

# Medicine Spring Library – Circulation Policy

## Eligibility for Library Services

Medicine Spring Library is the academic library to Blackfeet Community College and serves as the community library for the Blackfeet Reservation. All residents of the Blackfeet Reservation and surrounding areas are welcome to utilize the library, get a library card, and borrow material. Surrounding areas include Cut Bank, and Valier.

To obtain library card current students need to present a Blackfeet Community College student ID, and verify their address. All non-student borrowers must present an ID and have a local mailing address. Children under the age of 16 will need to have a parent or guardian sign up for a linked library card. Non-residents can obtain a 1-month temporary card with a local resident who will vouch for them.

## Materials for In-Library Use

- Certain materials, such as archive materials, reference, Reserve items, and headphones are to be used in the library only.
- Reserve items, and headphones must be checked out to use.
- Materials marked REF are reference materials and cannot be checked out. They must be used in the library.
- Archives material must be read in the archives. It may be brought to the Circulation Desk for copies.

## Loan Policies

- A library card, or photo identification must be shown to check material out.
- All borrowers must agree to abide by the library's policies, including the acceptance of responsibility for overdue and replacement charges.
- Medicine Spring Library does not currently conduct Holds or Recalls.

## Loan Policies-Specific Material Types

### *Books:*

- Loan Period: 28 days (4 weeks)
- # of Items: 4
- Renewals: 2

### *Periodicals:*

- Loan Period: 7 days (1 week)
- # of Items: 4
- Renewals: 0 (none)

### *Videos:*

- Loan Period: 7 days (1 week)
- # of Items: 4
- Renewals: 1

### *Laptop, Charger, Bag (students with signed contract only):*

- Loan Period: 7 days (1 week)
- # of Items: 1
- Renewals: 0 (none)

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### *Headphones:*

- Loan Period: 1 business day (available only during business hours)
- # of Items: 1
- Renewals: 0 (none)

### *Reserve Items:*

- Loan Period: 2 hours
- # of items: 2
- Renewals: 2

### *Interlibrary Loan:*

- Loan Period: varies by lending library
- # of Items: 4
- Renewals: varies by lending library

## Overdue and Replacement Policies:

Medicine Spring Library does not charge overdue fines for any items except for laptops, and lending library charges through Interlibrary Loan. The following procedures will take place to ensure library materials are returned:

1. Once per week email notices will be sent out for items that are overdue. It is up to the patron to check their email.
2. Items that are over 10 days overdue will be marked as lost and the replacement fee will be assessed. If patrons bring in the overdue material, the replacement fee will be waived, up to 1 year from the time of assessment.
3. Unless approved, patrons may not replace lost items. Approval to be given by the Director of Library Services only. If replacement approval is given, the patron will be responsible for a \$7.00 processing fee.
4. Student, staff, and faculty charges will be reported both the Registrar and the BCC Business Office one time each semester. The Business Office will place the charge on the student account. At that time, the student will pay the Business Office for all charges. Otherwise, charges can be paid in the library.
5. Community members and temporary cardholders will not be able to check out additional material once they have a lost book charge on their account. When the items are returned, or when charges are paid or a payment plan in in place, the account hold will be lifted.

### Replacement Charges:

*Books, Periodicals, Video, and Reserve Items:* \$35.00

*Laptops:* \$1,000.00

*Headphones:* \$25.00

*Interlibrary Loan:* varies by lending library + \$10.00 processing fee

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### Appeal of Charges:

Patrons who feel that they have been charged in error may appeal to the Director of Library Services. Appeals should be made within 30 calendar days of the original Library Charge.

A notice of overdue is sent as a courtesy reminder. Non-receipt of an overdue/lost book charge notice does not exempt you from charges. It is your responsibility to assure that a current mailing address is in your library record. Fill out the following form. You will be told the outcome by mail within five (5) business days.

Reasons generally not regarded as valid for canceling or reducing charges:

- Lack of knowledge of library policy
- Disagreement with library fine or fee structure
- Inability to pay fees and charges
- Material loaned to a third party
- Non-receipt or late receipt of library reminder notice
- Returning items to libraries other than the Medicine Spring Library
- Being out of town
- Forgetting the due date
- Term breaks, leaves, vacations, exams, car problems, etc.

### Appeal of Charge Form

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Item in Question: \_\_\_\_\_

Charge: \_\_\_\_\_

Reason for appeal: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Do you wish to replace the item? \_\_\_\_\_

Decision: \_\_\_\_\_