

Circulation General Policy

LIBRARY CARDS

A current library card from Cannell Library or a valid Clark College ID is required to borrow Clark College library materials including course reserves that are restricted to library use only. Current Clark College students, faculty, and staff may either use a college ID (must be scannable) or obtain a library card at the Cannell Library Check Out desk by presenting picture identification and confirmation of their current mailing address regardless of residence.

Other residents of community college service district 14 who are age 16 or older are eligible for a Cannell Library card with valid picture identification along with proof of current residence and birth date. Stricter limits on number of items checked out may be imposed for persons in temporary residences. Community patron cards must be renewed in person and proof of residence verified each quarter. Continued borrowing privileges are contingent on promptly returning all materials borrowed in good condition. Some services and resources are limited to Clark College students enrolled in credit classes, current faculty, and staff.

Visiting patrons from OrbisCascade Alliance or institutions which have established a reciprocal borrowing agreement with Clark College may check out materials which are available for loan in the combined Summit catalog. Patrons must present picture and/or institutional identification and also be verified to be in good standing at their home institutions. Some local collection restrictions apply.

Cards are issued to individuals not families or businesses. Clark College departments may establish records for the purpose of borrowing materials if financial responsibility is established and authorized borrowers are properly designated.

Responsibilities:

- Clark College Library cards or valid Clark College IDs must be presented for check out. A fee may be charged for replacement of cards or refusal to present the card at check out.
- Lost or stolen cards must be reported promptly to help prevent fraudulent use. Report name and address changes promptly.
- Know due dates. Cardholders must return or renew items in order to avoid fines and/or suspension of borrowing privileges.
- Cardholders are responsible for the physical condition of any items checked out on their card.

The Cannell Library reserves the right to suspend or rescind borrowing privileges upon violation of any library policy.

PRIVACY OF CIRCULATION RECORDS

1. The circulation records of the Library are confidential regardless of source of inquiry.
2. Circulation records shall not be made available to anyone except pursuant to such process, order, or subpoena as may be authorized by law.
3. Upon receipt of such process, order or subpoena, consultation shall be made with the legal officer assigned to the Library to determine if such process, order, or subpoena is in good form and if there is a showing of good cause for its issuance.
4. If the process, order, or subpoena is not in proper form or if good cause has not been shown, insistence shall be made that such defects be cured before any records are released. (The legal process requiring the production of circulation records shall ordinarily be in the form of subpoena

duces tecum {bring your records}, requiring the librarian to attend court or the taking of his or her deposition and may require him to bring along certain designated circulation records.)

5. Any threats or unauthorized demands, (i.e., those not supported by a process, order, or subpoena) concerning circulation records shall be reported to the Administration of Clark College for possible referral to the Assistant Attorney General.
6. Any problems relating to the privacy of circulation records which are not provided for in the above five paragraphs are to be referred to the Assistant Dean, LRC.

(Adapted from the Washington Library Commission policy.)

CHECK OUT / RETURN

Library materials are checked out and returned to the Check Out desk. Items borrowed from OrbisCascade Alliance libraries may also be returned to the Clark College Library, unless specified otherwise.

To return materials when the library is closed, metal collection boxes are located just outside the Cannell Library entrance and near the parking lot on the north walkway to central Gaiser Hall.

When classes are in session, Cannell library staff retrieves the materials in the outside return boxes in the morning and mid-afternoon on weekdays. On weekends during the session and weekdays during quarter breaks, staff retrieves materials once each day. The CTC Information Commons staff retrieves materials once each day, Mon-Thur. Staff is not available to empty the return boxes on demand.

LIMITS / LOAN PERIODS

Community patrons are limited to a total of 15 items out at any time. Community patrons are not allowed to check out telecourses even for use in the building. All other items on reserve for classes have a 2-hour, in-library use checkout limit for community patrons.

Reference librarians can limit the number of items in a subject area that may be checked out by any one person during check out.

Reference books, periodicals, specified CDs, and certain other designated items do not check out of the library. Exceptions can be made by the reference librarian on duty for Clark College personnel in special circumstances. Loan periods will be extremely limited for these items.

Maximum amount of 100 items for Clark students, faculty and staff includes General, Oversize, ESL/ENL, Renaissance Kids, New Books, pamphlets, maps, Washington State Documents, and all items borrowed via Summit. Some collections also have an item limit which is listed in the following chart.

	Loan Period	Limits
General & Oversize (excludes audiovisual items)	21 days	according to patron status
Leach Collection	21 days	15 books
ESL/ENL (excludes audiovisual items)	21 days	15 books
ESL/ENL Skills	21 days	15 books
New Books (excludes audiovisual items)	21 days	15 books
Renaissance Kids	21 days	15 books
Pamphlets & Maps	21 days	2 items
Washington State Documents	21 days	2 items

VTDFO AND DVD

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- Videos and DVDs owned by the library are circulated to students and community patrons. The majority are 6 day loan, however, some are Library Use Only. Viewing equipment is provided inside library.
 - There is a 3 item limit per instructor, and the loan period is 6 days. Exceptions are given by circulation staff for unique circumstances.
 - Patrons can check out 3 DVDs and 3 VHS at a time. Loan periods and limits for videos and DVDs on reserve will vary depending on instructors' instructions.
 - Cannell Library does not rent or loan videos or DVDs for off-campus use by other agencies, including Interlibrary loans.
 - Faculty and staff are responsible for obtaining public performance rights for special campus showings of library or personally owned videos or DVDs.

Advance Booking

- Faculty may book library videos and DVDs in advance for use in the classroom. Booking forms are available at the Check Out desk or online from the library Web page.
- Requests are limited to three videos and/or DVDs per day.
- Faculty should book materials for the entire quarter at the beginning of that quarter to reduce scheduling conflicts.

Pick Up and Return Options

- Faculty members have the option of picking up Cannell Library videos and DVDs at the Check Out desk or receiving them through campus mail at their mail stop. Requests for delivery to a mail stop should be made at least 7 weekdays prior to the use date to allow for transit. Otherwise, faculty must pick up items from the Check Out desk.
- Faculty may return videos and DVDs to the Check Out desk, to one of our two book drops (located at the front entrance of the library and near the North Gaiser parking lot), or through campus mail to mail stop LIB 112 using a specially marked bag.

Preview for Purchase

- Faculty may preview videos and DVDs that they would like to purchase for their department or the Cannell Library collection. Arrangements to preview are made only for items faculty are considering purchasing, not videos and DVDs used for entertainment.

RESERVES

Copyright Guidelines

The reserve collection consists of materials considered essential or required reading for a course, materials that are used by various departmental programs, and items in high demand by several patrons. The Copyright Law of the United States (Title 17, U.S. Code) governs the making of copies of copyrighted materials. Liability for copies placed on reserve rests with the faculty member.

These guidelines were created to protect faculty from copyright infringement. Restrictions apply to

photocopied materials or media copied from a published source and Internet materials. The guidelines are a compilation from other institutions, and we believe they are reasonable. Faculty may contact a librarian for further information; consultation with a librarian does not constitute legal counsel.

- Faculty may put student-produced materials on reserve only with student's written permission. Student names will be removed from works before they are added.
- Commercial videotapes or cassettes, library-owned videos, or tapes of classroom activities may be put on reserve without publisher permission. Programs taped off the air may not be put on reserve without publisher permission.
- All materials found on the Internet should be treated as if copyright law protects them. Permission to use Internet materials should be obtained from the proper authority. In some cases, a link to web resources will be added.

Submitting Materials

- Submit a signed form with copied material for every quarter the item is on reserve. Faculty may submit one form per academic year for books or published media owned by the library or individual faculty. (The course must be taught during the quarter items are on reserve). If material is photocopied, each photocopy should include notice of copyright protection. The library can supply this.
- Itemize the contents of packets, in cases where multiple items are submitted together. Include title, author, source document, date, and publisher.
- The number of items on reserve per class per quarter should be limited to fifty.
- Items already designated as library use only will not be placed on reserve except in limited circumstances.
- Faculty may place CDs on reserve for use on the Mitchell's computer. Faculty should contact library staff at the end of the previous quarter to arrange installation with computing services. Faculty must contact computing services directly to install media in the second floor computer lab.
- Materials obtained through Interlibrary loan or direct borrowing from another library will not be placed on reserve in the Cannell Library without the express permission of the lending library. Cannell Library will comply with all Interlibrary loan policies of the lending library. If permission is obtained to place Interlibrary loan materials on reserve, the original requester will be responsible for the condition of the materials and all applicable penalties (monetary and/or non-monetary). Interlibrary loan materials are subject to immediate recall.

Usage per Term

If not owned by the library

- Faculty may only use photocopies of copyrighted material in one class for one term without publisher permission.
- Faculty may not copy the same item term after term without permission from the publisher for each term.
- Faculty may not copy from the same source (periodical volume) more than three times per term without getting permission from the publisher.
- Faculty may not use protected materials more than nine different times in the same class without permission from the publisher.

Compilations

- Faculty may not use photocopied materials to make a textbook. Copying shall not substitute for purchase of books, publishers' reprints, or periodicals.
- Faculty may not create an anthology from several sources to substitute for a textbook and may not copy more than one chapter from a book without permission.

Print and Audio-Visual Reserves

The library is not responsible for instructor's personal copies that are damaged or lost. Library staff will notify an instructor who has damaged or lost materials and will be the intermediary for trying to recover overdue material. Specifically, the library will make phone calls, send notices, and ultimately place a library block on the student's records. With the permission of the instructor, staff can also accept a replacement item. The instructor will have to arrange for monetary reimbursement directly with the student borrower who lost or destroyed an item.

- Faculty may not place on reserve workbooks, standardized tests, published answer sheets, worksheets or copies of the aforementioned materials.
- Some items may be refused due to their condition, restrictions, value, or size.
- Materials on electronic reserve will not be placed in the paper reserve collection (exceptions may apply).
- All reserve materials are for library use only unless the instructor designates otherwise.
- Instructors should supply a binder or folder with loose materials.
- Reserve materials will be returned at the end of the quarter they are placed in the library unless requested otherwise. Materials may only be kept on reserve during the quarter in which the class is taught.
- Students who want to use reserve materials must have a valid Cannell Library card or valid Clark College ID and may be required to use items in-house if they have blocks due to overdue fines or damages.
- No reserves check-out 15 minutes prior to the library's closing.

Electronic Reserves

- Copyright guidelines also apply to electronic reserves.
- The library encourages instructors to use either electronic reserve or the traditional reserve collection for print items. Duplicate materials will not be kept in both reserve collections.
- Materials appropriate for electronic reserve include instructor's class notes, journal articles, sample exams, and book chapters.
- Materials that will not be added to electronic reserve are contents of entire journals, entire books and photocopies from workbooks.
- The number of items an instructor may place on electronic reserve may be limited. If materials are more than twenty pages long, they may be split into multiple files to decrease download time.
- Documents should be submitted in electronic format, if possible. Acceptable formats include MS Word, Excel, PowerPoint and PDF. If materials must be in color, the instructor should submit an electronic file. Submit single-sided copies on 8 ½" x 11" paper if an electronic version is not available. Make photocopies from the original source for best results.
- The first page of each copyrighted document is stamped with copyright notice.

Passwords

- All course pages are password protected.
- The same password may be assigned to more than one course page.
- The reserve technician assigns passwords and will change them each quarter the instructor has materials on reserve.
- Passwords are e-mailed to instructors, who are responsible for distributing them to students in the class. New passwords for courses continuing to the next quarter will be emailed to instructors before the start of the new term.
- Library staff will give passwords to students in-house with presentation of their current class schedule. Library staff will not give passwords to students over the phone.

RENEWALS

Reserve items can not be renewed. Other books from Cannell Library can usually be renewed twice, provided there are no requests on them, they are not billed, and the patron's record has not expired. Exceptions may be made for Clark College faculty and administrators by circulation work leaders.

Summit item renewal limits are established by the lending library and can not be altered by Clark College circulation staff members. Items loaned can only be renewed once.

Clark College patrons are strongly encouraged to renew materials online. Library staff will process telephone and email renewal requests, but patrons are also informed of the online procedure for future renewals.

REQUESTS

Requests can be placed on Clark College materials online, on or off campus, except by community patrons. Summit items may only be requested by Clark College students enrolled in credit classes, current faculty and staff. Printing and paging of request is done twice daily generally mid-morning and early evening during weekdays and once on weekend days when the library is open.

Patrons requesting books will be notified by mail and email when items are ready for checkout. Books will be held at least 7 days on the hold shelf after a patron notice is printed.

All items must be picked up at the Check Out desk when the library is open. The campus library does not mail out books or send books through campus mail.

Phone requests to retrieve items from the stacks will be accepted and searched within one hour providing there is staff available.

RECALLS

All Clark College Library circulating items are subject to recall at any time. Recalls are primarily used to retrieve items for placement on library reserve.

SPECIAL HOLDS

Staff may offer to hold books on a "special hold" shelf for up to 3 days if a patron does not have their

library card with them or has a block that needs to be resolved. Staff should put a note on the materials indicating: date/time/patron's name and the initials of the staff person taking the special hold request. If unclaimed at the end of that time, the items will be returned to shelves.

A supervisor must approve periodicals and reference items placed on special hold. Cannell Library usually does not hold periodicals on the special hold shelf. Exceptions might be made in special cases, but not for over 24 hours.

Cannell Library will not function as a pick-up point between people. Items left for others to retrieve will be put in lost and found and given to Security.

NOTICES SCHEDULE

Books and General Checkout Materials

- First overdue notices are sent out 14 days after materials are due.
- Final notices are sent out after 21 days materials are due.
- Bills are sent 28 days after materials are due and \$15 fine added.

Interlibrary Loans and Reserves

- A phone call is used to remind patrons about overdue materials after 1 day that the materials are due and also first overdue notice is sent.
- Final notices are sent out 3 days after materials are due.
- Bills are sent out after 7 days materials are due and \$15 fine added.

CLAIMS RETURNED

If any items are reported returned by the patron but not found immediately by the staff, the situation must be resolved before any more materials may be borrowed. An exception is made only for class reserves which are used in the library. Blocks may be temporarily removed while items are in claims returned status. After one month, if the claims returned materials item(s) aren't located by the library staff, they are considered lost and a second bill is sent.

A claims returned report is generated weekly and staff searches shelves at least weekly.

Summit items reported as returned but not found by staff are searched weekly but are not put into claims returned status. A note is put on the patron record and borrowing can continue. The lending library and others are also contacted for assistance. If items are not found in one month, borrowing is suspended and the borrower must then pay charges to clear their record.

FEEES AND PENALTIES

Grades, transcripts, registration, and employee paychecks will be blocked when items are billed or fees charged. Library borrowing privileges will also be curtailed or suspended. All items must be returned and/or fines paid before a library block is removed.

State law makes it a misdemeanor for anyone to intentionally injure, deface, or destroy any library property. Persons who publicly state they have intentionally damaged or retained library materials will be considered violators and will lose borrowing privileges at Cannell Library. Violators may be prosecuted, may be subject to fines and/or may lose library privileges permanently.

A person is responsible for any items checked out with their name until they are returned in good

A person is responsible for any items checked out with their cards until they are returned in good condition to the book return boxes or the circulation desk. The cardholder is responsible whether notices are received or not. Charges are referred to a collection agency for reimbursement.

Materials are considered lost if the patron has shown no response to library notices/contacts. Daily fines are currently not charged for late materials belonging to Clark College. There is a \$15 fine for overdue Summit items. This fine is non-refundable.

Items that are returned damaged are billed immediately. Charges depend on the type of material and extent of damage.

For lost or damaged materials, there are designated fees. Payment of fees for damaged or overdue item(s) does not denote purchase of items which remain Washington State property. Damaged books can not be purchased from the library. Payment of replacement fee does not constitute purchase of materials.

REPLACEMENT COSTS FOR LOST OR DAMAGED ITEMS

The Library will not accept a substitute item in lieu of payment. Replacement costs are intended to include some of the costs of cataloging and processing.

The cost of repair or binding will be charged for damaged print materials that are repairable. There is a minimum charge of \$10 for any item that is damaged while in circulation and subsequently repaired and returned to the collection.

Replacement costs for an instructor's personal copy item that had been placed on reserve will be determined in consultation with instructor/owner.

Summit item(s) replacement costs are established by member agreement. The cost per item is \$75 plus non-refundable \$15 processing fee.

The charge billed for lost or damaged items may be more than the average replacement cost listed if the actual price paid is determined to be higher.

REPLACEMENT COSTS:

Audiovisual & Equipment

Audiotapes & CDs \$45

Equipment \$50

Videos & DVDs \$100

Books

General & Oversize \$45

Leach \$45

New \$45

Renaissance & ESL/ENL \$25

Reference \$75

Reserves

Print Reserves \$45

Audiovisual Reserves \$45

Other

Interlibrary Loan or Summit \$75 (or as designated by the lending library) plus \$15 fine

Pamphlets & Maps \$10

Periodicals \$25

Reavis \$10

Washington Documents \$10 (includes when in general & oversize collections)

APPEALS FOR FEES OR PENALTIES

Patrons who question a bill or fee should first discuss policy and options with the Circulation Work Leader at the Check Out desk. Unresolved issues are then referred to the Circulation Supervisor. The Library Director handles final appeals concerning bills or fees.

PAYMENTS and REFUNDS

Only authorized circulation personnel can accept payments or waive payments and delete messages from patron records. Students assistants are not authorized to make exceptions to circulation policy or collect money from patrons.

Checks should be made out to the "Clark College Library" and a receipt will be given to the person paying for materials. Staff cannot accept payment for other libraries, excepting materials from other libraries that are checked out at Cannell Library. Fines from PORTALS libraries that are subsequently billed by Clark College library will also be accepted. In all other cases, patrons will be referred to the appropriate library to make payments.

A refund can only be made if the lost materials are found and returned to the library in good condition within 6 months of the date of payment and if the receipt is presented with the materials. Some additional restrictions apply to Summit item refunds. Summit processing fee is non-refundable.

INTERLIBRARY LOAN POLICY

Interlibrary Loan (ILL) represents a mutual agreement among libraries to share their resources. Interlibrary Loan enhances the library's ability to provide Clark College faculty, staff, and students with needed materials. The purpose of Interlibrary Loan is to obtain, for educational pursuit with curriculum emphasis, library materials not available at the Cannell Library. The Clark College library follows U.S. Copyright Law, American Library Association guidelines, local agreements, and the regulations of individual lending libraries regarding Interlibrary Loan.

The lending library determines whether a particular item can be provided, the length of time it is on loan, and the time it takes to process the request. Regional agreements regulating Interlibrary Loan and federal copyright law also place limitations on the types of materials that may be borrowed, as well as the number of articles that can be requested from a particular journal.

Cannell Library reserves the right to limit or refuse non-curriculum related requests as workload issues necessitate. Decisions are made at the discretion of the Circulation Supervisor, Faculty Librarians, or the Library Director.

- A maximum of 5 requests per person may be submitted per day, and only 5 per person will be processed per day.

processed per day.

- A current Cannell Library card without overdues or blocks is required to check out ILL materials.
- Community patrons should use ILL services at their public libraries.

Borrower Responsibilities

Patron responsibilities are:

- Payment of all applicable charges.
- Patron must check out ILL item(s) with their own library card.
- Use loan materials with care.
- Return materials by the due date.
- Pay any penalties (monetary and/or nonmonetary) for failure to comply with the Cannell Library's Interlibrary Loan policies.

Borrowers are responsible for ILL materials until they are returned in good condition to the Check Out Desk at the Cannell Library. Materials borrowed via Interlibrary Loan should not be put in the outside book drops or returned to any branch of the Fort Vancouver Regional Library or Summit libraries. The maximum number of ILL materials that may be checked out at one time is 10.

Conditions of use are set by the lending library and must be observed by each borrower so as not to jeopardize borrowing privileges for the entire Clark College community. These include special restrictions, such as: In Library Use Only, Photocopying Not Allowed, and No Renewal.

Availability of Materials

Patrons will be referred to the Fort Vancouver Regional Library for ILL requested materials available in FVRL online catalog. Patrons should place online catalog holds for items available in the Fort Vancouver Regional Library System, Camas Public Library, and Southwest Washington Medical Center Library. Patron should also check the Summit catalog and should request the item if it is available through Summit.

Some materials are not available via Interlibrary Loan. Patrons will be notified if material is unavailable, cannot be found as cited, no library will loan or copy it, or it cannot be provided without permission from the copyright owners.

Most libraries will not ordinarily lend the following types of materials: rare or valuable materials, whole volumes or entire issues of periodicals, video recordings, compact discs, cassettes, records, software, and reference materials. The decision to loan material is at the discretion of the lending library.

Fees

Whenever feasible, the Cannell Library will obtain materials at no charge to the requester. However, some libraries do charge to send their materials. The Cannell Library will pass on all fees charged to the requester. Patron will be contacted to check if they want to pay the fee or cancel their requests before item is requested.

Submission of Requests

Interlibrary Loan services are a privilege provided to the current faculty, staff and students of Clark College. It is not necessary for requesters to know where a desired item is located.

On-line forms are available on the Cannell Library web page. For on-line form, be sure to fill in all required fields and submit it electronically.

An Interlibrary Loan request form can also be obtained at the Reference/Interlibrary Loan Desk or Check Out Desk. The following applies to paper forms.

- Each request must be placed on a separate Cannell Library Interlibrary Loan Request Form.
- ILL forms should be completed accurately and must be signed.
- Return the completed form to a Reference Librarian or Circulation Staff.

Faculty and Staff Pursuing Advanced Degrees

Cannell Library requests Clark College staff and faculty who are starting or continuing work toward advanced degrees, and therefore likely to be heavy users of ILL, should please contact one of the Library Faculty or the Library Director. Librarians can work with each researcher to enable Cannell Library to best meet specific information needs.

Turnaround Time

The average time to obtain ILL material is approximately 7 working days. Articles generally come sooner than books. Factors influencing the length of time it takes to fill a request are: completeness and accuracy of the information provided by the requester, location and availability of the material, copyright restrictions, type of delivery, and cost limits.

Notification

Patrons' names (last name, first initial) will be listed on the Interlibrary Loan arrival board located on the wall at the west end of the circulation counter. Patrons will also be contacted by email or phone when ILL materials arrive. Articles request may be posted on the Clark College server for patrons to retrieve. Patrons will be contacted each time a new item arrives.

Renewals

Loan duration is specified by the lending library. Requests to renew ILLs should be made at least 3 days prior to the due date. Renewals are given at the discretion of the lending library and may not always be possible. All ILL materials are subject to immediate recall by the lending library. Patrons will be notified when materials are recalled and given a new date for those items.

Overdues and Penalties

A minimum replacement fee of \$75.00 will be charged for a lost ILL item. Any additional charges will be determined by the lending library. All fines assessed by the lending library will be passed on to the requester. Until the lost ILL item has been paid for, borrowing privileges will be suspended, except for class reserves or videos for classes. ILL materials that are overdue, claimed returned and damaged may also result in the suspension of borrowing privileges at the Cannell Library.

Students who do not respond after being notified regarding overdue Interlibrary Loan materials will have holds placed on their grades and transcripts with the college business office. Department deans will be notified if faculty have overdues or lost Interlibrary Loan material.

Patrons who have any unpaid fines, or unresolved damaged/lost disputes at Cannell Library will be restricted to using borrowed ILL materials in the Cannell Library only. Borrowing privileges will be restored, with restrictions, when the patron has returned and paid all accrued charges regarding the Interlibrary Loan item.

EQUIPMENT

EQUIPMENT

Audiovisual

- Audio and visual equipment is intended for use with library reserve materials or Clark College curriculum-related materials only.
- Media equipment on reserve must be used in the library. Headphones designated for computers may only be used in the open area on first floor not in the LibLab on second floor.
- Individuals or groups of 2 should use the equipment along the railing on the second floor of the library. Video players provided in the group study rooms are intended for group viewing of curriculum-related materials only.

Audiocassette Duplication

NOTE: Duplication of videotapes, cds or DVDs is not available.

- Duplication equipment is provided to copy Clark College instructional tapes only. Music tapes and or other copyrighted materials may not be copied without publisher permission. Machines may not be used for personally-owned materials.
- Students must bring their own blank tape(s). Best results if use same length as the master tape.
- Cannell Library assumes no responsibility for tapes damaged while using duplication equipment.

Photocopiers

- The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted materials. Clark College is legally obliged to pay attention to the copyright law. Signs advising of copyright restrictions are posted by the machines, and patrons may be referred to the librarians for additional information.
- Self-service copy machines are available in the public area of the library. The machine settings are standardized to provide service to the majority of users and cannot be adjusted for individual purposes. Circulation desk staff provides instruction guides to users and will handle basic troubleshooting.
- Copies are 5 cents per single sided page. Machines will accept one and five dollar bills and will give change only if copies are made. Library staff cannot provide change.
- Library personnel cannot be responsible for the quality of copies or for copies produced because of patron error. Circulation office staff will refund coins lost in the machines if the problem is reported immediately and can be verified.
- Library patrons are expected to restrict copying to 5 minutes when others are waiting.
- People with complex or color copying requests are referred to the Clark College Book Store where there is staffing for this service. Transparencies and color copies can be made using a printer and/or scanner in the Computer LibLab on the second floor of the library.

Faculty/Staff Copying

- Most instructional copying is expected to be done in the faculty's individual department or by production printing services on campus. Copy machine numbers provided to faculty are for use in their own departments for instructional copying. The library machines are not set to accommodate these numbers

accommodate these numbers.

- Some faculty and staff may be issued a copy machine number by their department to use on other campus copiers to make copies. One library photocopier in the public area has an auditor attached which is programmed with some of these departmental access codes. This is provided for emergency use during evening hours or for other times when a department copier may be unavailable. Library staff does not have access to these numbers or information regarding which codes work on the library copier.
- A staff copier restricted for use with account numbers is located in the technical services area of the library. This copier is intended to accommodate limited requests from faculty, administration and staff. This courtesy is not extended for personal use items. Librarians may also provide campus faculty and staff with copies of reference or library use materials following guidelines within the copyright law. Library staff provides code and access. Assistance for copying assistance is minimal and dependent on library staff available. Users must sign in indicating department and the number of copies made.

Microform Copying

- Paper copies from microforms are available on a self-service basis in the public area of the library. The reader-printers will accept either roll or fiche. Priority use of the machines is reserved for the Clark College students and faculty for library items. Although any library patron may use the equipment to obtain copies, extensive use by commercial business is not permitted.
- Copies are 10 cents per page. Some machines only accept nickels or dimes in exact change. The library does not make change, although change machines are available on campus.

BUILDING REGULATIONS

ADA ACCESSIBILITY

The resources and services of the Cannell Library are fully accessible according to current ADA standards.

ANIMALS

Guide dogs are welcome. No other animals are allowed.

CELL PHONES / NOISE

Cell phones must be turned to silent mode when visitors are inside the building. Patrons are expected to speak in a quiet tone of voice in designated areas. Loud or disruptive users may be asked to leave.

CHILDREN

Due to considerations of the library primarily as a place of study, personal safety of children, and possible damage to library property, children under 16 years of age are permitted in the Cannell Library only:

When supervised by an accompanying adult. When they are quiet and well behaved.

Other than usage associated with the College's ECE, PRIDE, Parent Education programs, and other

specific College-sponsored programs for children, the general policy of the College is that its facilities are not available for unrestricted use by children under 16 years of age.

EMERGENCY EXITS / FIRE DOORS

Special fire exit doors are marked and must be kept free from being blocked.

FIRE ALARMS / AREA OF RESCUE ASSISTANCE

Fire alarms should be treated as a real emergency and the building must be evacuated every time there is an alarm. All visitors / staff must exit the building through the front doors (west entrance). Everyone must remain at least 50 feet from the front of the building and wait for official word from Security, Plant Service or emergency personnel that it is safe to re-enter the building. Although the alarm may stop, it does not mean that the building is safe to enter.

During a fire alarm or other evacuation event, visitors in wheelchairs who are on the second floor of the library should wait by the Area of Rescue Assistance sign at the top of the east stairs in the back of the library. Library staff will call Security and stay with the person until security / emergency personnel arrive to assist with their evacuation. Under no circumstances should library personnel attempt to carry a handicapped visitor down the stairs.

FOOD AND DRINK

Eating, drinking, tobacco, and chewing gum are not permitted in the library. Covered drinks are permitted. Containers for food or drink must be fully covered by bags provided from the Check Out Desk, or completely concealed in the belongings of the user.

Library property and furnishings are protected by statute:1990 WAC 132G-168-016. Prohibited entry. "The library shall have the right to prevent entry of food and beverages, animals and other things detrimental to the library purpose."

1992 RCW 27.12.330. Penalty for injury to property. "Whoever intentionally injures, defaces, or destroys any property belonging to or deposited in any public library, reading room, or other educational institution, shall be guilty of a misdemeanor."

Therefore, disciplinary action for violation of this policy shall be at the discretion of the Library Director.

LOST AND FOUND

Lost and found items are held at the Check Out Desk on the first floor of the library and taken periodically to Campus Security, located in Gaiser Hall (992-2437).

TELEPHONE REQUESTS FOR LOCATING PEOPLE IN THE LIBRARY.

The Cannell Library does NOT have a public address system, so we are unable to page people that may be in the library.

If it is an emergency, callers may be transferred to Security at 992-2133. Security may be able to locate the person for them by working with the Registration office on campus.

Computer Lab

The Computer Lab is located on the second floor and is ran by students who will assist with the

equipment, printing, and general questions. The Computer Lab is usually staffed/open during regular library hours, although it closes 15 minutes earlier than the library. Signs are posted on the lab area bulletin board explaining the user guidelines.

Computer Lab Assistants are scheduled by the Computer Services of the campus. The assistants are responsible for explaining the lab regulations.

Only Clark Students may use the Computer Lab. There is no charge.

POSTING MATERIALS ON BULLETIN BOARDS IN THE CANNELL LIBRARY

Clark College Administrative Procedures guidelines (section 500.000 facilities) indicate the library bulletin board(s) as Class B Bulletin Board(s). These boards post information of a departmental, administrative, faculty, or student services nature only.

Due to the limited space on the library board, priority posting is for materials related directly to the campus library or for college information notices or individual campus event posters.

If space permits, announcements for events at other college campuses or announcements of general cultural interest such as public art shows or science exhibit announcements will also be posted. However, Clark College events have priority.

All postings must be approved by the Library Circulation Supervisor or designated personnel. Materials will be removed if they are outdated, or if they do not fall within these guidelines.

The following will be enforced to encourage proper use of bulletin boards on campus:

1. Signs are not to be placed on wood, painted, plastered, metal or glass surfaces, with the exception of private office doors.
2. Thumb tacks are only to be used for temporary, dated materials on bulletin boards.
3. In the case of College-related emergencies and/or urgent notices of a temporary nature (such as class cancellations), signs may be affixed to the normally restricted surfaces, but only if absolutely necessary. Tape only may be used to affix signs under these circumstances.
4. Signs are not to be placed on exterior building windows under any circumstances.
5. All signs must bear a date. Material may be posted for a maximum of 14 days, but shall not remain in place later than the date of the event.
6. Signs placed in improper places or improperly hung may be removed immediately by Library personnel.
7. The maximum size of any sign 11" by 17" unless otherwise approved by Library personnel.
8. One sign for the same event is permitted per bulletin board.

Housing and rent notices may be posted only on the bulletin board in the Gaiser Hall Concourse. Job notices should be cleared through the student Placement Office and placed only on the Gaiser Hall Concourse board. Other campus bulletin boards are not to be used for these two purposes.

DISPLAY CASES IN THE CANNELL LIBRARY

Displays in the Cannell Library can be booked by contacting the Cannell Library (992-2504).

Two oblong wall cases are available and are suitable for posters, books and have small shelves attached.

Displays should be booked in advance and are usually in place for one quarter. People sponsoring the displays are responsible for removing them as scheduled.

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If there are multiple requests for display cases, priority will be given to ones from the campus community and with consideration for requests scheduled furthest in advance.

The following information is needed for booking a display:

- Theme
- Type of Display
- Dates In / Out of Case
- Contact person (include telephone number)
- Who will assemble and remove the display
- Which display case(s) will be used

The person responsible for placement of the display must be willing to sign a Display Release Form to prevent library liability if valuable goods are being displayed.

In compliance with campus guidelines, library personnel must approve of displays placed in the library because they have final responsibility for the cases.

Please do not affix signs on painted, glass or metal surfaces or on nearby walls, columns or library doors.

Please contact the Circulation Supervisor at 992-2152 or the Library Director at 992-2472 for comments or questions.

Room Scheduling Policies and Procedures

Cannell Library provides study rooms for groups of three or more students to use on a first come, first serve basis. Students may reserve other study rooms for group study up to 2 weeks in advance within the guidelines stated below.

Large Group Study Room #204 and Study Room #212 (Self Sign Up):

- Students may reserve a group study room with the understanding that the rooms are not intended to be used as a regularly scheduled study area for specific groups of students.
- There is a 2-hour limit per group during weekdays. No group may reserve a room for more than 6 hours per week.
- The rooms can be reserved for up to 3 hours on weekends and after 5:00 p.m. on weekdays.
- When signing up your group, please provide a name and contact information for a person in the group.
- In order to increase room availability, groups who remain in the study room beyond their scheduled time may be asked to leave.
- The library is not responsible for items left in reserved rooms.
- Questions, comments, or special arrangements regarding room scheduling policies should be discussed with the Library Director in Room #216B or by calling 992-2472.

Room Capacity

- The Large Group Study Room #204 can comfortably seat up to 12 students;
- Study Room #212 will accommodate approximately 15 students.

Media Equipment Available in Library Study Rooms

Media Equipment Available in Library Study Rooms

- Overhead projector (available in Rooms 204 and 212)
- DVD and videotape player (on a movable cart – usually located in Room 204)
- The remote control for the DVD/VCR can be checked out at the Check Out Desk.
- White boards are available in all of the study rooms on the second floor

(white board markers and erasers are available at the Check Out Desk on the first floor).

Library Instruction Lab #103

The Library Instruction Lab is reserved for faculty librarians teaching instruction sessions. This is a Smart Classroom that has 14 computer workstations. Faculty who wish to schedule the Library Instruction Lab for library instruction should contact a Reference Librarian.

Cannell Room #101

The Cannell Room is a Smart Classroom that is scheduled by the Events Services Department for both on and off campus groups. An hourly fee is usually charged for students and off campus groups. Please contact Cheryl McClain in the Events Services Office, 992-2371 or cmclain@clark.edu, for more information about reserving this room and the fees charged.

- Teleconferences or video-conferences for groups are given first priority. Reserved groups may be asked to move to another available meeting room on campus in order to accommodate video-conferences.
- Library instruction classes are the next priority.
- Other types of seminars, meetings, and orientation sessions that occur on a non-regular basis and are consistent with Clark College policies and procedures may be scheduled here.

The maximum room capacity (per Fire Code) for the Cannell Room is 45 people; however, seating at tables will accommodate 19 people. Tables cannot be removed from the Cannell Room.

Refreshments may be served in the Cannell Room only. The group leader or supervisor is responsible for refreshment setup and cleanup.

Supplemental Services for Use in Our Study Rooms

- Students may schedule the use of audiovisual and media equipment through their class instructor, at least 48 hours in advance.
- Teleconferences, web casts and ITV broadcast scheduling is handled through the Computing Services / Media Department.
- With at least 48 hours advance notice, conference calls may be arranged by contacting Scarlett Knight, Telecommunications Specialist in Computing Services. Scarlett will arrange for a conference phone to be connected in the Cannell Room and can provide directions for making local and long distance calls.
- Please contact Computing Services at 992-2425 for more information about any of the above-referenced services.