



USCB Libraries Policies and Procedures

GENERAL POLICY

University of South Carolina Beaufort has established its libraries on the Beaufort and Bluffton campuses for the use of students, faculty, administrative officers, and staff of the university. The policies and procedures of the library are developed with emphasis on the undergraduate student as primary user.

Standards of Conduct

All library patrons are expected to show consideration of others and cooperate with other library users and staff. A reasonably quiet environment should be maintained for the benefit of all persons in the library. Food, smoking, and pets are prohibited. Beverages in spill-proof containers are allowed. Cell phone users are asked to turn them off when in the library. Shirts and shoes must be worn. Attempted unauthorized removal of library material can and will be treated as theft. Defacing or destruction of property and materials will be considered a serious offense. Campus Safety will be called to assist when needed.

Users

Any person needing access to an academic library collection may use materials within the library. Borrowing privileges are limited primarily to holders of a current and validated university identification (ID) card. By special arrangement, current paid members of the USC Alumni Association and valid card holders from member libraries of the Lowcountry Library Federation (LLF), Osher Institute for Lifelong Learning (OLLI), students 16 years and older and serious adult scholars in the two-county service area may borrow library materials.

Circulation of Library Materials

Books generally circulate for a three-week period and are due by the last date stamped on the date-due slip in the book.

Faculty and staff may keep books longer than the three-week period but such books are subject to immediate recall. Faculty may borrow periodicals, reference books, microforms and other restricted materials for reference and research for a limited period of one week. Some rare books in the Beaufort College Collection at the Beaufort Campus Library and the Rare Book Room at the Bluffton Campus Library do not circulate.

Circulation files are considered confidential by South Carolina law. Library staff will not reveal the name of the person to whom an item is checked out.

Reserve Materials

Faculty may place required reading items on closed reserve in both print and electronic formats. Faculty are responsible for providing the library with a written list of the print items and for picking them up when the reserve period has ended.

Book and Periodical Orders

Book and periodical orders come primarily from faculty and library staff. However, students and university employees may suggest book purchases to members of the library staff or the Library Director who will consider placing an order for the recommended items. The final decision to purchase any library materials rests with the library. Allocations are library funds.

Responsible Computer Use

Public computers are to be used for academic research purposes only. Electronic information, services, software and networks provided directly or indirectly by the library shall be accessible, in accordance with licensing or contractual obligations and in accordance with existing USCB computing services policies. U.S. Copyright Law and contractual license agreements govern the access, use and reproduction of the electronic resources that the library makes available to its users.

All those who use the library's public computers must do so in a legal and ethical manner, demonstrating respect for the rights of other users and a recognition of the importance of civility and responsibility when using resources in a shared academic environment. Priority for use of these workstations is given to USCB students, faculty, staff, and others engaged in research activities.

The library does not control information available over the Internet and is not responsible for its content. Patrons should be aware that Internet sites may contain offensive or controversial material. Parents or legal guardians of minors are responsible for monitoring the library activities of their children.

Exhibitions of Library Materials

Library materials should not be removed from the collections for the purpose of exhibition outside the library. Any faculty member desiring to request an exception to this policy should contact the Library Director.

Exhibit space in the library is reserved for materials from the library's own collections; however, the library welcomes the use of its display space by USC Beaufort faculty and staff. Specific requests should be discussed with the Library Director.

PROCEDURE

Circulation

Borrowers must present a current validated USCB picture ID card to check out library materials. Items may be renewed if presented in person at the library and if a “hold” for another patron has not been placed on the item. Telephone renewals are not accepted. Faculty members are expected to return all books annually, during the spring faculty/staff recall. Those books that are still needed may be renewed at that time.

Submitting Orders

The libraries’ collections are built and strengthened by purchase requests submitted by faculty members as well as by members of the library staff.

Each academic department receives a portion of the annual materials budget allotted by the Faculty Library Committee. This committee is composed of two representatives from each of the three divisions. These representatives are selected by their respective division coordinators; they are responsible for allocating the division’s funds by department. At any given time, division representatives may check the status of their funds with the Library Director or with the subject liaison librarians.

Standing Orders

The library has established standing orders with various publishers to receive specific materials as they are published. Details may be secured from the Library Director.

Suggestions/Complaints

Faculty, students and staff who have suggestions or encounter problems with library policies or procedures should first discuss the problem with the Library Director or with their representative on the Faculty Library Committee.

If the discussions are not satisfactory, the procedure may be followed as necessary to the office of the Executive Vice Chancellor for Academic Affairs.

CIRCULATION POLICY

With the USCB libraries’ computer-based circulation system, a valid USCB picture ID card is required for all borrowing. Students, faculty, and library patrons may obtain these cards in the library at the Beaufort Campus and in the IT office in the Library Building on the Bluffton Campus. Cards must then be activated at the library circulation desk. One card is provided free of charge to all eligible patrons. Replacement cards, due to loss, mutilation, or theft of the original, will be issued to all eligible library patrons, including USCB students, for a fee of \$25.00.

Responsibility

Accepting a USCB library card is entering into a borrowing agreement with the USCB library. As such, the library user agrees to abide by library rules and regulations and to accept the penalties for failure to do so. As a cardholder, the user is responsible for all materials charged by the use of the card. Holders of lost or stolen cards should notify the library immediately.

Eligibility

A library card is available to:

- All currently enrolled USCB students
- All currently employed USCB faculty and staff
- All immediate family members, 16 years and older, of USCB faculty and staff
- All visiting scholars upon written request of their department or prior approval of the Director of the USCB Libraries
- All members in good standing of the Osher Institute for Lifelong Learning (OLLI)
- All adult citizens who are residents of Beaufort or Jasper County, students 16 years and older in the two county public and private schools, and who hold a valid Beaufort/Jasper County area library card

The USCB libraries recognize the library cards of students and faculty from participating PASCAL libraries, and those of USC alumni.

Loan Periods

Loan Periods for items in the general collection vary by patron categories as follows:

USCB faculty/staff – six months

USCB undergraduate/graduate students – three weeks

Osher Institute members – three weeks

All others – three weeks

Loan periods for reserve materials may vary from “in-library use only” to several days or weeks check-out. Periodicals and newspapers do not circulate outside the library. Audio CDs circulate on an overnight basis. Videos usually circulate to faculty/staff only. They may circulate to students when placed on reserve by faculty for specific courses.

There is a three week loan period for all regularly circulating materials. Loan periods for reserve materials may vary from “in-library use only” to several days or weeks check-out. Periodicals and newspapers do not circulate outside the library. Audio CDs circulate on an overnight basis. Videos usually circulate to faculty/staff only. They may circulate to students when placed on reserve by faculty for specific courses.

Check-Out Item Limits

Check-out limits vary for different patron categories as follows:

USCB faculty/staff - no limits

USCB undergraduate/graduate students - no limits

Osher Institute Members - six items at a time

All others - three items at a time

Renewals

A book may be renewed as long as no one else has requested it or the library has not recalled it.

Fines

Overdue books and A-V materials are charged at the rate of 25 cents a day. There is a three day grace period before the fine is assessed. If the material is not returned by the end of the third day, a fine of \$1.00 will be assessed on the fourth day.

Faculty are not normally assessed fines but are expected to return items promptly when finished with them, or immediately when the items are recalled.

As a courtesy to borrowers, the library sends notices for overdue items. However, it is the borrower's responsibility to return the items on time, whether or not the notice is received.

Canceling Borrowing Privileges

The libraries' computer-based circulation system will place a "block" on user's borrowing privileges for the following reasons:

- Patron has items checked out that are overdue
- Patron has unpaid library fines

Dealing with Outstanding Debts

The library reserves the right to keep students from re-registering and to turn over any delinquent accounts to a collection agency for debt collection.

LIBRARY ACQUISITION AND SELECTION POLICY

This statement of acquisitions and selection policies for the USCB Library has been formulated by the library staff and approved by the Faculty Library Committee and the USCB Administration in order to clarify the general policies of the library with regard to principles upon which the library collection is developed. The statement is subject to review at all times by the library staff, the Faculty Library Committee, and the USCB Administration.

ACQUISITIONS POLICY

As used in this statement, “acquisitions policy” means the policy of the library with regard to the building of the collection as a whole.

Statement of Policy

The USCB Library is charged with the responsibility of serving the reading, reference and research needs of students, faculty and staff of the University of South Carolina Beaufort. Therefore, the acquisition policy of the USCB Library is to build a collection containing the materials that best suit the objectives of that clientele both now and in the future. It is the aim of the USCB Library to build in all appropriate fields a collection of the highest degree of excellence, both qualitative and quantitative that its monetary resources will possibly provide.

Implementation of Policy

Implementation of the acquisition policy is the responsibility of the Library Director who may delegate to others a portion of that responsibility. While the broad outline of the policy remains constant, the specifics of implementing the policy will change as the university changes and as its expectations change. Building a collection to meet the objectives expressed in the policy requires provisions for evaluating the collection and for expending funds designated for the development of the collection.

Evaluation

Evaluation of the collection, as the word implies, is exercised continually by judging it against qualitative standards, that is, through consultation with knowledgeable people and through comparison of the collection with standard general and specialized bibliographies as Books for College Libraries, Choice, Best Books for Academic Libraries, Magazines for Libraries and, where available, subject lists for college libraries prepared by learned associations.

Allocation of Funds

The Library Director is responsible for the expenditure of all library funds. A percentage of those funds designated for the purchase of library materials is allocated to each academic discipline each fiscal year according to a formula approved by the Faculty Library Committee. It is library policy for each department to pay for all periodical subscriptions and standing orders in its particular subject area from its allocation. A general fund under the jurisdiction of the library staff is reserved for the following: reference materials, materials needed to fill in gaps in the collection, materials in subject areas that are not represented in the curriculum, materials that have been damaged or lost, and materials to be bound.

SELECTION POLICY

Selection policy, as used in this statement, means the set of guidelines used in making decisions concerning the addition of specific materials to the collection.

Statement of Policy

Materials selected for library purchase at anytime should be those of the greatest use to USCB, its faculty, staff and students. Judgment as to whether specific materials meet this criterion is exercised most frequently by consulting the opinions of knowledgeable people, either on the campus or in such publications as the standard bibliographies cited in the "Evaluation" section above, dependable review journals, and lists of publications considered to be outstanding by authoritative boards of review. Caution is urged in accepting publisher's statements at face value and in selecting titles solely on the basis of the author's or publisher's reputation. Specific criteria applicable to almost all library purchases include:

- Timely value of the material
- Accuracy of the material
- Authority, honesty and credibility of the author and publisher

- Usefulness of the material with respect to other works already in the collection or easily available from other collections, including:
 - Representation of all sides of controversial issues
 - Avoidance of materials that duplicate information already held
 - Avoidance of expensive materials of limited use when they are held by other libraries in the System or in the region
 - Scarcity of material on the subject
 - Price of the work in comparison with other equally useful material
 - Format of the work
 - Appropriateness of the material with respect to curriculum

Implementation of Policy

While each discipline is responsible for building and maintaining a strong collection in its subject area, the primary responsibility for the building of the collection resides with the Library Director. Within the library, the Circulation and Acquisitions Librarian is responsible for ordering and receiving requested materials and maintaining the business records necessary for the fiscal control of the budget. Cooperation between faculty members and librarians in the selection of materials allows individual faculty members to bring their specialized knowledge to the task of selection and to assure the support within the collection of specific curricula needs. The responsibility of the librarians is to ensure that no areas of development proper to the collection be ignored or slighted and that the collection as a whole be developed objectively, consistently and thoroughly.

POLICIES CONCERNING SPECIAL AREAS OF COLLECTION DEVELOPMENT

Paperbacks

When there is a choice between hard cover and paperback, the paperback will be purchased unless the work is one expected to stand up to frequent and heavy use.

Periodicals

Current subscriptions are placed at the request of faculty and on the basis of the expressed needs and interests of the library's users. Every fall, prior to renewal dates, the library informs faculty members as to which titles are available in the library's full-text databases. Faculty members are asked to review their orders and to consider canceling the print versions that are duplicated online.

Newspapers

The library subscribes to representative local, regional and national newspapers. Due to limited storage space, backfiles of newspapers are not kept beyond three months.

Government Documents

As a designated depository for state government documents, the library receives certain categories of state government publications free of charge from the South Carolina State Library. These documents are sorted by subject matter and housed separately from the rest of the library's collection.

Foreign Language Materials

Materials in foreign languages are purchased to support the language curricula offered by USC Beaufort and when a specific need is evident for a foreign language edition.

Limited-Used Materials

Resources (books, manuals, indices, periodicals, dissertations) and information needed to support the research of an individual student or faculty member are obtained, whenever possible, through interlibrary loan rather than through purchase.

Out-of-Print Materials

Out-of-print materials are sought through the catalogs and Web pages of out-of print book dealers and out-of-print services of major book jobbers.

Textbooks

Except in extraordinary cases, no textbooks in current use on the USCB campuses are purchased for the library collection. Textbooks are purchased, and free copies are accepted, when they supply information in areas in which they may be the best or the only source of information on the subject.

Audio-Visual Media

The library acquires a limited number of recordings, CDs, DVDs and videos. These are selected on the basis of course needs and general interest to the Library's clientele, largely on the recommendation of the faculty. As for adding other A-V materials to the collection, the general policy is to select materials which will best serve the purposes of USCB.

Duplicates

The Library purchases duplicate copies only in cases of demonstrated need.

Replacement Copies of Missing Books

Generally, replacement copies of books missing from the collection are ordered upon demand after the book has been missing for a period of two years. However, at any time after a book is identified as missing, it may be replaced upon request by a user or a staff member.

Gifts

The library welcomes gifts but accepts them with the understanding that it has the right to handle or dispose of them in the best interest of the institution. The library will determine the classification, housing and circulation policy relating to all gift items. A book plate to identify the donor may be placed in gift books as appropriate. In the acknowledgment of gifts, attention is called to government recognition of such contributions for tax purposes, but a monetary appraisal is the responsibility of the donor. The library follows the policies and procedures in the "Statement on Appraisal of Gifts" adopted by the Association of College and Research Libraries in 1973. Gifts of money are handled through the USCB Development and Business Offices.

Weeding

The USCB libraries conduct systematic programs of weeding from the general library collection those items that are obsolete, no longer appropriate, or physically damaged beyond repair. The removal of materials of limited usefulness is essential to maintaining the quality of the collection. The process of weeding requires the same participation by the faculty as does the selection of materials. Decisions to withdraw are made in consultation with the faculty member of the academic discipline most directly concerned with possible future use of the resource. Factors involving decisions to weed are based on S. J. Slote's Weeding Library Collections (1975) and include:

- Works of a timeworn appearance which are not necessarily rare or of considerable value in terms of either content or actual marketability
- Unneeded duplicates
- Earlier editions which have been superseded
- Editions in non-English languages in which the English version is held by the library and the foreign language material does not relate to course offerings or support faculty scholarly needs
- Works with outdated or incorrect information
- Books over 30 years old which have not circulated for the last 10 years
- Ordinary textbooks and school dictionaries
- Superseded almanacs, yearbooks, directories, and manuals
- Student course outlines

All items weeded and withdrawn from the collection will be offered first to other state-supported institutions. Unclaimed materials of good condition will be donated to **Better World Books** or otherwise disposed of by the library.

Intellectual Freedom

The library adheres to and supports the American Library Association's position on the freedom to read. It is important in modern society that knowledge and a diversity of ideas, regardless of point of view, be readily available in order to promote critical thinking and increase student learning.

The principles of intellectual freedom as outlined in the Library Bill of Rights and the Freedom to Read Statement of the American Library Association shall be followed in the selection of library materials. The USCB libraries do not act as agents for or against particular issues but seek to maintain a free flow of information in the selection of books. The disapproval of a book by one group should not be a means for denying that book to all groups if, by library selection standards, it belongs in the collection. The procedure for challenged materials follows:

1. The library receives the complaint; staff members react politely and make no personal comment regarding the challenge of materials.
2. The patron is instructed to contact the Director of Libraries in writing.
3. The Director of Libraries activates a Review Committee (consisting of the members of the Faculty Library Committee) to study the complaint and make a recommendation.
4. The Director of Libraries places the challenged material on reserve so that members of the committee may read, reread, or study it. The Director also checks reviews of the challenged material to ascertain the general feelings of the reviewers.
5. The Review Committee meets. After evaluating the material, the charge, relevant reviews, and the views of professionals in the field, the Review Committee weighs the values and faults of the challenged material very carefully and then makes a recommendation to the Director of Libraries. A copy of the recommendation is sent to the Executive Vice Chancellor for Academic Affairs.
6. The Executive Vice Chancellor meets with the Director of Libraries to verify the recommendation of the Review Committee. Results of this meeting are forwarded to the Chancellor.
7. The complainant is notified of the decision by the Director of Libraries.
8. Until the time that a decision is reached, no action shall be taken by the library to remove the challenged material.

SOURCES

Futas, Elizabeth, ed. Library Acquisition Policies and Procedures. Phoenix, Arizona: The Oryx Press, 1977.

Katz, William A. Collection Development: The Selection of Materials for Libraries. New York, Holt Rinehart and Winston, 1980.

Library Acquisition and Selection Policies of: University of South Carolina Aiken, University of South Carolina Lancaster, University of South Carolina Salkehatchie

University of South Carolina Spartanburg, University of South Carolina Sumter, University of South Carolina Union.

ACCESS AND SERVICES TO CLIENTELE

The library of the University of South Carolina Beaufort is mandated by the university's mission to support the educational, teaching, research, and administrative needs of faculty, students, and staff of USCB. The library takes an active role in supporting the overall mission of USCB by providing access to relevant information through the development of library collections, their organization and arrangement for access and use, and the provision of appropriate information and instructional services. To be most effective in fulfilling its mission, the library offers an array of basic services funded by the university for current students, faculty, and staff; other services to this primary clientele may be offered on a full or partial cost recovery basis.

The library is committed to making its unique or distinctive collections available to the local, regional, and national scholarly community as a supplementary source once local resources have been exhausted. The library provides access for these users through either onsite consultation or other methods under conditions that do not jeopardize the effectiveness of its services to its primary clientele. In addition, the library makes its services and collections available to the public at large on a limited basis and to the extent feasible.

POLICY

The library distinguishes among three basic categories of users for the purpose of apportioning resources and services: 1) primary clientele, 2) cooperative/contractual clientele, and 3) external clientele. The library reserves the right to assign to institutions and individuals the appropriate category of service or use.

Primary Clientele

The primary clientele consists of current faculty, students, and staff at the University of South Carolina Beaufort as outlined above. This category of users is accorded the highest priority for service and resources.

Cooperative/Contractual or Other Special Arrangements Clientele

The second group of users is defined by cooperative agreements, or contractual or special arrangements entered into by the library. Cooperative agreements, such as those with other USC System libraries, secure reciprocal benefits to the library. At the library's discretion, contractual arrangements may be made between institutions and USCB on behalf of users. Some arrangements may represent a commitment by the library or the university to provide specific resources and/or services to a distinct group of individuals, e.g., select donors, alumni. Agreements may be limited to services specifically designated, and do not necessarily provide for the range of resources and services offered to the library's primary clientele. Some contractual agreements may be based on fees rather than reciprocal benefits.

Examples:

- Beaufort County Library cardholders
- Jasper County Library cardholders
- Technical College of the Lowcountry LRC cardholders
- The Learning Exchange (TLX) members
- Sun City Hilton Head residents
- Alumni cardholders
- VIP cardholders
- Teacher cadets
- Other USC System students, faculty, and staff
- Immediate family of USCB faculty and staff
- Retired USCB faculty (residing in the vicinity)
- External Clientele

External users are those not described in the groupings above, including cardholders not officially affiliated with the university or covered by a contractual arrangements, and non-cardholders.

Examples:

- Hampton and Colleton County residents
- Students other than those designated elsewhere
- Faculty members and scholars from other institutions
- Non-cardholders

ACCESS TO COLLECTIONS

It is the library's policy to provide reasonable access for all categories of users, but the library makes a distinction between access (library use) and borrowing (home use) privileges. Borrowing privileges are accorded only to designated categories of clientele by policy or by specific agreement.

External patrons are expected to explore the resources of their primary libraries first, e.g., public, school, and to use the USCB library as a library of last resort. The library does not act as a substitute for those institutions or agencies that do not provide adequate core library resources of their own; it conserves on behalf of USCB students, faculty, and staff those heavily-used materials that other libraries can reasonably be expected to provide. Payment of a fee for borrowing privileges will not, for example, entitle outside patrons to unrestricted access to materials such as reserve books, journals, and non-book materials that are in heavy demand on campus. On the other hand, recognizing its role as a local, regional, state, and national resource, the library provides access whenever possible to the rarer and more specialized items in USCB's collections, since these may be available only at USCB. The status of the library as a state depository for government publications carries with it specific requirements to provide access and services to the general public for those materials.

ACCESS TO SERVICES

The library's primary clientele has priority in the use of reference and information services and equipment, particularly at periods of peak use. Consequently, payment of established charges for library privileges does not ensure the same level of service for non-USCB patrons. Reference, instructional, and special circulation services to the outside community can be extended only when they do not interfere with services to the campus community. In some cases, the library may provide certain services to external or contractual users on a cost-recovery basis. There are some services which cannot be offered even for a fee, e.g., interlibrary loan borrowing.

All access and services are subject to restrictions at periods of high use by primary clientele, or by the need to conserve or protect library materials or equipment.

LIBRARY RESERVE POLICIES

The purpose of course reserves is to provide students access to supplementary course materials assigned by faculty. Reserve materials may include:

Physical Reserves - the portion of the course reserves available for physical check-out; and
Electronic Reserves - the portion of course reserves available in electronic format via the Web.

Loan Periods

Loan Periods are specified by the instructor and may be limited to:

Library Use Only – items must be used within the library and for a period not to exceed two hours.

One Day Loan – items may be checked out of the library at any time and returned the following day that the library is open for business.

Two, Three, Four Day or One, Two Week Loans – items may be checked out of the library for the length of time designated.

Placing Materials on Reserve

Required course material for limited circulation is placed on reserve upon request of the faculty member. Forms for placing material on reserve are located at the Circulation Desk or at uscb.edu/library/reserves

Copyright restrictions

By submitting a reserve request, the instructor accepts responsibility for copyright compliance. Instructors may be asked to complete a Fair Use Evaluation Checklist, which will be retained to show due diligence in performing a Fair Use analysis. Copyrighted material can be used on reserves without permission for one semester only. Permission from the publisher will be required for any subsequent uses of the material. Copies of all letters of permission, evidence of fees paid, and evidence of permission granted will be kept on file by the library.

If the library does not own a desired book, the faculty member may request a "rush" order to be placed for acquisition. Two to six weeks may be needed for this process. Interlibrary loan materials may not be used for Reserve.

Items that may be placed on Reserve

Physical Reserves:

Acceptable materials:

- Books and journals owned by the USCB Libraries
- Personal copies of books, textbooks, or other instructional materials
- Lecture notes, syllabi, and copies of exams
- Course packets IF prepared by a commercial copy center (for example, the USCB Bookstore)

Ineligible:

- Materials requested through Interlibrary Loan or PASCAL
- Copies of DVDs, VHS, CDs, or audiotapes
- Rental books
- Photocopies that do NOT meet “Fair Use” standards

Electronic Reserves:

Acceptable:

- The library or faculty member should own a legally-obtained copy of the work. Photocopies are not acceptable.
- One chapter from a book.
- One article from a journal or newspaper issue.
- A prose excerpt that doesn't exceed 10% of the total work.
- One chart, graph, diagram, drawing, cartoon, or picture from one book or journal issue.
- Personal copies of lecture notes, test examples, or other materials produced by the faculty member and to which the faculty still owns copyright.

Ineligible:

- Review copies of books or textbooks
- Multiple chapter of a book
- Multiple articles from the same journal issue
- Course packs
- Consumables – workbooks, worksheets, test materials and answer sheets, etc., without publisher permission. (Note: These may be accepted if the faculty member produced or wrote the materials AND owns copyright on the materials.)

The library will take all normal precautions for the safety of personal items but cannot be responsible for abuse or loss of materials by students.

Removing Reserve Items

All materials will be removed from Reserve at the end of each semester. Renewal for the following semester must be requested prior to the end of the course. If needed, copyright permission should be secured for these materials. Library material not renewed will be returned to the stacks. Items owned by faculty will be returned to the faculty member.

Overdue Charges

The overdue charge for “in-library use only” reserve items is 25 cents per minute; for “overnight” or longer, the charge is 25 cents per day. There is no grace period for Reserves.

INTERLIBRARY LOAN POLICIES

Interlibrary Loan serves the research and information needs of the USC Beaufort community by providing access to materials not owned or readily available at the USCB libraries.

Interlibrary Loan services are available to current USCB students, faculty, staff, The Learning Exchange (TLX), and other holders of validated USCB V.I.P. cards.

Policies concerning Interlibrary Loan are governed by the National Interlibrary Loan Code adopted by the American Library Association and the South Carolina Interlibrary Loan Code adopted by the South Carolina Library Association.

No interlibrary loan requests will be accepted from any patron having overdue materials or outstanding fines.

In accordance with the Interlibrary Loan Code, the USCB Library cannot borrow the following: rare, old or valuable materials; “best sellers”; materials owned by local libraries; reference books; genealogical materials; bulky or fragile items; or materials intended to be placed on reserve.

Failure to comply with USCB ILL regulations may result in the loss of ILL borrowing privileges.

Loan Period/Renewals

The lending library determines the length of the loan period and whether or not renewals may be granted.

The borrowing library honors all restrictions of the lending library.

Fees

Any charges or fees assessed by the lending library are billed to the library user for whom the material is acquired.

The library user requesting the materials is responsible for payment of ILL fees incurred as a result of the request.

PROCEDURE

Requesting Material

Requests for interlibrary loan services are handled by the Interlibrary Loan Librarian. Appropriate request forms are available on the Library's web page.

Interlibrary loan materials are delivered and returned via the USC System shuttle service or the U.S. Mail.

Notification

Patrons are notified as to the status of their request by email and by a list posted at the Circulation Desk.

Borrowed materials not picked up by requesting patrons will be returned to the lending library. Photo-copied materials not picked up will still be charged to the requester's library account.

Return of Material

Prompt return of materials to the Circulation Desk is necessary in order to adhere to due dates established by the lending library.

Due dates on USCB check-out slips may vary from dates stamped by lending libraries, because of local processing and delivery deadlines required to return materials on time.

Renewal requests should be made at least two days before the due date in order to process the request. There is no guarantee that the lending library will grant a renewal.

Charges

Requesters are charged \$.10 per page for photocopies of articles from other USC libraries, payable upon receipt.

Requesters will not be charged for books borrowed from other USC libraries; however, libraries outside the USC System may charge for books borrowed on interlibrary loan.

An overdue fine of \$.25 per day per item is imposed, with a \$10.00 maximum, on all interlibrary loan items.

No grace period will be allowed for overdue interlibrary loan materials.

Library "blocks" will be placed on the computer for ILL items that are overdue.

Charges for Failure to Pick Up Materials

Failure to pick up an interlibrary loan book will result in a charge of \$2.00 being added to the requester's library record.

Failure to pick up a photocopied item will result in a charge of \$1.00 plus copy charges being added to the requester's library record.

Lost ILL Materials

The borrower will pay all costs assessed according to the regulations of the lending library.

In addition, the borrower will pay a \$10.00 processing fee and any overdue fines accrued up to the time the library is notified that the material has been lost.

LIBRARY COMPUTER USE

Access to resources on the Internet through library terminals is provided to support research and educational activities only. All library patrons who utilize library computers are expected to do so responsibly, respecting library property and the rights of others.

The library cannot control the information available over the Internet and is not responsible for its content. The Internet contains a wide variety of material, expressing many points of view. Not all sources provide information that is accurate, complete or current, and some may be offensive or disturbing to some viewers. Users should properly evaluate Internet resources according to their academic and research needs. Links to other Internet sites should not be construed as an endorsement by the library of the content or views contained therein.

The library respects the First Amendment and supports the concept of intellectual freedom. The library also endorses the American Library Association's Library Bill of Rights, which supports access to information and opposes censorship, labeling and/or restricting access to information. In accordance with this policy, the library does not use filters to restrict access to information on the Internet or Web. As with other library resources, restriction of a minor's access to the Internet or Web is the responsibility of the parent/legal guardian.

The library provides a limited number of public-use computers for internet access, but usage is limited to one hour per day for non-USCB students and affiliates.

COPYRIGHT PROTECTIONS

Many of the resources found on the Internet/Worldwide Web are copyright protected. Although the Internet is a different medium from printed text, ownership and intellectual property rights still exist. Users must check the documents for appropriate statements indicating ownership. Most of the electronic software and journal articles available on library servers and computers are also copyrighted. Users shall not violate the legal protection provided by copyrights and licenses held by the library.

U.S. Copyright Law and contractual license agreements govern the access, use and reproduction of the electronic resources that the University Libraries makes available to its users. Users shall not make copies of any licensed or copyrighted computer program found on a library computer.

Copyright Law (Title 17 of the United States Code)

“Fair Use” Guidelines:

Reproductions (print or electronic) made by users of the library’s electronic resources are governed by the Fair Use Section of U.S. Copyright Law, except when the resources are covered by license agreements (see below). Fair Use generally permits users to make reproductions for non-commercial, educational purposes such as criticism, comment, teaching, scholarship and research. Reproductions are usually considered to be fair use if:

The use of the reproduced material is academic in nature, and for nonprofit, educational purposes.

The purpose of making reproductions is for time-shifting, i.e. to make materials available for study at the user’s convenience, but not for archival purposes.

The reproduction is for a single copy or one original, as opposed to multiple copies.

The reproduction is reasonable in length given the nature of the material.

Reproductions provided by the library

Reproductions (print or electronic) made by University Libraries staff for users of the library’s electronic resources are governed by the Section 108 of U.S. Copyright Law, “Reproduction by libraries and archives.” As USCB and its libraries are publicly-supported, non-profit, and open to the public, library staff are permitted to provide users with reproductions of electronic resources provided that:

The reproduction is for no more than one article or other contribution to a copyrighted collection or periodical issue

The reproduction becomes the property of the user.

Library staff have no reason to believe that the reproduction will be used for any other purpose other than private study, scholarship or research.

LICENSE AGREEMENTS

The use of many electronic resources provided by the library is governed by license agreements negotiated between the library and publishers or third parties. Such licensing agreements impose even greater restrictions on use than copyright law. In general, these legally binding contracts allow students, staff, faculty, and other authorized users to access these resources for noncommercial, educational, scholarly and research purposes. They generally prohibit large-scale systematic downloading of articles or other information, sharing of articles or other information with individuals at other institutions, and using such articles or information for commercial purposes. In addition, users should be aware that

publishers may monitor use of electronic resources to ensure that the terms of their licensing agreements are enforced.

PATRON BEHAVIOR

Behavior that adversely affects the work of others and interferes with the ability of library staff to provide good service is considered inappropriate. It is expected that users of the libraries' public computers will be sensitive to the perspective of others and responsive to library staff's reasonable requests for changes in behavior and compliance with library and university policies. The library reserves the right to remove any user(s) from a computer if they are in violation of any part of this policy and may deny further access to library computers and/or other library resources for repeat offenders. The library will pursue infractions or misconduct through the campus disciplinary channels and/or law enforcement as appropriate.

Users are not permitted to:

- Copy any copyrighted software provided by the university. It is a criminal offense to copy any software that is protected by copyright, and USCB will treat it as such.
- Use licensed software in a manner inconsistent with the licensing arrangement
- Copy, rename, alter, examine, or delete the files or programs of another person or USCB without permission
- Use a computer with the intent to intimidate, harass, or display hostility toward others (e.g. sending offensive messages or prominently displaying material that others might find offensive such as vulgar language, explicit sexual material or material from hate groups)
- Create, disseminate or run a self-replicating program ("virus"), whether destructive in nature or not
- Use a computer for business purposes
- Tamper with switch settings, move, reconfigure or do anything that could damage terminals, computers, printers or other equipment
- Collect, read, or destroy output other than one's own work without the permission of the owner
- Use the computer account of another person with or without their permission unless it is designated for group work
- Use software not provided by USCB
- Access or attempt to access a host computer, either at USCB or through a network, without the owners permission, and/or through use of log-in information belonging to another person
- Download software from the Internet onto library computers, altering settings or files, and tampering with computer security in any way

PRINTING

Library patrons may print to a networked printer which is located at the circulation desk.

Users are charged for printing no matter who supplies the paper. Mass production of club flyers, newsletters, posters, is strictly prohibited. If multiple copies are desired users need to go to an appropriate copying facility. Contact a staff member when using the Color Laser Printer to avoid costly mistakes. The University Libraries reserve the right to restrict user printing based on quantity and/or content (e.g. materials related to running an outside business).

Users are responsible for retrieving materials printed from library computers in a timely fashion and for paying any charges incurred.

Users pay ten cents per page for printed black and white copies (or five cents per page on used paper at the Beaufort Campus Library only), and fifty cents per page for color copies.

In addition to standard printing options, some databases allow users to download Internet information to disk or email it to their personal email addresses.

THEFT/MUTILATION, LOST BOOKS, & LIBRARY ACCOUNTS

All library users are subject to state law regarding theft, damage, and failure to return borrowed library materials.

Persons who are apprehended mutilating or stealing library materials may be punishable by a minimum fine of \$50.00, plus the cost of replacing any defaced material. In the case of student violators, such violations may constitute grounds for further disciplinary action which may include suspension, expulsion, and/or referral to the civil authorities for appropriate legal action. Alleged student violators have the right of appeal to the Vice Chancellor for Student Development and the Honor Court.

Charges for Lost or Damaged Books

The charge for lost or irreparably damaged materials is the replacement cost of the item, plus a processing fee of \$10. In addition, a patron may be liable for accumulated overdue fines up to \$10.00 per item. Uniquely valuable or out-of-print materials will have additional replacement fees.

Failure to pay fines when due will result in a hold placed on the student's registration.

The Director of Libraries may consider a new replacement copy of equal or greater value in lieu of payment. Damages, while assessed by the Director of the Libraries on a case-by-case basis, may also be replaced in like manner.

Library books and other materials cannot be purchased. Even if a lost item charge has been paid, the item remains the property of the university. Any person who falsely claims to have lost an item simply to retain possession of it may be charged with illegally possessing State property.

PROCEDURE

Theft/Mutilation of Library Materials

In the event of suspected theft of library materials, the following procedure should be followed:

USCB student

- Ask for suspect's name and ID card.
- Report alleged violator to Library Director.
- Contact Vice Chancellor for Student Development.

K-12 student

- Report alleged violator to Library Director.
- Contact Executive Vice Chancellor for Academic Affairs.
- Contact parent or guardian to come to library.
- Release alleged violator to custody of parent or guardian.

Other non-USCB users

- Report alleged violator to Library Director.
- Inform alleged violator that his/her library privileges may be revoked and that a fine may be imposed.

(Note: Sections 16-13-330, 16-13,331, 16-13,332, 16-13,340, 16-13-350, 16-13-370 of the Code of Laws of South Carolina 1976 reinforce such policy.)

Lost Books and Fines

The loss of a book should be reported promptly to the library in order to stop the accrual of overdue fines.

If a book is found within one year, upon presentation of the receipt, a refund may be made minus the service charge and any fines owed.

All overdue fines must be paid before additional library books may be borrowed.

Failure to Settle Library Accounts

Returning students will not be allowed to register and graduating students may not be allowed to receive their diplomas or obtain a copy of their transcripts until library obligations are cleared.

"Blocks/Holds" placed on student records will not be removed until outstanding library debts are cleared.