# Policy 303: Library Policy

Category: Instruction

Covered Individuals: CEI Employees, Students, and Community Members

##### Approved: 5/23/2023

Formerly Approved: 10/9/2019

**303.1 Policy**

The College of Eastern Idaho library (Richard and Lila J. Jordan Library) supports the educational mission of College of Eastern Idaho by providing information resources for teaching and learning. As such, the Richard and Lila J. Jordan Library has a wide variety of research materials including our core print collection, reference collection, periodicals, and access to electronic databases.

The library is open to everyone in the college community including students, faculty, staff, and community members.

It is the policy of the Richard and Lila J. Jordan Library to protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted. Accordingly, the library will not disclose such information except as required by law.

**303.2 Procedures**

**Material Selection**

### The selection of library materials shall be a cooperative venture between the librarian and the faculty. To facilitate selection, the faculty shall be invited to suggest materials that support their curriculum. Selection criteria include curricula support and cost effectiveness. After reviewing requests, priorities, and budget considerations, the librarian will make final selection of library materials. The level of materials selected will be at the research and/or study level consistent with the curriculum.

The library shall collect and store non-book formats such as periodicals, magazines, newspapers, electronic media, and audio-visual materials.

**Circulation**

* Books: 4 weeks
* Periodicals: 7 days
* Audiovisual materials: 3 weeks
* Reference materials: in house only
* Reserve materials: in house only
* Interlibrary Loan: 4 weeks or at the discretion of the lending library

Items may be renewed for an additional loan period. A fine of .25 cents a day will be assessed on any material that is overdue. If an item is lost, the borrower must pay the cost to replace the item plus a $25.00 processing fee. All fines must be paid before a patron can register for classes or graduate.

Group study spaces are available for use. Rooms can be reserved for up to 3 hours.

**Cell Phones**

Talking on a cellphone is prohibited in the library. Failure to comply will result in being asked to leave the library

**Gift Acceptance**

The Richard and Lila J. Jordan library welcomes donations of books or other media that enhance and support the teaching and learning missions of College of Eastern Idaho. All such gifts are subject to the following conditions:

1. Donations are screened for inclusion in the library’s collection in the same manner as those items that are purchased. Because of space limitations and the possibility that items are out of date, subject inappropriate, in poor condition or conflict with the educational mission of CEI, the library staff reserve the right to decline any gifts.
2. When donations are accepted, it is with the understanding that they are given outright and without restriction. The Richard and Lila J. Jordan library becomes the sole owner of donated materials with the right to dispose of items not added to the collection in any manner.
3. Per U.S. tax regulations, the Richard and Lila J. Jordan library, as the recipient, may not assign a value to gifts for tax purposes. The donor should establish an estimated value or have the item(s) appraised by an independent party before the donation is accepted.

Monetary donations will be accepted through the CEI Foundation.

**Deselection**

To maintain a well-balanced and useful collection of materials supporting the instructional programs of the college, and to provide materials with general interest value for the college community, the library continually evaluates its collection resulting in withdrawal or replacement of some titles.

Obsolete, damaged, or otherwise unusable materials must be withdrawn to provide the Library with a quality collection. The following criteria are considered in withdrawing materials:

* Materials that no longer support the curriculum
* Poor physical condition; not suitable for rebinding or repair
* Outdated information with little historical value
* Replacement by a newer edition or a resource with better coverage or a more suitable format
* Duplicate copies of a title no longer in high demand
* Lack of space for materials
* Insufficient use
* Materials determined to be lost
* Unsupported or obsolete formats

Faculty in related disciplines may be consulted on the need to retain materials chosen for withdrawal.

The library will be governed by the American Library Association (ALA) Bill of Rights which affirms that “all libraries are forums for information and ideas.”

Periodically, the librarian and library committee shall review library policies and procedures and update as necessary.