

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 9120

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**PROCEDURE TITLE:** Library Borrowing Privileges

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.64 AND 1006.58

**BASED ON POLICY:** IX-1 College Libraries - Campuses

**EFFECTIVE DATE:** September 15, 1969

**LAST REVISION DATE:** November 8, 2005

**LAST REVIEW DATE:** ~~November 8, 2005~~; February 2, 2024

## I. PURPOSE

Campus Libraries provide guidelines for checking out library materials to library users, accessing E-Resources online, and maintaining accurate records of borrowers to ensure the timely return of library materials.

## II. PROCEDURE

- A. The libraries require current students, faculty, and staff to use their College/Institution issued identification card as a borrower card.
- B. Libraries require special borrowers such as retired faculty and staff, state university students and faculty, to present their current and valid institution's borrower card/identification to library staff.
- C. Student Library Privileges:
  - 1) Students with valid borrower's card may check out library materials based on College's Library guidelines.
  - 2) Check out of library materials is governed by established loan periods as determined in the library management policy file.
  - 3) Books and Audiovisual media may be renewed twice if the item is not overdue or does not have a hold.
  - 4) Delinquent notices may be sent to students notifying them of overdue materials.
  - 5) Library checkout privileges may be suspended if a student has any library materials overdue. A Learning Resources Director or designee may override this provision and allow borrowing privileges.
  - 6) Students with library obligations may have a hold placed on their record at the Registrar's Office preventing the student from obtaining a transcript.
  - 7) No more than fifteen library items may be checked out to a student at any one time.


- 8) Equipment may not be renewed for extra loaning time.
- 9) Currently registered students have access to the library E-Resources including but not limited to E-Books, streaming media, and online databases.

D. Faculty and Staff Library Privileges:

- 1) Full and Part-time faculty and staff will have access to library privileges for the duration of their employment. College libraries may collect obligations, including payroll deduction, from faculty and staff who do not return library materials at the end of employment.
- 2) No more than fifteen library items may be checked out to faculty or staff at any one time.
- 3) Check out of library materials is governed by established loan periods as determined in the library management system policy file.
- 4) A notice may be sent to faculty or staff when material is overdue.
- 5) Library privileges may be suspended for faculty or staff members who have materials overdue.
- 6) Equipment may not be renewed.
- 7) Currently employed faculty and staff have access to the library E-Resources including but not limited to E-Books, streaming media, and online databases.

E. Under special circumstances, designated library personnel can override loan limits and overdue delinquent holds to allow patrons to check out library materials.

F. Special borrowers will have the same borrower privileges afforded to MDC students, excluding equipment.

	
PRESIDENT	02/02/2024
PRESIDENT	DATE