

**PENSACOLA JUNIOR COLLEGE
POLICIES OF THE
LEARNING RESOURCES SERVICES**

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The LRC loans books and media such as CDs, DVDs, videos, etc. to PJC employees according to PJC Manual of Procedures #435, dated 10/1/96.

Procedure

- 1. Issuance and requirements of use of PJC LRC borrower loan card.**
All Pensacola Junior College employees must have a valid PJC LRC borrower loan card in order to charge out circulating library materials. A borrower loan card will be issued upon presentation of a picture ID and valid College ID card. An adjunct faculty member will be required to show a copy of his/her current contract.

The employee is required to present his/her loan card and a picture ID at the Circulation Desk each time materials are charged out.

Students or others who are sent to the LRC by the employee to borrow materials in his/her name must have the employee's borrower card and produce a letter signed by the employee requesting the items.

- 2. Loan period.**
Circulating library materials are charged out to employees for one term. One renewal will be given upon request.

Certain collections that are specific to each campus may have different loan periods.

- 3. Limit to the number of circulating items an employee may have charged out each term.**
An employee may not have more than 50 items charged out at any one time.

Should an employee require the use of more than 50 items at one time, a written request should be submitted to the Department Head of the Campus LRC, stating the reason and the loan period involved. If the Department Head agrees to the request, the materials must be returned by the agreed upon date—usually a two-week period for all materials over the 50 item limit.

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Arrangements for use of non-circulating library materials, e.g., reference books, periodicals, and audiovisual materials, must be made on an individual basis with the reference or circulation librarian.

4. Notification and resulting action of failure to return library materials by due date.

Within one week of the due date passing, a notice will be sent to the employee's home address requesting the return of the material.

If the materials are not returned within 40 days of the due date, the materials will be declared lost and a bill will be sent to the employee for the replacement cost of the materials.

If the materials are not returned or paid for by the beginning of the following term, the employee will be notified that his borrowing privileges have been suspended until the return of or payment for the materials.

There are no known exceptions to this procedure. The Campus LRC Department Heads have the authority to make exceptions should they be deemed necessary.

Known Exceptions: None	
Authorized to Make Exceptions: Circulation Supervisor	
Method for Changing Policy: Recommendation from Department Supervisors to District Department Head and District Supervisor for approval of President's Council	
History: Manual of Procedures #435, dated 10/1/96 Manual of Procedures - http://pjcnet/procedure.asp	
Authorized Signature:	Date: