

## Library Committee Meeting Minutes

November 5, 2014

3:00 PM

Heritage Center Conference Room

**Attendees:** Amanda McKenzie, Dr. Armond Boudreaux, Larry Braddy

- Amanda McKenzie discussed new things of note to faculty happening in the library, including the changing of some resources in the Biology area. As of January, the library will be dropping its individual subscriptions to the e-Journals *Cell* and *Trends in Ecology and Evolution* and picking up the Science Direct Health Sciences database, which will include access to *Cell* amongst thousands of other journal titles for the same price. The library is also investigating the cost of a JSTOR community college package as JSTOR database has been requested by numerous faculty (especially humanities and social sciences).
- Amanda McKenzie asked if there was news or concerns from the divisions or campuses/sites—none was brought up.
- Amanda McKenzie brought up the issue of library fines and suggested that the library potentially alter/change the way that we fine students to make it less costly for students. The committee felt that fining students for overdue materials was still important, but did not want minor fees to be a hindrance to them registering for classes in the way that it has in the past. The committee voted to create a policy to add to the current Circulation policy that says that students will still be fined \$.10 per day for overdue materials, not to exceed a maximum of \$5.00 per item, but that fines less than \$5.00 would not result in a hold being placed on a student's Banner account. This will lessen the workload for library staff and also hopefully allow more students to register for classes with less hold fees on their accounts. The draft policy can be found below:

### Lost Materials

All EGSC Library borrowers are responsible for all items checked out to their library account. EGSC students with outstanding library materials with overdue fees of \$5.00 or more will have a hold placed in Banner. Students will not be allowed to register, obtain grades or request transcripts until the material has been returned to the EGSC Library or paid for.

Standard replacement costs will include a lost item replacement, lost item processing and overdue fees. In addition to the replacement costs, borrowers must pay all overdue fines that have accumulated. Library fines are accrued in the amount of \$0.10 per day, with a maximum amount of \$5.00.

### Damaged Materials

All EGSC Library borrowers are responsible for the condition of items checked out to their library account. Patrons returning damaged items will be responsible for the replacement of the item and should contact Constance Wade at (478) 289-2085 or [cwade@ega.edu](mailto:cwade@ega.edu). Any damage or replacement fees will be attached to your library account; overdue fines will not be reimbursed. Students with overdue or replacement cost totaling \$5.00 or more will have a Banner hold placed on their account. Students will not be allowed to register, obtain grades or request transcripts until all replacement cost are paid.

## **How do I pay for library fines or fees?**

The EGSC Library can accept payments on student accounts during normal business hours in the form of checks or cash. The EGSC business office can accept payments in the form of debit or credit cards, cash or checks. Students will need to return the receipt from the business office to the library in order to have their library account paid in full and their Banner hold removed.

## **How do I check my library account?**

When accessing your account <http://gilfind.ega.edu/vufind/MyResearch/Home> you will be able to view your checked out items and see their due dates, renew both EGSC Library and GIL Express items, view any library fines, and access any saved searches or favorite items from the library catalog (GIL).

To access your library account, you will need to enter:

- Your EGSC student ID number (barcode number)
- Your last name
- Your library PIN number (if you do not have a library PIN, click the "Get My PIN" button and it will be sent to your EGSC email account or you can contact the EGSC Library for assistance at (478) 289-2083).