



Policy Name: Library Use by Community Members

Department: Academic Affairs - Library

This policy applies to: Community Members

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King University welcomes members of the community at large to use materials and facilities belonging to King University Libraries. The purpose of this service is to extend the benefits available from King University Libraries' collections to those within a geographically proximate area. Library services, materials and equipment exist primarily for use by King University students, faculty, and staff, and we appreciate your cooperation and understanding in deferring to the information needs of those affiliated with King University.

Use of Library Facilities and Equipment:

- Any community member who wishes to use a computer must have a current Community Borrower Card and be in good standing.
- Computer use is limited to ninety (90) minutes per user, per day.
- Computers on the first floor may be used for research, e-mail, and word processing. Library staff will log users onto the computer.
- The Library Instruction Lab and quiet study rooms are restricted to use by King University students, faculty, staff, and any individual affiliated with the University in an official capacity.
- The Library reserves the right to ask community members to vacate any computer if it is needed by a King student.
- Documents and other work should be saved to portable drives or e-mail, and the patron should log out of all personal accounts before leaving.
- Internet activity should be appropriate for public areas.
- Library staff may send faxes for patrons from the Library at a charge of \$1.00 per page.

Printing and Copying:

Community Patrons may print materials and make photocopies under the following fee structure:

- Printing/copying in black and white: first 10 pages free, \$.10 per page after first 10
- Printing/copying in color: \$.25 per page

NOTICE WARNING CONCERNING COPYRIGHT RESTRICTIONS

The copyright law of the United States (title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material.

Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be “used for any purpose other than private study, scholarship, or research.” If a user makes a request for, or later uses, a photocopy or reproduction for purposes in excess of “fair use,” that user may be liable for copyright infringement.

This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve violation of copyright law.

Community Borrower Cards:

A Community Borrower Card from King University Libraries entitles the owner of the card to circulation privileges for materials that are eligible for circulation in the King University Libraries. It does not entitle the holder to circulation privileges at other libraries of the Holston Associated Libraries. In general audio-visual equipment is limited to use by King University faculty, staff, and students only. Please see the Equipment Use Policy for further information.

- The fee for a Community Borrower Card is \$25.00 per year. The card is valid for 12 months from date of purchase. The fee is non-refundable.
 - This fee is waived for the following community members:
 - Alumni
 - Clergy or educators, both retired or active
 - King University Board of Trustee members and spouses
 - Family members of current King employees
 - Students of colleges and universities in the Appalachian College Association or from any institution with whom King University has a reciprocal agreement in place.
 - A list of institutions can be found at the About Us link on the library website.
- Use of the card may not be assigned to any other person.
- A maximum of five (5) items may be borrowed at one time which may include up to three (3) audio/visual items (e.g. videos or audio compact discs).
- An item may be renewed for one additional renewal period, provided another library user has not made a request to hold the item upon its return.
 - Renewals may be made by telephone (423-652-4716) or online through the HAL catalog (<http://innopac.hal.org>) by viewing your patron record. You will need to have your Community Borrower Card barcode number.
- Library resources are to be returned in person and are not to be returned by mail.
- Fines for overdue materials will accrue at ten cents (\$.10) per day to a maximum of \$5.00 per item. Community patrons with outstanding obligations with King Libraries will not be able to check out other materials until such obligations are cleared.
- Lost items will be billed at the cost for replacement, plus the applicable fine, plus a service charge of \$15.00 for ordering and processing a replacement item. Lost books that are out-of-print will be searched in used book sources. If no price can be ascertained from these sources, the Library staff will assign a replacement value.

- Persons holding currently valid King University Community Borrower Cards are eligible to use inter-library loan services from King University Libraries. Because this service represents costs beyond the normal circulation of an item held by the Library, a processing fee of \$5.00 per request will be required. This fee will be in addition to any fees assessed by the lending library. The borrower will assume all responsibility for lending, photocopying, or transportation charges assessed by the lending library. King University Libraries' responsibility extends only to placement of the order and normal return of materials by Library Rate dispatch.

The library staff is committed to assisting patrons with whatever needs they have, research or otherwise. If a user has any special needs, such as a quiet place to research, it is best to make an appointment with the Dean of Library Services to ensure we have the space and staff available to assist.

King University Libraries reserve the right to revoke a Community Borrower Card if privileges or library property have been abused or misused. Charges for mistreatment or damage to resources, equipment, or property may be assessed by the Library. Policies provided in this document are subject to change at any time.

This policy does not apply to King University students, faculty, staff, or any individual affiliated with the University in an official capacity.

Please address further questions to the Dean of Library Services.