

BOARD POLICY**No. 910**

TITLE: Library Circulation Policy

DATE ADOPTED: October 20, 2020

EFFECTIVE DATE: October 20, 2020

SUPERSEDES: July 1, 2014

Purpose:

This policy provides for the effective and efficient use of library resources by members of the College community and the communities served by the College, and provides for the privacy and confidentiality of patron records.

Section One: Definitions

The Library of Rowan College at Burlington County (“library” or “RCBC library”) consists of the space designated for library use on the college’s Mount Laurel campus, any temporary space allocated for library use, and all other library resources as defined herein. Library resources include, but are not limited to: the physical space, furniture, fixtures and equipment assigned to or designated for use by the library, the RCBC library collection, including print, non-print and online materials as well as materials available from partner libraries and human resources assigned to or associated with the libraries. Library staff are those employees of the College designated as such by the College President. Partner libraries are those with which the RCBC libraries share a common circulation system and/or those with which RCBC has a formal, regular and ongoing resource sharing arrangement.

Section Two: Borrower Types

The Library and library resources are available for use by members of the College community and residents of Burlington County. Individuals may utilize library resources as defined by the patron’s borrower type.

Library staff shall establish borrower types based on the patron's role within the community of college stakeholders, such as: students, faculty, staff, alumni and residents of specific townships within Burlington County, but with no discrimination on the basis of: race, values, gender, sexual orientation, age, cultural or ethnic background, physical or learning disability, economic status, religious beliefs, or views or other attributes which are not germane to the orderly function of the Library in its mission to serve the community.

Section Three: Confidentiality of Patron Records

Library staff shall establish privacy procedures that maintain confidentiality of all personally identifiable information, especially information related to the use of library resources. In keeping with the *Intellectual Freedom Principles for Academic Libraries* articulated by the American Library Association, information regarding a patron's use of library resources will only be disclosed when required by law, such as in the case of a subpoena or warrant, or when, in the considered opinion of Library staff, such disclosure is necessary for the orderly function of the Library in its mission to serve the community.

Section Four: Establishment of Library Procedures

Library staff shall establish circulation procedures that support and encourage equitable and efficient access to library resources by all patrons. Such procedures could include, but are not limited to: defining resources as circulating or non-circulating, setting material loan time allowances, charging overdue fees, lost item fees, printing fees or processing fees, and defining limits on the use of library resources or services. Such procedures and fees will, whenever practical, be outlined in the student handbook, defined on the Library website, listed in the College Catalog, posted in the Library or otherwise disseminated to patrons as Library staff shall determine most appropriate.

Library staff shall revisit and revise procedures as necessary.

