



KHUBANI LIBRARY

Delbarton School

LIBRARY POLICIES

I. Cell Phones

Please take calls outside the library and set phones to silent.

II. Conduct & Expectations

The library is a place for academic study and collaboration. Students are expected to be aware of their surroundings, respecting the building and the rights of others to study without distraction.

III. Food & Drink

Food and drink are not permitted in library except for a closed (cap) water bottle. Food is permissible, **with advance notice**, in the Media Lab for club meetings and special events.

IV. Group Study

Group study is encouraged in study rooms with the understanding that the group study rooms will be left clean and garbage free at the end of a period.

Please note that Faculty use of the library for classes and library instruction are a priority and other requests may need to be altered to accommodate curriculum needs.

V. Circulation Policies

The Delbarton School ID serves as your library card and is required for the checkout of materials.

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Borrowing Materials

Students are responsible for all materials checked out in their name. The loan period for books is three weeks. Faculty/Staff book loans are for 10 weeks and can be renewed up to a year.

Materials may be returned to the Circulation Desk or Book Return drop box.

Items may be renewed as long as no one else has put a request in for them. However, if overdue and requested, they must be returned.

The library does not charge fines for overdue materials but asks that students return/renew all items in a timely fashion. Overdue notices are sent via email. Failure to respond to a third notice may result in your student account being billed for the cost of the book and shipping. All users are financially responsible for the loss or damage of library items.

Reserve Materials

Reserve materials are items that a faculty member has put aside for students to use in the library. They can be located at the Circulation Desk. These items are for many to use and do not circulate outside the library. To use reserve materials found at the Circulation Desk, present your school ID. Failure to check out or return reserve materials may cause a student to be charged for the reserve material.

Faculty may request that an item be placed on reserve either in person or by emailing kmanno@delbarton.org.

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Requests

Materials not owned by library may be requested to be added to the collection. All requests can be made at either the Circulation or in-person.

Interlibrary Loan

Books or periodicals not owned by the Khubani Library may be requested through Interlibrary Loan and will be borrowed from another library.

Collection Development Policies

The purpose of collection development is to select, enhance, monitor, and oversee the print and electronic resources of the Khubani Library to provide the community with ready access to authoritative, accurate, and relevant information to support curricular needs and recreational reading interests.

Responsibility for the development and maintenance of the library's resources rests with the Director of Library Services and the library staff.

The librarians work closely with faculty and students to identify and purchase materials that will support their teaching, learning, and recreational reading needs. Out-of-print materials and specialized resources not available at the Khubani Library are obtained either through purchase or our inter-library loan service.

The circulating and reference collections are weeded on a continuous basis. Items no longer deemed appropriate for the collection are removed, such as multiple copies, outdated materials, materials available in other formats, and non-essential items in poor condition.

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We welcome the donation of your published materials to the Khubani Library.

VI. Copyright Policy

The Copyright Act, the federal statute establishing the terms of copyright protection, has its basis in the United States Constitution, which confers upon Congress the power “to promote the Progress of Science and useful Arts, by securing for limited times to Authors... the exclusive Rights to their... writings”. Art. I , Sect.8. The Copyright Act protects all types of expression or authorship fixed in any tangible medium, including written works, paintings, sculptures, photographs, videos, recorded music, sheet music, computer programs, video games, architectural design and choreography.

These rights exist from the moment a work is created, whether a copyright notice appears on the work. It is always best to assume that the provisions of copyright law protect any materials being used for instructional purposes, unless the materials are explicitly identified as belonging in the public domain. In using copyrighted materials for instructional purposes, even under "fair use" guidelines, it is always wise to acknowledge the copyright owner in a very clear way.

The Digital Millennium Copyright Act (DMCA) is a US Copyright law which "criminalizes production and dissemination of technology whose primary purpose is to circumvent measures taken to protect copyright, not merely infringement of copyright itself, and heightens the penalties for copyright infringement on the Internet."

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