

## CHAPTER 3: Educational Services

### Procedure 3A.1/11: Library

#### Circulation

A valid Anoka-Ramsey Community College ID card is required of students, faculty, and staff to borrow material from a campus library. Students may check out general circulating material for 21 days, renewable twice, if no hold has been placed on the item. Students from one campus are allowed to check out or access Reserve materials on the other campus. A current MnSCU student ID card from any other college will allow checkout of general circulation materials. Current faculty and staff may check out circulating materials for one semester, renewable once, if no hold has been placed on the item. Retired faculty and staff may check out circulating materials for six weeks, renewable once, if not on hold. Alumni and community borrowers are welcome to use library resources and may check out materials for 21 days, renewable twice, if no hold has been placed on the item. Cambridge area residents presenting an East Central Regional Library (ECRL) card may have a Cambridge Campus bar code added to the back side of their card to allow checkout.

All patrons must return materials on or before the due date and must return materials if recalled by the library. All borrowers assume full responsibility for materials on loan. A \$10.00 non-refundable processing fee is assessed for each item ten or more days overdue. The borrower will be notified once of overdue items, but this notice is a courtesy, and non-receipt of notice does not release the borrower from the obligation to renew or return items by their due date. A \$35.00 standard replacement fee for material not returned or damaged will be assessed for each item not returned (or for materials damaged beyond normal wear and tear). If a patron has rendered payment for such material and later returns it intact, a refund of the \$35.00 is at the discretion of the librarian. Students owing a fee will have their library borrowing privileges suspended, and a hold will be placed on their college record.

#### Reserve

Faculty and staff may put items on reserve by submitting a library reserve form to the librarian one week prior to the assignment (Cambridge Campus) or one week prior to the beginning of the semester (Coon Rapids Campus). Additional items may be added during the semester at the discretion of the faculty or staff member. There is a 3-5 working day processing time for Coon Rapids library material to be placed on reserve.

Faculty and staff are responsible for obtaining any necessary copyright permission prior to putting materials on reserve. (See [Policy 3H.2 Reproduction and Use of Copyrighted Materials](#).)

Reserve materials circulate to students and current faculty and staff. A valid college ID card is required to check out all reserve materials on one's respective campus. Materials circulate for a time period designated by the faculty member. Overdue and replacement fees are assessed. (See Circulation above.)

#### Acquisition

The library selects a variety of material, including books, periodicals, pamphlets, microforms, audiovisual material and electronic resource. Materials are selected to meet the curricular needs of the campus, the

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philosophy and mission of the college, and with an awareness of its place as a resource within the broader MnSCU system of libraries, in accordance with the American Library Association's Intellectual Freedom Principles for Academic Libraries. Faculty recommendations for collection development are encouraged and will receive priority within budget constraints. Textbooks and multiple copies will generally not be ordered, but will be included as appropriate on a gift basis.

### Gifts

Gifts to the library will be gratefully considered. If the gift is appropriate to the needs of the library's collection, the librarian will submit a recommendation to the Foundation executive director or the college President for the acceptance and processing of such gifts. If accepted, a record of the donation will be kept by the campus Foundation executive director or designee, who will send the donor an acknowledgement (unless the donor specifies anonymity). If the gift is not accepted for the library collection, the librarian may suggest alternate recipients for the donation. For additional information regarding gift acceptance, please refer to college's Policy and Procedure Manual:

- Chapter 7: Business Affairs, [Policy 7D.1, Acceptance of Gifts and Grants to the College](#).
- Chapter 8: College Relations, [Policy 8A.1, ARCC Foundations and Donations to the Foundations](#).

### Bibliographic Instruction

The librarians provide general library orientation, class instruction for specific research assignments, and instruction in online searching. Cambridge Campus instructors are encouraged to schedule as early as possible to ensure a time convenient for their classes. Coon Rapids Campus instructors should arrange for instruction one week in advance.

### Interlibrary Loan

Interlibrary Loan (ILL) is available to current college students, alumni, and current and retired college faculty and staff. Interlibrary Loan service is not available to community borrowers at the Coon Rapids Campus. Cambridge Campus community borrowers are encouraged to make ILL requests at their local public library, and our students are encouraged to make their ILL requests at the college. ILL requests should be made online. Materials generally arrive within one week. Patrons can check the status of their requests online or by asking at the circulation desk. ILL materials must be returned to the campus library or a renewal request submitted by the due date established by the lending library. If ILL materials are damaged or not returned, the lending library may assess a replacement fee, which will be charged to the borrower. Photocopies of articles do not need to be returned.

### Metro Community Colleges Film and Video Consortium (MCCFVC)

The MCCFVC consortium is available to all current college faculty and staff. Requests for videos/films/DVDs should be made to the librarian (Cambridge) or library technician (Coon Rapids). Consortium materials are booked at least one week in advance. The following information is needed to request through the consortium: title of material, call number of material, library/libraries that own the material, and the date(s) you would like to show the material. An item may also be requested for preview

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with no particular show date. Materials must be returned the day following the show date or preview date. All items are picked up from and returned to the campus library.

### Technology Access

Library computers are subject to the college [Policy 1A.10 Computer and Network System Use and Security](#) and [MnSCU Policy 5.22 Acceptable Use of Computers and Information Technology](#). The primary purpose of library workstations is to provide access to research materials to support the curriculum. Users at both campuses are encouraged to keep personal use to a minimum and may need to go to the general computer lab to access specific programs. Both libraries have wireless access.

The college is not responsible for damage to personal audiovisual equipment, e.g., VCRs, tape players, etc. caused by audiovisual materials checked out from the library.

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### History:

- 11.2005 Combined the former separate campus library procedures into a single procedure*
- 03.2008 Added clarifying language under "Circulation", "Interlibrary Loan" and "Technology Access"*