

### **Music Library Browsing Policy**

This Policy establishes the rules and procedures as it applies to students entering and browsing the Music Collection at the El Camino College Music Library.

*\*Note: Faculty who wish to browse should adhere to the same general library rules set by the Library and Learning Resources (LLR). Faculty should also check in at the front desk prior to browsing and follow the same guidelines for checkout as outlined in this policy.*

### **Hours for Browsing and Access**

The hours for browsing time are contingent upon the availability of the library staff. To ensure safety and policy, two library staff members should be present at all times. Staff reserves the right to cancel browsing hours without notice.

Fall Semester 2019, browsing hours will be Wednesday and Friday 9:00 am – 12:00pm

### **Music Library Browsing Rules**

- Browsing is limited to one student at a time.
- There is no limit on browsing time, but students should be aware and courteous if others are waiting. If others are waiting or if staff requires, then students will be notified when their time is expiring.
- Only registered students with a current ID card are allowed to access the music collection. Student IDs will be verified at the checkout desk before browsing begins.
- Students are required to sign in at the checkout desk prior to the start of browsing.
- Students are allowed only **one** browsing session per day.
- Students are allowed to check out the maximum number of materials (**10 items total**), per the checkout limit set by Library Learning Resources (LLR).
- Students are allowed to only browse the general music collections, which include books and print music, audio-visual materials, and miniature scores. Equipment and Course Reserves are off limits.
- Students are not permitted in staff-only areas (i.e. staff desks, kitchen, storage room, etc.).
- Large backpacks, bags, and purses must be left at the front desk prior to browsing the collection.
- Food and/or drinks are not permitted at any time.
- Staff reserves the right to check on students at any given time.
- Violation of these rules may result in suspension of browsing privileges.

**Music Library Browsing Procedures:**

1. Student must sign in at the front desk and read the browsing policy prior to the browsing session.
2. Library staff member will inform student of the procedures for browsing the music collection.
3. When selecting and pulling materials from the shelves, students are required to use shelf markers to mark the place where the item belongs. *Items must be returned to the correct location.* If a student loses their place or does not know where an item belongs, the student should place the item directly on the top shelf of the Returns book cart.
4. For their convenience, students should place items they wish to check out on the bottom shelf of the Returns book cart and return to browsing.
5. After students finish their browsing session and if they wish to check out materials, they must give the materials to the staff member on desk and walk around to the other side of the desk to complete checkout. Students should not take materials themselves to the other side of the desk.

### Music Library Browsing Sign-In Sheet

Date	Student Name	Student ID # (Not barcode)	Time Checked In