

CPTC Procedure: Library Services - Circulation

The Coastal Pines Technical College (CPTC) Library Services Circulation Procedures govern the circulation of library materials to eligible library patrons. These policies apply to CPTC students, faculty, and staff, along with other eligible library patrons as defined in the policies.

1. CPTC Library Services grants borrowing privileges to the following patrons:
 - Currently enrolled CPTC students including dual enrolled students;
 - Currently enrolled CPTC Adult Education Program students;
 - Currently employed CPTC staff and faculty (including part-time staff and adjunct faculty);
 - Retired staff and faculty of Coastal Pines Technical College, Altamaha Technical College, and Okefenokee Technical College;
 - CPTC Board members and people designated by the President as being eligible for library privileges;
 - CPTC Program Advisory Committee members;
 - Students, faculty and staff of College of Coastal Georgia (CCGA), or any unit of the Technical College System of Georgia (TCSG) who qualify for privileges as specified in the applicable borrowing agreements.
2. CPTC Library Services grants borrowing privileges to its patrons according to following schedules:
 - One (1) year from creation of library account:
 - Currently enrolled students including dual enrolled students;
 - Currently employed staff and faculty;
 - Retired staff and faculty;
 - Local board members and people designated by the President;
 - Program Advisory Committee members;
 - Students, faculty, and staff of CCGA or any unit of the TCSG;
 - Thirty (30) days from creation of library account:
 - Currently enrolled Adult Education Program students.
3. CPTC Library Services will renew library accounts according to the schedules in section 2 with verification of continued eligibility for patron status.
4. CPTC Library Services requires one of the following forms of identification to create a library account for borrowing materials:
 - A current and valid CPTC photo identification card (using another patron's identification card is not permitted);
 - A government issued photo identification card along with a copy of a current CPTC class schedule from BANNER;
 - A government issued photo identification card along with verification of enrollment in Adult Education from an Adult Education instructor;
 - A current and valid institution-issued photo identification card from CCGA or any unit of the TCSG;
 - A government issued photo identification along with verification by the Director of Library Services in the case of retired staff and faculty, local board members, designees of the President, or advisory committee members.

5. CPTC Library materials will circulate according to the following rules for each category:
- Print books:
 - The loan period for circulating books is fourteen (14) days.
 - Library patrons may borrow up to five (5) books at one time.
 - Library patrons may renew books on loan from the library twice.
 - Library patrons may renew books on loan by e-mail, online account management, or in person.
 - Library patrons may not renew books with a hold or recall request.
 - Library patrons must renew overdue books in person.
 - DVDs, VHS tapes, software, and music:
 - The loan period for circulating DVDs, VHS tapes, software, and music is three (3) days.
 - Library patrons may borrow up to two (2) DVDs, VHS tapes, software, or music items at one time.
 - Library patrons may renew DVDs, VHS tapes, software, and music on loan from the library twice.
 - Library patrons may renew DVDs, VHS tapes, software, or music on loan by e-mail, online account management, or in person.
 - Library patrons may not renew DVDs, VHS tapes, software, or music with a hold or recall request.
 - Library patrons must renew overdue DVDs, VHS tapes, software, and music in person.
 - Library Equipment:
 - Library equipment includes digital projectors, laptops, overhead projectors, projector screens, televisions, VHS players, DVD players, and other audiovisual equipment.
 - Only currently employed CPTC faculty and staff may borrow library equipment.
 - CPTC faculty may borrow equipment on behalf of a student. However, the CPTC faculty member assumes financial responsibility for borrowed equipment.
 - The standard loan period for library equipment is one (1) day.
 - The Library Services Director may grant permission to extend the loan period in cases such as conference attendance or at the request of administration.
 - Faculty and staff must renew the loan period or return library equipment in person.
 - Materials for library use only include:
 - Reference books,
 - Course Reserves materials,
 - Periodicals,
 - Newspapers,
 - Archive materials, and
 - Maps.
6. If the due date for an item will occur during the break between terms, library staff will override the due date to fall on the last day of finals for the current term.

7. CPTC Library Services will manage hold requests for circulating library materials according to the following guidelines:
 - Library patrons may place hold requests by phone, e-mail, or in person with library staff.
 - Library patrons may place hold requests using their online library account.
 - Library patrons may place hold requests for items that are either currently available or on loan to another patron.
 - The library will notify patrons when their requested materials are ready to pick up at the library.
 - The library will hold requested materials at the circulation desk for three (3) business days before canceling the hold request.
8. CPTC Library Services observes the following rules and procedures in regards to overdue, lost, and damaged items:
 - Library patrons with overdue, lost, or damaged materials appearing on their account will lose borrowing and renewal privileges.
 - The library will not charge overdue fines.
 - The library will change the status of library materials that are overdue for thirty (30) days to lost.
 - Lost or damaged library materials will incur a replacement fee as determined by their cost in the catalog.
 - The library will place a hold on a CPTC student's Banner record if a student owes a replacement fee for lost or damaged library materials.
 - CPTC students must clear all replacement fees or return the lost library materials in order to remove the library hold from their Banner record.
 - Borrowing and renewal privileges will be restored to library patrons when overdue materials are returned or replacement fees for lost and damaged materials are paid in full.
 - The library will notify the Adult Education Program when Adult Education Program students have overdue or lost library materials.
 - The library will notify the CCGA Library when their respective students have overdue or lost library materials.
 - The library will notify the appropriate unit of the TCSG when students from a technical college other than CPTC have overdue or lost library materials.

Responsibility

The Vice President for Academic Affairs has overall responsibility for ensuring the implementation of this procedure.

Adopted: January 16, 2014

Reviewed: February 21, 2023