

# Gateway Administrative Policy

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## **Policy Number & Name**

Borrowing library materials

## **Responsible Party**

Director, Libraries and Information Services

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## **RELATED ITEMS**

### **KCTCS Administrative Policy/Board of Regents Policy**

KCTCS Regents policy 4.1.1.3.5; KCTCS Administrative policy 4.1.3.1

### **SACS Requirement/Standard**

Core Requirement 2.9 The institution, through ownership or formal arrangements or agreements, provides, supports student and faculty access and user privileges to adequate library collections and services, and to other learning information resources consistent with the degree offered. Collections, resources and services are sufficient to support all its educational, research and public service programs.

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## **POLICY STATEMENT**

Gateway Community and Technical College does not have a circulating collection of library materials under its own control; in addition it has no immediate plans to create such a collection. All books or other materials available for circulation will be housed by one or more cooperating libraries under contractual agreement. Under these circumstances, all materials checked out of a cooperating library by GCTC students, faculty or staffs are to be borrowed in accordance with the policies of that library, including any policies dealing with length of checkout, fines for late return, and provision for replacing lost materials.

Although it is not a party to the borrowing agreement between the student and the lending library, GCTC will undertake to enforce borrowing policies on behalf of the lending library or libraries, utilizing its influence to ensure the timely return of materials and the payment of necessary fines and fees. It is recognized that all fines and/or fees are to be paid by the borrower directly to the lending library. GCTC will not collect moneys on behalf of other institutions.

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## **Related Documents:**

Procedures: Libraries which check out books to GCTC students, faculty and staff under cooperative agreements will notify the Department of Libraries and Information Services (LIS) of overdue materials and of any fines or fees owed as a result. In response,

1. LIS will contact the borrower and notify him/her that failure to return materials and pay whatever fines or fees are owed will result in sanctions being imposed.

2. If materials are not returned and/or if fines are not paid, LIS will place a block on student records to keep the student from receiving grades or transcripts and from registering for additional coursework until the lending library is satisfied.
3. If the borrower leaves GCTC without returning materials, and if the lending library's policy contemplates legal action against a defaulting borrower, GCTC will cooperate in pursuing whatever legal action is appropriate.

**History of Policy:** Effective Date \_10-1-2011\_\_