

# Renton Technical College Library

## Procedures

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## ABOUT THE LIBRARY

### Mission, Vision and Values of the College

**College Mission:** Renton Technical College engages a diverse student population through educational opportunities for career readiness and advancement, serving the needs of individuals, the community, businesses, and industry.

**College Vision:** Renton Technical College will be a locally, regionally, and nationally recognized leader for improving lives and inspiring lifelong learning.

#### College Values:

- **Community:** Create an inclusive environment where all are celebrated and welcome.
- **Empowerment:** Promote strength and confidence to embrace challenge, creativity, and intellectual risk.
- **Equity:** Nurture an academic and work environment that promoted fairness and removes systemic and institutional barriers.
- **Integrity:** Foster an ethical environment of trust and honesty.
- **Learning:** Pursue excellence by engaging in critical thinking, problem solving, and technical expertise.
- **Respect:** Value humanity and the diversity of people, perspectives, and ideas.
- **Stewardship:** Build a stronger, accountable institution for future generations.

### Mission of The Library

The Library is committed to a culture of inclusivity, equity and advocacy by providing quality resources, spaces, staff and instruction in the pursuit of intellectual discovery, life-long learning and student success.

### Goals

The Library works with the campus community to select materials and provides services that aid the faculty member in his/her teaching and the individual in the pursuit of education, training, information and life-long learning. In addition, the Library will attempt to secure either information or materials beyond its own resources through cooperation with other information and referral agencies, through its participation in OCLC (a bibliographic utility that provides Interlibrary loan, cataloging, database and other support for libraries throughout the Pacific Northwest and beyond), and through participation in other networks, cooperatives and/or consortiums.

### Location

The Library is located on the second floor of the Technology Resource Center Building –C, on the main Renton Technical College campus in Renton, Washington.

3000 NE 4<sup>th</sup> St.

Building C – 201

Renton, WA. 98056-4123

425-235-2352 ext. 2331

### Hours of Operation

The Library will have open hours that serve the needs of the primary users (RTC students, staff, faculty and administration) and that are consistent with providing quality services. This may mean that, in order to provide service to students and faculty in evening and off-campus programs, the Library may not be open during normal daytime business hours or may periodically close temporarily to facilitate other college programming and events. Additional open hours will be scheduled only if there is sufficient staff to provide a basic level of service.

During the academic quarters, the Library is open:

Monday-Thursday: 7am-8pm

Friday: 7am-4:30pm

Saturday and Sunday: Closed

During breaks between academic quarters and on non-instruction days, the Library is open:

Monday-Friday: 10am-2pm

The Library is closed on all school holidays

### Printing, Copying and Scanning

The Library offers printers, copiers and scanners for use by students, staff, faculty and the public. Printing and copy services have associated charges, however scanning (from flatbed scanners or the copy machines) is free of charge. Printing and copying charges are .05¢ for black and white and .50¢ for color.

### Off-Campus Services

The College has some classes at sites other than the main campus. Many of the users at these sites are close enough to utilize the central campus facilities and the Library will maintain a schedule of open hours to facilitate such use. In addition, Library staff will, as necessary, travel to remote sites, provide customized instruction and mediated services such as computer database searching, and make special arrangements for delivery of Library materials. Additionally, all RTC students, staff, faculty and administrators have access to online resources (eBooks, databases, Library catalog) and online Librarian reference chat support through AskWa anytime/anywhere through the Library's homepage (certain RTC credentials may be requested when accessing resources off-campus).

### Staffing

The Library will consist of staff, both professional and support, that is of sufficient size and with appropriate qualifications to implement Library services and maintain the materials collections to support the mission and goals of the college and the Library.

### Copyright

The Library is committed to complying with all applicable laws regarding intellectual property. This commitment includes the full exercise of the rights accorded to users of copyrighted works under federal copyright laws.

It is the expectation of the College that students, faculty, administrators and staff members will comply with copyright laws. Failure to do so may result in individual liability for copyright infringement. The college will provide no defense or indemnification to students who illegally reproduce copyrighted materials. In cases where employees are following the law and College policy in good faith, the College may provide for the defense and indemnification of faculty, administrators, or staff for alleged copyright infringement in accordance with RCW 4.24.490 and RCW 28B.10.842.

It is the responsibility of Renton Technical College to promote excellent teaching, research, and service activities by facilitating the legal use of copyrighted materials by its faculty, administrators and staff. To that end:

- The Renton Technical College Library copyright policy is formulated in accordance with the provisions of U.S. Code Title 17 on Copyrights, particularly Section 107 on fair use.
- Renton Technical College has designated the Library Director as the College's Copyright Officer. The Copyright Officer shall be registered with the United States Register of Copyrights as the College's "Agent to Receive Notification of Claimed Infringement", shall exercise general oversight of the copyright function for the college, and shall ensure that information about the law is available to its faculty, administrators and staff.
- The College has charged the Copyright Officer with developing materials to guide and educate its faculty, administrators, and staff about rights and restrictions addressed by the law pertinent to instruction, including but not limited to those included in its Fair Use provisions, the Digital Millennium Copyright Act of 1998 and the Technology Education and Copyright Harmonization (TEACH) Act of 2002.
- The College will avoid, whenever possible, adoption of supporting policies or agreements that would restrict rights afforded to educational users.

- The College directs the Copyright Officer to offer guidance and provide suggestions regarding appropriate use of copyrighted materials.
- When deemed necessary, the Copyright Officer may seek legal counsel from the college.
- The cost of acquiring copyright permission may be assumed by the Library, the individual staff member or the college. Whenever applicable, the cost may be passed on to the students.
- All materials used in instruction, as well as those used in carrying out the business of the college, should be prepared with the awareness of the published Library copyright policy. This will include materials used in all modes of teaching and document delivery.
- The copyright policy extends to honoring site license agreements that are entered into by the college with database vendors providing instructional materials in text, images, or other sound.

### Legal Authority

Legal authority for Renton Technical College to manage loans, charge fines, and engage in other activities necessary for the control and operation of a Library is found in the Washington Administrative Code 495E-168-101+ (Appendix F).

### Program Evaluation

The Library Director shall provide an annual report on, and evaluation of, the Library and the services it provides. The report will be sent to the Vice President for Instruction and may, if requested, be shared with the Board of Trustees. The Library Director will also participate and manage the Library portion(s) of any program or college-wide accreditation reports.

## LIBRARY USE GUIDELINES

### User Responsibilities and Privileges

The collections of the Library are selected to serve all RTC students, staff, faculty and administration. Others not affiliated with the college may use resources within the Library but may not checkout or remove materials from the physical Library without special permission of the Library Director. The RTC Library also honors the reciprocal borrowing agreement between other Washington State Community and Technical Colleges and will loan select resources from the main collections to currently enrolled students from other colleges participating in the reciprocal borrowing agreement (see appendix G). Current required RTC course materials and reserves may not be loaned to reciprocal borrowers. The loan of resources to non-RTC students is at the discretion of the Library staff and may exclude select materials for reasons including, but not limited to, high RTC use, price of material, condition of material, availability of material.

Each eligible borrower shall produce the appropriate RTC identification card/number (student, faculty or staff ID number) and may be asked to further verify his/her current address and telephone number. For non-RTC users, an alternate form of ID may be held while materials are in use. The Library reserves the right to refuse service to those who fail to provide valid identification upon request. Each borrower shall be responsible for all use made of his/her identification card.

The Library may impose such penalties as it deems necessary in order to ensure fair use of its services or to secure the return of borrowed materials. Failure to return materials will result in the suspension of borrowing privileges until all charges are paid or reconciled. Use of the Library, materials housed within or its services may be denied for due cause. Such causes may include failure to comply with Library rules of use, destruction or misuse of Library property, disturbance of other users, or any objectionable conduct in the Library.

It is the responsibility of all borrowers to regularly review the status of their Library account, either online or by contacting circulation, to keep abreast of potential recalls, changes in due dates, overdue notices, fines, or items ready to be picked up. The Library will communicate this information through the patron's RTC email.

## Food and Drink

Food is not allowed in the Library as it can be disruptive to Library users, create an unclean working/studying environment, attract unwanted rodents or bugs, and can damage Library materials. Drink are permitted in covered, spill-proof containers or capped bottles. If a patron wishes or needs to take a break for a snack or meal, they must do so in the hallway outside the Library entrance or elsewhere on campus.

## Noise and Disruptive Behavior

The RTC Library strives to provide suitable environments for individual and group study, research, computing and intellectual pursuits and which is inviting to all users. Noise should be kept to a minimum throughout the Library, and the following guidelines are strictly enforced. As the Library is a teaching space, a certain amount of noise can be expected at the Circulation desk as the Library staff assist patrons and conduct reference interviews. However, Library staff should also maintain a low level of noise whenever possible. All Library employees are authorized to resolve any noise complaints.

- Quiet Study Room (1) – Strictly quiet work space with no group study, cell phones, music or talking. Headphones must be worn if listening to devices.
- Collaboration Zone (1) – Group work space where moderate noise level is expected but should still remain respectful to patrons in the Library.
- Individual and Small Group Study Rooms (10) – Noise levels in study rooms should be kept low as the rooms are not soundproof and noise travels into the rest of the Library. Doors should remain closed when conversation takes place and headphones are still suggested when listening to devices.
- Library Conference and Instruction Rooms (2) – On occasion, students may be permitted to use the Library Conference Room and/or Instruction Room for larger group work. These spaces follow the noise guidelines of the Individual Study Rooms.
- General Library Spaces – Conversations should be kept at a low and respectful volume in the central and open areas of the Library. If groups wish to work together in a manner where conversation is needed, a group study room would be optimal. Headphones must be worn if listening to devices or computers.
- Cell Phones - Please set cell phones to no-ring/vibrate mode upon entering the Library. If you must use your cell phone to make or receive a phone call while in the Library, step into a vacant group study room (not a Silent Study Room) or into the hallway outside the Library entrance.

## Computer Use

The RTC Library offers desktop computers for use by Library patrons as well as a wireless environment to support personal computing devices. Current students, staff, faculty and administrators may also check out laptops to use within the Library by providing the appropriate identification (student ID card or other form of picture ID and/or verifying current mailing address information). Community visitors are welcome to use the designated public computer terminals. All Library patrons, RTC affiliated or community members, must adhere to the College's [Information Technology Resources Acceptable Use Policy](#) which can be found on page 20 of the RTC Student Handbook or in **Appendix H** of this document.

## Study Room Use

The Library provides ten (10) individual and small group study rooms, one (1) Collaboration zone and one (1) silent study rooms for Library patron use. Individual, small group study rooms can be used by individuals or groups up to 6 people (space permitting). Noise levels should be kept moderate as the rooms are not soundproof and noise travels into other quiet spaces. Library facing blinds must remain open, but outside facing blinds and windows may be opened or closed. Food is not permitted but drinks with lids are allowed. It is the responsibility of the study room users to return the room to its original state (clean, windows closed, chairs back in place). All personal items must accompany the patron if they choose to leave the room. The Library is not responsible for items left unattended. Individual study rooms may be reserved up to two weeks in advance. If an individual does not appear within the first 15 minutes of their reservation, or

leaves the room for more than 15 minutes during their reservation, the reservation will be cancelled and the time made available to others. Study rooms may be reserved up to two weeks in advance by contacting a Library staff member. All Library/computer use guidelines or rules are to be respected in the study rooms. Study room priority is as follows:

- RTC groups of students/staff/faculty (groups constitute 2 or more people)
- Individual RTC students/staff/faculty (a single person)
- Non-RTC members of the community

The Library provides one (1) study room with a computer equipped with UDL/Accessibility software. This room is available to students only by reservation in 2-hour blocks of time and may be reserved up to 2 weeks in advance. Reservations may be extended beyond the scheduled time if there are no other conflicting reservations. This room is available for reservations by RTC students only, with priority reservations for students needing assistive software or technology in the room.

Silent study rooms are not able to be reserved and are not optimal for group work which may involve discussions or other noises. Groups or individuals creating noise in these silent spaces will be asked to relocate to a more suitable area of the Library conducive to the form of study they require. All Library/computer use guidelines or rules are to be respected in the study rooms.

For larger groups, C203 or C204 may be used for group study at the discretion of a Library staff member.

### Media/Miscellaneous Equipment Use

The RTC Library provides various form of media playback equipment to aid in viewing/listening to informational resources. The Library offers VHS, DVD, audio cassette and CD players for use. The Library also offers miscellaneous technology equipment for use in the Library including various device chargers, Flip cameras, headphones, web cameras, laptops and mice. All use of media and technology equipment adheres to the Computer Use and Noise and Disruptive Behavior guidelines outlined above and is used at the patrons own risk. If you experience problems or need assistance, contact a Library staff member.

## COLLECTION DEVELOPMENT

### Purpose

The purpose of this policy is to provide guiding principles and procedures for collection development activities, including selection, maintenance and de-accession of print, electronic and media Library materials for the Renton Technical College Library.

### Responsibility for Selection

The Administration of the College has delegated the responsibility for development and maintenance of the Library collections, facilities and services to the Library Director. Collection development and selection responsibility are carried out by the Library staff (administration, professional and support) consistent with the selection objectives and criteria defined in these policies. Instructors have responsibility for recommending purchases in their subject specialties, and for arranging for Library support when planning new programs. Students, staff, faculty and administration are invited to submit suggestions for purchases in any subject area (See **Appendix A**).

### Objectives of Selection

In order of priority, new materials are added to the collection to:

1. Support the on-going instructional curriculum.
2. Provide vocational information consistent with instructional career fields.
3. Provide materials for independent study and personal enrichment.
4. Provide a balanced collection, including materials representing a wide diversity of views and expressions.

## Criteria by Format

Content and format are both considerations in selection decisions. Format should be considered as a criterion when multiple formats of the same information are available, and when a particular format may have a significant advantage in terms of providing access to the information being made available, such as for off-campus students. Format may also be a consideration in terms of technological issues, such as compatibility with existing Library equipment and systems. New formats will be considered for the collection when sufficient evidence indicates an overall shift towards those formats and a significant portion of the borrowing community has the need for this technological format. Materials will be purchased in the most efficient and effective formats in order to respond to varying learning styles and needs.

## Criteria for Selection

Priority of collection development is to providing access, both on-and off-campus, to information sources meeting the information needs of the RTC community. Criteria to be considered in the evaluation of specific materials will be timeliness and historical value, accuracy, effective expression and quality production, evaluations in professional recognized critical guides, appropriateness of level of approach, lasting value of the content, user interest and cost. Availability of materials on a subject already in the Library, or readily available in the community, may also be considered. The Library will acquire materials in all areas of knowledge focusing on subject areas relating to RTC's academic, vocational and basic skills curricula, and appropriate to the level of instruction ranging from basic skills and High School curriculum through certificate and 2-year associates degrees and including specific materials for 4-year baccalaureate degrees.

### Additional selection criteria for books include:

- The choice between soft or hard cover, based on expected usage and cost
- The decision to replace lost, missing or damaged materials according to use, accuracy, date and edition of publication
- In general, not purchasing multiple copies except for class sets and language materials for CCP/ELA, test preparation materials and job preparation/skill building materials
- In general, not purchasing textbooks that students would purchase as part of their course requirements

### Additional selection criteria for periodicals include:

- Availability and redundancy with online holdings or similar print titles
- Cost to number of issues ratio
- Back-file purchases will be evaluated on the basis of available indexing and relevance to curriculum

### Additional selection criteria for electronic databases include:

- Unique resources the database brings to the Library
- Authentication capabilities both on and off campus
- Cost to number of items ratio
- Availability of Full-Text resources (not simply bibliographic records)
- Public service support requirements, such as the need for staff and user training
- Searching considerations (search response time and standardized search features)
- Downloading/printing/check-out features and overall ease of use of these features
- Technical support by the vendor includes user guides, manuals and training
- Predictability and reliance of funding source
- Accessibility needs addressed through a VPAT or roadmap for adherence to Policy 188

### Additional selection criteria for media include:

- Availability of public viewing rights
- Support of format
- Priority given to faculty and staff requests
- Closed captioning and/or dual languages available
- Overall use by multiple departments
- Age of material and production schedule as it relates to discipline

## Materials Not Selected

The Library reserves the right to purposefully not select certain resources for the collections and will investigate alternative avenues for similar or like materials if necessary. Materials requested for inclusion in the Library which are not generally part of the collection development criteria will warrant a justification and projection of student use. Materials not generally selected for addition to the collections include, but are not limited to:

- Items used only in the classroom, such as lab manuals (both generic and custom) or reference materials necessary for instruction
- Archival materials unless purchased to complete an archived set or for historical purposes
- Serial publications not related to RTC or community needs
- Graduate-level research materials
- Textbooks that students are required to purchase for coursework
- Multiple copies (unless under special circumstances)

## Collection Descriptions by format

### Regular – Circulating Book Collection

The majority of books and monographs in the Library are circulating in nature to RTC students, staff, faculty and administrators. Items circulate for specified amounts of time, have renewal guidelines and can be loaned out to other institutions at the discretion of the Library staff. The circulating books include course-specific resources, fiction, government and state documents, general interest resources, older editions of course textbooks, graded readers for ELA learners, and other general books.

### Reference Collection

Resources designed to meet the academic and general information needs of the college community. These resources are consistently useful in answering reference questions and designed to be “consulted for bits of information rather than to read consecutively” (*International Encyclopedia of Information and Library Science* {Routledge, 1997}). For this reason, reference materials do not circulate without permission.

### Current Periodicals/Newspapers

The periodical collection consists of current subscriptions to general-interest and discipline-specific magazines, journals and newspapers. Periodical subscriptions must support the collection goals and objectives of the Library. New subscriptions are a commitment for future funding, and therefore will be evaluated very closely. Ideally periodicals will be indexed in a supported indexing system like ERIC, CINAHL, UMI, etc. Periodicals not indexed may be considered for purchase if they are vital for a program, the expected use will be high, are indexed in a paper index or alternative online index, or if they are necessary for formal assignments. The Library reserves the right to select some materials specifically for browsing or public interest, in spite of lack of available indexing. These may include general interest magazines, local or regional resources, and items useful in providing a balanced point of view on controversial and contemporary issues. The Library retains the most current five years of print journals and three months of newspapers. In addition to print subscriptions, the Library provides extensive access to thousands of periodicals and newspapers through subscriptions to online, full-text databases.

### Reserve Collection

The Reserve collection contains materials which circulate on a short-term loan due to heavy use. These materials include Library owned items, private-instructor copies, textbooks provided by programs/faculty/Associated Student Government or donated past textbooks from graduating students.

**Media/Audio-Visual** The media collection consists of media and audio-visual materials in diverse formats to meet curricular, industry and informational needs of the college and which support a variety of learning styles. The collection includes titles acquired (with and/or without public performance licenses) in VHS, DVD, Blu-ray, CD, Audio Cassette and CD-Rom format.

## Electronic Resources

The Library subscribes to online databases which house electronic books, journals, newspapers, magazines, reference materials, employment data and more. Most electronic resources subscribed to by the Library can be accessed both on-and-off campus.

## Pamphlets/Maps/Posters/Realia

The Library maintains a small collection of maps for the region as well as a selection of other geographical, historical and recreational maps. In addition, the Library collects posters, pamphlets, games and anatomical models that may be used as tools in instruction or by students for independent study.

## Digital Archive and Digitization

The digital archive collection facilitates the online discovery, access and dissemination of rare, unique or non-circulating materials held by the Library. Significance is the primary criterion in the selection process and is determined by factors including:

- **Evidence of Use.** Use, or the potential for use once online, is measured by evaluating usage statistics of both non-digitized archival collections and existing digital collections
- **Added Research Value.** Added research value is determined by assessing whether the digitization and online dissemination of collections results in improved discovery of the materials, unrestricted remote access to the content, and the integration of related materials in various formats derived from disparate physical locations.
- **Uniqueness or Rarity.** Uniqueness is determined by assessing the prevalence of the material.
- **Complements Existing Collections.** The degree to which the material enhances or provides a good complement to existing collections—including deepening or diversifying collections, or filling gaps—is determined by examining current collection content.
- **Demonstrated Interest.** Expressed interest from members of the college, community, researchers, or donors is also an indication of significance.

Some content may be digitized for purposes of preservation. Materials that are fragile, in poor condition, or otherwise at risk are good candidates for digitization, particularly if their condition limits or restricts access and use. For born-digital content, file formats, media formats and required software may be at risk of obsolescence, degradation, corruption or failure. The Library will adhere and refer to the ALA [Section 108](#) Photocopying by Libraries and Archives when considering items for digitization (see Appendix I).

## Weeding/Deselection

Weeding refers to the continuous process in collection development by which items that are outdated, rarely used, unnecessarily duplicated, no longer supporting college curriculum, worn-out or damaged are removed from the collection. Justifications for weeding include maintaining a current, accurate and useful collection; making the best use of space; improving the appearance and use of the collection; identifying materials needing repair or replacement; and getting feedback on the collection's strengths and weaknesses. The Library staff will periodically evaluate the collections in order to identify material for discard which meet specific criteria outlined. Faculty and/or subject specialists will be consulted when possible regarding the final discard decisions. All items withdrawn from the collection will be disposed of according to Washington State law and college policies. Decisions to withdraw or weed resources will be based on the same objectives and criteria that govern selection, including but not limited to:

- No longer meeting a curricular need
- Containing outdated or inaccurate information
- Demonstrating little or no circulation according to information derived from the Library's circulation module in the ILS (exceptions given to classics in the disciplines or standard titles in a given area with provides an overview of the subject area)
- Worn or damaged physical condition (if poor physical appearance is due to damage from high use, materials may be considered for replacement or repair)
- Superseded by newer editions neither considered classics nor needed for historical purposes

- Requiring equipment that is unreliable, obsolete, or is no longer available.

## Intellectual Freedom

The Renton Technical College Library supports the concept of intellectual freedom and is firmly committed to freedom of inquiry in all areas of knowledge. In recognition of its responsibility to the college community to uphold this concept, the Library subscribes to the principles of intellectual freedom as they are expressed by the American Library Association's "Freedom to Read" (Appendix D) and the "Library Bill of Rights" (Appendix E).

In accordance with these principles of unrestricted access, no materials shall be excluded from the Library's collection because of the race, nationality, sex, sexual orientation, or the political, economic, philosophical social or religious views of the authors, nor shall materials be proscribed or removed because of partisan disapproval.

The Library attempts to represent all viewpoints of an issue without taking a side with any one perspective. The Library collections strive to provide a broad range of opinions and viewpoints and welcomes differing opinions in the debate of ideas and ideologies.

Any member of the college community may raise an objection to the presence or absence of a particular Library material. All complaints or concerns will be referred to the Library Director who will try to resolve them informally. If the issue cannot be resolved to the satisfaction of the complainant, they will be directed to fill out a "Request for Review of Library Materials" form (Appendix C). For more information on the process of material review, see section VI – CHALLENGE/REVIEW OF LIBRARY MATERIALS.

## CIRCULATION POLICIES

### Material Loan Periods

- General Books: Two Week
- Reserve Items: Varies from In-Library-Use only up to five weeks
- Periodicals: Two Weeks
- Video tapes/DVDs: One Week
- Audio Tapes: One Week
- Maps/Pamphlets/Posters: One Week/Varies
- Reference Materials: In-Library-Use Only
- Laptops: In-Library-Use Only
- Equipment: Varies from In-Library-Use only up to one week
- Reserve Equipment: In-Library-Use Only

### Reserve Material Use

Reserve materials constitute required and/or supplemental course materials necessary for the completion of assignments or for further exploration of required course topics. The Library, in cooperation with Associated Student Government and current faculty, attempts to secure current course texts and materials to support student learning. However, there is no guarantee that the Library will have the most recent/current required materials. Students should not assume they can secure the use of their required course materials through the Library and should identify other avenues for borrowing/renting/purchasing required materials in the event the Library does not carry the material.

Reserve materials have varying loan periods:

- In-Library Use Only (LUO) reserves: materials may not leave the Library and must be used on site.

- One-day: materials checked out will be due by closing the following day. In the event of a weekend, holiday or school closure, the materials will be due by closing the next day the Library is open.
- Three-Day: materials checked out will be due by closing on the third day after checkout. In the event of a weekend, holiday or school closure, the materials will be due by closing the next day the Library is open.
- One week: Materials checked out will be due by closing one week (7 days) after initial check out. In the event of a weekend, holiday or school closure, the materials will be due by closing the next day the Library is open.
- Five-Week: materials checked out will be due by closing at the end of the five-week period. In the event of a weekend, holiday or school closure, the materials will be due by closing the next day the Library is open.

Library Reserve materials are non-renewable and must be returned to the Library before they may be borrowed again. Reserve materials cannot be checked back out to the same patron immediately after the patron has returned them and must be returned to the Library Reserve shelves for one (1) hour before they can be checked back out to the same patron. Abuse of borrowing guidelines for Reserve materials, such as repeatedly keeping materials past their due date or defacing/damaging materials, may result in suspension of future borrowing privileges of Library materials. Reserve materials accrue a 1\$/per day overdue fine per item once they are past their assigned due date. All Library fines must be reconciled and/or paid in order to continue borrowing privileges.

### Interlibrary Loan (ILL)

Interlibrary loan (ILL) is used to supplement RTC's collection by borrowing curriculum-related materials not owned by the Library. The Library will not attempt to borrow course textbooks. Some materials may not be available, due to lender policies or cost.

RTC students, faculty, and staff may request items by filling out Interlibrary Loan forms available at the Circulation desk, or through electronic request modes (email or other electronic forms) to request materials. Requests will be submitted to OCLC's Worldshare ILL system or, rarely, via email or fax to potential lending libraries. Strong preference will be given to vendors who provide materials without cost to RTC. Students are limited to materials costing no more than \$25 per quarter.

Materials may be emailed to the requestor if they arrive in electronic format. Books and multimedia items will be made available at the RTC Library Circulation desk. The lending period of each item is determined by the lending Library. Books and multimedia items should be returned to the RTC Library Circulation desk. The requestor will be responsible for any fines or fees applied as a result of overdue, damaged or lost items and abuse of the ILL system may result in restrictions of future borrowing privileges. Requestors are responsible for the item from the time it has been picked up until the time it is returned to the RTC Library Circulation desk.

If an item is needed for more than the allotted time, the requestor should contact the RTC Library to request a renewal *before the item's due date*. The lending Library has the right to refuse renewals.

Interlibrary Loan is governed by the American Library Association's National Library Code (<http://www.ala.org/rusa/guidelines/interLibrary>) and the US Copyright Revision Act of 1976 (<https://www.copyright.gov/title17/> ).

### Renewals

The renewal loan period is the same as the regular loan period for an item. Items which have holds placed on them may not be renewed. Reserve materials may not be renewed and must be returned to the Library before further use of the material. Materials are able to be renewed ten (10) times.

## Recalls

The Library staff may recall items (shorten the loan periods and ask that an item be returned) in exceptional circumstances such as to place the items on limited reserve. It is important for all borrowers to regularly review the status of their Library account, checking for recalls either online or by contacting circulation.

## Overdue notices

Library patrons receive electronic communications concerning Library loans only through Renton Technical College email accounts. The Library sends several notices to those patrons who have outstanding Library loans: courtesy notices, overdue notices, and lost item bill notices. All notices clearly and specifically list all items on loan, the loan date, and the due date.

- Courtesy notices are sent electronically before the due date of the loan and remind the patron that the items checked out are coming due very soon.
- Overdue notices are sent electronically and advise the patron to take action in order to avoid fines. Such action may include returning the borrowed items or renewing them. Patrons are advised that they can renew items by calling the Library or by using the online renewal function found on the Library website.
- Lost item bill notices are sent after the due date for items that are considered 'Lost'. A 'Lost' item is defined as an item owned by the Library that has not been returned within the agreed upon time period indicated upon check-out and communicated electronically through RTC email. When the loan becomes 'lost', the Library assumes that the item will not be returned and must be replaced. The lost item bill notice informs the patron that there are now financial penalties attached to their Library account for items that have not been renewed or returned.

## Fines and Fees

Items which are billed as Lost will be charged as follows:

1. Actual cost of the item, if known, or Estimated cost of items in that subject category
  - a. If no actual cost is located, the minimum charge for a lost book is \$25 or current market value.
  - b. If no actual cost is located, the minimum charge for a lost periodical or cassette tape is \$10.
  - c. If no actual cost is located, the minimum charge for a video tape or DVD is \$50 or current market value
  - d. If no actual cost is located, the minimum charge for equipment is calculated by locating a similar example and adjusting for currency of the technology.
2. A handling charge shall be added to the cost of the material at the time of billing. This charge covers costs associated with ordering, processing, cataloging, billing and other costs for the item. Items which are returned after they have been moved to Lost status will retain a \$5 processing fee per item payable at the Cashier's office.
3. In addition to the handling charges, Reserve materials begin accruing a 1\$/per day overdue fine per item beginning on the first day after their assigned due date. This daily fine continues to accrue until the item is returned. All Library fines must be reconciled and/or paid in order to continue borrowing privileges.

## Refunds and Bill Cancellations

Items that are kept by the borrower past their due date will be designated as "Lost" and a bill for the replacement of the item, plus a handling fee, will be assigned to the borrower. Starting from the date on which the item is deemed lost, borrowers have one (1) year to take any of the following actions:

1. Return the lost item to the Library in acceptable condition and the bill will be adjusted to reflect only the handling fee; replacement cost of item will be removed.
2. Provide the Library with an acceptable replacement copy of the same item and the bill will be adjusted to reflect only the handling fee; replacement cost of item will be removed.
3. Borrower may request a refund for the replacement cost of the item if the bill was paid in full AND the borrower returned the lost item to the library within that one year period from date deemed lost; the handling fee will not be refunded.

Appeals for fines and fees may be made to the Library Director who has the discretion to alter or dismiss fines. The Director will review the circumstances about the fines and fees and make a determination. In the cases of large fines (anything over \$50) where a student may wish to appeal their fine, the director will consider the following options:

1. The Director can make a one-time exception and waive fines. Appropriate notes will be entered into the Library Management System (LMS) to reflect a one-time waiving of fines by Director.
2. The Director can reduce the fine by half and the student is on borrowing probation for one (1) regular quarters (excludes summer quarter) whereby the student is only allowed to use **Library Use Only** materials. These are the copies of the books that are not allowed to leave the Library and must be used at the Library only. After one (1) quarter, the student's borrowing privileges are fully restored.

## GIFTS AND DONATIONS

### Receipt and Disposition

The Renton Technical College Library gratefully accepts gifts and donations towards the development and curation of its collections. Especially valuable are materials which fill existing gaps and which support the curriculum. Gifts are channeled through the Renton Technical College Foundation and are accepted with the provision that they will be evaluated for inclusion in the collection in the same manner as other materials. Gifts and donations are not guaranteed to be included in the Library collections, but every attempt will be made to match them to the needs of our college community. Materials not selected for inclusion will either be returned to the donor or disposed of according to the discretion of the Library Director and in compliance with Washington State law and College policies. Should the donor wish to reclaim items not included in the collection, the donor must make arrangements for pick-up/transportation of materials.

### Ownership

Materials gifted or donated and accepted for inclusion into the RTC Library collections become the property of the college.

### Appraisal

The Library cannot legally appraise gifts and donations for tax purposes. Donors can request a signed and dated gift statement as a receipt.

### Procedures and Forms

See Appendix B for gift and donation form.

## CHALLENGE/REVIEW OF LIBRARY MATERIALS

### Initial Review

If someone objects to a specific item in the Renton Technical College Library collection and wishes to see it removed, they must first meet with a Library staff member to discuss their concern(s).

If, after discussion, the individual wishes that the material be withdrawn, they may request a review of the material by completing the "Request for Review" form and submitting it to the Library Director. Forms are available at the Library and included here in Appendix C. No item in question will be withdrawn before the review process is completed and a final decision is reached.

The Library staff shall review the request, may ask for input from the requestor, subject matter experts, faculty or administration, and will prepare a written response. The response will include an explanation for the decision. Copies of the review request form and the response will be submitted to the Vice President for Instruction and a copy will be retained on the Library Shared Drive.

This explanation may contain:

- How the material relates to the educational goals of the college and the Library
- Criteria used for selection, including published reviews or recommendations
- User requests for and use of the material

### Appeal to Director Response

Within two (2) weeks of receipt of the response from the Library, the complainant may submit a written appeal of the decision to the Library Director. Upon receipt of the written appeal, the director will establish an ad hoc review committee to further investigate the request. The committee will be composed of a minimum of:

- One Library Director
- One Tenured Faculty Librarian
- One Department or Division Faculty (from subject area connected to material in question)
- One Counselor
- One RTC Associated Student Government Representative

The Committee will review the written request and will read, listen to, and/or view the challenged material in its entirety. The Library Director will provide information to the Committee with may include:

- Library Collection objectives that are met by the material
- Reviews from professionally recognized sources
- Statements by instructors who use, or whose students use the material
- Any other information relevant to the material under review

The Committee may interview other individual(s), including the complainant, as well as seek counsel and advice from the Office of the Attorney General or others. Within 45 days of receipt of the written appeal, the Review Committee will forward a written decision (3 or more concurring votes required), and all supporting materials, to the Library Director who will notify the complainant in writing. Material that has undergone a review will not be reviewed again for one calendar year from the date on which the Review Committee's decision is forwarded to the Library Director.

### Appeal to the Vice President

Within two (2) weeks of notification of the Committee's decision, the complainant or a member of the Committee may forward a written appeal to the Vice President for Instruction. Appeal decision will be based on the material included in the file.

### Other

The appeal and review process will apply equally in the case of persons who wish to challenge a Library decision to not include certain material in the collection. In that case, the form "Purchase Suggestion", and additional supporting statements will be submitted. This review process applies equally to all persons and all material formats.

### Review Form

See REQUEST FOR REVIEW OF LIBRARY MATERIALS (APPENDIX C)

## POLICY ON CONFIDENTIALITY OF INFORMATION

The Renton Technical College Library shall not inquire into the purpose for which a borrower requests information of materials, except to assist him/her/they in finding what he/she/they requested.

Investigations of circulation files by persons other than the Library staff may be harmful to the process of free inquiry because such records are confidential in nature.

The Library staff are expected to hold, in strictest confidence, information about questions users ask, materials consulted or borrowed, comments expressed or attitudes revealed by users. Information contained in the Library computer system will be shared only with authorized Library staff, the user involved, unless the user requests, in writing, that information be released, or as necessary in the pursuit of the normal business of the Library (such as billing and attempting to retrieve long overdue materials). Any other individual or agency wishing to examine user records must present a subpoena from an official and appropriate court.

Any requests for confidential information received will be referred to the Library Director. The request will be evaluated and referred to the Vice President for Instruction, but no information will be released. The Vice President for Instruction, after consultation with the College President and the Assistant Attorney General, may release information to the individual or agency named in the subpoena.

## APPENDIX A: RTC LIBRARY PURCHASE SUGGESTION FORM

Materials are added to the Library in support of the educational goals of the College. To help us evaluate the material(s) you are suggesting, please complete the following form (if necessary, use the back of this sheet or an attached sheet for full explanation for any of the questions below).

AUTHOR:

TITLE:

PUBLISHER:

DATE OF PUBLICATION:

PRICE:

1. Where did you hear about this item? Have you seen any reviews?
  
2. Why do you think this is important to be added to the Library collection?

Please check one: I am a

RTC STUDENT

RTC STAFF/FACULTY

RTC ALUMNI

COMMUNITY MEMBER/OTHER

DATE:

NAME:

ADDRESS:

PHONE:

EMAIL:

ORGANIZATION:

*Please return filled out form (with any supplemental materials or explanations) to a Library staff member.*

## APPENDIX B: RTC LIBRARY GIFT AND DONATION FORM

The Renton Technical College Library gratefully accepts gifts and donations towards the development of its collections and for the benefit of our college community. Gifts are made through the College Foundation and are treated as new acquisitions and thus are evaluated by the same standards applied to new purchases to ensure quality, consistency, timeliness, accuracy, and relevance to the needs of the college. The Library cannot legally appraise gifts for tax purposes. Donors are offered a signed and dated gift statement as a receipt.

Please fill out the information below to ensure the Library and the RTC Foundation can acknowledge and thank you for your generosity.

Donor Name:

Contact Name (if different than donor):

Date:

Address:

Phone:

Email:

Donor affiliation to Renton Technical College (current student/staff/faculty, alumni, parent, etc.):

Approximate number of items:

General subject(s) of materials:

Please check one:

I wish to be contacted to pick up any items not accepted for inclusion into collections

I wish items to be recycled or sent to surplus that are not accepted for inclusion into collections

I understand the Renton Technical College gift procedure and agree that my donation shall be handled according to its stated terms. I understand that all accepted donations become property of the state and the RTC Library.

Signature: \_\_\_\_\_

*Please return filled out form (with any supplemental materials or explanations) to a Library staff member.*

## APPENDIX C: REQUEST FOR REVIEW OF LIBRARY MATERIALS

Materials are added to the Library in support of educational goals of Renton Technical College. To assist us with that mission, please complete the following form so that the material in question can be thoroughly evaluated in light of our selection objectives and procedures (if necessary, use the back of this form or an additional sheet of paper for more room to explain any of the questions below).

AUTHOR/PRODUCER

CALL NUMBER

FORMAT (book, media, periodical, display, etc.)

TITLE: DATE (of material):

1. How much of this item have you read, heard, or seen?
  
2. What do you believe to be the overall theme of the material?
  
3. Have you read/heard/seen any reviews of this material? If so, where?
  
4. What concerns you about the material or brought this item to your attention (please be specific)?
  
5. What do you think might be the result from the use of this material by others?
  
6. Is there anything good about the material as a whole?
  
7. Is there an alternative item you can recommend to provide information on this subject?

Select one of the following:

RTC STUDENT

RTC STAFF/FACULTY

RTC ALUMNUS

COMMUNITY MEMBER/OTHER

NAME:

DATE:

ADDRESS:

PHONE NUMBER: EMAIL:

ORGANIZATION:

Please return filled out form (with any supplemental materials or explanations) to a Library staff member.

## APPENDIX D: FREEDOM TO READ

The freedom to read is essential to our democracy. It is continuously under attack. Private groups and public authorities in various parts of the country are working to remove or limit access to reading materials, to censor content in schools, to label "controversial" views, to distribute lists of "objectionable" books or authors, and to purge libraries. These actions apparently rise from a view that our national tradition of free expression is no longer valid; that censorship and suppression are needed to counter threats to safety or national security, as well as to avoid the subversion of politics and the corruption of morals. We, as individuals devoted to reading and as librarians and publishers responsible for disseminating ideas, wish to assert the public interest in the preservation of the freedom to read.

Most attempts at suppression rest on a denial of the fundamental premise of democracy: that the ordinary individual, by exercising critical judgment, will select the good and reject the bad. We trust Americans to recognize propaganda and misinformation, and to make their own decisions about what they read and believe. We do not believe they are prepared to sacrifice their heritage of a free press in order to be "protected" against what others think may be bad for them. We believe they still favor free enterprise in ideas and expression.

These efforts at suppression are related to a larger pattern of pressures being brought against education, the press, art and images, films, broadcast media, and the Internet. The problem is not only one of actual censorship. The shadow of fear cast by these pressures leads, we suspect, to an even larger voluntary curtailment of expression by those who seek to avoid controversy or unwelcome scrutiny by government officials.

Such pressure toward conformity is perhaps natural to a time of accelerated change. And yet suppression is never more dangerous than in such a time of social tension. Freedom has given the United States the elasticity to endure strain. Freedom keeps open the path of novel and creative solutions, and enables change to come by choice. Every silencing of a heresy, every enforcement of an orthodoxy, diminishes the toughness and resilience of our society and leaves it the less able to deal with controversy and difference.

Now as always in our history, reading is among our greatest freedoms. The freedom to read and write is almost the only means for making generally available ideas or manners of expression that can initially command only a small audience. The written word is the natural medium for the new idea and the untried voice from which come the original contributions to social growth. It is essential to the extended discussion that serious thought requires, and to the accumulation of knowledge and ideas into organized collections.

We believe that free communication is essential to the preservation of a free society and a creative culture. We believe that these pressures toward conformity present the danger of limiting the range and variety of inquiry and expression on which our democracy and our culture depend. We believe that every American community must jealously guard the freedom to publish and to circulate, in order to preserve its own freedom to read. We believe that publishers and librarians have a profound responsibility to give validity to that freedom to read by making it possible for the readers to choose freely from a variety of offerings.

The freedom to read is guaranteed by the Constitution. Those with faith in free people will stand firm on these constitutional guarantees of essential rights and will exercise the responsibilities that accompany these rights.

We therefore affirm these propositions:

1. *It is in the public interest for publishers and librarians to make available the widest diversity of views and expressions, including those that are unorthodox, unpopular, or considered dangerous by the majority.*

Creative thought is by definition new, and what is new is different. The bearer of every new thought is a rebel until that idea is refined and tested. Totalitarian systems attempt to maintain themselves in power by the ruthless suppression of any concept that challenges the established orthodoxy. The power of a democratic system to adapt to change is vastly strengthened by the freedom of its citizens to choose widely from among

conflicting opinions offered freely to them. To stifle every nonconformist idea at birth would mark the end of the democratic process. Furthermore, only through the constant activity of weighing and selecting can the democratic mind attain the strength demanded by times like these. We need to know not only what we believe but why we believe it.

2. *Publishers, librarians, and booksellers do not need to endorse every idea or presentation they make available. It would conflict with the public interest for them to establish their own political, moral, or aesthetic views as a standard for determining what should be published or circulated.*

Publishers and librarians serve the educational process by helping to make available knowledge and ideas required for the growth of the mind and the increase of learning. They do not foster education by imposing as mentors the patterns of their own thought. The people should have the freedom to read and consider a broader range of ideas than those that may be held by any single librarian or publisher or government or church. It is wrong that what one can read should be confined to what another thinks proper.

3. *It is contrary to the public interest for publishers or librarians to bar access to writings on the basis of the personal history or political affiliations of the author.*

No art or literature can flourish if it is to be measured by the political views or private lives of its creators. No society of free people can flourish that draws up lists of writers to whom it will not listen, whatever they may have to say.

4. *There is no place in our society for efforts to coerce the taste of others, to confine adults to the reading matter deemed suitable for adolescents, or to inhibit the efforts of writers to achieve artistic expression.*

To some, much of modern expression is shocking. But is not much of life itself shocking? We cut off literature at the source if we prevent writers from dealing with the stuff of life. Parents and teachers have a responsibility to prepare the young to meet the diversity of experiences in life to which they will be exposed, as they have a responsibility to help them learn to think critically for themselves. These are affirmative responsibilities, not to be discharged simply by preventing them from reading works for which they are not yet prepared. In these matters values differ, and values cannot be legislated; nor can machinery be devised that will suit the demands of one group without limiting the freedom of others.

5. *It is not in the public interest to force a reader to accept the prejudgment of a label characterizing any expression or its author as subversive or dangerous.*

The ideal of labeling presupposes the existence of individuals or groups with wisdom to determine by authority what is good or bad for others. It presupposes that individuals must be directed in making up their minds about the ideas they examine. But Americans do not need others to do their thinking for them.

6. *It is the responsibility of publishers and librarians, as guardians of the people's freedom to read, to contest encroachments upon that freedom by individuals or groups seeking to impose their own standards or tastes upon the community at large; and by the government whenever it seeks to reduce or deny public access to public information.*

It is inevitable in the give and take of the democratic process that the political, the moral, or the aesthetic concepts of an individual or group will occasionally collide with those of another individual or group. In a free society individuals are free to determine for themselves what they wish to read, and each group is free to determine what it will recommend to its freely associated members. But no group has the right to take the law into its own hands, and to impose its own concept of politics or morality upon other members of a democratic society. Freedom is no freedom if it is accorded only to the accepted and the inoffensive. Further, democratic

societies are more safe, free, and creative when the free flow of public information is not restricted by governmental prerogative or self-censorship.

7. *It is the responsibility of publishers and librarians to give full meaning to the freedom to read by providing books that enrich the quality and diversity of thought and expression. By the exercise of this affirmative responsibility, they can demonstrate that the answer to a "bad" book is a good one, the answer to a "bad" idea is a good one.*

The freedom to read is of little consequence when the reader cannot obtain matter fit for that reader's purpose. What is needed is not only the absence of restraint, but the positive provision of opportunity for the people to read the best that has been thought and said. Books are the major channel by which the intellectual inheritance is handed down, and the principal means of its testing and growth. The defense of the freedom to read requires of all publishers and librarians the utmost of their faculties, and deserves of all Americans the fullest of their support.

We state these propositions neither lightly nor as easy generalizations. We here stake out a lofty claim for the value of the written word. We do so because we believe that it is possessed of enormous variety and usefulness, worthy of cherishing and keeping free. We realize that the application of these propositions may mean the dissemination of ideas and manners of expression that are repugnant to many persons. We do not state these propositions in the comfortable belief that what people read is unimportant. We believe rather that what people read is deeply important; that ideas can be dangerous; but that the suppression of ideas is fatal to a democratic society. Freedom itself is a dangerous way of life, but it is ours. This statement was originally issued in May of 1953 by the Westchester Conference of the American Library Association and the American Book Publishers Council, which in 1970 consolidated with the American Educational Publishers Institute to become the Association of American Publishers.

Adopted June 25, 1953, by the ALA Council and the AAP Freedom to Read Committee; amended January 28, 1972; January 16, 1991; July 12, 2000; June 30, 2004.

## APPENDIX E: LIBRARY BILL OF RIGHTS

The American Library Association affirms that all libraries are forums for information and ideas, and that the following basic policies should guide their services.

- I. Books and other Library resources should be provided for the interest, information, and enlightenment of all people of the community the Library serves. Materials should not be excluded because of the origin, background, or views of those contributing to their creation.
- II. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
- III. Libraries should challenge censorship in the fulfillment of their responsibility to provide information and enlightenment.
- IV. Libraries should cooperate with all persons and groups concerned with resisting abridgment of free expression and free access to ideas.
- V. A person's right to use a Library should not be denied or abridged because of origin, age, background, or views.
- VI. Libraries which make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.

Adopted June 19, 1939, by the ALA Council; amended October 14, 1944; June 18, 1948; February 2, 1961; June 27, 1967; January 23, 1980; inclusion of "age" reaffirmed January 23, 1996.

## APPENDIX F: WASHINGTON ADMINISTRATIVE CODE (WAC) CHAPTER 495E-168

### WAC 495E-168-010 – Title.

WAC 495E-168-010 through 495E-168-040 will be known as the Library-resource center code of Renton Technical College.

### WAC 495E-168-020 - Loans.

Materials from the college Library-resource center are checked out only to the following groups:

1. All currently registered students of the college;
2. All current faculty and administrative staff members;
3. All persons currently employed in classified staff positions;
4. All holders of currently valid courtesy cards. This latter group includes members of the board of trustees, community educators whose work might necessitate usage of Library-media materials, and other individuals who show a particular need for specialized items in the Library-media collections which are not available elsewhere;
5. Students from other institutions with which the college Library-resource center has a reciprocal lending agreement through a "shared use plan." This group may use materials on a loan basis at the discretion of the circulation supervisor who will determine lending priorities based upon the current usage of individual items by Renton Technical College students.

### WAC 495E-168-030 - Fines

In cases where damage to or loss of Library resource center material is evident, the offending patron will be assessed the replacement cost. When Library resource center materials are retained by the borrower beyond the designated due date, a fine will be levied. When materials are not returned, or fines not paid, holds may be placed on the transcript records of those involved, or other remedies pursued, in accordance with chapter 495E-122 WAC. In extreme cases, when expensive or valuable items are involved, the provisions of RCW 27.12.340 may be invoked.

### WAC 495E-168-040 - Student notice

Additional information about the operation of the Library-resource center and the rules for loaning books, other print materials, and non-print materials shall be posted in the Library-resource center.

### WAC 495E-168-050 - Inspection

The Library shall have the right to inspect packages, brief cases, containers, articles, and materials leaving the Library resource center to prevent the unauthorized removal of Library resources. The inspection may be done by persons or devices designed to detect unauthorized removals.

### WAC 495E-168-060 - Prohibited entry

The Library resource center shall have the right to prevent entry of foods and beverages, animals, or other things detrimental to the Library purpose

[Statutory Authority: RCW 28B.50.140. WSR 93-13-113, § 495E-168-010, filed 6/21/93, effective 7/22/93.]

## APPENDIX G: RECIPROCAL BORROWING POLICY FOR RTC LIBRARY

The Library Leadership Council (LLC) encourages reciprocal borrowing among community and technical colleges as an alternative to InterLibrary loan. The reciprocal borrowing agreement is designed to give students convenient access to a larger number of Library resources at the lowest cost to taxpayers.

As part of this agreement, students and staff with valid Renton Technical College Library or ID cards may check out books and other materials from participating libraries listed below. Likewise, borrowers from these institutions may check out resources from the RTC Library by displaying current and valid college affiliated Identification. The following policies will be used to implement the reciprocal borrowing agreement:

- Borrowers from institutions with reciprocal borrowing agreements with RTC will be treated the same as RTC community borrowers with regard to loan period privileges, overdue fines, and billing.
- If a reciprocal borrower does not return materials in a timely manner, the RTC Library will contact the borrower's home Library for assistance with retrieval of materials.
- If RTC borrowers do not return materials to a participating college in a timely manner, the RTC Library may take appropriate measures to assist the lending Library in retrieving the overdue materials.

### Participating WACTC Libraries

- Bates Technical College
- Bellevue College
- Bellingham Technical College
- Big Bend Community College
- Centralia College
- Clark College
- Clover Park Technical College
- Columbia Basin College
- Edmonds Community College
- Everett Community College
- Grays Harbor College
- Green River College
- Highline College
- Lake Washington Institute of Technology
- Lower Columbia College
- North Seattle College
- Olympic College
- Peninsula College
- Pierce College
- Renton Technical College
- Seattle Central College
- Shoreline Community College
- Skagit Valley College
- South Puget Sound Community College
- South Seattle College
- Spokane Falls Community College
- Tacoma Community College

- Walla Walla Community College
- Wenatchee Community College
- Whatcom Community College
- Yakima Valley Community College

## APPENDIX H: RTC INFORMATION TECHNOLOGY RESOURCES ACCEPTABLE USE POLICY

### What You Should Know Before Using RTC's Information Technology

1. It is expected that any and all use of the College's information technology resources will be consistent with the laws of the State of Washington and the policies and procedural guidelines established by the College.
2. The use of these resources is a privilege, not a right.
3. It is the user's responsibility to use these resources in a manner that is efficient, ethical, and legal.
4. There are no facilities provided by Renton Technical College for sending or receiving confidential messages.
5. Users must be aware that electronic messaging systems may not be secure from unauthorized access and should not be used to deliver confidential information.

### What You May and May Not Do

1. You may use college computing resources only for authorized purposes.
2. You may use only those computing resources that you have been authorized to use.
3. If your access to computer resources is protected by a personal password, you must not make this password available to others.
4. You may not allow someone else to give his/her password to you or attempt to find out the password of another user, or aid such attempt by any other person.
5. You may not copy, rename, alter, examine, or delete the files or programs of another user without the user's permission.
6. You may not interfere with the use of computing resources by any other authorized user or compromise the confidentiality of the college's internal business practices or records.
7. You must be aware of the copyright law as they apply to computer software and other materials that you may access with college computing resources.
8. You may not impersonate someone else in any electronic message or send messages that do not clearly identify you as the sender.
9. You may not use the college's computing resources to send, receive, or display information including text, images, or voice that is sexually explicit or constitutes discrimination or harassment.
10. You may not subvert (known as hacking), or attempt to subvert or assist others to subvert, the security of any computing resources.
11. You may not request computer support from college personnel for home systems.
12. You may not use devices designed to capture or examine network data.
13. You may not use college resources to create, disseminate or execute self-replicating or similar nuisance programs (e.g. virus, Trojan horse), whether or not they are destructive in nature.
14. If you use the college computing resources to access external networks and computing resources, you agree to comply with the policies of those external networks and computing resources.

### Disclaimer

The College accepts NO RESPONSIBILITY for any damages to or loss of data due directly or indirectly to the use of Renton Technical College computing resources or any consequential loss or damage. It makes representation of NO WARRANTY, expressed or implied, regarding the computing resources offered, or their fitness for any particular use or purpose. The College's liability in the event of any loss or damage shall be LIMITED TO THE FEES AND CHARGES, IF ANY, PAID TO THE COLLEGE for use of the computing resources, which resulted in a said loss or damage. For the complete text of Renton Technical College's acceptable use policy and procedures, please refer to sections 20051 and 20052 of the RTC procedure manual.

## APPENDIX I: ALA SECTION 108 PHOTOCOPYING BY LIBRARIES AND ARCHIVES

### How the DMCA Affects Library Photocopying and InterLibrary Loan Services

The Digital Millennium Copyright Act of 1998 amended several areas of the U.S. copyright law including Section 108, "Limitations on Exclusive Rights: Reproduction by Libraries and Archives." Section 108 of the copyright law allows libraries and archives to reproduce and distribute one copy of a work under certain circumstances. For example, libraries may photocopy journal articles, book chapters, etc. and send these copies to other libraries through InterLibrary loan. This section also allows libraries to make copies for preservation purposes. The DMCA amended Section 108 in three significant ways that are described below.

#### Notice of Copyright

Copies must include a notice of copyright that appears on the copy when available. If the work does not include a notice of copyright, use a legend or stamp stating the work may be protected by copyright. (Notice: This material may be protected by Copyright Law (Title 17 U.S.C.)

#### Copies for Preservation or Archival Purposes

The Library may make up to three copies of an unpublished work for purposes of preservation, including copies in digital form as long as that format is not made available to the public outside of the Library or archives.

The Library may also make up to three copies of a published work to replace a damaged, deteriorating, lost, or stolen work (when an unused replacement cannot be obtained at a fair cost). The Library may also make up to three digital copies to replace a work in an obsolete format as long as that format is not made available to the public outside of the Library or archives.

#### Right to Reproduce and Distribute Works in the Last 20 Years of Any Term of Copyright

The Library or archives may reproduce, distribute, display, or perform in facsimile or digital form any work in the last 20 years of its copyright term for purposes of preservation, research or scholarship. This change to Section 108 was made to address the concerns of libraries and non-profit educational institutions planning to reproduce and distribute materials that would have fallen into the public domain if the copyright term extension act had not been passed. This means that, although the term of copyright has been extended by 20 years, libraries may copy or digitize works that are in the last 20 years of their copyright term. In order to take advantage of this exemption, however, libraries should make a reasonable effort to determine that:

- the work is not subject to normal commercial exploitation,
- a copy cannot be obtained at a reasonable price, and
- the copyright holder has not filed notice with the Register of Copyright Regulation that either of the above conditions apply.