

Highline Community College Library  
Operational Policy and Procedures

**ID card**

**Objective:** To protect our patrons from unwarranted fines/fees and to protect our collections from loss.

**Students**

**Policy:** All students **must** show current Highline Community College (HCC) ID in order to check out Library materials.

\* On **rare occasions** a student may need to check out materials and is affiliated with a program that does not allow for easy access to campus during times when the Registration Office is open. Examples are Distance Education students or Evening students. If a student in this situation requests to borrow materials **and the Registration Office is closed**, they may borrow materials on a one-time basis if they have an active patron record and if they have some other form of photo ID with which to confirm their identity. If materials are checked out under these circumstances, a pop-up note will be added to the patron's record in Voyager indicating "No HCC ID," the library employee's initials and the date of the transaction.

If a student does not have an HCC ID card, instruct them that they may get their card in the Registration Office in Building 6.

Items from the main collection can be placed on the hold shelf for up to three days. Reserve or short-loan items cannot be held

- If a student is currently NOT enrolled in classes at HCC they may retain their "STUDENT" status on PATRON RECORD if they:
  - were enrolled in the recent past, and
  - still have student ID card, and
  - will be registering for the next quarter
- The expiration date on the PATRON RECORD should be extended to the end of the next quarter.

**Faculty/Staff**

**Policy:** All faculty and staff are expected to have Highline Community College ID in order to check out library materials.

In the absence of HCC ID, materials may still be checked out to them under the following conditions:

- They have an active patron record in Voyager that indicates faculty or staff status' and
- They have some other form of ID that has a photo and a way of double-checking their patron record. Examples are: Driver's License, Military ID, or a photo in the HCC pictorial directory.
- As a last resort another library staff member may verify the identity of the faculty/staff member based on their personal acquaintance with them.
- Faculty and staff should be pleasantly reminded to acquire and bring their HCC ID when they come to the library.

### **Public Borrowers**

**Policy:**Public borrowers **must** have an HCC-issued public borrowers card in order to check out materials.

Public borrowers cards are issued to members of the community at large, not current students, faculty, or staff. When a student's status is extended they keep their HCC ID card instead of making a public borrower card.

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Date of Adoption: **November 8, 2001**  
Key Department: **Library Circulation Services**  
Key Person: Frances Clark, **Director of Circulation**  
Revisions: