



Moorpark College Library

Policy Handbook

Rev 5/2016

The Mission of Moorpark College

As a public community college, Moorpark College offers programs and services accessible to the community. Drawing from a student-centered philosophy, Moorpark College creates learning environments that blend curriculum and services in providing to students:

- *Introductions to the broad areas of human knowledge and understanding;*
- *Courses required for university transfer and career preparation or advancement;*
- *Skills in critical thinking, writing, reading, speaking, listening, and computing;*
- *Exposure to the values of diversity locally, nationally, and internationally;*
- *Extracurricular activities that promote campus community involvement and personal development;*
- *Preparation for the challenges and responsibilities of life and change in a free society and the global community.*

The Moorpark College Library supports the college mission in several areas:

- *Introductions to the broad areas of human knowledge and understanding*
- *Preparation for the challenges and responsibilities of life and change in a free society and the global community*

The Moorpark College Library Mission

The mission of the Moorpark College Library is to support the curricular offerings of the college, fulfill the research needs of the academic community, and enhance the achievement of the mission of the institution. To best accomplish these goals, the following library policy handbook has been developed.

Library Services Program

Library Services are designed to enable students to understand the way information is organized and the overall research process. Students will be able to use the necessary tools to locate needed information effectively and efficiently; evaluate information and its sources according to relevancy, credibility, and appropriateness to their research assignment requirements; and use information ethically and legally.

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I. Circulation

Moorpark College Library borrowing privileges are extended to currently enrolled students, faculty, and staff.

Loan or Check Out

- The institution identification number is required to check out library materials.
- Books, books on CD, and music CDs may be checked out for three weeks; however, most DVDs/videos check out for 7 days.
- Periodicals and reference materials do not circulate and are for library use only.
- Faculty and staff may check out materials for 48 days.
- Materials may be renewed if no one has requested them; renewals may be done by phone, online, and in person. Materials may only be renewed one time.
- Students may have a maximum of five items checked out at one time.
- Reserve materials may be checked out according to the instructor's designation of the loan period: two-hour, four-hour, overnight, two-day, three-day, one-week, and two-week periods.

Holds

- Should a patron wish to check out an item that is already checked out to another user, a hold may be placed on the material by the circulation staff. The patron will be notified, either by email or by phone, when the requested item is returned.

Returning Library Materials

- Library materials may be returned to the Circulation Desk when the library is open.
- If the library is closed, materials may be returned via the outside book drop.

Overdue Material and Fines

- For details on overdue materials and fines, see Table 1.1 and Table 1.2.
- Patrons who fail to return material or who lose material will be charged any accrued fines plus the replacement cost of the item. See Table 1.1 and Table 1.2.

- Students having outstanding fines and/or overdue materials will be prohibited from registering for school and from obtaining transcripts. To clear their records, students must come to the library and pay their outstanding fines and/or charges.
- Fines are not charged for weekends and holidays.
- As a courtesy, faculty and staff are not charged overdue fines. However, the library would appreciate all materials being returned at the end of each semester.

Damage Fees

- A fee will be charged if books or other items are returned in damaged condition.
- The fee will be determined by library staff depending on the extent of damage. In some cases staff will choose to replace rather than repair the item, leading to replacement fees in lieu of damage fees.

Replacement Fees

- If a book is lost or badly damaged patrons will be required to pay whatever it costs for the library to acquire another copy.
- Patrons may not provide another copy themselves in lieu of paying the replacement fee, unless an arrangement has previously been made with the library staff. It is often difficult to exactly replicate the edition, binding, condition, etc. of the library copy.
- The system default is \$50 for most items, \$150 for oversized and special collections, and \$250 for two-hour and four-hour reserves. Patrons may receive an emailed or printed notice with these amounts, however, the library reserves the right to adjust the replacement fees based on the actual replacement cost for each item.

Processing Fees

- Lost and damaged items are also subject to a \$15 processing fee.
- The processing fee is intended to partially recover the labor costs associated with ordering, receiving, labeling, cataloging, and otherwise processing items for our collection.

Please note that the above fines and fees are cumulative. If an item is lost and is not reported to the library staff before it is due, fees and fines will include: replacement fees, processing fees, and overdue fines.

Confidentiality and Privacy

- The Moorpark College Library will protect the confidentiality of the following information:
 - Circulation records
 - Interlibrary loan transactions
- The library will not disclose any information from circulation records or interlibrary loan records except when compelled by law.

Table 1.1
Moorpark College Library
Borrowing Privileges and Fines for Circulating Materials

<i>Materials</i>	<i>Loan Period</i>	<i>Renewal</i>	<i>Fine</i>	<i>Max Fine/Fee</i>	<i>Replacement Cost</i>	<i>Processing Fee</i>
Books	21 days	1	25¢/day	\$20.00	\$50	\$15
Oversized Collection	21 days	1	25¢/Day	\$20.00	\$150	\$15
Special Collection	21 days	1	25¢/Day	\$20.00	\$150	\$15
CDs	21 days	1	25¢/Day	\$20.00	\$15	\$15
Videotapes & DVDs in Main Collection	7 days	1	25¢/Day	\$20.00	\$30	\$15

Table 1.2
Moorpark College Library
Borrowing Privileges and Fines for Reserve Materials

<i>Materials</i>	<i>Loan Period</i>	<i>Renewal</i>	<i>Fine</i>	<i>Max Fine/Fee</i>	<i>Replacement Cost</i>	<i>Processing Fee</i>
Two-Hour Reserve	2 hours	1	\$1/Hour	\$150.00	\$250	\$15
Four-Hour Reserve	4 Hours	1	\$1/Hour	\$150.00	\$250	\$15
Overnight	1 Day	1	\$1/day	\$50	\$50	\$15
Two-Day Reserve	2 Days	1	\$1/day	\$50	\$50	\$15
Three-Day Reserve	3 Days	1	\$1/day	\$50	\$50	\$15
One-Week Reserve	7 Days	1	\$1/day	\$50	\$50	\$15
Two-Week Reserve	14 Days	1	\$1/day	\$50	\$50	\$15

II. Reference Service

The librarians, part of the college's non-classroom teaching faculty, are committed to providing excellent reference service and instruction by:

- Assisting patrons in research projects and in the use of the library facilities.
- Offering reference assistance to students, faculty, staff, and community patrons.
- Staffing the reference desk during the hours the library is open.
- Answering telephone and email reference questions.
- Assisting students with assignments involving library use and research.
- Teaching patrons, one-on-one, how to locate materials, use the library catalog, use online resources, and cite sources using appropriate style guides.
- Teaching patrons the skills necessary for independent research and study.
- Teaching instructional sessions on library research methods to classes in collaboration with the classroom faculty.
- Preparing handouts to support specific classroom assignments.
- Preparing and distributing library assignments to support the instruction sessions.
- Preparing and distributing assessments to measure the effectiveness of the instruction sessions.
- Assisting patrons in the use of computers and printers.

III. Library Instruction Sessions for College Classes

Faculty members are encouraged to make research assignments that will require the use of library resources. As part of the library's commitment to promote information literacy and facilitate student success with class assignments, the library offers instruction to all courses at the college.

- Library instruction sessions are given by the reference librarians to acquaint students with the use of basic research materials and with the physical arrangement of the library.
- Instructors are invited to bring their classes into the library for an instruction session tailored around their assignments and requirements.
- Library instruction sessions are designed to teach students how to use the library materials appropriate to their class assignments.
- Instructors are asked to schedule the session with a librarian at least 5 working days prior to the session. The faculty may request that the librarian remain in the classroom after the instruction session to assist students one-on-one with their research.
- Prior to the session, the instructor and the librarian will discuss the specific needs of the class assignment, the scope of the library instruction, and any specific resources the instructor wishes emphasized. A form is filled out by the librarian and kept in a binder at the Reference Desk for later consultation.
- It is most helpful if the instructor will provide the librarian with a copy of the class assignment that will involve library research.
- Instruction sessions are normally given in the library classroom where groups of thirty students can be accommodated comfortably.
- The librarian will usually provide handouts and/or online research guides pertinent to the class.
- The library offers assignments designed to reinforce the instruction sessions. These assignments vary in scope and emphasis; for example, controversial topics assignments, literary criticism assignments, science research assignments, etc. Assignments are generally collected and graded by the instructor.
- The library assesses the effectiveness of its instruction sessions by using periodic assessment instruments. The results of these assessments are used by the library to improve its services.

IV. Collection Development

The primary purpose of the library's collection development guidelines is to provide materials which directly support Moorpark College's instructional curriculum. Additional resources relevant to general research and information needs, intellectual and professional growth, cultural development, and recreational activities may be acquired as the budget permits.

- The library does not purchase for general circulation textbooks that are used as required classroom texts. Faculty who wish to make a copy of a current textbook available to their students may place the text on Reserve at the Circulation Desk.
- As a rule the library purchases hardback books to add to the collection, unless only a paperback edition is available. Paperback books are generally pre-bound unless they will be superseded by a new edition or if their subject matter is ephemeral.
- The library generally does not purchase multiple copies of a title.
- Faculty are encouraged to recommend the purchase of materials to support their classes, assignments, and programs. It is through the collaborative efforts of the classroom teaching faculty and the librarians that a rich and curriculum-oriented collection is achieved.
- Library materials will not be excluded or removed from the collection simply because of their controversial nature.
- Books
 - Faculty wishing to recommend books for purchase are invited to email the librarians with pertinent information such as author, title, edition, publisher, and date. A request form is also available online.
 - It is the responsibility of the librarians to recommend books for purchase. These recommendations are made after consulting standard bibliographic resources and reviews.
 - Student recommendations for the purchase of library materials are welcome and these requests are submitted to the reference librarians.
 - When the recommended materials are received and completely processed, the requestor will receive a written notification which includes the location and call number of each item.
 - It is the responsibility of the librarians to evaluate all book recommendations and make the final decisions for purchase.
 - The library does not use the "approval plan" process for selecting books.

- Periodicals
 - Recommendations for the purchase of periodical subscriptions should be submitted to the reference librarians.
 - Periodicals are generally ordered once a year; subscriptions begin on January 1. Recommendations for new periodical titles must be submitted prior to mid August for consideration and will be added to the collection as funds permit.
 - The library encourages suggestions for the purchase of periodicals that are indexed in standard sources.
 - It is the responsibility of the librarians to evaluate all periodical recommendations and make the final decision for purchase.

- Databases/Online Resources
 - Recommendations for database subscriptions and online resources should be submitted to the reference librarians.
 - It is the responsibility of the librarians to evaluate all database recommendations and make the final decision for purchase after consulting reviews from Council of Chief Librarians Electronic Access Resources Committee (EAR-Committee), among other sources.

- Audio-Visual Resources
 - Recommended additions of audio-visual resources should be emailed or forwarded to the librarians for consideration.
 - To insure that students with disabilities are provided equal, effective and legally-required access to audiovisual materials in video format and in compliance with the Section 508 regulations of the Rehabilitation Act of 1973 (as amended), the library will make every effort to purchase DVDs with closed-captioning or subtitles. The library encourages faculty to be aware of the need for closed-captioning or subtitles when they make a recommendation for a DVD purchase request.
 - It is the responsibility of the librarians to evaluate all audio-visual recommendations and make the final decision for purchase.

V. Library Resources Evaluation for New/Revised Courses

In order to fulfill its mission of supporting the college curriculum, the library is actively involved in the process by which courses are proposed and revised.

- A librarian is a member of the campus Curriculum Committee to insure that library resources are adequate to accommodate the planned course assignments for proposed and revised courses.
- Whenever a new course or revised course is proposed, a section of the Course Outline of Record (COR) asks the initiating faculty to assess the library's ability to support the proposed assignments.
- During the Technical Review process a librarian, who is a member of the work group, will collaborate with the faculty member and discuss the library's ability to support the new and/or revised course. Should the library not have adequate material to support the planned assignments, the faculty member will be asked to send the library a list of appropriate materials to be considered for purchase.

VI. Reserve Materials

Reserve materials are items that instructors want to make available to their students on a limited-use basis and are kept behind the Circulation Desk.

- The instructor designates the limited loan period for the reserve materials. Limited loan periods are: two-hour, four-hour, overnight, two-day, three-day, one-week, and two-week periods.
- Materials to be placed on reserve must be given to the Circulation staff 48 hours in advance of being made available to students. Reserve materials are listed in the course reserves module of the library catalog.
- At the end of the school year faculty members should evaluate their materials on reserve, removing unused or unnecessary items.
- Library reference books and periodicals are not placed on reserve status as, by their nature, they are always available in the library.
- Reserve materials are subject to copyright law and fair use.

VII. Interlibrary Loan

Interlibrary loan service is available for Moorpark College students, faculty, or staff members who wish to use materials not owned by the library.

- Universal Borrowing is a service that allows Moorpark College students, faculty and staff to borrow books directly from the Ventura or Oxnard College libraries. Requests are made through the library catalog.
- If materials are not available through the district libraries, the patron will contact the reference librarian to initiate the process of borrowing materials from other institutions.
- Processing time for interlibrary loan requests is usually two weeks.
- The patron is asked to provide detailed information concerning the citation for the desired material.
- When deciding what institution will be contacted for loan of the material, the library will attempt to acquire the material from an institution not charging for the service. However, if charges or fees are incurred, the patron is expected to pay the fee.
- When the library receives the requested material, the patron will be notified by email or phone.
- When initiating the interlibrary loan request, the patron is asked to specify a date after which the material will not be useful. If the material cannot be obtained within the time specified on the form, the patron will be notified.
- Borrowed materials must be returned on time to avoid placing Moorpark College Library's borrowing privileges with the lending library in jeopardy.

VIII. Gifts and Donations

Moorpark College Library welcomes gifts deemed appropriate for addition to the collection.

- The appropriateness of all gifts will be determined by the librarians.
- Gifts will be accepted with the understanding that materials not added to the collection will be offered for sale.
- Donations of books will be evaluated according to the same criteria stated in the Moorpark College Library Collection Development Policy.
- Donations of textbooks will be evaluated for addition to the collection on an individual basis.
- Donations of back issues of periodicals are accepted only for titles which are indexed in the library's databases or to which the library already subscribes. The library does not accept duplicate issues of titles already owned or accessible.
- Art work, non-print media, furnishings and other items will be evaluated for appropriateness by the VCCCD Board of Trustees.
- Upon request, donors will receive a general letter of receipt for the materials. Estimated value of the donation will not be assigned by the library.
- Monetary gifts donated to the Library through The Honors With Books program are made payable to the Moorpark College Foundation.

IX. Weeding

The library conducts a continual weeding program as part of the collection development process and to maintain an up-to-date collection.

- The following criteria are used for weeding:
 - Items which are duplicate copies
 - Items superseded by a later edition which the library owns
 - Items too badly damaged to repair
 - Items whose publication date severely limits their usefulness
 - Items outside the scope of a community college library's collection

- The librarian will remove from the shelf the material designated to be weeded.

- Faculty will be invited to review the weeded materials via a notice sent to the appropriate dean(s)/department chair.

- Materials under consideration for weeding will be placed in the Technical Services area of the library where they will remain for three weeks to enable interested faculty to review the recommendations.

- Any material the faculty wishes the library to retain will be returned to the shelves.

- At the end of the three-week review period, the Technical Services Department will withdraw records for the weeded titles, and the materials will then be discarded.

X. Student Conduct

The library expects patrons to follow the “Student Code of Conduct” as outlined in the Appendices of the Moorpark College Catalog and the VCCCD [Board Policy 5500](#), Standards of Conduct available on the VCCCD website.

Additionally, library patrons should:

- Conduct themselves in a way that does not detract from other students’ use of the library facilities.
- Eat and drink outside the library building.
- Use the facilities and materials with respect for others.
- Step outside to make use of cell phones.
- Observe the “Quiet Study Area” signs and keep voices down in these areas.

Children under the age of 12 years old must be accompanied by an adult at all times.

Moorpark College is a smoke-free campus, including e-cigarettes.

Patrons who do not respect the above conduct rules may be given a gentle reminder. Subsequent disruptive behavior will result in the student being asked to leave the library and may be reported to the campus police.

“Any conduct or behavior that disrupts the learning environment is a potential violation of the Student Code of Conduct as written in the College Catalog. Any conduct or behavior that prevents any student from attaining his or her educational goals is a concern to members of the college community. For purposes of student discipline under this procedure, conduct is related to college activity or college attendance if it occurs during or in conjunction with any program, activity, or event connected with District coursework, sponsored or sanctioned by the District or a college of the District, or funded in whole or in part by the District or college, whether the activity or event occurs on or off campus or during or outside of instructional hours.” – taken from the Ventura County Community College District BIT (Behavioral Intervention Team) Form (2015)

XI. Group Study Room Use

Within the library building there are numerous group study rooms designed to accommodate students who wish to work together.

- The study rooms are not reserved and are on a first-come, first-served basis.
- Single students may use the rooms, but priority will be given to groups. Thus, a single occupant may be asked to vacate the room if a group wishes to use it.
- Some of the study rooms are equipped with a DVD/VHS player.
- Group study rooms are available for currently enrolled Moorpark College students.
- Group study rooms are intended for academic study. Groups that engage in non-academic behavior may be asked to leave the room.
- Please be aware that the group study rooms are not soundproof. Please be considerate of others by keeping talking and noise to a reasonable level.

XII. Computer and Internet Use

The library follows the Ventura County Community College District Policy on Computer Usage; please consult the [VCCCD Computer and Network Use Agreement](#) (AP 3720-A) and the [Board Policy 3720](#) available on the VCCCD website.

The library provides numerous computer stations for patron use. In addition, there are thirty stations in the library classroom (LLR-210). The following library guidelines are in effect:

- Preference is given to students using the computers for research and classroom assignments.
- Headphones must be used when listening to audio.
- Users are encouraged to save their documents to a USB drive as all files on the C drive will be deleted daily. Print jobs must be retrieved within an hour as the printer queue is deleted often.
- Patrons may not change any computer settings including, but not limited to, the homepage and the desktop.
- All students are expected to be respectful of the rights of others in using the Internet.

Appendix I

Library Bill of Rights

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

I. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.

II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.

III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.

IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.

V. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.

VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

A history of the Library Bill of Rights is found in the latest edition of the [Intellectual Freedom Manual](#).

Although the Articles of the Library Bill of Rights are unambiguous statements of basic principles that should govern the service of all libraries, questions do arise concerning application of these principles to specific library practices. See the documents designated by the Intellectual Freedom Committee as [Interpretations of the Library Bill of Rights](#).

ALA webpage: <http://www.ala.org/advocacy/intfreedom/librarybill/>

Appendix II

Policy concerning Confidentiality of Personally Identifiable Information about Library Users

"In a library (physical or virtual), the right to privacy is the right to open inquiry without having the subject of one's interest examined or scrutinized by others. Confidentiality exists when a library is in possession of personally identifiable information about users and keeps that information private on their behalf" ([*Privacy: An Interpretation of the Library Bill of Rights*](#)).

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of library users. Confidentiality extends to "information sought or received and resources consulted, borrowed, acquired or transmitted" ([*ALA Code of Ethics*](#)), and includes, but is not limited to, database search records, reference interviews, circulation records, interlibrary loan records and other personally identifiable uses of library materials, facilities, or services.

The First Amendment's guarantee of freedom of speech and of the press requires that the corresponding rights to hear what is spoken and read what is written be preserved, free from fear of government intrusion, intimidation, or reprisal. The American Library Association reaffirms its opposition to "any use of governmental prerogatives that lead to the intimidation of individuals or groups and discourages them from exercising the right of free expression as guaranteed by the First Amendment to the U.S. Constitution" and "encourages resistance to such abuse of governmental power . . ." (ALA Policy 53.4). In seeking access or in the pursuit of information, confidentiality is the primary means of providing the privacy that will free the individual from fear of intimidation or retaliation.

The American Library Association regularly receives reports of visits by agents of federal, state, and local law enforcement agencies to libraries, asking for personally identifiable information about library users. These visits, whether under the rubric of simply informing libraries of agency concerns or for some other reason, reflect an insensitivity to the legal and ethical bases for confidentiality, and the role it plays in the preservation of [First Amendment](#) rights, rights also extended to foreign nationals while in the United States. The government's interest in library use reflects a dangerous and fallacious equation of what a person reads with what that person believes or how that person is likely to behave. Such a presumption can and does threaten the freedom of access to information. It also is a threat to a crucial aspect of First Amendment rights: that freedom of speech and of the press include the freedom to hold, disseminate and receive unpopular, minority, extreme, or even dangerous ideas.

The American Library Association recognizes that law enforcement agencies and officers may occasionally believe that library records contain information that would be helpful to the investigation of criminal activity. The American judicial system provides the mechanism for seeking release of such confidential records: a court order, following a showing of *good cause* based on *specific facts*, by a court of competent jurisdiction.¹

The American Library Association also recognizes that, under limited circumstances, access to certain information might be restricted due to a legitimate national security concern. However, there has been no showing of a plausible probability that national security will be compromised by any use made of unclassified information available in libraries. Access to this unclassified information should be handled no differently than access to any other information. Therefore, libraries and librarians have a legal and ethical responsibility to protect the confidentiality of all library users, including foreign nationals.

Libraries are one of the great bulwarks of democracy. They are living embodiments of the First Amendment because their collections include voices of dissent as well as assent. Libraries are impartial resources providing information on all points of view, available to all persons regardless of origin, age, background, or views. The role of libraries as such a resource must not be compromised by an erosion of the privacy rights of library users.

1 See *[Confidentiality and Coping With Law Enforcement Inquiries: Guidelines for the Library and its Staff](#)*, ALA Office for Intellectual Freedom.

Adopted July 2, 1991, by the ALA Council; amended June 30, 2004.

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ALA website: <http://www.ala.org/advocacy/intfreedom>