UAM Library Policies

ADA Compliance

Taylor Library is committed to providing equitable access to information and services to all faculty, staff, students, and members of the Monticello community. In compliance with the Americans with Disabilities Act (ADA), library employees will make good faith efforts to accommodate reasonable requests for assistance in obtaining, accessing, and making use of library resources, materials, and services.

Cell Phone

To maintain an atmosphere that is conducive to learning and research, we ask that you place your cell phone in silent mode. When necessary, please conduct your communications outside in the library foyer.

Community Users Policy

The Taylor Library welcomes members of the general public to visit and use library resources. However, interlibrary loan and extensive research services are unavailable. Community users may apply for limited circulation privileges. Applications may be mailed or presented at the circulation services desk. Adult residents must pay a $50.00 fee payable at the Cashier’s office (870-460-1043) in Harris Hall (2nd floor).

Eligible Community Borrowers:

- Adult Residents (minimum age 21)
- Public School Teachers (school must be a member of the SAESC)
- Southeast Arkansas Education Service Cooperative Employees
- UAM Employee Dependent (at least age 14) or Spouse

Items Not Available for Check Out:

- Special Collection items
- Reference, Bibliographic Reference, and Atlas materials
- Course Reserves
- Periodicals and Newspapers
- Microforms

How many items may I check out?

Community Users 3 items

How long may I keep borrowed materials?

Community Users 30 days, 1 renewal

Returning Library Materials:
Library materials may be returned to the Circulation Services desk or the outside book drop.

**Fees:**

**Overdue Items**

Overdue fines begin accruing the first day after the due date. The fine for overdue items is 10 cents per day. The maximum overdue fine is $15 per item.

**Items Not Returned**

All items not returned or renewed during the semester are charged to the borrower’s account. The minimum fee is $70 per item.

**Returning Billed Items**

If the book is returned within thirty days after the item is billed ($70 per item, minimum), the charges less the overdue fines are credited to the borrower’s account. If the book is not returned within thirty days after the item is billed, no credit is given.

Fees may be paid at the Cashier’s Office (870-460-1043) in Harris Hall (second floor).

**Computer Usage Policy**

**Food and Drinks**

Food and drinks are not permitted in the library. Individuals eating and drinking will be asked to leave the library.

**High School**

General access to library resources is available to local high school students. However, they are not eligible for circulation privileges. High school groups may visit the library if they are accompanied by a teacher. Schedule a library instruction session or tour by calling 870-460-1080.

The UAM Executive Council has adopted the following policy regarding high school groups:

"Throughout Southeastern Arkansas, students at various levels like to use the University Library. Regrettably, we cannot make the library as accessible to secondary students as we would like. The building is pressed to serve the needs of our undergraduates, especially during certain hours of the day."

"We believe we can best serve our students and our constituents by limiting outside group usage to groups of 25 to 30 accompanied by a teacher. Because undergraduate library use is heavier at certain hours of the day, we need advance arrangements for group visits. We will continue our policies for individual library use by the general public."

**Identification Card**

**Valid Identification**

A valid UAM identification card must be presented in order to borrow materials. External users must present a valid driver’s license or photo ID and their Library Courtesy Card.
**Fraudulent Use of UAM Identification Card.**

No student or library patron may use another student's or employee's UAM ID to borrow library materials. Such usage is illegal and any attempts to obtain library materials under these false pretenses will result in the confiscation of the ID and the reporting of the incident to the Dean of Students and/or Campus Security. Criminal prosecution and penalties for the above offenses are outlined under Title 5, and/or Title 13, Chapter 2 of the ARKANSAS STATUTES ANNOTATED, 1987. The library reserves the right to change these policies at any time.

**Interlibrary Loan Policy**

**Definition**

What is interlibrary loan? Interlibrary loan is a procedure that allows students, faculty, staff, and research assistants to borrow material owned by other libraries. Requested material may be furnished without cost to the patron. However, some libraries do charge for loans, and additional fees ($10.00 minimum) may be requested by the lending library.

**Eligible Borrowers**

Who can make an interlibrary loan request? The library staff will accept an interlibrary loan request from any UAM student, faculty, staff member, or research assistant. A valid UAM ID card and completed Interlibrary Loan Form are necessary to request material through interlibrary loan. Those individuals not enrolled as UAM students will be directed to their public library for this service.

**Exceptions:**

The following materials might not be available via interlibrary loan:

1. Books published within the last year
2. Theses and dissertations
3. DVDs, CDs, Videocassettes, films, etc.
4. Children's books
5. Contemporary fiction (Contact your local public library)
6. Textbooks

**Procedure:**

What information is needed on an interlibrary loan request? In order for you to receive the material, the Interlibrary Loan Form must be filled out as completely as possible. The form can be filled out online, or you can ask for a form at the circulation desk. Failure to supply complete information or to print your request clearly will result in a delayed or incomplete request.

You should allow at least two weeks for your request to be filled.

**Copyright Restrictions:**

The copyright law of the United States (Title 17, United States Code) governs the making of photocopies or other reproductions of copyrighted material. Under certain conditions specified in the law, libraries and archives are authorized to furnish a photocopy or other reproduction. One of these specified conditions is that the photocopy or reproduction is not to be "used for any purpose other than private study, scholarship, or research." If a user makes a request form, and later uses, a photocopy or reproduction for purposes in excess of "fair use", that user may be liable for copyright infringement. This institution reserves the right to refuse to accept a copying order if, in its judgment, fulfillment of the order would involve a violation of copyright law.
Privacy

Our commitment to your privacy and confidentiality has deep roots not only in law but also in the ethics and practices of librarianship. In accordance with the American Library Association's Code of Ethics:

"We protect each library user's right to privacy and confidentiality with respect to information sought or received and resources consulted, borrowed, acquired, or transmitted."

However, the Taylor Library may be required to release information in response to a search warrant or subpoena in accordance with the USA Patriot Act (Public Law 107-56) and the Foreign Intelligence Surveillance Act (50 U.S.C. 1801, et seq.). In certain instances, the Taylor Library is not permitted to disclose that a warrant has been served or that records have been produced pursuant to the warrant.

Notice

In all cases, we avoid creating unnecessary records, retaining records not needed for the fulfillment of the mission of the library, and we do not engage in practices that might place information on public view. With the exception of information you elect to provide to access library electronic resources, your library account, and various library forms, we do not collect personally identifiable information.

Information we may gather and retain about current and valid library users include the following:

- User Registration Information
- Circulation Information
- Electronic Access Information
- Information Required to Provide Library Services
- Interlibrary Loan Information
- Special Collections Information

If you are affiliated with our university, the library automatically receives personally identifiable information to create and update your library account from the Registrar’s Office (for students) or Personnel Office (for employees). Changes to your personally identifiable information may be made at the Registrar’s Office (for students) or Personnel Office (for employees). Patrons issued a library courtesy card, with proper identification, may ask the Circulation Manager to correct their library account information.

Library personnel will not disclose the item(s) an individual has currently checked out, except for complying with the law. We remove links between patron records and materials borrowed when items are returned, and we delete records as soon as the original purpose for data collection has been satisfied. At the conclusion of the current semester, patron records are deleted, with the exception of accounts containing overdue fines and book replacement fees, for accounting and auditing purposes only.

We permit only authorized Library personnel with assigned confidential passwords to access personal data stored in the Library's computer system for the purpose of performing library work. We will not disclose any personal data we collect from you to any other party except where required by law or to fulfill an individual user's service request. The Taylor Library does not sell or lease users' personal information to companies, universities, or individuals.

Use of the Taylor Library Website and Online Catalog

Our website and catalog use cookies that collect anonymous traffic data. Our web server and third party software (Google Analytics) collect information regarding authentication and online catalog usage (index searched, search terms used to search the index, patron type, number of connections and rejections to the electronic research databases and individual and online journal collections, IP address, type of browser, internet connection speed, operating system, domain from which you connected to our site, screen resolution, referring sites, search terms used...
to locate our site, site pages visited the most). This information is used to detect problems, discover trends, improve the design of the website and online catalog, and to provide data for policy and decision making.

**Enforcement**

Library users who have questions, concerns, or complaints about the library's handling of their privacy and confidentiality rights should file written comments with the Director of the Library. We will respond in a timely manner and may conduct a privacy investigation or review of policy and procedures.

We authorize only the Library Director to receive or comply with requests from law enforcement officers; we confer with our legal counsel before determining the proper response. We will not make library records available to any agency of state, federal, or local government unless a subpoena, warrant, court order or other investigatory document is issued by a court of competent jurisdiction that shows good cause and is in proper form. We have trained all library personnel to refer any law enforcement inquiries to library administrators.

**Theft**

It is recognized that library materials will deteriorate through heavy use; however, misuse of library materials and property will be penalized. The "Arkansas Library Materials Security Law" states that it is against the law for any person to remove, retain, or mutilate library materials. Violators may be fined or imprisoned.

Misuse of library materials and property includes the following:

1. Damaging or destroying library books and library property. Any person who willfully, maliciously, or wantonly writes upon, damages, defaces, tears, cuts, mutilates, or destroys any book or other library property will be charged with misuse of library materials.
2. Concealment of a book or other materials while on the library premises for purposes of removal or attempted removal from the library without proper authorization will be deemed theft.
3. Failure to return library books or other library property within 30 days of notification in writing from the circulation manager will be considered as willful theft of library property.
4. Failure to follow posted directions which results in damage or destruction of materials or special equipment will be considered as negligent misuse of library property.

The penalties imposed for the above offenses will be determined by the extent of the mutilation, misuse, theft, or damage of library materials and property. Penalties imposed for billed library books or for such treatment of library materials as to render them unusable do not constitute ownership of the billed or mutilated item. The library attempts to keep all circulating materials in repair and in reasonable condition; however, the patron also has the responsibility of notifying the library staff of missing pages, signatures, broken spines, and similar damage to circulation materials at the time of check-out to avoid unnecessary penalties.