



Moorpark College Library

Handbook

Contents

- I. Circulation
- II. Equipment Lending
- III. Reference Service
- IV. Library Instruction Sessions for College Classes
- V. Collection Development
- VI. Library Support for New and Revised Courses
- VII. Reserve Materials
- VIII. Gifts and Donations
- IX. Weeding
- X. Student Conduct
- XI. Study Rooms
- XII. Computer and Internet Use

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 will be auto-renewed once, if no one has requested them. If a patron wishes to renew items additional times, please bring them to the library circulation desk.
- All items are due at the end of the semester, regardless of remaining renewals.
- Students may have a maximum of ten items checked out at one time.
- Reserve materials may be checked out according to the instructor's designation of the loan period: 2 hours, overnight, and 1 week.
- Materials borrowed through the Textbook Lending program are semester-length loans due back on the last day of finals week.
- Textbook Lending materials are available to be checked out at the beginning of the semester. These materials cannot be checked-out before the semester begins.

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.
- The patron will be notified by email when the requested item is returned; it will be on the hold shelf for 1 week.

RETURNING LIBRARY MATERIALS

- Library materials may be returned to the Circulation Desk when the library is open.
- If the library is closed, materials, **except equipment**, may be returned via one of the outside book drops (parking lot M and the side of library building).
- **All library equipment must be returned in-person to library staff.**

OVERDUE MATERIAL AND FINES

- As a courtesy, students, faculty and staff are not charged overdue fines on general library materials. However, the library would appreciate all materials being returned in a timely manner.
- The library will continue to charge overdue fines for Course Reserve items only due to limited availability.

Materials	Loan Period	Renewal	Fine	Max Fine/Fee	Replacement Cost
Two-Hour Reserve	2 hours	1	\$1/hr.	\$10.00	Tiered*
Overnight	1 day	1	48 hr. replacement charge		Tiered
One-Week Reserve	7 days	1	48 hr. replacement charge		Tiered

*Tiers are based upon relative cost of the items as follows:

Tier 4	\$20
Tier 3	\$50
Tier 2	\$100
Tier 1	\$150

REPLACEMENT FEES

- Items are considered lost 14 days after the item is due, and patrons will receive an email notice stating the replacement fee for the lost item and requesting the item be returned.

Materials	Loan Period	Renewal	Replacement Fee
Books	21 days	1	\$20
Oversized	21 days	1	\$50
Special Collection	21 days	1	\$50
CDs	21 days	1	\$0
DVDs in Main Collection	7 days	1	\$0

- If a book is lost or badly damaged patrons will be required to pay a replacement fee.
- Pending library staff approval, patrons may provide another copy in lieu of paying the replacement fee.

CONFIDENTIALITY AND PRIVACY

- The Moorpark College Library will not disclose any information from circulation records except when compelled by law.

II. Equipment Lending

LOAN/CHECK OUT

- The institution identification number is required to check out library materials.
- Laptops and tablets may be checked out for the entire semester.
 - Items will be revisited every semester for inventory and technical maintenance.
- **Students must review and sign the Moorpark College Library Equipment Use and Agreement form before checking equipment out.**

RULES OF EQUIPMENT OPERATION

- The patron will abide by the following computer use policies:
 - Library equipment is intended to be used to support the educational needs of Moorpark College students and staff. Do not attempt to modify the EQUIPMENT configurations or software.
 - Library equipment and services may not be used for sexual harassment, or any harassing or discriminatory behavior based on race, sex, religion, age, national origin or disability. This includes intentionally accessing internet sites that endorse or present such harassing or discriminatory materials.
 - Using library equipment or services to access and display sexually explicit materials is strictly prohibited.
 - Using library equipment for purposes other than to support the educational needs of Moorpark College students and staff will not be supported by the Moorpark College Library. Unauthorized use of any library resources is cause for suspension of patron rights to use the Library Equipment Lending Program.

CARE OF EQUIPMENT

- It is agreed and understood that the patron will take care of the equipment in a responsible manner and will voluntarily return all equipment in good condition by the end of the mutually agreed upon loan period.
- The Moorpark College Library acknowledges that reasonable and normal wear and tear will occur. However, the Moorpark College Library reserves the right to ban the patron from the Library Equipment Lending Program when damage is a result of the patron's negligence or misuse or intentional misconduct.

RETURNING EQUIPMENT

- All equipment must be returned in-person.
- Items that are checked out as an equipment set must be returned with all parts in order to be accepted. If items are missing, the library cannot accept the item.
 - If an item from the equipment set is reported as lost, the set will be evaluated for replacement.
- Equipment will be assessed for damage by library staff before it is checked in.

DAMAGE FEES

- Patrons will be charged replacement fees if the damage has rendered the equipment unusable OR if damage impedes operation of equipment.

REPLACEMENT POLICY FOR LOST OR STOLEN ITEMS

- **In cases where the equipment is lost or stolen, the patron must contact the Moorpark College Library at (805) 378-1450 *within 48 hours*.**
 - To assist with our end of term loss report we encourage patrons to file a police report. To file a police report, you must immediately notify the local police (and MC Security if the theft occurred on campus). After filing a report with the local police, please provide the Moorpark College Library with a copy of the police report.
- If it is determined that the equipment was lost or stolen due to negligent actions by the patron, the Moorpark College Library reserves the right to ban the patron from the Library Equipment Lending Program
- If the equipment is not returned, the patron will be charged the full cost for replacement of the item.
 - If items from a set are not returned, the patron will be charged for each missing item.

DONATION/ACCEPTANCE POLICY

- Equipment that requires library processing and circulation will be subject to library circulation policies.
- The Moorpark College Library will not handle any replacement or purchasing fees for equipment that is retained for use by specific departments (only circulated to students within a specific department).

- If equipment is required for a class, the course must have a note explaining the financial responsibility/other responsibility for the student ahead of registration.
- If equipment ceases program-specific circulation for two semesters in a row, the library will reassess the use of this equipment for general circulation.

III. 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.

IV. 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.

V. 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 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.
- 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 notification .
- It is the responsibility of the librarians to evaluate all book recommendations and make the final decisions for purchase.

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 ensure 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.

VI. Library Support for New and 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 ensure 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 committee, 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 purchased.

VII. Reserve Materials

Reserve material is any type of material that instructors want to make available to their students on a limited use basis. These items are kept behind the Circulation Desk.

- The instructor designates the limited loan period for the reserve materials. Limited loan periods are: Two-Hour Library-Use Only, Overnight, and One Week.
- Materials to be placed on reserve will be processed by Circulation staff within one week of receipt. Rush processing may be available depending on staff workload.
- At the end of the school year faculty members should evaluate their materials on reserve, removing unused or unnecessary items. Items will be returned to faculty members if they are no longer being circulated.
- Library reference books and periodicals are not placed on reserve status as, by their nature, they are always available in the library.

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.
- Gift subscriptions are evaluated according to the same criteria as stated in the Library Periodical Collection Development Policy.
- 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.

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 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 “Students’ Right to Know section of the Moorpark College Catalog available at http://www.moorparkcollege.edu/apply_and_enroll/college_catalog/index.shtml and the VCCCD Board Policy 5500, Standards of Conduct available on the VCCCD website, <http://www.boarddocs.com/ca/vcccd/Board.nsf/vpublic?open>

Additionally, library patrons should:

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

Patrons who do not respect the above conduct rules may be given a gentle reminder. Subsequent disruptive behavior will result in notification of the building supervisor, and the student may be asked to leave the library and may be reported to campus security.

XI. Study Rooms

Within the library building there are numerous group study rooms designed to accommodate students who need a semi-private study space. Group study rooms are available for currently enrolled Moorpark College students.

APPOINTMENTS

- Students may reserve a study room in advance by phone or through the library website.
- “No-shows” will be canceled 15 minutes after the start of their appointment time.
 - If a late student arrives after their appointment has been cancelled, they may reschedule their appointment if rooms are available.

HOURLIMITS

- Students will be limited to scheduling two-hour blocks for the study rooms
- Students may request a time extension if there are vacant study rooms available.

LOCKING ROOMS

- Study rooms will remain locked at all times (even when in use).
- Students may use the “Lock Block” to keep the door unlocked should they need to temporarily exit the room.

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:

http://www.vccd.edu/departments/information_technology/agreement.shtml

The library provides numerous computer stations for patron use. Some of the stations are in the public area of the 2nd floor; in addition, there are thirty stations in the library classroom. 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.
- Students who are not doing course work or research may be asked to vacate the computer station if other users need the computer for academic purposes.
- All students are expected to be respectful of the rights of others in using the Internet.

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.

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.

Abridged version listing rights I – V.

ALA webpage:

<http://www.ala.org/ala/aboutala/offices/oif/statementspols/statementsif/librarybillrights.cfm>

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, available on the Web at <http://www.ala.org/ala/aboutala/offices/oif/ifissues/>.

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

ALA website: <http://www.ala.org/ala/aboutala/offices/oif/statementspols/otherpolicies/policyconcerning.cfm>