The Western Nebraska Community College Library was established to provide information and learning materials for students, faculty and staff of the College. These policies have been established to insure that the resources are available on a fair and equitable basis to those who need them.

1. **Student and WNCC Personnel Use:** Materials and services of the Library are open to Western Nebraska Community College students and all WNCC personnel. Their needs take precedence over requests from users outside the College community.

2. **Public Use:** Persons from the College Area may use in-library services or borrow materials observing the same loan periods or restrictions as College users. (Books listed in class bibliographies or any material in heavy demand from WNCC course work may be unavailable for check-out by community users.)

3. **Circulating Materials:** These materials may be borrowed for stated periods of time:
   a. Books/DVDs/audiobook in general collection, shelved in open stacks
   b. Periodicals, loose back issues
   c. Reserve books, designated for limited circulation
   d. Juvenile collection, designated for limited circulation
   e. Graphing calculators, Kindles, and Nooks, accessed at circulation desk

4. **Non-circulating Materials:** These materials shall be used in the Library only:
   a. Reference books shelved in Reference area
   b. Reserve materials designated in-library use only
   c. Periodicals, current issue
   d. Laptops designated in-library use only

5. **Limited Circulating Materials:** Audio-Visual materials may be used with the following guidelines:
   a. Restricted audio-visual materials are reserved for Western Nebraska Community College personnel only.
   b. Non-restricted audio-visual items may be used by student organizations, with the sponsor’s approval, Theater West, and faculty of cooperating institutions in the library or with prior arrangements on-campus. Other entities located on campus may also utilize these materials on a case-by-case basis.
6. **Loan Periods**: Length of loan period varies by type of material. Borrowers with overdue material cannot check out further materials until overdue items are returned, renewals requested or lost items are paid. WNCC personnel are granted extended loan privileges as needed for class preparation or study. These extended loan privileges do not apply to family members.

7. **Renewals**: Materials may be renewed once unless a hold has been placed to indicate another user is waiting. Further renewal may be allowed at the discretion of a librarian.

8. **Fines and/or Charges**: Fines are charged for overdue materials. Overdue items must be returned before other material can be checked out. Lost books and periodicals are billed at replacement cost. Borrowers with charges for lost material are not allowed to check materials out of the library until the record is cleared. The account will be flagged/restricted in the Business Office until either the item is returned or it is paid for.

9. **Interlibrary Loan**: Interlibrary loans are available through OCLC Worldshare for WNCC students and personnel. College needs take precedence over Interlibrary Loan requests to borrow our Western Nebraska Community College Library materials.

10. **Confidentiality**: The WNCC Library shall follow the American Library Association Code of Ethics, Rev. 1981, Section III. “Librarians must protect each user’s right to privacy with respect to information sought or received, and materials consulted, borrowed or acquired."

11. **Individual Rights**: The rights of an individual to use the Library shall not be denied or abridged because of age, race, religion, national origins or social or political views.