

# BARTON

## LIBRARY

*Dare to know*

### Rules and Guidelines

#### Patron Conduct

- 🐾 Barton Library is a public space. It strives to provide all patrons with a welcoming atmosphere, a resource to pursue their academic needs, or simply as a place to relax.
- 🐾 Barton Library will ensure patrons respect students' rights 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 determine acceptable behavior in the Library.
- 🐾 Library staff will approach patron(s) if behavior or words are not appropriate for a library setting or becomes otherwise 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. The Director of Library and College Archives will document the circumstances of the occurrence. Patron will be welcomed back into the Library after they meet with the Director to discuss their behavior.

#### Borrowing Guidelines

- 🐾 For students, a current Barton photo ID with a barcode is required to check out items from the Library. Community members may use their local library card. Identification of all new patrons will be verified using state- or military-issued ID or driver's license. All patrons must possess a valid phone number with voicemail and be 18 years or older in order to check out items from Barton Library. A legal guardian may create an account and allow the minor to check out items using their account (the guardian must be present when the account is created).
- 🐾 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 and laptops) are available to Barton students for a 30-day checkout period. They are not available for renewal. Items are to be returned on or before the due date. A hold will be implemented the day after the due date. Student patrons are responsible for the processing fee even if the device is returned. They are also required to read and sign the Electronic Device Checkout Procedure in order to checkout any device. Community members are not allowed to check out electronic devices.
- 🐾 Circulation Notices: Patrons will receive overdue notices via Library's circulation software, telephone, and email. Items due past the current term will cause an academic hold to be placed on the student patron's account with the Business Office. Community members with overdue materials will not be allowed to check out additional materials until the issue is resolved. If materials are lost or damaged, patrons will be responsible for the cost of the item and a \$10 processing fee per print item. The processing fee for electronic devices is \$50.00. Patrons will be responsible for the processing fee even if library materials are returned.

### **Inter-Library Loan**

- 🐾 Barton Library provides inter-library loan (ILL) services, which enable patron access to materials not available locally. Patrons may locate books through the [Kansas Library Catalog](#), then complete the online “[Book Request](#)” or “[Periodical Request](#)” forms or bring the information to Murphy’s Landing. A patron will need to provide basic citation information for the book (e.g., title, author, publication date, etc.).
- 🐾 The Kansas Library Express interlibrary courier service will typically deliver the book(s) within five to seven business days. The amount of time a book is available for loan is determined by the lending institution. Library staff will contact the patron when materials are available for pick-up.

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

- 🐾 Food and beverages are allowed in the Library, but need to be kept away from the computers. Patrons may place them on the floor or on a nearby table. Patrons are expected to use the Coffee Cove for any meals they bring into the Library.
- 🐾 Patrons are expected to use the various trashcans within the Library in order to 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, use the south lobby entrance, 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 for academic support, either for research or assignment completion.
- 🐾 Patrons are allowed to use the computers for personal use as long as no academic need takes priority, and as long as the College’s protocols are followed.

### **Use of Public Meeting Spaces in the Library**

- 🐾 Barton Library, Student Services, and Facility Management jointly provide access to the Plaza De Cavanaugh Room, a meeting space in the Learning Resource Center available to students, staff, faculty, and community members. For further details, see [Plaza De Cavanaugh Use Guidelines](#).

### **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 Barton Community College Foundation Office.
- 🐾 See [Procedure 2145](#) — Fund Raising and Gift Solicitation for further details.

### **Copyright Policy**

- 🐾 Barton Library staff will adhere to the College's Copyright 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](#), [Core Values of Librarianship](#), and [Freedom to Read Statement](#). Additionally, the Library supports the values of integrity and ethics expressed in the Higher Learning Commission's [Criterion 2.D](#).
- 🐾 The Library selects resources, print and electronic, representing all sides of curricular issues. Because of this commitment to global awareness, some materials in our collection may be considered unorthodox or unpopular by some. It is the goal of the Library to provide resources representing diverse viewpoints and expressions in support of the college's academic offerings and the varied backgrounds of its students, faculty, and staff. The Library opposes any and all attempts at censorship, and works to preserve the constitutional right of freedom of expression and the free exchange of ideas.

See the Library's [Collection Development Plan](#) for further details.