

Indian Bible College

Learning Resource Center

LRC Borrowing Policy

Circulation Policy

Revised August 17, 2022 by LRC Staff

The collection materials are organized by the Dewey Decimal System in numerical order beginning with 001 and ending with 999. Each item has a specific number called a call number so that all the materials on a given topic will be organized together on the shelf. The library collection is arranged into different sections. Refer to LRC staff if you have any questions on locating any materials.

Checkout periods and loan limits

Books in the General Text, Native American, and Oversize Collections: Length of check out is 21 days. Patron may renew items*

- Native American Collection- These materials have a “Native Americans” label and an “A” located above the call number on the spine.
- Oversize Collection- Materials that are too large to fit on the regular shelves have an “Oversize” label and the word “Oversize” above the call number on the spine.

Audio/ Visual Collection: This includes DVDs and CDs. Length of the check out is 7 days. Patrons may renew items.*

Periodicals (Magazines and Journals): Periodicals are for **in-house use only**. If you need to make a photocopy from a periodical, ask LRC staff.

Reserve and Reference items:

- Reference Collection- These materials have a “Reference” label and “REF” located above the call number on the spine. These are for **in-house use only**. If you need to make a photocopy from a reference book, ask the LRC staff.
- Reserve Collection- These materials are placed in the reserve collection on OPALS for the semester. Each term or semester, an instructor may request that certain materials from the General Circulating Collection be pulled and placed on the reserve shelves so all students taking their course have immediate access to those materials for the duration of the term or semester. **Reserve books cannot be checked-out as they are for in-house use only**. If you need to make a photocopy from a reserve book, ask the LRC staff.

Loan limits:

- Students: Limit 20 items / unlimited holds / 5 non-book items
 - Faculty/Staff: Limit 20 items /unlimited holds /unlimited non-book items
 - Alumni: Limit 10 items / 5 holds / 3 non-book items
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Renewals

Contact the LRC Director if you would like to renew an item. If you have already renewed an item one time or if somebody else has put the item on hold, you will not be able to renew the item.

Returns

Materials are returned to the Learning Resource Center in the return bins either before or on the day of the due date. Materials used in the library but not checked out should also be placed on a designated re-shelf cart.

Lost or Damaged Materials

Books: The borrower will be charged the **cost of the book plus a non-refundable \$10.00 processing fee for each item.**

Non-Book Items: When non-book items (DVDs, CDs, etc.) are lost or damaged, the borrower will be billed the **cost of the items plus a non-refundable \$10.00 processing fee for each item.**

Borrowers have 60 days from the assumed lost date to return overdue **books** and **non-book items** and have the debt reversed, minus the non-refundable \$10.00 processing fee.

Fines and fees may be paid at the Business Office.

Unpaid fines and fees may prohibit students from checking out library materials, registering for classes or ordering transcripts.

Inter-Library Loan (ILL)

Theological Library Cooperative of Arizona (TLCA):

Indian Bible College is an active member of the Theological Library Cooperative of Arizona (TLCA), which “exists to facilitate fellowship, education, and prayer for its members and to provide additional library services for the students, faculty, administrators, and staff of its full members” (TLCA Organizational Agreement, p. 1, 2017).

Indian Bible College students and staff may browse the library collections and resources of the TLCA institutions at this website: <https://ps.edu/tlca/>. Contact the Learning Resource Director for assistance in borrowing information and resources from other TLCA institutions.

Borrowing items from TLCA institutions:

Borrowers are subject to the policies and regulations established by the lending library, including, but not limited to, those that govern access to and the availability of materials, loan periods, renewals, recalls, delinquency, and lost materials charges. Borrowers are responsible for knowing these library policies.

More Information

For more information about borrowing materials from the Learning Resource Center or TLCA institutions, please contact LRC staff.