



## ECL LIBRARY SERVICES

### REFERENCE

#### **Reference Materials**

**Reference materials do not circulate. There are no exceptions.** Materials for which there is a heavy demand will not be circulated under any circumstances. Irreplaceable materials will not circulate. No more than 2 books on a given subject will be circulated.

#### **Reference Services**

The library provides information, but not advice on the following:

- Medical, financial & legal questions
- Translation (Short foreign word and phrase translations will be provided from available library resources.)
- Contests & Puzzles
- Values & Appraisals (Library staff will not give appraisals, but the value of art works, antiques, rare books, coins, stamps, currency, etc, can be quoted from published materials.

In no circumstances will the library provide assistance on the following:

- Checking home works
- Preparing bibliographies
- Assisting in writing a research paper

### CIRCULATION

**Circulating materials** can be checked out for the time period indicated in the table below. Only two books on the same topic will be available for borrowing by the same person.

## **Library Card:**

- Students must be currently registered for classes and have a current ECL ID card which is valid for borrowing the library materials.
- If a patron has a current ECL card but does not have it in person, a courtesy checkout will be allowed if the patron is listed in the system and has a valid photo ID.

### **A. Confidentiality of borrower records**

Privacy of user records are protected according to NY State Civil Practice Law and Rules:

*NEW YORK CONSOLIDATED LAWS  
CIVIL PRACTICE LAW AND RULES*

*ARTICLE 45. EVIDENCE*

*NY CLS CPLR § 4509*

*§ 4509. Library records*

*Library records, which contain names or other personally identifying details regarding the users of public, free association, school, college and university libraries and library systems of this state, including but not limited to records related to the circulation of library materials, computer database searches, interlibrary loan transactions, reference queries, requests for photocopies of library materials, title reserve requests, or the use of audio-visual materials, films or records, shall be confidential and shall not be disclosed except that such records may be disclosed to the extent necessary for the proper operation of such library and shall be disclosed upon request or consent of the user or pursuant to subpoena, court order or where otherwise required by statute.*

### **B. Borrowing Materials**

All borrowers must present appropriate identification when borrowing library materials. Faculty, staff and students must present their ECL identification cards. All IDs must be currently valid in the Library's borrower database. Items checked out within the final thirty days that the borrower's card is valid will fall due on the date that the card expires. The individual associated with the ECL ID card is solely responsible for all materials borrowed on his or her card and is liable for overdue fines and

charges for lost and damaged materials. ECL ID cards are non-transferable.

### C. Loan Periods

<b>Borrower\ Type of material</b>	Books	DVDs/ Audio Cassettes
<b>Faculty</b>	The length of current semester	7 days
<b>Staff</b>	The length of current semester	7 days
<b>Student</b>	3 weeks	N/A

### C-1. Renewals

<b>Borrower \ Type of material</b>	Books	DVDs/Audio Cassettes
<b>Faculty</b>	1 month	3 days
<b>Staff</b>	1 month	3 days
<b>Student</b>	3 weeks	N/A

### Call Number:

- Patrons must present a valid call number from the library catalog
- Patrons can look up call numbers using any computer in the library or in the computer lab when there are no classes running
- If a patron does not know how to do this, he/she should seek the help of a librarian

### Overdue Library Materials:

Borrowers are individually responsible for keeping track of due dates and for returning or renewing library material by the date due. Overdue fines will not be waived on the basis of a failure to receive an overdue notice.

Borrowing privileges are suspended if two or more items are overdue.

All fees and fines are assessed consistently. If library material is not returned or renewed promptly, an overdue fine of 25 cents per day to a maximum of \$15 is charged. If library material is not returned or renewed by the sixtieth day after the due date, the borrower is charged a replacement fee. An invoice

processing fee, in addition to the overdue fine, is also charged. If a billed item is returned undamaged, the replacement fee is waived. Processing fees are not waived, since the library has already incurred the cost of processing.

## **RESERVES**

**A copy of the following types of material can be placed on reserve on the written request by the faculty:**

- Library-owned books, audiovisuals, and photocopies of articles from journals in the FCC periodical collection.
- Faculty, or college-owned books, audiovisuals, and photocopies of articles from journals not in the FCC periodical collection.
- Faculty, or college-owned exams, lecture notes and sample lab reports and other personally developed class materials.
- Lawfully obtained course packs.

**Print items will be added to the reserve collection by library staff when requested by instructors using the following guidelines:**

- College Library owns the item
- No more than one copy of a copyrighted article will be accepted
- All items placed on reserve will be at the initiative of instructors for the non-commercial, educational usage of students
- Photocopied material will be available for use only during the Academic semester in which the course is given. Continued use will require written permission from the rights holder
- Photocopied material will be returned for a limited time to reserve for the use of students who need access to make up incomplete course work. This time period will not exceed one semester
- Longer works such as complete books will not be copied and placed on reserve. The library will not place materials on reserve without permission, if the nature, scope, or extent of copying is judged by the library to exceed the reasonable limits of fair use

### **To Remove an Item from Reserve:**

At the instructor's request, item(s) on reserve circulation may be removed by completing the Remove Item From Reserve Circulation Collection form.

- This form is available on the FCC Library website and at the Reference desk
- Complete form, selecting applicable instructions and initial appropriately

**Reserve Circulation:**

- The reserve collection is circulated during the library’s hours of work and ceases one-half-hour before the library closes
- Reserve items are checked out one at a time for limited periods of time, so that they are available for checkout to a maximum number of students.
- Any patron owing fines or fees of \$10 or more cannot check out reserve materials.

**Reserve Circulation Time Periods:**

- Most reserve items are checked out for two or four hours and cannot leave the library
- Only one reserve item may be checked out at a time except when there are accompanying materials (example: a second volume, CD, etc.). Accompanying materials may be checked

**Interlibrary Loan (ILL)**

Currently ILL is not available through the ECL Library

**ELECTRONIC ACCESS TO THE LIBRARY**

The online catalog of materials in the Elyon College (ECL) Library, is accessible within the Library and also from outside the Library via the web. Users with web access may reach the ECL Library web page at [www.elyonlibrary.org](http://www.elyonlibrary.org), and check the catalog of printed materials and other information resources.

*Appendix 1*

**Library Material Replacement Costs**

Minimum replacement Fee (Refundable if the item is promptly returned)	\$50.00
Non-refundable Invoice Processing Fee	\$5.00
Non-refundable Overdue Fine	\$15.00
Total Minimum Replacement charge	\$70.00

**Damaged Library Materials:**

Borrowers will be billed for damaged library materials. This fee is applied

toward repair or, if necessary, replacement of the damaged item. If the Library needs to withdraw the damaged item, the minimum replacement fee is \$50.00; a \$5.00 invoice processing fee is also assessed. (Overdue charges will also be charged as applicable.)

Examples of damaged materials include those that:

- have been written in with pen, pencil or highlighters
- have been damaged by water or beverages
- have sticky notes or tabs which cannot be removed
- have mold or mildew
- appear to have been chewed by a pet or kid

If you find mutilated materials on library shelves, bring them to the Circulation and Reserve Desk.

### **Paying Library Fines and Fees**

No money is collected at the Circulation and Reserve Desk.

Library fines and fees may be paid by all borrowers at the main office of Elyon College at 1400 West 6<sup>th</sup> Street, Brooklyn, New York, 11204 (1<sup>st</sup> Floor)

### **INFORMATION LITERACY SESSIONS**

Information Literacy is a term which encompasses concepts such as digital, visual and media literacy, academic literacy, information handling, information skills, data citation and data management. Nowadays, information literacy is a key attribute for everyone.

Information literate person is aware of how he/she collects, uses, manages, assembles, and creates information and data in an ethical manner, and has the skills to do so effectively.

All the ECL students must have, through their general core courses, at least one Information Literacy session in the first semester of studies. Scheduling the class visit to the ECL Library is the joint responsibility of the Library and Teaching Faculty. The Information Literacy Sessions should be scheduled for at least one week in advance, so that the Library Instruction Team can better prepare the relevant materials for presentation.

The print library collection, Library of Congress classification system, the concepts of call numbers, of Reference and Circulation will be introduced to

help students find the print resources in the library. Electronic resources, both subscription-based and free of charge, will be presented by an instruction librarian; the basic understanding of bibliography and citations' structure according to major systems MLA, APA, Chicago will be introduced. The professors will be encouraged to create research assignments by the date of Information Literacy session, so that a presenting librarian is able to demonstrate some search strategies, and illustrate Information Literacy concepts in practical examples.

(For further information on this service see a separate document titled *ECL Library Information Literacy Policies*)

