



Policy Title Library Policy	Original Adoption Date 1979	Policy Number LI-352
Responsible College Division/Department Student Resource Center / Library	Responsible College Manager Title Library Manager	
Policy Statement		
<p>Library Mission LTC Library supports the College mission by providing a learner-centered environment where students, staff, and the community members can access information through a variety of educational and technological resources responsive to users' needs.</p> <p>Library Vision The LTC Library is the information and technology hub for the LTC campus. We promote technology and information access by leading the campus in acquiring, organizing, and making information resources accessible. We create inspiring spaces for study, collaboration, and virtual learning. We engage our users through diverse collections, user-centered services, and welcoming staff.</p> <p>Library Values</p> <ol style="list-style-type: none">1. To provide an up-to-date accessible collection of online resources and materials to support the college and enhance the curriculum.2. To provide informational sessions and guidance to students and faculty on skills needed for efficient and effective use of available Library resources.3. To provide an environment conducive to learning and research.4. To provide facilities, equipment, and technology to access a variety of formats and materials.5. To order, catalog, organize, and house library materials.6. To provide a means for cooperation and exchange of materials with other institutions.7. To collaborate with instructors and students on research needs for class assignments. <p>Library Functions The functions of the Library are:</p> <ul style="list-style-type: none">• To establish and maintain a range and quality of services and resources that will complement and strengthen the academic programs of the College.• To encourage optimal use of resources.• To provide information literacy training to classes and individuals.• To provide resources in a variety of formats to meet individual learner's needs.• To provide technical services to maintain Library resources.• To provide a comfortable and quiet study space for patrons. <p>Borrower of Library Materials Any Lakeshore Technical College (LTC) student or staff member may borrow materials from the Library. Students and staff must have an active LTC ID# or ID card to check out material. There is no limit on number of other items a patron in good standing may borrow.</p> <p>Community members of the LTC District are welcome to use the resources in the library as long as student, faculty and staff access is not infringed. All residents must be over the age of 16 and show proof of identity. Item holds, interlibrary loan, reserve materials including devices and equipment, and</p>		



remote access to databases are not available to Community borrowers.

LTC Library follows Family Educational Rights and Privacy Act (FERPA), Wisconsin Statutes Section 43.30 and Wisconsin Personal Information Practices Act (Sections 19.62 to 19.80) in protecting the confidentiality of patron records. No personally identifiable information is retained beyond the time period necessary for Library operations.

Electronic Device Checkout for Students

LTC Library has a number of electronic devices (laptops, iPads, Surfaces, Kindles, etc.) for checkout to students, faculty, and staff in an effort to promote our Mission of providing access to technology. We see these devices providing the following benefits:

- Promote access to technology in order to enhance innovative teaching and learning methods.
- To provide understanding and familiarity with the evolving landscape of technology within academic, business, and personal lives.

Loan Policy

- Devices loaned out by the LTC Library are available to students currently enrolled in at least one course at LTC, and all current LTC faculty and staff.
- LTC Students must present a current LTC ID Card to borrow any device.
- Only one electronic device (i.e. laptop, tablet, e-reader) may be checked out from the Library by an individual at a time.
- Electronic devices and laptops are not checked out to students in between terms when they are not enrolled in a course. LTC staff are given the opportunity to checkout devices during times when students are not in courses.
- Borrowers accept full financial liability for the device while in their possession. This includes all costs associated with damage, loss, or theft of the device, protective cover, cord, and adapter.
- Borrowers must inform LTC Library of issues, malfunctions, or damage to the device as soon as the issue is noticed; otherwise, the borrower may be held responsible for replacement costs.
- Devices must be returned to a library staff member during the library's hours of operation.
- Borrowers accrue overdue fines if the device is not brought back by the due date.
- Failure to return an electronic device may result in a hold being placed on the borrower's LTC accounts and activities, including scheduling classes, receiving transcripts, checking out library material (including electronic devices), or obtaining his/her diploma. Unpaid library fees are placed into the LTC Student Financials collection process after the Final Bill has been mailed.

Library Guidelines for Conduct

The Library staff strives to provide patrons with spaces and environment conducive to adult study and research needs. If misconduct occurs, students will receive a warning. If misconduct continues, patrons will be asked to leave or Campus Police may be contacted. The following activities and behaviors are prohibited in the Library:

- Disruptive behavior such as loud talking, shouting, and playing of loud music, etc. Cell phone use that results in disruptive behavior, as mentioned above.
- Engaging in any unlawful activity or any activity that interferes with patrons' rights to a safe and quiet atmosphere.
- Illegal downloading or file sharing, gambling, or other illicit activities are not permitted on Library computers. Patrons should understand that all computer activity can be monitored. Students



should read and understand the Computer-Use Policy located in the [Student Handbook](#).

Children on Campus:

- Lakeshore Technical College supports a safe and positive educational environment. Therefore, it is the policy of LTC that children under the age of 16 shall not be left unattended in any of LTC's facilities (including the Library). Parents need to make adequate arrangements for the care of their children.
- Individuals 16 and under must be accompanied and supervised by a parent or caregiver, age 18 or older. Adults who bring minors into the library are responsible for monitoring their activities and regulating their behavior at all times.
- Parents and caregivers are responsible for a minor's use of the resources and facilities of the Library, including use of the Internet. Library staff will not log anyone under the age of 16 onto Library computers.

If a child 16 years or younger is left in the library unattended, LTC Campus Police may be notified.

Library Materials Selection and Adoption

LTC Library collection development policy is an assessment tool that defines the scope of the collection, assists in making purchasing decisions, outlines procedures for accepting or rejecting donations, and states the conditions for the deselection of materials. Faculty and staff are encouraged to suggest purchases and the Library staff actively seeks faculty expertise and advice. Library collections exist primarily to develop, support, and enrich programs of study in the vocational, technical, and adult education courses offered at LTC. Interlibrary loan is used to provide access to more specialized materials to support faculty and student extended research and to enhance professional development. General information and recreational resources are added when fiscally feasible.

Material Selection Criteria

1. Competence of authors
2. Accuracy and objectivity of materials in field.
3. Currency of materials.
4. Currency and sufficiency of materials on subject already in Library collection.
5. Relationship to existing collections.
6. Availability of materials elsewhere in the area.
7. Importance of material in the course/program area.
8. Potential for program student usage.
9. Adherence to the American Library Association's Bill of Rights.

NOTE: Gifts are judged on the same basis as purchased.

Material Weeding (Deselection) Criteria

- 1) Duplicates.
- 2) Superseded editions of which library has the latest.
- 3) Outdated textbook.
- 4) Badly damaged items (check for replacements).
- 5) Materials which no longer support the curriculum.
- 6) Books not checked out in more than 5 years depending on the subject matter.
- 7) Incomplete series - either order the missing volume(s) or get rid of the set.



- 8) Study prep guides (GRE, MCAT, etc.) older than 5 years.
- 9) Occupational guides, resume guides, etc. - discard after 5 years.

Reconsideration of Library Resources

LTC has delegated the responsibility for selection and evaluation of library/educational resources to the library staff and has established reconsideration procedures to address resource concerns.

- 1. Disputes must be presented in writing. The statement must include specific information as to author, title, publisher, and page number of each item to which objection is being made.
 - a. The statement must be signed and identification given to allow a reply.
 - b. A committee will review the request and the disputed item(s).
 - c. The committee shall consist of one instructor, Library Manager, and Student Resource Center Manager. Program Dean may also be included on the committee if the material pertains to a specific program.

Decision to remove or keep the material in question will be made within sixty business days of receiving the written statement.

Reason for Policy

To define the LTC Library Policies.

Historical Data, Cross References and Legal Review

Updated 1/24/14, 7/13/16

Legal Counsel Review and Approval:

Board Policy: III.A. General Executive Constraint, III.B. People Treatment

Definitions