

Library Use Policy

POLICY: Library Use		CUSTODIAN: Student Services Dean
POLICY NUMBER: 700.20		REVIEW DATE: Oct 2021
APV'D DATE: 11/16/2021		
EFFECTIVE DATE: 7/9/2019		
REFERENCES:		

Part 1. Policy Background and Purpose

WETCC's library supports the mission, vision, and values of the College. As a key academic and student support service, the library program will enhance student success, strive for excellence in teaching and learning, and provide resources to learners and the broader community.

Part 2. Definitions

Library Collection – collection of sources of information and similar resources, made accessible to a defined community for reference or borrowing.

Librarian – The individual overseeing the library collection

Patrons – Individuals who use the library

Part 3. Responsibility

Librarian upholds and monitors this policy and reports data when requested.

Patrons abide by the parameters of use and circulation requirements.

Part 4. Policy

The library's patrons are primarily enrolled students, staff, faculty, the Council of Trustees (COT) of WETCC, and Reservation Business Committee (RBC) members. These groups all have borrowing privileges. A College ID acts as library card.

Adults from the general public can use library materials on-site, but do not have borrowing privileges.

Most library materials may be checked out for three weeks, with up to two renewal periods. Renewals will not be granted if there is an outstanding request/hold on the item. Borrows will be assessed a replacement charge for materials not returned by the due date or returned damaged. The college may place a hold a student's record until the charge is paid in full. Reference materials and special collections specified by the Librarian are for in-library use only.

Individual library usage is confidential. However, information regarding non returned items and resulting replacement charges may be shared with WETCC staff on a need-to-know basis.

Students are prohibited behind the circulation desk, in the Library Office (202C), Work Room (202B), and Special Collections Room (202A) without the express permission of library staff.

Regular library hours are 8:30 AM to 4:30 PM Monday through Friday. Hours are subject to occasional change to accommodate scheduling conflicts or special circumstances. Whenever possible, changes to regular hours will be posted in advance.

The library patio is accessible through the library during regular hours, as weather permits.