

NORTHLAND COMMUNITY & TECHNICAL COLLEGE

3210 CIRCULATION

The Northland Community and Technical College Library strives to meet the informational needs of users by establishing circulation policies that allow fair and reasonable access to materials and services. All library patrons with an active library account (which is in good standing) may borrow library materials according to library circulation policy.

To borrow items from the library, patrons must present a valid picture ID to library staff. ID options are: Northland ID card, valid state issued driver license, state issued ID card, passport or military ID. Online databases may be accessed by Northland students, faculty, and staff using a StarID. Detailed access information for online students is presented on the Online Students page (linked on the library website). Northland students may access collections at other Minnesota State libraries, pursuant to their local policies. Community residents may request a library account by contacting library staff.

Confidentiality of Records

Information regarding patron use of all library materials is private. No one may access the records of which items have been used by which patrons or when they have been used. Under Minnesota law, the Library and the College are responsible for safeguarding library data privacy.

Implementation of Minnesota Statute 13.40, subd.2, (1982) is the responsibility of the governing authority. Under this statute: "That portion of records maintained by a library which links a library patron's name with materials requested or borrowed by the patron or which links a patron's name with a specific subject about which the patron has requested information or materials is classified as private, pursuant to section 13.02, subd. 12, and shall not be disclosed except pursuant to a valid court order."

Loans/Renewals

Loan periods and renewal eligibility are determined by the type of item and the type of borrower. Detailed loan and renewal information is available on the library website. Patrons wishing to renew an item may do so in person (no need to bring in the item/s) or by signing in to user account in OneSearch.

Fines and fees

The library does not charge fines on overdue material. Patrons are expected to return or renew an item on or before the due date. If an item becomes overdue, patrons will receive three reminders via email. Non-receipt of notices does not release the patron from responsibility for the item.

Two weeks prior to the end of a semester or summer term, a bill will be issued for any non-returned item over 30 days overdue and a hold placed on the patron's library account. If the item is returned within 30 days of the billing date, the replacement charges will be dropped. If the item is not returned within 30 days, a hold is placed on the student's college account, preventing access to registration and transcripts. The replacement charge must be paid before the hold is removed, the charge still applies even if the item is returned.

Hours

The library hours for each campus are posted at the library entrance and on the library homepage.

Interlibrary Loan

Interlibrary loan is intended to supplement existing collections and not intended to replace collection development on the individual campuses. When local resources do not meet patron needs, patrons may initiate an Interlibrary Loan request and library staff will attempt to obtain materials from other libraries

through MINITEX.

The borrowing and lending libraries will ensure compliance with federal copyright laws. Occasionally library staff may be unable to fulfill an article request because the allowable number of annual requests for a given publication has been exceeded. Costs for lost or damaged materials will be the responsibility of the Northland library, which will pass the costs on to the patron.

Loan periods and renewal options are determined by the lending library. Special conditions mandated by a lending library will be enforced such as “No Renewals” or “In Library Use Only”.

Date of Implementation:

Date of Adoption: 6/2/04

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05/18/06 Executive Council Approval
02/09/09 Reviewed by librarians with minor changes
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05/02/11 Revised
05/19/11 Cabinet Approval
03/19/12 Revised
04/15/13 Reviewed
04/07/14 Reviewed
02/20/15 Reviewed
02/23/16 Revised
04/12/16 AASC Reviewed
04/03/17 Reviewed by librarian
04/04/18 Reviewed
04/10/19 Revised
02/27/20 Revised
03/15/21 Reviewed
03/15/22 Reviewed by librarian