LIBRARY USE

The College Library serves the overall information needs of the students, faculty, and staff, and supports the curriculum objectives of the College. Students and employees are encouraged to regularly use the services and resources of the library.

A. The College Library is open when the College is open. Library hours are posted in the library, on Blackboard, and on the College website.

B. The Honor Code prevails in the College Library. Unauthorized removal of materials, alteration of materials, or disclosing database user names and passwords constitute violations of the Honor Code.

C. A quiet atmosphere is expected at all times in the library. Groups may not use the common areas of the library to conference or talk. Study rooms are available for individual or group work with the understanding that a quiet atmosphere is expected in these rooms as well.

D. Careful handling of library materials is necessary to insure their long life.

E. Individuals desiring to make suggestions for library additions are encouraged to present their suggestions to the librarian.

F. Books and DVDs may be borrowed for a two-week period. The process for checking out materials is noted at the entrance to the Library.

G. A maximum of three (3) items may be borrowed at one time from the library. Additional items may be checked out only after these items are returned.

H. Items borrowed from the College Library should be returned to the book deposit box in the library.

I. Items damaged beyond reasonable wear or not returned in a timely fashion are charged to the responsible borrower and remain the property of the College Library. When an individual leaves the College for any reason, he/she must return or replace all borrowed items checked out in his/her name.

Reference Policy #__________

Approved by:

_____________________________                    _________________________                            ________________
Signature     Title      Date

Approval History:
Committees and Dates:
Learning Resources Committee – 5/08, 12/11, 5/30/12
Policy Committee- 7/16/12

Key words: Library
J. Courses may require the use of library reading materials by an entire class. These materials will be labeled “RESERVED.” Reserved materials and journals are not to be removed from the College Library.

K. Copyright Notice is plainly visible at the library copier, and on the library’s site both on BLACKBOARD and the College website. Refer to the ADM 1.13 policy for further guidance on copyright issues.

L. Eating is not permitted in the library. Beverages are permitted only in containers with lids.