

COLUMBUS STATE COMMUNITY COLLEGE
POLICY AND PROCEDURES MANUAL

EDUCATIONAL RESOURCES CENTER (ERC)
SERVICES AND OPERATIONS

Effective July 1, 2010

Procedure 5-14 (B)
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- (1) Most library and OhioLINK items circulate in accordance with OhioLINK procedures. Certain library items do not circulate to all categories of users.
- (2) The normal circulation period for some of the library collection may be adjusted to meet faculty and staff needs. Reminder notices of due dates are sent out to all borrowers before the due date, and overdue notices will be sent out after the due date. For those administrators, faculty, and staff members who abuse the flexibility of the circulation period, an additional memo is sent to the individual with copies to the chairperson, dean, or immediate supervisor.
- (3) The Educational Resources Center (ERC) builds and maintains its collection to support the college curriculum. In order to request materials for the collection, a "New Materials Request" form is filled out, signed by the chairperson, and forwarded to the ERC. Requests from other departments are to be signed by the cost center manager and forwarded to the ERC.
- (4) All students, faculty, staff, administrators have access to library resources and materials via their college assigned Cougar ID number. An individual account is activated upon verification of enrollment or employment. A valid picture ID (Columbus State Community College ID, driver's license, passport, etc.) must be presented to library staff in order to check out materials. These individuals may use their Cougar ID number for access to online resources.
- (5) All Columbus State Community College library accounts expire at the end of every academic quarter. Individual accounts are reactivated upon verification of enrollment or employment or continued viable need for the library services.
- (6) The supervisor of circulation services may suspend borrowing privileges from any person abusing the circulation system.
- (7) The following procedure applies to current members of the Board of Trustees, or individuals who are not students, faculty, staff, or administrators and wish to use the library services provided by the ERC.

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- (a) Students, faculty, and staff of OhioLINK institutions must present a valid picture ID and any other library card or library account number that the home institution requires for checkout.
- (b) Columbus State Community College members of the Board of Trustees and alumni may request a library courtesy card by the supervisor of circulation services. The courtesy card will allow them to check out Columbus State library materials, but it does not afford them access to online databases or OhioLINK borrowing. Courtesy cards must be renewed each quarter.

Last Effective April 15, 2006((Replaces Procedure 5-14 (A))