

BLINN COLLEGE ADMINISTRATIVE REGULATIONS MANUAL

SUBJECT: *Community Users Procedures on the Blinn College Library*

EFFECTIVE DATE: June 1, 1987; amended February 28, 2008

BOARD POLICY REFERENCE: EDAA & GF

PURPOSE

Everyone is welcome to use materials in the Blinn College library, although first priority for reference assistance and use of facilities and equipment must be given to Blinn students and faculty. Washington County residents who wish to check out materials may apply for a Community Users Card, details of which are explained below.

NOTE: An alternative to the Community Users Card is to obtain a TexShare Card from your public library or other participating library. There is usually no charge for the TexShare Card. This card is good for any resident of the state and at all of the college's libraries.

THE COMMUNITY USERS CARD (Washington County Residents)

1. Apply at the Blinn College Library, Brenham.
2. The card is available to Washington County residents at least 18 years of age, with acceptable identification (Driver's license, etc.)
3. The fee is \$15.00 per year (\$25.00 for a married couple).
4. The card is non-transferable and must be presented together with identification when materials are checked out.
5. Card holders have the standard circulation privileges and responsibilities with the following additions and exceptions:
 - a. Community users may have a maximum of three items in circulation at one time.
 - b. Items may be recalled after one week if requested by Blinn students or faculty.
 - c. Community users having overdue items or owing fines will not be permitted to check out additional materials until these items have been cleared.
6. Excessive overdues, loss of materials, or failure to abide by the guidelines will result in the community user's card being revoked or not renewed.

GENERAL CIRCULATION POLICIES (Apply to All Users)

1. Most items are circulated for two weeks, with one renewal if no other person has requested them.

2. Videos/DVDs circulate for 7 days.
3. Fines of \$.25 per day (including weekends and holidays) are charged for overdue materials.
4. A valid Blinn library card and proof of identity must be presented by the person to whom it was issued in order to check out materials.
5. Books, etc. may be renewed by telephone, e-mail, or in person.
6. Charges for lost materials are: the price of the book, a binding fee if applicable, a \$10.00 processing fee and any accrued fine.