

# Northwest Shoals Community College Employee Policy

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The University of North Alabama extends many of its Library privileges to Northwest Shoals Community College Employees. Library cards are available according to the calendar year for the University of North Alabama. Individuals currently employed by Northwest Shoals Community College with verifiable identification (i.e. driver's license) and current employee ID card may qualify.

**Privileges of the Northwest Shoals Community College Employee Borrower Card holder includes:**

- In-house use of library materials and facilities; and
- Reference service, as time allows after first-priority service to UNA faculty, staff, and students.

**Maximum Amount of Items** ..... Unlimited  
(All items are subject to recall after 2 weeks)

<b><u>Type of Material</u></b>	<b><u>Loan Period</u></b>
Alabama Collection.....	14 days/or Non-circulating
Audiovisuals.....	5 days
Government Documents.....	14 days
Popular Reading .....	14 days
Periodicals .....	Non-Circulating; Use in building
Reference .....	Non-Circulating; Use in building
Special/Archives .....	Non-circulating; Use in building
Main Collection.....	term

**Regulations of use include:**

- All patrons must adhere to the general policies of the Library.
- Borrower's card must be presented at time of checking out materials.
- The borrowers themselves are responsible for any damage and replacement costs:
  - Lost books are \$30.00 each
  - Lost AV materials are \$40.00 each
  - Replacement cards are \$5.00 each

- The borrower is responsible for observing the due date stamped in the items and should not depend solely on Library notices.
- Renewals can be made at the circulation desk or by calling (256) 765-4467. Renewals are available only if the item does not have an existing hold, recall, or outstanding fines.
- A Book Depository Drop, located outside next to the front doors, is available for item returns when Collier is closed.
- Interlibrary loans and online search requests are not a part of this policy and should be referred to a public library or the Northwest Shoals Community College Library.
- Since the UNA academic community has priority for use of library materials, all items checked out to Northwest Shoals Community College borrowers are subject to recall after 2 weeks.
- All borrowers must recognize the responsibility of the University's Library to provide materials representing different viewpoints and diversity of appeal.
- The patron is responsible for observing the date due stamped in the item and should not depend solely on library notices.
- When Collier Library is closed, patrons may use the book return located at the entrance of the library or the drive-up book return located in Lot A by the Visitor's Welcome Booth. All items returned via the book drops after closing are accepted as returned on the day last opened.