Chapter 1 – Circulation Policies

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1.1 Locations and Hours of Operation

Gaston College currently offers three library locations at the Dallas, Lincoln and Kimbrell Campuses.

Locations: Hours of operation:

Morris Library (Dallas Campus):

Monday – Thursday: 7:45 a.m. to 9:00 p.m.
Friday: 7:45 a.m. to 4:00 p.m.
Saturday: 9:00 a.m. to 1:00 p.m.
Sunday: Closed
Student Breaks – 8:00 a.m. to 5:00 p.m.
The Morris Library is closed for College holidays
(704) 922-6357

Lincoln Campus Library:

Monday – Thursday: 8:00 a.m. to 9:00 p.m.
Friday: 8:00 a.m. to 4:00 p.m.
Student Breaks – 8:00 a.m. – 5:00 p.m.
Saturday: Closed
Sunday: Closed
The Lincoln Campus Library is closed for College holidays

Kimbrell Campus Library:

Monday – Thursday: 10:00 a.m. to 7:00 p.m.
Saturday: Closed
Sunday: Closed

Hours will vary due to scheduled college breaks and holidays.
1.2 Eligibility of Library Users

Gaston College Libraries are open to all faculty, staff, students, and residents of the Gaston and Lincoln County communities and are issued at the circulation desk at each library. Picture identification must be presented at time of application. Cardholders must be 18 years of age or enrolled in a Gaston College program in order to secure a card. If a potential library user is not 18 years of age or a Gaston College student, a parent or legal guardian makes the card application, whereby the minor has permission to use it. Borrowing privileges vary with the type of card issued.

1.3 Library Accounts

Library materials may be checked out through the establishing of a library account at the Circulation Desk of either location of the Gaston College Libraries.

Accounts with overdue materials or fines in excess of $3 will be blocked until fines are paid.

1.4 Checkout of Library Materials

General Collection library books and materials may be checked out by presenting a valid Gaston College library card when presenting selections at the circulation desk.

The following graph highlights the checkout periods for the various item formats listed by collection and library user.

<table>
<thead>
<tr>
<th>Library Collection</th>
<th>Gaston College Students</th>
<th>Gaston College Faculty/Staff</th>
<th>Community Users</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books</td>
<td>21 Days</td>
<td>21 Days</td>
<td>21 Days</td>
</tr>
<tr>
<td>Reference Books</td>
<td>Library Use Only</td>
<td>Library Use Only</td>
<td>Library Use Only</td>
</tr>
<tr>
<td>Videos/DVD's/CD's</td>
<td>7 Days</td>
<td>7 Days</td>
<td>7 Days</td>
</tr>
<tr>
<td>Reserve Items</td>
<td>2 hours in the library (some items may have varying loan periods)</td>
<td>2 hours in the library (some items may have varying loan periods)</td>
<td>2 hours in the library (some items may have varying loan periods)</td>
</tr>
</tbody>
</table>
1.5 Renewals

Materials may be renewed one time, providing the items are not requested by other library users. Renewals may be done in person, by telephone, or by accessing “My Account” through the library’s online catalog. The Web site link for the catalog is located at http://www.gaston.edu/library. Please note that online renewals will not work if the item(s) is overdue.

1.6 Overdue Notices

The library user is notified of overdue books and materials by the sending of four overdue notices to the address in the library’s automated system.

<table>
<thead>
<tr>
<th>Notice Type</th>
<th>Due Date Notice Sent</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Notice</td>
<td>3 days after due date</td>
</tr>
<tr>
<td>Second Notice</td>
<td>17 days after due date</td>
</tr>
<tr>
<td>Third Notice</td>
<td>31 days after due date</td>
</tr>
<tr>
<td>Final Notice</td>
<td>45 days after due date</td>
</tr>
</tbody>
</table>

A footer explaining the consequences of returning damaged or overdue materials is sent with the final notice.

Overdue notices are mailed or emailed to library users as a courtesy reminder. Failure to receive the notice does NOT excuse the library user from paying overdue fines. It is the responsibility of the library user to monitor their library transactions. Library users may view their library accounts online by accessing the section “My Account” through the library catalog located at http://www.gaston.edu/library.

1.7 Overdue Fines

Overdue fines are imposed according to the following guidelines:

<table>
<thead>
<tr>
<th>Material Type</th>
<th>Fine Per Day/Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circulating Books</td>
<td>10 cents per day, per book</td>
</tr>
<tr>
<td>Reserves</td>
<td>varies</td>
</tr>
<tr>
<td>Videos, DVD’s, &amp; Music CD’s</td>
<td>$1.00 per day, per item</td>
</tr>
</tbody>
</table>

Fines stop accumulating as soon as an overdue item is returned to the library. Materials may be returned to either campus of Gaston College Libraries.
Grades, transcripts, and graduation for Gaston College students may be delayed until all library materials are returned and all library fines have been paid in full.

1.8 Fines, Fees, and Payments

The library user is responsible for damaged or lost books and materials. Damage to materials is assessed by a member of the library staff and billed to the library user’s account.

If a library user loses library materials, the library user is charged a replacement cost for each item plus a $5 processing fee.

Library users may reimburse the library for unreturned items in one way:

Pay the replacement cost of the item as listed in the item record or the default price (book: $55.00 or audiovisual default price of up to $100.00).

A monthly report for library materials overdue longer than 15 days after the due date is used by library staff for blocking of delinquent students’ records. Blocks on student records are removed upon the return of overdue library books and materials in good condition and payment of any fines and fees.

1.9 Holds

A library user may place a hold on a circulating book which is currently checked out by another user. When books placed on hold are returned to the library, the individual requesting the hold is contacted by e-mail or telephone. The book is labeled for the individual and dated, then placed on the “holds” shelf at the circulation desk. The book is held for seven (7) days.

1.10 Accessing “My Account” through the library catalog

Any account holder can access information regarding a library account by accessing “My Account” through the catalog home page: http://www.gaston.edu/library. Access requires a library user identification number. Information and actions accessible include: due dates, renewals, fines, and holds.

1.11 Confidentiality of Library Users

(a) Disclosure – Gaston College Libraries shall not disclose any library record that identifies a person as having requested or obtained specific materials, information, or services, or as otherwise having used the library, except as provided for in subsection(b)

(b) Exceptions – Library records may be disclosed in the following instances:
(1) When necessary for the reasonable operation of the library

(2) Upon written consent of the user; or

(3) Pursuant to subpoena, court order, or where otherwise required by law.

The Family Educational Rights and Privacy Act affords students certain rights with respect to their education records under Statute 20, United States Code, section 1232g. This requires that all student records, including library circulation and fine records, be private. In order to comply with this law, no information regarding circulation transactions or fines will be released without a valid photo ID. Library staff can only give general information over the phone to comply with college privacy policy since we do not have any way to verify identity over the phone.

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