

## SERC LIBRARY USE AND PROCEDURES

**By obtaining a SERC Library account, you certify that you have read and fully understand the contents of this document and agree to comply with the policies and procedures described within.**

### **SERC LIBRARY ACCOUNTS**

Anyone who is at least 18 years of age AND who lives, works, or attends a higher education institution in the state of Connecticut can apply for a SERC Library account. Students who are younger than 18 years of age AND who attend a higher education institution in Connecticut are encouraged to contact the SERC Library about eligibility for checking out requested materials.

Library accounts are active for one year and may be renewed upon request. Accounts that have expired after one year will be deleted to protect patron privacy and ensure data management of sensitive information; if an account is deleted, users can reapply for a library account at any time.

Any library account holder who has not provided staff with a copy of a government-issued photo identification within 30 days of the request from the Library will have their account deleted. These users can also reapply for a library account at any time.

Library card holders who wish to check out restricted test materials must complete a SERC Library Restricted Patron form detailing their level of education achieved and professional memberships to organizations that require specific education, training, or experience for members (e.g., ASHA). This information is requested by test publishers when determining who is allowed to purchase (and use) their tests, and reviewed by SERC Library staff when determining if a library card holder is eligible to check out a specific test. Library staff can lend restricted test materials only to library card holders whose qualifications on their completed SERC Library's Restricted Patron form match the publisher's restrictions. Publishers' user qualifications are visible on the each item's record in the SERC Library catalog.

### **EXPECTATIONS OF MATERIAL USE**

Library card holders are required to show their SERC Library card or a valid, government-issued photo ID every time materials are borrowed. Library card holders must be physically present to check out their own material: library staff cannot release material to someone other than the person listed on the SERC Library account.

Upon checkout of material, the library card holder assumes responsibility for its proper use. All material is expected to be returned on its due date, in the condition in which the item was borrowed, and including all parts/pieces provided with the borrowed material.

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The SERC Library's restricted tests and assessments require strict and secure handling of their contents. It is the responsibility of the library card holder who has borrowed this material to uphold the test security of any borrowed SERC Library test in their possession. **This includes returning borrowed restricted test materials in person** due to publisher restrictions on who is allowed to view/access the material.

### CHECK OUT LIMITS

Library card holders can check out 10 items at one time, which can include up to:

- five tests
- three DMHAS curriculum kits
- five AT devices, one of which can be an iPad or laptop

### LOAN PERIODS & RENEWALS

Non-test material can be checked out for 21 days with up to three renewals. Library card holders are responsible for either renewing items by logging into their library account, or by requesting a renewal from library staff prior to the due date.

The 21-day loan period is active on all SERC Library materials with the exception of the following:

- **Assistive Technology iPads and Laptops** checks out for 14 days at one time with up to three 7-day renewals.
- **Test and Test RESTRICTED** checks out for 14 days at one time with up to three 7-day renewals.

**If a borrowed item has been reserved by another library user, a renewal will not be granted and the item must be returned by its due date. Library staff will notify users via email when an overdue item is on hold for another patron; items must be returned within five business days of this notification or users will be subject to a \$25 overdue fine and a block will be put onto the card holder's account until this fine is paid.** This is to ensure that all library users have equitable access to materials in a timely manner.

### LOST, MISSING OR DAMAGED ITEMS

Library materials that are returned damaged OR materials that are not returned after 28 days after the final due date will be marked as "Lost," and the full cost of their replacement (including shipping & handling and staff processing fees of \$25 - \$50) will be the responsibility of the borrower. An invoice will be mailed to the address the SERC Library has on file for the library card holder. The card holder's account will be blocked until the fine is paid.

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Materials with multiple items are inventoried every time they are returned. Missing items are recorded internally on the record in the library catalog. Any pieces missing upon the return of library material are the responsibility of the borrower, and the material will remain checked out to the borrower until missing items are returned. If the borrower does not return missing items and the material goes into “Lost” mode, the cost for replacement of any missing item(s) (including shipping & handling and staff processing fees of \$25 - \$50) will be the responsibility of the borrower. An invoice will be mailed to the address the SERC Library has on file for the library card holder. The card holder’s account will be blocked until the fine is paid.

If items with missing pieces are loaned out to new borrowers, this will be stated on the material’s printed inventory and in the item’s record in the library catalog.

### **ONLINE SCORING – EXAMINEE PRIVACY**

When the SERC Library is able to provide qualified library users with access to online scoring for a test the library owns, any examinee data entered into these online scoring systems will be visible to library staff as account administrators. Once a test is returned, access for the library user (Examiner) will be removed. Examinee test results will be deleted *when possible*; some examinee data can only be deleted by the vendor on request, and not all scoring systems may allow for deletion of this type of data. Library staff will request deletions once a month for vendor scoring platforms on which library staff cannot directly delete examinee data. When library staff can directly delete examinee data, this will be done on the same day a test with online scoring is returned.

### **COPYRIGHT INFRINGEMENT**

**Library material may be protected by copyright law (17 U.S.C.).** Pursuant to the federal Copyright Act, it is preemptively unlawful to reproduce, distribute, or publicly display any copyrighted work (or any substantial portion thereof) without the permission of the copyright owner.

It is the intention of the library that materials be made available solely for the purposes of private study, scholarship, and research, and that any further reproduction of such materials by library card holders by photocopying, printing or downloading be limited to such purposes except when materials explicitly state otherwise (e.g., no photocopying). It is the library card holder’s responsibility to review any terms of use, copyright notices, or licenses for library material and adhere to them, including but not limited to:

- **Refraining from unlawfully photocopying material when explicitly prohibited.** Fair use guidelines prohibit the photocopying of any test protocols, or curriculum/program materials that explicitly state photocopying is not allowed.

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Library card holders should contact publishers if they have questions about copyright and authorized use of their materials.

### **EMERGENCY PREPAREDNESS POLICY & CLOSURES**

The SERC Library may need to have an emergency/unplanned closure due to inclement weather and will also have planned closures due to federal holidays or all-staff professional development.

Any closures will be posted to the SERC Library website ([www.ctserc.org/library](http://www.ctserc.org/library)), and any fines associated with a time limit (i.e., the five-day limit to return any overdue items on hold for another patron) will not count on any days the library is closed.

### **SUSPENSION OF PRIVILEGES AND BLOCKED PATRONS**

The SERC Library reserves the right to suspend library privileges and/or block library accounts for any library user who does not comply with the above policies.

Library card holders may have their accounts blocked for any of the following reasons:

- Consistent and extremely overdue return of materials
- Not returning materials or returning multi-piece items (test kits) missing materials without timely payment for replacements
- Loss/damage of materials without timely payment for replacements
- Unethical use of materials (e.g., photocopying test protocols)
- Violent or harassing behavior toward SERC Library staff or library users
- Inappropriate behavior in the SERC Library building or on the grounds

**By signing below, I hereby apply for an account with the SERC Library and agree to abide by all policies of the SERC Library stated above.**

Name of Borrower: \_\_\_\_\_

Signature of Borrower: \_\_\_\_\_

Email Address of Borrower: \_\_\_\_\_

Library Account Number: \_\_\_\_\_

Date: \_\_\_\_\_