

Kaskaskia College
ACE – Academic Center for Excellence
ACE/Library Policies and Procedures

Food & Drink

Kaskaskia College is committed to creating and maintaining an academic environment. The Academic Center for Excellence (ACE) has adopted the following food and drink policy.

- Drinks in covered containers are permitted throughout ACE spaces. Please keep drinks away from Kaskaskia College computer equipment and other ACE property.
- Snacks are permitted throughout the ACE.
- Meals and other messy foods should be consumed at open tables away from Kaskaskia College computer equipment and other ACE property.

ACE patrons are expected to clean up and dispose of all food and drink waste into trash receptacles. Spaces should be left clean. Staff should be notified immediately of any spills. The ACE aims to provide a clean and pest-free environment to preserve our academic resources.

ACE patrons that routinely violate the Food and Drink policy will be asked to relocate to an appropriate space. These patrons may be restricted from bringing food and drink items to future visits.

ACE Behavior Guidelines

Kaskaskia College is committed to supporting lifelong learning and comprehensive education. All ACE users share in the responsibility for maintaining the learning environment. ACE patrons need to be mindful of other users and not interfere with others' learning experience. This policy is a supplement to the Kaskaskia College Student Code of Conduct which can be found in the student handbook.

- Limit cell phone use to short and quiet conversations. Conduct extended conversations outside the ACE. Patrons are asked to place their phone on vibrate or silent when using ACE spaces.
- The ACE has designated "quiet zones" where excess noise is prohibited.
- Group study areas are available upon request.
- Headphones can be issued to students upon request.
- Patrons are responsible for their personal belongings. ACE staff are not responsible for monitoring unattended items or workstations. Forgotten or abandoned items will be sent to campus security.

ACE patrons that violate the ACE Behavior Guidelines will be reminded of the policy and asked to comply. Patrons that routinely violate the ACE Behavior Guidelines will be asked to relocate to an appropriate space. Violators will be referred to the Director of the ACE for possible additional consequences.

Circulation Policy

Circulation is the library's term for lending and borrowing materials from the KC library's collection and the collections of over 500 member libraries in the IHLS (Illinois Heartland Library System). Kaskaskia College students, faculty, staff and community members will need to have an active library account. Library patrons will need a photo ID to create a library account. Library accounts can be created remotely by visiting a Kaskaskia College Education Center or by completing the library card application on the Kaskaskia College website.

Loan Periods

- Books: 3 weeks with a 3-week renewal on or before the due date.
- DVDs: 1 week with a 1-week renewal on or before the due date.
- Laptops & iPads: Students, Faculty & Staff: 30-days, no renewals.
- Periodicals Issues: 7-days with a 7-day renewal on or before the due date.
- Reserve Materials:
 - Course Textbooks – Can be checked out for the day and must remain in the ACE.
 - All other reserve items have varying loan periods. See ACE staff for more information.

Loan Limits

- Library patrons may have up to 5 items checked out at any one time.

Fines & Fees

- Overdue fines are \$.10 per day, to a maximum of \$100 per item.
- Overdue iPads are \$5 per day, up to a maximum of \$75. If an iPad is damaged, lost, or stolen, the library patron is responsible for replacement costs.
- Overdue Laptops are \$10 per day, up to a maximum of \$100. If a laptop is damaged, lost, or stolen, the library patron is responsible for replacement costs.

Overdue notices are communicated to students using phone calls, postcards, and statements. It is the responsibility of the library patron to return items in a timely manner. Failure to receive a notice does not exempt patrons from responsibility. Library patrons will be responsible for the replacement cost of lost or damaged items, including a \$10 processing fee. Kaskaskia College students who have unpaid fines or fees may be prohibited from registration or obtaining transcripts.

Collection Development & Management

Collection Development is the process of building useful, balanced collections over time. The addition of items is based on budget, assessed need, and future projects within the college. Staff annually consults with college faculty, staff, and administration during the selection process. It is the responsibility of staff to determine selection criteria, resource sharing, replacement of items, and de-accessioning as needed. Kaskaskia College strives to enhance and simplify access to resources which support our users' teaching, learning, and research. Collection Development supports the college's mission of lifelong learning and quality comprehensive education.

Deaccession

To maintain a relevant and useful collection, deaccession is essential. Titles are evaluated according to three factors: content, past and projected use, and physical condition. Titles that have low use and items in poor condition are identified for evaluation. Classic works are always retained and may need to be restored or replaced if in poor condition. Items in subject areas such as technology, business, science, and medicine must be closely monitored for accuracy.

Deaccessioning Criteria

- Item is out-of-date and/or contains inaccurate information
- Item has a newer edition
- Item is a duplicate and is no longer in high demand (exceptions include a rare copy which doesn't circulate and in some cases, an electronic copy)
- Item is in poor condition and the cost to repair it goes beyond the usefulness of the item (staff will estimate repair cost)
- Item is part of an incomplete set
- Usage statistics indicate little or no recent use, especially in comparison with usage anticipated for an alternative resource under consideration

Preservation Criteria

- Items that have circulated in the last 10 years
- Items held by three or fewer libraries according to Illinois Heartland Library System as determined by library staff
- Items written by key authors in a field
- Items that are duplicates in high demand areas
- Items that are important to coursework, research, cross-disciplinary study or are of general interest
- Items that are likely to be used in the future
- Items that are part of a valued donation

Items that have been deaccessioned will be donated or recycled.

Donations & Gifts

Kaskaskia College welcomes donations of items in good condition without excessive markings and highlights on the pages. It is the responsibility of the donor to assess the value of their donations and report accordingly. Kaskaskia College reserves the right to determine the usefulness of items and if an item will be added to the collection. Donations that do not fit collection development criteria will be recycled or donated. Kaskaskia College does not accept donations of VHS tapes, CDs, audio books, and magazines.

Intellectual Freedom & Censorship

The purpose of Kaskaskia College ACE/Library is to support academic success and promote creativity. Staff strives to disseminate and preserve knowledge to the community. This communication requires free and unrestricted access to information and to a wide spectrum of viewpoints and theories. Kaskaskia College guarantees open access of information to the best of our ability to the community. Detailed inquiries can refer to the Banned Book Resolution adopted by the library in 2015. Challenges to the Resolution or this policy can be directed to the Director of Academic Center for Excellence.