

Revision Responsibility: Director of Library
Responsible Executive Officer: Executive Vice President - Provost

Source/Reference: Tennessee Code Annotated Sections 10-8-101; 10-8-102; 10-8-103;
39-14-101; 39-14-102
[TBR Guideline B-010](#)
Columbia State Library Policy Manual

PURPOSE

To assure the availability of library materials for all patrons.

POLICY

I. Theft and Destruction of Library Materials

The Columbia State Community College library adheres to Tennessee Code Annotated (Sections 39-14-101 and 39-14-102), which establishes as a criminal offense the intentional, taking, concealing, or retaining of library materials, and establishes as a misdemeanor the malicious destruction or mutilation of library materials.

II. Confidentiality of Library Records

In accordance with Tennessee Code Annotated (Sections 10-8-101, 10-8-102, and 10-8-103), the Columbia State Community College library holds in confidence information about questions asked by patrons, items consulted or borrowed by patrons, and comments expressed or attitudes revealed by patrons except as allowed by the aforementioned laws.

III. Borrowing Privileges

Students, faculty, staff and the community may borrow circulating materials for the time periods specified in the *Library Policy Manual*, subject to the needs of other patrons. Materials that usually do not circulate outside the library such as reference books may be loaned at times in accordance with guidelines specified in the *Library Policy Manual*.

IV. Fines and Encumbrances

The library director recommends the schedule for fines and encumbrances to the executive vice president - provost. Following review by the associate vice president for business services, the schedule is submitted to the president and action by the cabinet.

PROCEDURES

I. Fines and Encumbrances

- A. Faculty and staff are not charged overdue fines; however, employees who do not return materials are notified in accordance with [TBR Guideline B-010, 3. A.](#) Procedures for fines and encumbrances for students and other groups not mentioned above are specified in the *Library Policy Manual*.
- B. Should any library materials be lost, the patron pays \$48 plus a \$5 replacement fee and nonrefundable-processing fee. Should the materials be found and returned, a refund for the total amount will be given, less the processing fee and any costs to repair damages, if applicable. All refunds are processed through the Columbia State business services office.