

Library Policies and Fees

The library exists to serve the Baker community. Non-Baker library users are welcome to use the library collection and services for study and research as time and space allow. **Please click on a heading below to learn more about a particular library policy.**

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Borrowing

Who may check out materials:

- Baker University faculty (including emeriti), staff and students are the primary clientele of the library and have the highest priority when needs for materials conflict.
- We also check out materials to members of the Baldwin community, registered borrowers from libraries in the Northeast Kansas Library System and pastors in the Kansas East Conference of the United Methodist Church.

Loan Periods

Loan periods are based on material type and borrower status.

Resource Type <i>(including government documents, which circulate accordingly)</i>	Students & Community Borrowers	Faculty Borrowers
Circulating books, pamphlets, maps, posters, and microforms	1 month	4 months
Circulating audio/visual materials (DVD, VHS, audio cassette, and some CDs)	1 week	
Interlibrary loan items	Date set by lending library	
Reserve materials	Usually 3 hours	
E-books are available for download for the following periods:	Ebrary: 2 weeks EBSCO: 1 week ACLS: Can't Be Downloaded	
Rare books	Non-circulating	
Other materials (periodicals (newspapers, magazines, journals, etc.))	Non-circulating	1 week
Multimedia materials	1 week	1 week

Renewals

Circulating materials from Baker may be [renewed](#) within the catalog. Contact the [interlibrary loan borrowing staff member](#) to renew items requested from other libraries. If you are unsure how to renew materials, you can visit the library to renew the items in person.

Overdue & Lost Materials

Baker Resources: Students & Community Borrowers

Fines are \$.25 per day for all items except reserve materials, for which the fine is \$.25 per hour. There is a one-day grace period, except for reserve materials. Three days before the item is due,

you will receive a reminder that it is due soon. The first overdue notice arrives via Baker e-mail the day after the due date. The item may be returned that day without penalty. Four weeks after the due date, the item is considered lost and the student is billed for the cost of replacing it plus a \$10.00 processing fee. The bill will be sent to the Business Office for collection if it is not paid in a timely manner.

Interlibrary Loan Resources: Students & Community Borrowers

Overdue interlibrary loan items damage our relations with lending libraries, so fines are steeper. Fines accrue at the rate of \$1.00/day until the 21st day at which time the item is declared lost and you are billed for the lending library charges plus a non-refundable fee of \$50.

All Resources: Faculty & Staff Borrowers

Faculty receive an overdue notice the day after the item is due. Four weeks after the due date, they are billed for replacement of the item.

Confidentiality of Library Records

The Baker University Library upholds the principle of the library users' right to privacy and confidentiality of personally identifiable information in accordance with federal and state laws and institutional policies.

We keep only the personally identifiable information that is absolutely necessary for the operation of the library – for lending or providing access to library materials, providing library services such as reference, interlibrary loan and workshops. We regularly purge, delete, or shred information that is no longer necessary.

Student, faculty and staff borrower records are supplied by the University administrative systems and updated on a regular basis to ensure accuracy. You may review your records upon presentation of proper identification. Non-Baker library users may also review their records upon presentation of proper identification.

Only the Associate Vice President of Information Services is authorized to receive or comply with requests from law enforcement officers and to confer with University legal counsel before determining the proper response. No records will be released without a subpoena, warrant, court order or other investigatory document, issued by a court of competent jurisdiction that shows good cause and is in proper form.

Interlibrary Loan Lending Policies

General

We honor requests from libraries in good standing within the constraints of our time, resources and local needs.

What do we lend?

We try to be as generous as possible in our lending, but may not be able to lend the following types of items:

- Reference materials
- Videos for current classes
- Unique or irreplaceable items
- Fragile items
- Music recordings

Copies are sent electronically whenever possible; otherwise we use first class mail or couriers

Timeframes

- We usually respond to requests within one working day
- OCLC requested resources are due 60 days after initial checkout from our library.
- Items are shipped via courier on Mondays, Wednesdays and Fridays
- Items sent via USPS are sent by the cheapest rate available unless there are special circumstances.

Fees

- We do not charge for copies or loans.
- Libraries returning items more than 60 days late will be assessed a fine of \$.25/day.
- When it has been determined that a loaned item is lost, the borrowing library will be assessed the cost of replacement plus a \$10.00 processing fee.

Policy on the Use of Copyrighted Materials

The University Academic Council Learning Resources Committee shall provide educational resources and opportunities for Baker students, staff and faculty to become familiar with the copyright law, its implementation and enforcement.

Members of the Baker Community are expected to use copyrighted materials in accordance with copyright laws (Title 17 of the United States Code, sect. 101 et seq.) by obtaining permission of the copyright owner, by licensing or paying royalties for use, or by using the material in accordance with one of the exemptions or limitations on copyright that are incorporated into the law.

Additionally, the Director of Library Services may be called upon to put reliable copyright information at the disposal of individuals with specific questions. If further legal concerns remain, the Director of Library Services may consult with the Chief Academic Officer regarding legal assistance. For guidance on complying with the copyright law visit [the following web pages](#).

Student Intellectual Property

To respect student ownership of their intellectual efforts, the library now requires a permission form to be completed and signed by the student author before we will make the work available electronically or in print. [Print and sign the student intellectual property form](#). The signed form should be attached to the document.

Collection Development

The primary focus of the library collection is on the support of teaching and learning at Baker University. Faculty involvement in the development of the collection is essential to its success.

Reviews in professional publications and publishers' flyers provide excellent information on materials that will support the needs of our students.

Requests for purchases in any format (print, audio-visual, etc.) should be directed to the Library Director, [Kay Bradt](#).

Printing, Copying, and Scanning

While black and white printing is available at no charge, color printing is available at the circulation desk for a fee of \$0.10 per page.

A scanner is also provided on the second floor for patron use.

Fax Service

Patrons requiring fax services can visit the circulation desk to send a fax. Patrons will be charged \$1.00 per page for outgoing faxes.

Equipment Reservations

There is a limited amount of audio-visual equipment available for university use. Equipment may be reserved in advance by faculty or staff* and checked out at the circulation desk. The length of the lending period should be negotiated based on the needs for a single event - a conference, a presentation, a class, etc. Equipment should not be lent for long periods of time.

Should there be conflicting needs, classroom use would have priority. Non-Baker persons may be allowed to use the equipment for presentations on the Baker campus for Baker-related activities, if it is not needed otherwise.

The following equipment is available for check-out at the library circulation desk:

Cameras Digital Cameras* Digital Video Camera Desktop Video Conference Camera	Laptop/VCR/DVD Laptop VCR/DVD Player
Copiers DVD Writer Tape Recorder Audio Tape Copier Video Tape Copier**	Projectors Data Projector 16mm Film Projector Filmstrip Projector Projector Screen

*The Fuji S3000 digital camera is available for student checkout.

**This is part of a stationary workstation in LI 222 which can not be checked out.

Room Reservations

The library provides a variety of spaces for faculty and/or student interaction. Whether planning a study group, organization event, or virtual meeting, there are a few spaces available to the Baker community. Spaces available include:

LI 219, 220, 221, 222 – Can seat five people comfortably. Ideal for study groups and small group meetings, each room includes a white board.

LI 218 – Accommodates 6-12 people comfortably. Includes a Smart Board, TV with DVD/VHS player, podium computer, video conferencing equipment, speakerphone system, and data projector. For assistance using any of this equipment, please contact IT.

LI 312 – Small computer lab that includes twelve student computers, printer, podium computer, and data projector.

Tower Room – Furnished with comfortable seating for seven, the room is adorned with art work and excellent views of campus, this third floor space is perfect for small receptions and less formal meetings. NOTE: This space cannot be closed off and sees regular foot traffic for library users seeking the resources, equipment, and other spaces available on the third floor.

Faculty can request rooms using the [Astra](#) system or contact Lynda Lewis to make a reservation. Students should contact Lynda Lewis to make a reservation. Lynda can be reached by email at lynda.lewis@bakerU.edu or phone at 785.594.8334.