



EVELYN AND HOWARD BOROUGH LIBRARY POLICY HANDBOOK

Updated February 2022

Table of Contents

Library Bill of Rights	2
Mission, Vision, and Values	3
Circulation Policy	5
Fines and Fees.....	7
Equipment.....	9
Confidentiality of Patron Information	10
Collection Development	11
Weeding.....	12
Reference and Instruction Services	13
Group Study Rooms	15
Food and Drink.....	15
Reading Room.....	15
Courtesy.....	16
Computer and Internet Use.....	17
Children in the Library	18
Public Relations.....	19
Volunteers.....	19
Friends of the Library.....	19
Gifts and Donations	19
Library Emergency and Continuity Procedures	20
Library Governance for Policies and Operations	20
Appendix A.....	22
Appendix B.....	25
Appendix C.....	27
Appendix D.....	28

Library Bill of Rights

American Library Association Intellectual Freedom Statements

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939. Amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; and January 23, 1980; inclusion of "age" reaffirmed January 23, 1996, by the ALA Council.

Mission, Vision, and Values

Mission

Enhancing the mission of Ventura College, the Evelyn and Howard Boroughs Library supports student learning and success through our collections, programs, and services.

Vision

The Evelyn and Howard Boroughs Library will enhance the curriculum and advance student learning and intellectual exploration by reimagining collections and space, and engaging students and faculty in information literacy and critical thinking. We will provide innovative, responsive library services that meets students where they are.

Values

Value	We achieve this by:
Student Centered <i>We develop collections, programs, and services that align with and adjust to the needs of our campus community</i>	<ul style="list-style-type: none">• Communicating with and actively listening to our campus community.• Being flexible in our approach to providing library services and making changes as needed to respond to student needs.
Equity <i>We design programs and services and develop collections that are accessible to all students and reduce barriers to student success.</i>	<ul style="list-style-type: none">• Providing equitable, accessible services, programs, and resources to everyone, regardless of race, ethnicity, religion, national origin, citizenship, sex, sexual orientation, gender identity or expression, age, disability, or veteran status.• Creating an inclusive educational environment that accommodates for various learning styles both in-person and online.
Diversity <i>We cultivate collections, services, and an atmosphere that welcomes and represents all.</i>	<ul style="list-style-type: none">• Seeking out and selecting print and electronic resources that reflect the diversity of our community, and diversity of opinions.• Celebrating diversity through the creation of public programming, events, and displays.
Collaboration <i>We develop intentional educational partnerships to advance student success and information competency.</i>	<ul style="list-style-type: none">• Actively engaging the campus community in conversations about information literacy and library services and resources.• Recognizing the expertise of others and working together to develop programs and services and select resources that meet the needs of the campus community.

<p>Innovation <i>We think creatively, welcome new ideas, and explore inventive solutions to address challenges.</i></p>	<ul style="list-style-type: none"> • Fostering a culture that encourages flexibility, resourcefulness, and sharing of ideas. • Being receptive to new ideas, both from within and outside of the library and testing solutions with impartiality.
<p>Open Access and Open Mind <i>We embrace a culture of openness and seek out feedback to enhance our services and resources.</i></p>	<ul style="list-style-type: none"> • Keeping lines of communication open with the campus community to receive feedback and suggestions. • Taking feedback and suggestions seriously and being open to adjusting and changing to better meet user needs.

Circulation Policy

Borrower Cards

- Ventura College Students do not need to obtain a Library Card; they will be allowed to access Library materials using their Student Identification Number. If a Student is not in the Library Systems Database, they will need to show valid identification and a class schedule to be entered into the database.
- Library Cards are available to community members residing in Ventura County. Library Cards may be activated or renewed with valid picture identification showing Ventura County Residency, not a Post Office Box Address.
- Library Cards are valid until December 31 of the year in which card was activated.
- Community members 16 – 18 years of age must have a signed permission slip from their parents on file for each academic year to use Library materials/computers. Permission slips must be signed by the parent in front of a Library Staff Member (See Appendix C).
- Community members 13 – 15 years of age are not permitted to use Library materials/computers. Please review “Children in the Library” on page 15.
- Community members under 12 are not permitted in the Library without parental supervision. Please review “Children in the Library” on page 15.
- If a patron does not have their Student Identification Number or Library Card, they must show valid identification to use any Library materials/computers.
- Replacement Library Cards cost \$2.00.

Library Locations

Books from the following locations circulate:

- Main Collection
- Oversize Collection
- Children’s Collection
- Graphic Novels Collection
- Leisure Reading Collection
- East Campus Collection

Books from the following locations are Library use only:

- Reference Book Collection
- Reference Desk
- Rare Book Collection
- Atlas Collection

Loan Period, Renewal, and Fine and Fees Information

Patron	Loan Period	Renewals	Fines and Fees	Recalls	Recall Fines
Student	1 semester	0	No overdue fines; Minimum \$35 lost item replacement fee	Recalled items must be returned within 2 weeks	No recall fines; Minimum \$35 lost item replacement fee
Faculty and Staff	1 semester	0	No fines or fees	Items cannot be recalled from this patron type	No fines or fees
Faculty and Staff Retiree	1 semester	3	No fines or fees	Recalled items must be returned within 2 weeks	No fines or fees
Community Member	3 weeks	3	No overdue \$35 lost item replacement fee	Recalled items must be returned within 2 weeks	No recall fines; Minimum \$35 lost item replacement fee

Textbooks: Reserves and Lending Library

Reserves

- Reserve materials may be borrowed for two (2) hours.
- In the event the library owns multiple copies of a reserve textbook, additional copies may be borrowed for two (2) days.
- Reserve materials are subject to copyright and fair use.
- Personal materials placed on Reserve by faculty become the property of the Evelyn and Howard Boroughs Library, unless indicated otherwise by the faculty member upon receipt. The Library assumes no responsibility if materials are lost or stolen while they are on Reserve.
- Library staff reserves the right to determine when/if a material placed on Reserve may be weeded, returned to an instructor, or moved from Reserve to any other circulating collection.
- Ventura College students have priority for the use of reserve textbooks.

Lending Library

- Lending Library Textbooks may be borrowed for the entire semester by currently registered Ventura College Students. Ventura College Students are limited to borrowing a maximum of one (1) textbook from this collection.
- Ventura College Students must show a class schedule and picture identification to check out any textbook from this collection at any time.
- Lending Library Textbooks are the property of the Library and the Library staff reserves the right to determine when/if a textbook donated to the Library may be weeded, or added to the Textbook Lending Library collection
- All Lending Library Textbooks are for Ventura College student use only

Returning Library Materials

- Borrowers may return Library materials to the circulation desk during regular hours or at the book drops during closed hours. Our book drops are located on the West side of the LRC building and in front of the Administration building near the flagpole.

Fines and Fees

A patron will lose their Library borrowing privileges when items checked out to their record are lost or damaged. Students will have an administrative hold placed in their student account until all obligations have been cleared. All lost book fees must be paid at the circulation desk. Lost item replacement fees also include a nominal processing fee.

Circulating Books

- Circulating books do not accrue any overdue fines. The Library allows a one (1) day grace period before item is considered lost, and lost item replacement and processing fees will immediately be applied. An administrative hold on student accounts will also be applied after thirty (30) days. Library privileges will be revoked until the item is returned or a replacement is received by the library. See the Loan Period, Renewal, and Fine and Fee Information on page 5 for more details.
- If the student is under financial hardship, the fees may be waived by providing a replacement for the lost item. Please speak with a librarian for assistance.

Textbooks: Reserves and Lending Library

Reserves

- Reserves materials do not accrue any overdue fines. If an item is not returned by its due date and time, lost item replacement and processing fees will immediately be applied. An administrative hold on student accounts will also be applied the following day. Library privileges

will be revoked until the item is returned or a replacement item is received by the library. See the Loan Period, Renewal, and Fine and Fee Information on page 5 for more details.

- If the student is under financial hardship, the fees may be waived by a donation of a current usable textbook for a current Ventura College course. Please speak with a librarian for assistance.

Lending Library

- Lending Library materials do not accrue any overdue fines. If an item is not returned by its due date, lost item replacement and processing fees will immediately be applied. An administrative hold on student accounts will also be applied the following day. Library privileges will be revoked until the item is returned or a replacement item is received by the library. See the Loan Period, Renewal, and Fine and Fee Information on page 5 for more details.
- If the student is under financial hardship, the fees may be waived by a donation of a current usable textbook for a current Ventura College course. Please speak with a librarian for assistance.

Overdue Notice Process

Overdue notices are issued via email as a courtesy to all Library users. Library users may also check their online library account to view item due dates. Non-receipt of an overdue notice does not exempt a borrower from applicable fees. To avoid overdue notices and lost item replacement and processing fees, materials should be returned by the due date.

For circulating materials, the first overdue notice is issued on the 1st day following the due date. The second overdue notice is issued on the 7th day following the due date. After 30 days, a final notice will be issued, and an administrative hold will be placed in the student's account for the lost item replacement and processing fees. This action will result in the withholding of the student's registration and transcripts.

For Reserves and Lending Library materials, the first overdue notice is issued on the 1st day following the due date. At this time, an administrative hold will be placed on the student's account for the lost item replacement and processing fees. This action will result in the withholding of the student's registration and transcripts. Overdue notices will continue to be issued on the 7th day following the due date and 30 days following the due date.

Equipment

Laptops

- Dell Chromebooks are available for checkout on a first-come, first-served basis to currently enrolled Ventura College students.
- The checkout period is one academic year.
- If a student drops all courses during the checkout period, the laptop must be returned immediately.
- In the event of damage to equipment, loss or theft of equipment, or failure to return equipment, a hold on future registration, as well as a charge of up to \$352.00 will be placed on a student's account. Equipment and library privileges will be revoked until any charges are resolved.
- Prior to checking out a laptop, students must complete the Ventura College Library Equipment Loan Agreement, which is available online at <https://venturacollege.libwizard.com/f/laptop>.

Confidentiality of Patron Information

The Evelyn and Howard Boroughs Library recognize the following:

- That all records identifying the names, student identification numbers, and Library card numbers of Library patrons are confidential in nature.
- That such records are not to be revealed to anyone other than the patron in question without either the express written permission of the patron in question or the adherence to proper legal procedures regarding required access to such information.

The policy is based on the following:

- The Council of the American Library Association strongly recommends that the responsible officers of each Library formally adopt a policy regarding confidentiality of Library patron records.
- The American Library Association Policy Manual 54.15—Code of Ethics, point 3, states, “Librarians must protect each user’s right to privacy with respect to information sought to received, and to materials consulted, borrowed or acquired.”
- The Family Education Rights and Privacy Act of 1974, prevents schools from distributing a student’s education records to third parties without the student’s consent.

Collection Development

Circulating Books and Textbooks

The primary objective of the Evelyn and Howard Boroughs Library is to develop a collection and systems of access to resources that will support the curriculum and research needs of its primary audience – the students, faculty, classified professionals, and administration of Ventura College. Therefore, the collection development policy of the Library focuses on acquiring and providing access to materials that are relevant to the instructional and research programs of the college. The Library relies upon its own faculty and classified professionals and the classroom faculty for purchase recommendations. All Library users, regardless of status, are invited to make purchase recommendations. The major factors that influence the acquisition decision are:

- Relevance to the educational programs of the College
- Balance in the collection
- Professional reviews

Databases

- Librarians will review, test, and select the databases that will best serve the college community as a whole.
- Databases will be reviewed annually and evaluated for retention as determined by their usage, efficacy, depth of titles/title duplication, and cost per search. If/when cost per search exceeds \$1.00, then the database will be considered for non-renewal.
- The Library strives to select databases that provide accessible content. Each database provider has a different level of accessibility or options to access accessible content. Library users that have any difficulty accessing materials through any library databases should contact a librarian for assistance.

Streaming Media

- Librarians will review, test, and select streaming media services that will best serve the college community as a whole.
- Streaming media services will be reviewed annually and evaluated for retention as determined by their usage, efficacy, depth of titles/title duplication, and cost per usage.
- Faculty who require a streaming video that is not available through any streaming media services should:
 - Contact the library in order for librarians to determine if any other streaming options are available.
 - In the event that the library is unable to acquire a streaming video through any library streaming media services, faculty should contact their Division Office in order to purchase the DVD/streaming rights directly from the film publication company.

Periodicals

- New periodical titles will be added based on need and availability of funds.
- Periodicals subscriptions will be reviewed annually, prior to renewal dates. Renewals will be made based on need and budgetary constraints.
- Only one title may be maintained either in hard copy or in electronic format.
- Periodical hardcopies will be kept for five (5) years in hard copy format.
- Faculty in appropriate departments will be advised in the spring when a hard copy subscription is being considered for cancellation and informed of its location in a subscription database.

Intellectual Freedom

It is the responsibility of the Librarians and other selectors to ensure that all points of view relevant to the college mission are represented in the collection. The Library endorses the American Library Association Library Bill of Rights, and the principles of that document are an integral part of this policy statement.

Patrons with a complaint about an item in the collection should be referred to a Librarian, who will ask them to submit their concerns in writing. A committee of two librarians and two discipline appropriate faculty members will review the complaint and the materials in question and make a recommendation the Library Committee to retain or withdraw the item. The complainant will receive a written response.

Weeding

Books

An up-to-date and useful reference and circulating collection is maintained through a continual withdrawal and replacement process. Replacement of worn volumes is dependent upon current demand, usefulness, more recent acquisitions, and availability of newer editions. This ongoing process of weeding is the responsibility of the librarians; however, faculty is often asked to review specialized areas. Withdrawn materials will be handled in a similar manner and under the same authority as donated materials.

Textbooks

Currently used textbooks for classes offered at Ventura College are maintained in our Reserve collection and Lending Library collection. Library staff reserves the right to move any textbook in either collection, or any textbook donated to the Library to the Friends of the Library book sale.

Periodicals

The Library only accepts periodical donations from current faculty at Ventura College. Periodicals hardcopies shall be weeded yearly to remove items no longer useful to the collection, to maintain the current collection and to save shelf space.

Reference and Instruction Services

Library reference and instruction services may be provided both in-person and virtually. In-person services may be provided at the Main Campus Library, Main Campus classroom, East Campus Library, or East Campus classroom. Virtual services may be provided through email, Library Chat, Library Research Appointments, or Zoom.

Library Faculty:

- Will provide instruction to users in accessing and utilizing library print and electronic resources in order to meet their information need.
- Will provide guidance in research methodology including assisting with the development of a research strategy.
- Will assist patrons in obtaining materials through Interlibrary loan, when appropriate.
- May refer users to other agencies and libraries in pursuit of needed information.
- Will provide in-person and virtual library instruction for classes or programs.

Library Instruction

In order to support ISLO 4 – Information Literacy and ACCJC Standard IIB, the library provides instruction to develop students' information competency and support their academic success. Library instruction may include any of the following: credit and non-credit courses, in-person or virtual library orientations, tours, and workshops, and online tutorials, videos and learning objects. Library instruction is provided by librarians at the request of or in collaboration with faculty or classified professionals. Information literacy is the focus of all Library Instruction. Topics covered may include navigating the physical arrangement of the library, utilization of the library's print and digital resources, research methodology, information evaluation, and other topics as needed or requested. In order to infuse information literacy across the curricula, faculty and classified professionals overseeing student support programs are encouraged to use this service. As part of our integrated planning and program review process, the library regularly assesses the efficacy of its library instruction efforts.

- Library instruction sessions may be scheduled with a librarian. Please make requests as early as possible in order to secure the specific day(s) and time(s) needed for your course(s). Sessions can be scheduled on short notice, as long as a librarian is available.
 - Prior to the scheduled session, the instructor and the librarian will discuss the specific needs of the class assignment and any specific resources the instructor wishes emphasized. The librarian requests a copy of the class assignment that will involve Library research.
- Requests for online videos, tutorials, or learning objects may be made with a librarian.
- Librarians may also be embedded into LMS courses in order to facilitate student discussions, develop learning modules, provide drop-in help, and other instructional support as needed. This must be arranged with both a librarian and Distance Education. The size and scope of this type

of collaboration will determine the amount of preparation time needed. Please consult with a librarian early in your planning stages.

Interlibrary Loan Policy

Interlibrary Loan is a service provided by the Library to the students and faculty of Ventura College. Barring extenuating circumstances, this service is provided when the material requested is not owned by the Library or another VCCCD college. Delivery time for Interlibrary Loan requests is usually a minimum of two (2) weeks. Fines and fees may apply. Please contact a librarian to make use of this service.

Process

- Interlibrary loan requests will be initiated by the patron. The citation for requested material should be provided by the patron and will be verified by the librarian.
- For print materials, the patron will be notified when the requested material is received. For digital materials, the patron will be sent a copy via email. If the material cannot be obtained in a timely manner, the patron will be notified.
- For print materials, the Library will return the requested material if the patron fails to pick up the material within three (3) days of notification.
- Print material will be checked out for a period that is determined by the loaning library.

Group Study Rooms

Group study rooms are for Ventura College student use only. Two (2) or more students must be present to make use of a room. Reservations are required for rooms 223, 224, 225, 227, 228, and 229. Rooms 222 and 230 are first come, first served.

Reservation Policy

- Reservations can be made online through the library website using a my.vcccd.edu email account and must be confirmed via email within fifteen (15) minutes of request.
- Rooms can be reserved for a maximum of two (2) hours a day.
- Individuals with reservations must be in the room within fifteen (15) minutes of their reservation or it will be revoked.
- Rooms are enclosed in glass and are not soundproof; please be considerate of others by keeping noise to a minimum.
- Remove any trash and notify library staff of any spills.

Food and Drink

- Snacks and covered drinks are allowed in the library.
- Throw trash away and notify library staff of any spills.

Reading Room

Use of the Ocean View Reading Room is for quiet reading and study only. Please refrain from using cell phones, having conversations, or making any distractions while using this room. Violators will be held accountable according to the Library policy under Courtesy (page 15) and the student code of conduct for Ventura County Community College District (AP 5500, AP 5520).

Courtesy

The primary mission of the Evelyn and Howard Boroughs Library is to serve the faculty, staff and students of the Ventura County Community College District as a reliable source for education, research, information, continuing education and fulfilling intellectual curiosity and promoting student retention through an effective Library program. Community members are afforded the privilege of using the Library as long as they follow the courtesy rules and do not impede the Library's primary mission.

Expectations of all library users include, but are not limited to:

- Respect library staff, directions, signage, materials, and property.
- Respect the rights and personal space of other library users.
- No cell phone conversations in the Library. All cell phones must be on silent mode at all times in the Library. All noisy and lengthy conversations must be conducted outside of the LRC building.
- Verbal abuse, threats of violence, or intimidation/harassment of other users and library staff is prohibited.
- Keep personal items with you at all times. The size of items should not interfere with other library users' space.
- The library is not responsible for the security of any personal belongings brought into the library.
- Bicycles and scooters must be stored outside of the LRC building.
- Respect closing times and other requests of library staff in their operation of the facility.

Individuals who are disruptive will be asked to leave the Library. If necessary, campus police will be contacted. Individuals who are continually disruptive may have their Library privileges revoked.

Behavior of any type that is counter to the library mission will be treated in the following manner:

- Step 1: A gentle verbal warning will be given that an individual is interfering with our goal.
- Step 2: A written warning that will inform the patron that any further violations will result in the removal of all Library privileges.
- Step 3: A written notice of removal of all library privileges for a length of time to be determined by the division dean/campus police.

For student misconduct or disruptive behavior, the library additionally follows BICT reporting and the Student Code of Conduct violation procedures.

Computer and Internet Use

All Ventura College Students regardless of age are allowed access to Library computer stations and are subject to the following rules and the Evelyn and Howard Boroughs Library Computer Use Guidelines.

- Any conduct that restricts or inhibits others from pursuing academic research or that violates college policies and/or guidelines is not permitted and may be subject to sanction and disciplinary action.
- Non-academic use of the computers is secondary to academic research and use.
- Save all information to a USB drive, Google drive, or email files to self, as all files will be deleted automatically when the computer restarts.
- Headphones must be used when listening to audio.

All Ventura College community card holders may access the computers for a maximum of three (3) hours per day with no time renewals. Community members will be assigned to a designated community member computer station by circulation desk staff; no special computer requests. Community members will be subject to removal if no other computers are available and a Ventura College Student needs to do academic research.

Accessible computer stations are for Ventura College students with disabilities, verified by the Educational Assistance Center counselors.

All Ventura College community card holders between the ages of 16 – 18 must have a signed parent permission slip on file each semester to use the computers. These patrons will have to follow the same rules and qualifications as a Community Member to have access to the Library computers.

All library patrons under the age of 16 will not be permitted to use the computers for any reason.

Please review the following Computer Use Guidelines (Appendix B), any violation may result in disciplinary measures.

Children in the Library

The Evelyn and Howard Boroughs Library's primary focus is to support the academic endeavors of our students and faculty. Recognizing that patrons may find the need to bring their children with them while conducting research and/or studying, the Library has created a small children's area including appropriately sized furniture and a book collection for young children. The Librarians and Library staff welcome parents with children to make use of this area.

Parents/guardians are encouraged to exercise responsibility for insuring appropriate behavior of their children while in the Library. Disruptive behavior, including but not limited to shouting, running, pushing, or climbing on furniture, is disturbing to students and staff using the Library. If the child behaves in a disruptive manner, the parents and their child/children will be asked to quietly leave in this instance to assure we maintain an environment conducive to learning.

Children under the age of 16 may not use Library computers, even with a parent's permission, as computer stations are reserved primarily for student use. Please note that all community member computer users must have their own Library card.

Children under the age of 12 years old may not be left unattended anywhere in the Library including areas designated for children. An adult must accompany him/her at all times. If it is found that a child has been left unattended the Library staff will follow the guidelines below:

- Library staff cannot assume responsibility for the safety and well-being of any child in the absence of a parent/guardian.
- Library staff will make every effort to contact the parent either by phone or by sending someone to his/her classroom.
- Library staff will contact campus police if the parent cannot be located.
- Library staff will remain with the child until the parent or police arrive.
- Library staff will not move the child to another location even when requested by parent.
- Library staff will review the "Children's Use of the VC Library" guidelines with the parent upon their return.

These guidelines apply to all students, faculty, and staff and community members who use the VC Library.

Public Relations

The librarians and staff of the Evelyn and Howard Boroughs Library will make every effort to assure that faculty, students, and patrons are made aware of Library hours, services, policies, and events. This includes the up-to-date maintenance of:

- Library Website
- Online access to OneSearch, databases, and streaming services
- Bookmarks, flyers, and other print promotional materials
- Library Policy Handbook, Continuity Plan, and Emergency Plan
- College Catalog

Volunteers

Individuals and groups are encouraged to volunteer their time and efforts in the service of the Evelyn and Howard Boroughs Library. All volunteers must follow VCCCD procedures.

Friends of the Library

The Friends of the Library is designed to benefit the Evelyn and Howard Boroughs Library. Funds raised by the Friends of the Library support library programs, services, and resources.

Gifts and Donations

The Evelyn and Howard Boroughs Library encourages and appreciates gifts and donations. The Library accepts gifts of books, current textbooks and other materials with the understanding that they will be added to the collection only if appropriate and needed. All donated materials become the property of the VC library. If donated materials are not needed because of duplication, condition, or dated information, at the discretion of library staff, saleable materials will be directed to the Friends of the Library Book Sale. The same criteria of selection that are applied to purchased materials are applied to donations.

Items that require acknowledgement from the Ventura College Foundation for tax receipt letter purposes shall require the donor to compile a spreadsheet that inventories the donation. The Ventura College Foundation will acknowledge receipt of donated materials. For more information, please contact the Department Chair and the Ventura College Foundation.

Monetary gifts are accepted through the Ventura College Foundation.

Library Emergency and Continuity Procedures

In the event of an emergency or unanticipated library closure due to an emergency, the library will follow procedures outlined in the Evelyn and Howard Boroughs Emergency Plan and develop a Continuity Plan as needed. Adjustments to Library policies may be made in response to any emergency or unanticipated library closure.

Library Governance for Policies and Operations

There are two (2) main entities responsible for Library governance and operations. These groups serve as an interactive network, working together to promote communication and to oversee operations, review policies, and improve Library services and environment.

Library Executive Staff

Members:

- Dean, Library, Behavioral and Social Sciences, and Modern Languages
- Librarians

Meeting Schedule:

- Bi-Weekly

Charge:

- Responsible for providing leadership, managing daily operations, and implementing and evaluating policies, projects, and procedures.

Library Staff

Members:

- Dean, Library, Behavioral and Social Sciences, and Modern Languages
- Librarians
- Library Classified Professionals

Meeting Schedule:

- Monthly

Charge:

- Review operational procedures, recommend policy, and provide frontline knowledge affecting the services of the Library.

Evelyn and Howard Boroughs Library Policy Handbook

The Evelyn and Howard Boroughs Library Policy Handbook shall be updated a minimum of every two years, or more frequently as needed. Updates to the Policy Handbook will be reviewed and approved by Library Staff and Library Executive Staff. Adjustments to Library policies may be made in response to any emergency or unanticipated library closure.

Appendix A

Policy Concerning Confidentiality of Personally Identifiable Information About Library Users

The ethical responsibilities of librarians, as well as statutes in most states and the District of Columbia, protect the privacy of Library users. Confidentiality extends to “information sought or received, and materials consulted, borrowed or acquired,” and includes database search records, reference interviews, circulation records, inter-Library loan records and other personally identifiable uses of Library materials, facilities, or services. The First Amendment’s guarantee of freedom of speech and of the press requires that the corresponding rights to hear what is spoken and read what is written be preserved, free from fear of government intrusion, intimidation, or reprisal. The American Library Association reaffirms its opposition to “any use of government prerogatives which lead to the intimidation of the individual or the citizenry from the exercise of free expression. ..[and] encourages resistance to such abuse of government power. . .” (ALA Policy 53.4).

In seeking access or in the pursuit of information, confidentiality is the primary means of providing the privacy that will free the individual from fear of intimidation or retaliation. Libraries are one of the great bulwarks of democracy. They are living embodiments of the First Amendment because their collections include voices of dissent as well assent. Libraries are impartial resources providing information on all points of view, available to all persons regardless of age, race, religion, national origin, social or political views, economic status, or any other characteristic. The role of libraries as such a resource must not be compromised by an erosion of the privacy rights of Library users.

The American Library Association regularly receives reports of visits by agents of federal, state, and local law enforcement agencies to libraries, where it is alleged that they have asked for personally identifiable information about Library users. These visits, whether under the rubric of simply informing libraries of agency concerns or for some other reason, reflect an insensitivity to the legal and ethical bases for confidentiality, and the role it plays in the preservation of First Amendment rights, rights also extended to foreign nationals while in the United States. The government’s interest in Library use reflects a dangerous and fallacious equation of what a person reads with what that person believes or how that person is likely to behave. Such a presumption can and does threaten the freedom of access to information. It also is a threat to a crucial aspect of First Amendment rights: that freedom of speech and of the press include the freedom to hold, disseminate and receive unpopular, minority, “extreme,” or even “dangerous” ideas. The American Library Association recognizes that, under limited circumstances, access to certain information might be restricted due to a legitimate “national security” concern. However, there has been no showing of a plausible probability that national security will be compromised by any use made of unclassified information available in libraries. Thus, the right of access to this information by individuals, including foreign nationals, must be recognized as part of the librarian’s legal and ethical responsibility to protect the confidentiality of the Library user.

The American Library Association also recognizes that law enforcement agencies and officers may occasionally believe that Library records contain information which would be helpful to the investigation of criminal activity. If there is a reasonable basis to believe such records are necessary to the progress of an investigation or prosecution, the American judicial system provides the mechanism for seeking release of such confidential records: the issuance of a court order, following a showing of good cause based on specific facts, by a court of competent jurisdiction.

Adopted July 2, 1991, by the ALA Council

Diversity in Collection Development: An Interpretation of the Library Bill of Rights

Throughout history, the focus of censorship has fluctuated from generation to generation. Books and other materials have not been selected or have been removed from Library collections for many reasons, among which are prejudicial language and ideas, political content, economic theory, social philosophies, religious beliefs, sexual forms of expression, and other topics of a potentially controversial nature.

Some examples of censorship may include removing or not selecting materials because they are considered by some as racist or sexist; not purchasing conservative religious materials; not selecting materials about or by minorities because it is thought these groups or interests are not represented in a community; or not providing information on or materials from non-mainstream political entities. Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs. Librarians may seek to increase user awareness of materials on various social concerns by many means, including, but not limited to, issuing bibliographies and presenting exhibits and programs.

Librarians have a professional responsibility to be inclusive, not exclusive, in collection development and in the provision of Interlibrary loan. Access to all materials legally obtainable should be assured to the user, and policies should not unjustly exclude materials even if they are offensive to the librarian or the user. Collection development should reflect the philosophy inherent in Article II of the Library Bill of Rights: "Libraries should provide materials and be proscribed or removed because of partisan or doctrinal disapproval." A balanced collection reflects a diversity of materials, not an equality of numbers. Collection development and the selection of materials should be done according to professional standards and established selection and review procedures. There are many complex facets to any issue, and variation of context in which issues may be expressed, discussed, or interpreted. Librarians have a professional responsibility to be fair, just and equitable and to give all Library users equal protection in guarding against violation of the Library patron's right to read, view, or listen to materials and resources protected by the First Amendment, no matter what the viewpoint of the author, creator, or selector. Librarians have an obligation to protect Library collections from removal of materials based on personal bias or prejudice, and to select and support the access to materials on all subjects that meet, as closely as possible, the needs and interests of all persons in the community which

the Library serves. This includes materials that reflect political, economic, religious, social, minority, and sexual issues. Intellectual freedom, the essence of equitable Library services, provides for free access to all expressions of ideas through which any and all sides of a question, cause, or movement may be explored. Toleration is meaningless without tolerance for what some may consider detestable. Librarians cannot justly permit their own preferences to limit their degree of tolerance in collection development, because freedom is indivisible.

Adopted in July 14, 1982; amended January 10, 1990, by the ALA Council

Appendix B

Evelyn and Howard Boroughs Library Computer Use Guidelines

Welcome to the Evelyn and Howard Boroughs Library. The College encourages courteous use of all College facilities, including the Library resources and its computers. This acceptable use statement is designed to support an atmosphere conducive to academic freedom and intellectual pursuit, recognizing First Amendment rights and protected expression but acknowledging that an individual's freedom to access and display information is constrained by the rights of others.

The Evelyn and Howard Boroughs Library (hereinafter Library) is an academic facility that also serves our community. Use of the Library and its computers is a privilege and not a right. Computers and Library facilities are intended primarily for research, educational and academic use. The Library computers are open access and available on a first-come, first-serve basis to students, staff, faculty and community members, subject to the following considerations and reservations:

All users must agree to comply with the guidelines established in this Evelyn and Howard Boroughs Library Computer Use Guidelines (hereinafter called Guidelines). Users of Library computers must register on PC Reservation in order to use the equipment. Registering on any Library computer through PC Reservation is to be considered acceptance of and agreement with these Guidelines.

The College is not responsible for the user's personal equipment nor is the College responsible for any intrusion by a user on another user's rights. Please remember that privacy and protection of personal information is not guaranteed and the history of use of any computer is not protected. Remember that these computers are used at the operator's own risk.

No Library computer may be used to violate any civil or criminal, state or federal law or any regulation or policy of Ventura College or the Ventura County Community College District (VCCCD). Such prohibited usage includes but is not limited to: any laws or regulations governing the creation, dissemination, viewing or displaying of obscene materials or other illegal documents or images; the possession or use of programs, files, or instructions for violating system security; and the violation of copyright and intellectual property laws.

Activities that might damage the computer equipment are strictly prohibited. Do not download any software to or make any modifications (including deleting applications or configurations) to the Library hardware.

Further, as the Colleges of the VCCCD are committed to the concept that all members of a college community must be able to study and work in an atmosphere of mutual respect and trust, users are reminded that Library resources may not be used to intimidate or create an atmosphere of harassment based on gender, race, religion, ethnic origin, creed, military service, or sexual orientation. Although the

College does not want to become the arbiter of community values or to define what constitutes “offensive,” the institution, through the Library staff, may determine that material viewed or received may be so defined if it is directed at individuals or groups and presents a hostile environment under federal and state laws. The institution retains the right to take restrictive actions if necessary. Once found to have violated any of these Guidelines, and depending on the severity of the violation(s), violators of these stipulations may face the following consequences:

- If the violation constitutes a criminal offence, law enforcement may be contacted, and/or the violator may be subjected to legal actions, including the imposition of fines and other penalties; and/or
- The violator may be subject to action under the VC Student Conduct Code or other disciplinary actions; and/or
- The violator may be subject to the current or future loss of or limitation of Library/computer use privileges.

Time limits of use may be established and enforced at the discretion of the Library staff, once posted. Academic use of computers by Ventura College students, faculty, staff, and administrators has priority over all other uses.

The Library librarians and staff are dedicated to providing our students, faculty, staff, and community with an environment that is conducive to learning and ask that you join our effort by following these guidelines in the use of our computers and facilities.

Thank you,
The Library Staff and Library Committee

Appendix C

Evelyn and Howard Boroughs Library Card Permission Slip

To whom it may concern:

I am the parent / guardian of _____ who is a community member of Ventura County between the ages of 16-18. My child has my permission to use the full resources of the Evelyn and Howard Boroughs Library. I realize that these resources include the following:

1. The unfiltered and unsupervised internet
2. The art collection.
3. Periodicals.
4. A book collection that reflects the curriculum of Ventura College.
5. Databases that include thousands of different magazines and newspapers.

By signing this document I realize that my child will be allowed to use any or all of the above listed resources.

NAME (please print): _____

SIGNATURE: _____

Signature must be signed in front of a Ventura College Librarian, Library Tech or Library Assistant to be valid.

Library Staff Only

Community Member Library Card Number: _____

Date Issued: _____

Date Expired: _____ (expires at the end of each semester)

Appendix D

Evelyn and Howard Boroughs Library Community Card Application

An electronic version of the application can be found at

<https://venturacollege.libwizard.com/f/community>

First name: _____ Last name: _____

Address: _____

Email: _____

Phone number: _____

Card status: ☐ New ☐ Renewal ☐ Replacement

Please review the Ventura College Library Community Use Policy and Ventura College Computer Use Guidelines. A copy will be provided to you, and a copy of the complete Ventura College Library Policy Handbook can be found at www.venturacollege.edu/library.

FOR STAFF USE

Community card number: _____

Date issued: _____ Expiration date: _____

Staff initials: _____

Ventura College Library Community Use Policy

Ventura College Community Library Cards

Community members who are not enrolled at Ventura College may qualify for the privilege of a free Ventura College Community Library Card by providing a valid picture ID showing Ventura County residency; a Post Office Box address does not qualify.

Community Library Cards are valid for one academic year and may be reactivated by providing a valid picture ID showing Ventura County residency; a Post Office Box address does not qualify.

Replacement Community Library Cards cost \$2.00.

Circulation Policy

The loan period for circulating books is three (3) weeks, items may be renewed maximum of three (3) times, and Community Card holders are limited to borrowing a maximum of five (5) items. Items are subject to recall.

Group Study Rooms

Community Library Card holders do not have access to the group study rooms. Group study rooms are for Ventura College student, staff, and faculty use only.

Computer Access

Community Library Card holders may access library computers for a maximum of three (3) hours per day with no time renewals. Community members are given the first available computer, no special computer requests. Community members will be subject to removal if no other computers are available and a Ventura College Student needs to do academic research.

Ventura College Library Computer Use Guidelines

The College encourages courteous use of all College facilities, including the Library resources and its computers. This acceptable use statement is designed to support an atmosphere conducive to academic freedom and intellectual pursuit, recognizing First Amendment rights and protected expression but acknowledging that an individual's freedom to access and display information is constrained by the rights of others.

The Ventura College Library (hereinafter Library) is an academic facility that also serves our community. Use of the Library and its computers is a privilege and not a right. Computers and Library facilities are intended primarily for research, educational and academic use. The Library computers are open access and available on a first-come, first-served basis to students, staff, faculty and community members, subject to the following considerations and reservations:

All users must agree to comply with the guidelines established in this Ventura College Library Computer Use Guidelines (hereinafter called Guidelines). Users of the VC Library computers must register on PC Reservation in order to use the equipment. Registering on any Ventura College Library Computer through PC Reservation is to be considered acceptance of and agreement with these Guidelines.

The College is not responsible for the user's personal equipment nor is the College responsible for any intrusion by a user on another user's rights. Please remember that privacy and protection of personal information is not guaranteed and the history of use of any computer is not protected. Remember that these computers are used at the operator's own risk.

No Ventura College Library computer may be used to violate any civil or criminal, state or federal law or any regulation or policy of Ventura College or the Ventura County Community College District (VCCCD). Such prohibited usage includes but is not limited to: any laws or regulations governing the creation, dissemination, viewing or displaying of obscene materials or other illegal documents or images; the possession or use of programs, files, or instructions for violating system security; and the violation of copyright and intellectual property laws.

Activities that might damage the computer equipment are strictly prohibited. Do not download any software to or make any modifications (including deleting applications or configurations) to the Library hardware.

Further, as the Colleges of the VCCCD are committed to the concept that all members of a college community must be able to study and work in an atmosphere of mutual respect and trust, users are reminded that Library resources may not be used to intimidate or create an atmosphere of harassment based on gender, race, religion, ethnic origin, creed, military service, or sexual orientation. Although the College does not want to become the arbiter of community values or to define what constitutes "offensive," the institution, through the Library staff, may determine that material viewed or received

may be so defined if it is directed at individuals or groups and presents a hostile environment under federal and state laws. The institution retains the right to take restrictive actions if necessary. Once found to have violated any of these Guidelines, and depending on the severity of the violation(s), violators of these stipulations may face the following consequences:

- If the violation constitutes a criminal offence, law enforcement may be contacted, and/or the violator may be subjected to legal actions, including the imposition of fines and other penalties; and/or
- The violator may be subject to action under the VC Student Conduct Code or other disciplinary actions; and/or
- The violator may be subject to the current or future loss of or limitation of Library/computer use privileges.

Time limits of use may be established and enforced at the discretion of the Library staff, once posted. Academic use of computers by VC students, faculty, staff, and administrators has priority over all other uses.

The Ventura College Library librarians and staff are dedicated to providing our students, faculty, staff, and community with an environment that is conducive to learning and ask that you join our effort by following these guidelines in the use of our computers and facilities.

I have read and understand the above policies and guidelines:

Name: _____

Signature: _____

Date: _____