

AC201: Libraries and Learning Commons

Policy Title:	Libraries and Learning Commons
Policy Number:	AC201
Owner:	Sr. Vice President, Academic and Student Success
Approved by:	Senior Leadership Team
Effective Date:	September 2025
Reference:	
Links to Other Policy:	Academic Integrity Policy Fair Dealing for Copyright Protected Work Policy Student Code of Conduct

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

Circulation is the function of lending library materials owned by a library to the users of the library.

College community includes all students and employees of the College.

Copyright is a law that protects the moral and economic rights of content creators.

Digital Resources is any electronic material such as articles, books, periodicals, newspapers, pamphlets, images, and video accessible online 24/7.

Learning Commons is a shared space for individual study and group collaboration that facilitates information literacy and other educational activities.

Library is an organized collection of credible resources in various formats, accessible both onsite and online, providing services to facilitate the discovery and use of these curated resources, including research assistance and information literacy instruction. It serves as a space for individual study or group collaboration to promote a learning atmosphere and acts as a support for faculty, students, and other members of the college community.

User is any individual granted permission to use the libraries.

Purpose:

To describe the service provided by the library and learning commons to support the learning and teaching needs of the College community.

Scope:

- This guideline applies to the college community.
- Access to the Libraries collections, services and library and learning commons facilities are open to all faculty, staff, students, alumni, and community members
- Access to digital resources licensed for St. Lawrence College use, are restricted to faculty and staff, and to registered students.
- Members of the community may visit the Kingston Campus Library and use most of the print materials available.

POLICY STATEMENTS

1. Mandate of the Library and Learning Commons

- Select, catalogue, maintain, and provide access to a relevant collection of digital, print, and non-print media which supports college courses/programs.
- Evaluate and maintain the collection with input from the College community.
- Assist users in locating information via:
 - the physical collection;
 - through digital and open educational resources;
 - with referral to other libraries and resources;
 - with the provision of intercampus and inter-library loans, and library partnerships.
- Collaborate with academic departments to enhance the information literacy and research skills of all students.
- Deliver an information literacy program through the provision of classes and workshops, and through the creation of subject guides and online tutorials.
- Provide circulation services.
- Provide copyright information to employees and students.
- Provide individual and collaborative workspaces.
- Establish and monitor hours of operation.
- Provide copyright services including advisory/information services and negotiating and tracking copyright permissions.

2. Circulation Procedures

The library and learning commons are open to everyone, and all may make use of library collections during operating hours. Borrowing rules exist to ensure equitable

access to and sharing of library collections. This includes the designation of specific loan periods, the restriction on circulation of certain library materials, and the definition of borrowing privileges. The rules regarding the circulation of materials are determined by the library and appear on the Library's website at:

<https://stlawrencecollege.libguides.com/policies>

All faculty, staff, students, alumni, and community members are granted borrowing privileges upon presentation of valid photo identification. Valid identification includes a St. Lawrence College Student or Staff ID Card. Community members are restricted to only borrowing items from the Kingston Campus Library.

Information about the borrowing activities of library users, including materials used, is not released to any person, institution, or agency, except where required by law.

All library users assume responsibility for the items they choose to borrow. Students, faculty, staff and all other library users are responsible for returning materials on time and in good condition. Penalties, including the levying of fees, for the replacement of lost or damaged library materials, suspension of borrowing privileges, and/or a hold placed on a student's college account, may be applied. Inquiries regarding any penalty should be directed to libraries@sl.on.ca. Borrowers, who feel a charge was applied unfairly, have a right to review. Inquiries must be made in writing or other accessible formats to the Library Manager.

3. Copyright and Fair Dealing

Users must comply with copyright law and publisher licensing terms for print and electronic materials. Copyright means the sole right to produce or reproduce a Work or substantial part thereof in any material form (print or digital) or to perform the work or substantial part thereof in public. The **Fair Dealing for Copyright Protected Work Policy** provides guidelines for permitted uses, including copying and communicating copyright-protected works, by students and employees in post-secondary educational institutions. Details of this policy and permitted uses are posted at all college photocopiers and printers, in the library, and on the Library Website.

The Library provides education and guidance on copyright to students and employees.

Copyright infringement and failure to comply with laws regarding copyright, trademark and licensing agreement are considered forms of academic misconduct and may be handled according to the **Academic Integrity Policy or the Employee Discipline Policy**.

4. Library Use

Users must comply with library staff directions, posted signage, and posted rules relating to the use of the library and learning commons. This includes use of furniture and equipment, noise levels, room booking rules and library services. Deliberate non-compliance with posted rules and signage by students may be handled according to the **Student Code of Conduct**. Deliberate non-compliance with posted rules and signage by all other users may be reported to College Security

5. Collection Development

- The primary responsibility for the selection and de-selection of collection materials rests with the library staff in collaboration with the College community.
- Policies regarding collection development and deselection of library items are located on the Library website under policies:
<https://stlawrencecollege.libguides.com/policies>

MONITORING

The Dean of Student Services is responsible for monitoring this policy.

NEXT POLICY REVISION DATE

September 2030

SPECIFIC LINKS

<https://stlawrencecollege.libguides.com/AcademicIntegrity>

<https://stlawrencecollege.libguides.com/copyright>

<https://stlawrencecollege.libguides.com/policies>