

# Sierra College

## ADMINISTRATIVE PROCEDURE

AP 4040

### Library Services

Date Adopted:	5/12/1987
Date Revised:	05/13/2016
Date Reviewed:	5/13/2016
References:	Education Code Section 78100; ACCJC Accreditation Standard II.B (formerly II.C); Civil Code Section 1798.90

Sierra College, in order to protect the integrity of the library collection for the use of the library patrons (student, faculty, staff, and members of the community), will hold library patrons who have overdue, lost, or damaged materials checked out in their name, financially responsible.

Patrons who have lost or damaged materials will be charged the amount to replace the materials as well as a processing fee.

The right to check out library materials is nontransferable, and any abuse of this right, or destruction or damage of library materials or facilities may result in the immediate revocation of borrowing privileges.

Persons behaving in such a manner as to prevent other library patrons from exercising their rights to use the library will be asked to leave. Persons who persist in disturbing other patrons or making improper use of the library's internet connectivity (e.g. to view pornography) may be asked to leave the Library and may be subject to further disciplinary actions.

Sierra College maintains reasonable security procedures and practices in order to keep confidential all registration and circulation records of the library patrons, except as provided for in the Reader Privacy Act.

See Board Policy 4040.