PURPOSE

This procedure provides guidelines for issuing LRC/Library cards to students, faculty and staff for the purpose of checking out learning resources materials and accessing databases.

PROCESS

1. Ask the requester to provide a photo identification. If available, the record in the LINCC database should be used to verify current registration or employment. If no record exists, or if the record has expired, the requester will be asked to provide an HCC receipt for the current term or other proof. LRC/Library cards will be issued at the end of the Add/Drop period.

2. LRC/Library staff uses the above information to activate an HCC Student or Staff Identification card for library privileges or to issue a paper LRC/Library card according to campus operating procedures.

3. If an activated HCC Student or Staff Identification card has been lost or stolen, inform the student or staff that a $5.00 replacement fee is to be paid at the Bursar’s office prior to reissuance of an HCC Identification card. A receipt must be presented for a replacement card to be issued. There is no fee to replace a paper LRC/Library card.

4. Ask the student or employee to Inform LRC/Library staff immediately if the card is lost or stolen.

5. Inform the student or employee that the LRC/Library card may be used at any HCC campus and that the card is renewable each term the individual is enrolled or employed.

6. Inform the student or employee that the LRC/Library card may be used to access online resources available via LINCCweb. Hand out the appropriate flyer to introduce library services.
ISSUING ELECTRONIC LIBRARY CARDS

Students or employees may request an electronic library card by submitting an online Electronic Library Card Application available on the HCC Libraries website. An Electronic Library Card may be used to access online resources available via LINCCweb.

LRC/Library staff uses information from the electronic application to verify current enrollment or employment. If enrollment or employment cannot be verified, LRC/Library staff will request additional information from the applicant.

Once current enrollment or employment is verified, LRC/Library staff assigns a borrower ID number per campus procedures and notifies the applicant via e-mail of their borrower ID number and PIN.

History: Formerly LRC Operating Procedures 5.704. Approved as Operations Manual 9/12/05. Revised ________.