

## Policies

### Atmosphere of Library

- 🐾 Barton Library is a public space. It strives to provide all patrons with a welcoming academic atmosphere, a place to pursue their research needs, or to relax.
- 🐾 Barton Library will ensure patrons respect students' right to pursue their educational needs in the library.
- 🐾 Barton Library will use Barton Community College's [Student Code of Conduct](#) policy as a guide to what is and is not acceptable behavior in the library.
- 🐾 Behavior in Barton Library: library staff will approach patron(s) if behavior or words are not appropriate for the library or becomes disruptive to others. If behavior continues, library staff will ask the patron to leave. Campus Safety will be called to assist on an "as needed" basis. Director of Library & College Archives will document the occurrence. Patron will be welcomed back into the library after they meet with the Director about the occurrence.

### Borrowing Policy

- 🐾 A Barton photo ID with a barcode is required to check out items from the library. Patrons are required to have a valid phone number; app-based phone numbers will not be allowed. Community members may use their local library card. Identification of all new patrons will be verified using state or college issued photo ID.
- 🐾 Books are available for a 3-week checkout period, and periodicals are available for a 1-week checkout period. Both are available for renewal.
- 🐾 Electronic Devices (Chromebooks) are available for a 30-day checkout period. They are not available for renewal. Items are due on the due date. A hold will implemented 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 to be able to checkout Chromebooks. Community members are not allowed to check out Chromebooks.
- 🐾 Circulation Notices: Patrons will receive overdue notices via library's circulation software or by email. Items due 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. Patrons will be responsible for the processing fee even if library materials are returned.

### Interlibrary Loan

- 🐾 Barton Library is part of Kansas Library systems, and books can be borrowed using 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. They are not allowed at the computers. Patrons may place them on the floor or on a nearby table.
- 🐾 Patrons are expected to use the various trashcans in the library to help keep the facilities clean.
- 🐾 Patrons may use cellphones in the library as long as the speakerphone is not used. 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 & College Archives 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 & College Archives will use the selection guidelines below 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 adhere to the college’s Copyright Law policy. A copyright notice and copyright flowchart are posted next to the library’s copier/printer.
  - Patrons are responsible for their own actions and any violations.
- 🐾 Barton Library staff will provide education on copyright as needed.
- 🐾 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 material in the collections may be considered controversial. 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.