

**Attachment B**

<b>GATEWAY COMMUNITY AND TECHNICAL COLLEGE</b>	<b>Identification No.</b>	<b>Page Number</b>
<b>Policies and Standard Operating Procedures</b>	<b>Effective date of policy</b>	<b>Effective Date of Revision</b>

**Instructions: Boxes above will be completed by I.E. For items below place cursor on gray area and type requested information. Initially it may be easiest to think about procedures you follow to get things done, then look for the policy requiring**

**Title of Policy: Borrowing library materials**

- 1. Policy statement or reference: KCTCS Regents policy 4.1.1.3.5; KCTCS Administrative policy 4.1.3.1**
  
- 2. Overview:** Gateway Community and Technical College does not have a circulating collection of library materials under its own control; in addition it has no plans to create such a collection. All books or other materials available for circulation (whether owned by GCTC or not) will be housed by one or more cooperating libraries under contractual agreement. Under these circumstances, all materials checked out of a cooperating library by GCTC students, faculty or staff are to be borrowed in accordance with the policies of that library, including any policies dealing with length of checkout, fines for late return, and provision for replacing lost materials.

Although it is not a party to the borrowing agreement between the student and the lending library, GCTC will undertake to enforce borrowing policies on behalf of the lending library or libraries, utilizing its influence to ensure the timely return of materials and the payment of necessary fines and fees. It is recognized that all fines and/or fees are to be paid by the borrower directly to the lending library. GCTC will not collect moneys on behalf of other institutions.

- 3. Responsible Party: Director of Libraries and Information Services**
  
- 4. Procedures:** Libraries which check out books to GCTC students, faculty and staff under cooperative agreements will notify the Department of Libraries and Information Services (LIS) of overdue materials and of any fines or fees owed as a result. In response,

1. LIS will contact the borrower and notify him/her that failure to return materials and pay whatever fines or fees are owed will result in sanctions being imposed.
2. If materials are not returned and/or if fines are not paid, LIS will place a block on student records to keep the student from receiving grades or transcripts and from registering for additional coursework until the lending library is satisfied.
3. If the borrower leaves GCTC without returning materials, and if the lending library's policy contemplates legal action against a defaulting borrower, GCTC will cooperate in pursuing whatever legal action is appropriate.