

SUBCHAPTER 02H - LIBRARY SERVICES

SECTION .0100 – GOVERNMENT AND HERITAGE LIBRARY

07 NCAC 02H .0101 SCOPE OF RULES

The rules in this Subchapter apply to the Government and Heritage Library, a section of the State Library of North Carolina.

History Note: Authority G.S. 125-2; 143B-10;
Eff. April 1, 2011;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.

07 NCAC 02H .0102 LIBRARY COLLECTIONS

(a) The State Librarian shall determine the scope and focus of the Library's collections. Library staff and users may recommend materials for Library collections.

(b) The Library shall collect and maintain resource collections in all relevant formats as budgets permit, including current and historical print and digital books, periodicals, newspapers, maps, state and federal documents, family histories, indexes, and bibliographies; historical newspapers, census reports, and primary source materials on microfilm; audiovisual materials in analog and digital formats and media; and online databases.

History Note: Authority G.S. 125-2; 143B-10;
Eff. May 1, 2011;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.

07 NCAC 02H .0103 ACCESS AND CIRCULATION

(a) Use of Library resource collections shall vary in accordance with resource format and circulation status, as set forth in the rules in this Subchapter.

(b) Printed collection materials shall be designated as circulating or non-circulating. Circulated materials may be used outside of the Library in accordance with the rules set forth in this Subchapter. Select printed materials designated as non-circulating shall not be used outside the Library. Non-circulating items include general reference materials, permanent depository copies of State documents, rare books, vertical file materials, periodicals, print newspapers, and the genealogy reference collection.

(c) If a borrower loses or damages Library materials charged in the borrower's name, the borrower shall be responsible for the cost of replacing the material. Library borrowing privileges shall be withheld in accordance with Rule .0109 of this Subchapter.

History Note: Authority G.S. 125-2;
Eff. April 1, 2011;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;
Amended Eff. February 1, 2018.

07 NCAC 02H .0104 REPRODUCTION SERVICES

07 NCAC 02H .0105 INFORMATION, REFERENCE AND RESEARCH SERVICES

History Note: Authority G.S. 125-2; 143B-10;
Eff. April 1, 2011;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;
Repealed Eff. February 1, 2018.

07 NCAC 02H .0106 SERVICES FOR STATE AGENCIES

(a) State agencies may receive library services, such as cataloging, classification, collection assessment, metadata, digitization, digital information management, reference research, or the preservation of print and digital resources by

submitting a request in writing to the State Library, 4640 Mail Service Center, Raleigh, NC 27699. All requests shall include the following:

- (1) the name and address of the State agency;
 - (2) a description of the service(s) needed; and
 - (3) contact information for the State agency personnel overseeing the project.
- (b) The State Librarian shall determine library services considering factors that include staff availability, work priorities, and accessibility of equipment and materials.
- (c) The Library and the recipient State agency shall sign a memorandum of understanding that specifies the responsibilities and relationship between the two agencies for requests made under this Rule.

*History Note: Authority G.S. 125-2;
Eff. April 1, 2011;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;
Amended Eff. February 1, 2018.*

07 NCAC 02H .0107 BORROWING PRIVILEGES

- (a) Library materials and equipment shall be available to all registered borrowers in accordance with the rules set forth in this Subchapter.
- (b) Circulated materials may be checked out by registered borrowers for 28 calendar days ("loan period").
- (c) Registered borrowers may reserve circulated materials and have them placed on hold. Materials shall be reserved by:
- (1) visiting the library circulation desk;
 - (2) online at ncgov.nccardinal.org;
 - (3) calling the Government and Heritage Library at 919-814-6790; or
 - (4) submitting an email to slnc.reference@ncdcr.gov.

Materials placed on hold shall be held at the library circulation desk for five business days.

- (d) Registered borrowers may renew loaned materials once per loan period. Renewals shall be made in the same manner as provided in Paragraph (c) of this Rule.
- (e) Borrowed materials shall be returned by 5:00 p.m. on the last day of the loan period. Any borrowed materials not returned in accordance with this Paragraph shall be classified as overdue. An overdue notice shall be sent to the borrower by email or U.S. Mail for any materials that are not returned or renewed prior to the end of the loan period. Borrowers shall not be fined for overdue books.
- (f) The status of borrowed items shall be changed to lost for items not returned after 90 calendar days. Borrowers shall be required to comply with Rule .0103 of this Section to replace lost items.
- (g) Failure to comply with Paragraph (e) of this Rule may result in the restriction or suspension of a borrower's privileges as set forth in Rule .0109 of this Section.

*History Note: Authority G.S. 125-2(4); 143B-10;
Eff. September 1, 2017;
Amended Eff. March 1, 2023.*

07 NCAC 02H .0108 REGISTRATION

- (a) The Government and Heritage Library shall maintain a collection of materials and equipment that shall be available for use to the public.
- (b) Borrowing privileges shall only be granted to citizens of the State and State employees who have registered with the Government and Heritage Library.
- (c) To register for borrowing privileges, each individual shall appear in person and provide the Library with the following information on a form provided by the Library:
- (1) name;
 - (2) address;
 - (3) telephone number;
 - (4) email address;
 - (5) date of birth;
 - (6) physical driver's license, or state-issued photo identification, if over the age of 16; and
 - (7) signature or signature of parent or guardian, if under the age of 16.

(d) The Library shall provide all registered borrowers with a Library card at no cost. The card may be presented in order to check-out materials in the Library's collection. If a borrower cannot present his or her card, the borrower's status may be confirmed by providing the librarian with his or her name and address. If a card is lost or stolen, the borrower may request a replacement card, at no charge, by providing the librarian with the information contained in Paragraph (c) of this Rule.

(e) Borrowers shall notify the Library of any change in their information required by Paragraph (c) of this Rule. Failure to inform the Library of these changes may result the restriction or suspension of borrowing privileges as set forth in Rule .0109 of this Section.

History Note: Authority G.S. 125-2(4); 143B-10;
Eff. September 1, 2017.

07 NCAC 02H .0109 RESTRICTION AND SUSPENSION OF PRIVILEGES

(a) The Government and Heritage Library may restrict or suspend a patron's access to materials and equipment for violation of any rule set forth in this Subchapter.

(b) A borrower's check-out privileges shall be suspended for the following:

- (1) failure to return overdue materials within 15 days of the issuance of any overdue notice;
- (2) damage to any library materials or equipment; or
- (3) unauthorized use of materials or equipment, including loaning library materials to non-registered borrowers, using materials or equipment in a manner prohibited by its proper use, or removing non-circulating materials or equipment from the Library.

(c) The period of suspension shall not exceed one year. In setting the period of suspension, the State Librarian shall consider the Rule violated, the extent of harm to the Library's property, and any previous rule violations by the patron. The State Librarian shall send a letter of suspension to the borrower by email or U.S. Mail.

History Note: Authority G.S. 125-2(4); 143B-10;
Eff. September 1, 2017.

SECTION .0200 - STATE DEPOSITORY LIBRARY SYSTEM

07 NCAC 02H .0201 SCOPE OF RULES

The rules in this Section, apply to the State Depository Library System and the North Carolina State Publications Clearinghouse, as administered by the State Library of North Carolina.

History Note: Authority G.S. 125-2; 125-11.9;
Eff. April 1, 2011;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.

07 NCAC 02H .0202 PRINTED DOCUMENT FORMATS DEFINED

As used in this Section, the term "format" is used to describe the medium used to publish and distribute State publication content, including tangible media such as paper, film, tape and electronic media such as digital files, websites, and data streams.

History Note: Authority G.S. 125-2; 125-11.9;
Eff. April 1, 2011;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.

07 NCAC 02H .0203 DEPOSITORY REQUIREMENTS FOR STATE AGENCIES

(a) State agencies in the executive, legislative, and judicial branches of State government and State-funded boards, commissions, and institutions shall submit all State publications and documents defined in the G.S. 125-11.6(2) and 125-11.6(4) to the North Carolina State Publications Clearinghouse for the permanent depository collection, distribution to depository libraries, and public access.

(b) State agencies in the executive, legislative, and judicial branches of State government and State-funded boards, commissions, and institutions shall submit 10 copies of documents and State publications as defined in G.S. 125-

11.6(2) and 125-11.6(4) in tangible formats to the North Carolina State Publications Clearinghouse and one copy of publications published or distributed in electronic formats to the North Carolina State Publications Clearinghouse.

History Note: Authority G.S. 125-2; 125-11.9;
Eff. May 1, 2011;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017.

SECTION .0300 – ACCESSIBLE BOOKS AND LIBRARY SERVICES

07 NCAC 02H .0301 SCOPE OF RULES

The rules in Section, apply to Accessible Books and Library Services, a section of the State Library of North Carolina.

History Note: Authority G.S. 125-2; 143B-10;
Eff. April 1, 2011;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;
Amended Eff. January 1, 2022.

07 NCAC 02H .0302 ELIGIBILITY

Eligibility for the services of the Accessible Books and Library Services shall be determined by the Federal guidelines in 36 C.F.R. 701.6 which is incorporated by reference, including subsequent amendments and editions, and available for free at https://www.ecfr.gov/cgi-bin/text-idx?SID=56ff245ec016601b46b55f2331b4b7ee&mc=true&node=se36.3.701_16&rgn=div8 and is applied to all applicants.

History Note: Authority G.S. 125-2;
Eff. April 1, 2011;
Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;
Amended Eff. January 1, 2022; February 1, 2018.

07 NCAC 02H .0303 APPLICATION

(a) To obtain services from Accessible Books and Library Services, users shall submit an application to the Library, 1841 Capital Boulevard, Raleigh, North Carolina 27635. Applications shall be submitted on a form prepared by the Library and include the user's:

- (1) applicant's basic facts, such as applicant name and contact information;
- (2) name, address, and telephone number of an alternative contact;
- (3) status as an honorably discharged veteran of the Armed Forces of the United States;
- (4) qualifying disability, as outlined in 36 CFR 701.6(b)(1);
- (5) degree of hearing impairment, if any; and
- (6) language, reading and service delivery method preferences.

(b) Applications shall be certified by an individual authorized under 36 CFR 701.6 to certify an applicant's eligibility pursuant to 07 NCAC 02H .0302 and shall include the certifying individual's name, address and telephone number, title and occupation, and an original signature. The certifying individual shall not be a relative of the applicant, even if otherwise qualified.

History Note: Authority G.S. 125-2;
Eff. April 1, 2011;
Readopted Eff. February 1, 2018;
Amended Eff. June 1, 2022.

07 NCAC 02H .0304 LIBRARY COLLECTIONS

History Note: Authority G.S. 125-2; 143B-10;

Eff. April 1, 2011;

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;

Repealed Eff. February 1, 2018.

07 NCAC 02H .0305 CIRCULATION

(a) The Library shall provide materials and playback equipment to users in accordance with the Library of Congress' NLS Network Library Manual hereby incorporated by reference, including subsequent amendments and editions, and accessible to users free of charge at <https://statelibrary.ncdcr.gov/blind-print-disabled/apply-services/loan-policies-and-handbook#nls-administrative-procedures>.

(b) The Director of Accessible Books and Library Services may suspend a user's Library services for one or more violations of the following:

- (1) failure to return materials within the borrowing period. The borrowing period for materials are as follows:
 - (A) six weeks for books;
 - (B) two weeks for magazines; and
 - (C) three weeks for DVD and VHS tapes;
- (2) damage to equipment or materials;
- (3) unauthorized use of materials or equipment, such as loaning materials or equipment to an ineligible person or modification of items owned by the Library; or
- (4) exhibiting verbal or physical behavior toward Library staff that is abusive, offensive, or threatening.

(c) The Director of Accessible Books and Library Services shall determine the period of suspension not to exceed six months. In determining whether a violation shall result in suspension, the Director shall consider the violation, the extent of harm to the Library's property, and any violations previously committed by the user. The Director shall send a letter of suspension to the user via U.S. Mail. The letter shall specify the violation and the period of suspension. Upon expiration of the suspension period, the user may contact the Library for resumption of services.

History Note: Authority G.S. 125-2;

Eff. May 1, 2011;

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;

Amended Eff. June 1, 2022; January 1, 2022; February 1, 2018.

07 NCAC 02H .0306 REPRODUCTION SERVICE

History Note: Authority G.S. 125-2; 143B-10;

Eff. April 1, 2011;

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;

Repealed Eff. July 1, 2022.

07 NCAC 02H .0307 VOLUNTEERS

History Note: Authority G.S. 125-2; 143B-10;

Eff. April 1, 2011;

Pursuant to G.S. 150B-21.3A, rule is necessary without substantive public interest Eff. July 22, 2017;

Repealed Eff. June 1, 2022.