the current quarter. One two-week renewal is provided upon request.

- B. Media materials are generally loaned to faculty and staff for one week.
- C. Faculty members may place items on reserve for their students.
- D. Reference sources are checked out to faculty and staff as needed.
- E. Faculty and staff may check out audiovisual equipment for the length of the class period.
- F. Periodicals circulate to students, four-county borrowers, reciprocal borrowers and Omaha Public Library patrons for two weeks except for the most recent issue of a periodical which does not circulate.
- G. Retired faculty and staff may continue to request interlibrary loan materials at no charge.

3. Library Cards/Identification

- A. Library resources are checked out to individual borrowers and not to College departments, programs, or lab areas.
- B. The MCC identification card may be used by currently enrolled students and College faculty/staff when checking out library materials. At the discretion of the library staff, alternate identification may be requested and/or accepted.
- C. Adult residents of the four-county MCC service area (Dodge, Douglas, Sarpy and Washington counties) must apply for library privileges.
- D. Students in the College's ABE/GED and ESL programs must apply for library privileges.
- E. Reciprocal borrowers must show their home institution's ID card when applying for library privileges.
- F. Omaha Public Library patrons and Omaha Public Library's reciprocal borrowers must provide identification and a current Omaha Public Library card.

4. Delinquency Provisions

- A. All borrowers, including faculty and staff, are charged the replacement cost for lost or damaged materials.
- B. If audiovisual equipment is lost or damaged, the cost to purchase a suitable replacement will be charged to the individual who checked out the equipment.

- C. Overdue notices are sent to delinquent patrons via regular mail, email or telephone.
 - D. Students who fail to return materials after the last overdue notice will lose their borrowing privileges and will be unable to register for classes or request transcripts. Registration blocks will remain in effect until overdue library materials are returned or paid for. A collection agency may contact those with overdue accounts.
 - E. Faculty and staff are subject to, and responsible for, fines from Omaha Public Library.
 - F. Faculty and staff terminating their employment with the College are required, as part of the employee check-out procedure, to return library materials or to reimburse the library for any lost or damaged materials.
 - G. Residents of the four-county area with overdue materials will lose their borrowing privileges after the last overdue notice has been issued.
 - H. Reciprocal borrowers with overdue materials will lose their borrowing privileges and their home institution will be notified.
 - I. Omaha Public Library patrons and Omaha Public Library's reciprocal borrowers with overdue materials will lose their borrowing privileges after the last overdue notice has been issued.
5. Nebraska Reciprocal Borrowing Agreement
- A. The Nebraska Reciprocal Borrowing Agreement permits faculty, staff, and students to use their college identification cards to borrow materials from participating libraries as long as the lending library's procedures are followed.
 - B. A list of participating institutions is maintained in the libraries and on the [Library Web Site](#).
 - C. Borrowers who fail to return library materials to the lending library or fail to abide by the lending library's loan policies will lose their MCC borrowing privileges.
 - D. A block will be placed on their record at MCC although all fines or charges incurred for overdue or lost materials must be paid directly to the lending library and not to MCC.

6. Communication with Library Staff

Any questions about the circulation of library materials may be addressed to any campus library supervisor:

Elkhorn Valley Library

(402) 289-1206

Fort Omaha Library

(402) 457-2306

South Omaha Library

(402) 738-4506

Adopted 10/28/87; Revised 1/1/00; 8/28/03; 7/19/06; 2/24/09; 10/2/14