

## **EMMANUEL CHRISTIAN SEMINARY LIBRARY POLICY**

The Library is open to anyone age 18 and over who use it in a responsible manner. Many resources are available for use to those who do not have borrowing privileges.

All reference material and periodicals are available for use within the Library. There are computers available for typing documents, checking email, browsing the web, accessing our public access catalog (PAC), and online databases containing periodical and journal abstracts and articles.

For the convenience of our guests we sell a \$3 copy card that allows 30 copies. With the copy card, a visitor can also print from the Library's computers.

### **Patron Eligibility**

**Emmanuel** students, graduates, and employees can check out books with a current ECS ID card.

**Milligan College** students, faculty, and staff can establish a borrower's account using a current Milligan College ID card.

**ETSU** faculty and *graduate* students can establish a borrower's account using a current ETSU ID card. In addition, graduate students must also bring an approval form from the ETSU library with them when applying for an account.

**Area Ministers** are eligible for limited borrowing privileges.

Others may be eligible for limited borrowing privileges at the Library's discretion. An example would be a student currently enrolled at another school in online graduate courses. Call 423.461.1546 or email [circulation@ecs.edu](mailto:circulation@ecs.edu) with questions about eligibility.

### **Information for Library Patrons**

#### **Library Responsibility**

Tennessee Code statutes 10-8-102 and 10-8-102(a) exempt library records identifying patrons from the Tennessee Public Records Act. Library staff cannot disclose information about a patron's account to anyone other than a person inquiring about their own record, or law enforcement officers with warrants for specific information. We are prohibited by law to tell anyone who is using, or has used, a library item. Emmanuel Christian Seminary Library does not maintain a history of what our patrons borrow.

#### **Borrower Responsibility**

Everyone is required to present a Library ID card at Circulation to check out materials.

Do not give your card to others for checking out materials. You are responsible for any materials checked out in your name until they are returned to the Library.

Those patrons not attending classes or working at ECS are responsible for notifying the Library of any email address changes. Automatic notifications go to the email address in the patron record.

Know when materials are due to be returned, and return or renew on or before the due date to avoid a fee.

#### **Checkout Policy**

The number of items, the length of the check-out period, and the option to renew will vary depending on the patron type as defined in the following table.

| Item/Check-out Length/Renewal                           | Patron Type                           | Definition of Patron Type  |
|---|---------------------------------------|--|
| 100 Books: 28 day check-out; 1 renewal                  | ES                                    | ECS students   |
| 100 Books: 180 day check-out; 2 renewals                | ET                                    | ECS approved thesis students   |
| 3 Books: 28 day check-out; no renewal                   | ESP                                   | ECS part time students taking limited classes (usually living out of town and coming in for a summer or winter session)  |
| 3 Books: 35 day check-out; 1 renewal                    | *ESD                                  | ECS students enrolled in distance learning program; request books through ILLs. Check-out time includes travel time to the student (Library pays) and travel time to Library (student pays for return) |
| 100 Books: 365 day check-out; no renewal                | EF, MF                                | ECS & Milligan faculty   |
| 10 Books: 28 day check-out; 1 renewal                   | AM, EA, EL, EO, MS, MA, SS, OS OP, OF | Area minister, ECS staff, graduates, and others, Milligan students, and staff, ETSU <i>graduate</i> students, other students, other patrons, other faculty   |
| 2 DVDs & CDs: 14 day check-out; 1 renewal               | ES, ET                                | ECS students, and approved thesis students   |
| 4 DVDs & CDs: 14 day check-out; 1 renewal               | EA, EF, EO, MA, MF                    | ECS faculty, staff, and ECS other, Milligan faculty, and staff   |
| 1 Thesis: 1 day check-out; no renewal                   | EA, EF, EL, ES, ET, MF                | ECS staff, faculty, graduates, students, approved thesis students, and Milligan faculty  |
| 1 Reserve: check-out varies; no renewal                 | EF, ES, ET                            | ECS faculty, students, and approved thesis students  |
| 1 Reserve: limited to 1-day, 1-hour, or 2-hour reserves | ESP, ESD                              | ECS part time students, and ECS students enrolled in the distance learning program   |
| 3 Faculty Reference: 28 day check-out; no renewal       | EF                                    | ECS faculty  |
| Up to 25 Long-Term Loans; <b>**see policy detail</b>    | EF                                    | ECS faculty  |

*\*The distance learning program is new, and the Library will continue to refine our policy to best meet the needs of those students.*

## **\*\*Long-Term Loans to ECS Faculty**

This new category is a type of “permanent loan” and has the following guidelines:

- Professors may select up to 25 books for long-term loan in addition to the 100 books with the 365 day check-out
  - Long-term loans become part of the Library’s special collections
  - Bring books to Marsha Conner to set up long-term loans
- Books may only come from the Library’s circulating collections (Main and New Testament)
- Books must be shelved in faculty office
- Long-Term loans are for an open-ended period up to 10 years
- Titles must be highly specialized, possibly non-English, that students would rarely consult
- Each book is subject to a 24-hour recall by the Library for students and other faculty
  - After the book is used and returned, the Library will return book to the professor with the long-term loan

## **Renewing Items**

Patrons may renew their items by accessing the patron account online. Instructions are on the Library’s homepage at <http://www.ecs.edu/library/PatronAccount.pdf> or you may pick up a hardcopy of the instructions at the Circulation desk.

Renewal will not be accepted under the following circumstances:

- The item has a hold or a recall
- The item has exceeded the renewal limit
- The borrower has a fee for overdue notices or has an overdue item
- The borrower has been billed for replacement of a long-overdue item

## **Library Fees**

Items should be renewed or returned to the Library before they become overdue. The Library does not charge overdue fines, however, ignoring due dates will result in charges as follows:

An automatic courtesy notice will be sent 5 days before the due date to remind the borrower to renew or return the item(s). No fines are charged.

Automatic overdue notifications, with fees, will begin one week after the overdue date.

1. First overdue notification will charge \$1 to the patron account.
2. Second overdue notification will charge \$3 to the patron account.
3. Third overdue notification will charge \$6 to the patron account.

Notification fees will not be waived and are due and payable in the Library by cash or check at the time overdue items are returned.

Items that are 4 weeks overdue will be considered long overdue, and an invoice will be sent to the patron. Charges will be \$50 or actual cost if over \$50 for each item **plus** \$25 processing fee for each item to cover shipping & handling, binding, and cataloging the replacement. Out of print books will be charged \$50 or \$.10/page whichever is greater.

There are costs involved in staff time spent researching replacement costs, preparing invoices, and for postage. If books are returned after an invoice has been prepared, the cost of the item(s) and the processing

fee(s) will be waived. However, there will be a flat charge of \$20 for invoice preparation added to any accumulated notification fees in the patron's account, and the balance is due and payable in the Library when the items are returned.

## **Recalls**

Items needed by the Library or requested by another patron may be recalled at any time. The current borrower is assured of having the item for 14 days from check-out, unless it is needed for Reserve, in which case it must be returned immediately.

## **Holds**

A hold may be placed on any item that is currently checked out. When the item is available, it will be placed on the Hold Shelf, and an email notification will be sent to the requester. After five business days the hold will be returned to the collection if it is not picked up.

## **Course Reserves**

Checkout of course reserves is limited to ECS students, thesis students, and faculty. Request a reserve at the Circulation desk using the title and the call number of the item.

The checkout period for reserves will be 2 hours \*in-library only unless the professor designates a different checkout period.

## **Types of Reserves:**

- **2-Hour Loans** (in-library use only):
  - Items circulate for two hours
  - \*Items may be checked out 2 hours before library closes but are due back at the circulation desk by 8:30 a.m. the following business day
- **1-Day Loans:**
  - Items may be checked out any time
  - Items are due the following day before closing
- **2-Day Loans:**
  - Items may be checked out at any time
  - Items are due 2 days after they are checked out
- **1-Week Loans:**
  - Items may be checked out at any time
  - Items are due one week after they are checked out
- **Faculty Personal Loans:**
  - Faculty member will decide the checkout criteria; normally in-library use only

## **Returns:**

The borrower is responsible for returning reserve materials to the Circulation desk. Items left in the library at the photocopier or on library tables are not always routed to the Circulation desk and may remain charged to the borrower. The best way to avoid a problem is to return all reserve materials to the Circulation desk.

## **Library Etiquette**

In order to best serve our entire campus community the following guidelines have been established for all patrons using ECS Library. Patrons not willing to adhere to these guidelines will be asked to leave the library and/or lose library privileges.

### **Excessive Noise**

In addition to providing information resources, the library is a place to study. Excessive noise is distracting. Please be considerate of others and pursue your library activities as quietly as possible.

### **Cell Phones**

In consideration of other patrons, use of cell phones is prohibited in the library. Silence the ringer upon entering the library. If it is necessary to talk on the phone, please leave the library.

### **Food and Drink**

Food is not allowed in the library. Drinks are allowed only in containers with secure lids (no fast food cups).

### **Children in the Library**

Children age 12 and under must be accompanied by an adult at all times when visiting the library. In consideration for those who are studying, please take crying or loud children out of the Library. Older children may sit quietly in the reading area of the 1<sup>st</sup> floor or at a study table.