



## *HLC Accreditation Evidence*

Title: Barton Library Policies

Office of Origin: Vice President of Instruction - Library

**Atmosphere of Library**

- Barton Library is considered a public space. It strives to provide all patrons with a welcoming academic atmosphere, a place to pursue their educational needs, or to relax with their peers.
- Barton Library will ensure patrons respect students' right to pursue their educational needs in the library.
- Barton Library will also ensure patrons adhere to the college's [Student Code of Conduct](#) policy.
- Patrons will be approached by library staff if behavior or words are not appropriate for a public space/academic library or becomes disruptive to others in the library. If it continues the patron will be asked to leave the library, and the Director will contact the VP of Instruction or VP of Student Services.

**Borrowing Policy**

- A Barton photo ID with a barcode is required to check out items from the library. Community members may use their state issued ID/local library card. Identification of all new patrons will be verified.
- Books and magazines are available to be checked out for a 3-week period; they are available for renewal.
- Electronic Devices (iPads, iPad minis, Chromebooks) are available for a 2-week period; these items are not available for renewal. Items are due on the due date. A hold will be placed the day after the due date; patrons are responsible for the processing fee even if the device is returned. Patrons are required to review and sign the Electronic Device Checkout Procedure.
- Library Materials (not electronic devices): Patrons will receive overdue notices either by email or mail. Items overdue past current term will create a hold on the patron's account with the Business Office. Patrons will be responsible for the cost of the item and a \$10 processing fee per item.

**Interlibrary Loan**

- Barton Library is part of Kansas Library systems, and books can be obtained through this system. Patrons can find the book(s) they are interested in using the [Kansas Library Catalog](#) or another source. Complete the "[Book Request](#)" online form or bring the information to Murphy's Landing. A patron will need to provide basic citation information for the book (title, author, publication date).
- It takes 5-7 business days for the book(s) to arrive. The amount of time a book is available for loan is determined by the lending institution. Library staff will contact the patron when it is available for pick-up.

**Food, Drink, Cell Phones, and Headphones**

- Food and beverages are allowed in the library. However, they are not allowed at the computers. Patrons may place them on the floor or on a nearby table.
- Please help us take pride in the library by picking up after yourself and making use of the trash cans.
- There are no restrictions on use of cell phones. Patrons will be asked to lower the volume, use the vibration/silent option, or use headphones if it is too loud and/or becomes a distraction to others.



- **Disclaimer:** If a patron having these items causes a distraction to other patrons or other problems arise, the patron will be asked to discontinue use of the items or leave the library.

## Computer and Internet Use in the Library

- Barton Library follows the college's [computer use policy](#). The priority use of the computers in the library is academic support, either for research or assignment completion.
- Patrons are allowed to use the computers for personal use as long as there is no academic need, and as long as the college's policy is followed.

## Collection Development

- The Director of Library will collaborate with all college departments and faculty in obtaining suggestions for its collections. Barton Library does not purchase textbooks or supplemental books (example: workbooks) for current courses offered at Barton Community College.
- All patrons are encouraged to provide the library with their suggestions. The Director of Library will use the selection guidelines to make the final determination for purchase.
  - Selection Guidelines:
    - Supports curriculum
    - Accuracy and objectivity
    - Reputation of author and publisher
    - Appropriate level
    - Price
    - Demand

## Donation Policy

- Barton Library does accept donations for its various collections. However, the library reserves the right to decline or donate material as it sees fit either through discard or its "FREE" section.
- Donated materials, for which an acknowledgement of receipt is desired, will need to be coordinated through the Foundation Office.

## Copyright Policy

- Barton Library staff will not violate copyright law or assist patrons in violating the copyright law. A copyright notice and copyright flowchart is posted next to the library's copier/printer.
- Barton Library staff will take the opportunity to educate patron(s) about copyright when violations are noticed. However, patrons are responsible for their own actions.
- Patrons can find more information about copyright by going to the library's "[Copyright](#)" webpage.

## Intellectual Freedom

- Barton Library upholds the principles of the American Library Association's "[Library Bill of Rights](#)."
- The library selects resources, print and electronic, representing all sides of curricular issues. Because of this, some materials in the collection may be considered controversial by some. However, it is the goal of the library to provide resources representing diverse viewpoints in support of the college's academic offerings and the varied backgrounds of its students, faculty, and staff.