

## AC201: Libraries

<b>Policy Title:</b>	Libraries
<b>Policy Number:</b>	AC201
<b>Owner:</b>	Vice President, Student Success
<b>Approved by:</b>	College Executive Team
<b>Effective Date:</b>	September 2020
<b>Reference:</b>	
<b>Links to Other Policy:</b>	Academic Integrity Policy (AC831), Fair Dealing Policy (AC860), Student Code of Conduct (AC830)

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.

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

User is any individual granted permission to use the libraries.

### Purpose:

The purpose of this guideline is to ensure members of the college community (students, professors, staff, alumni and community users) have the ability to learn and work in an academic environment that supports collaborative learning. The libraries provide access to a broad range of services and information resources both in print and online.

The spaces within Libraries are places for studying and learning. We support teaching and learning needs through the provision of providing environments that are conducive to learning.

To this end, the Libraries Policy is to guide the administration and use of the Libraries in a manner that is respectful, and in accordance with the broader regulatory requirements.

**Scope:**

This guideline applies to the college community.

Access to the Libraries collections, services and 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 undergraduate students. Members of the community may visit the libraries and use most of the print materials available.

## **POLICY STATEMENTS**

### **1. Circulation Policies**

The library is 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. 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 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, St. Lawrence College Library Card, or Government Photo ID.

All library users assume responsibility for the items they choose to borrow. Penalties, including the levying of fines, the assessment of charges for the replacement of 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 the Library Service Desk. Borrowers, who feel a fine and/or charge was applied unfairly, have a right to appeal. Appeals must be made in writing or other accessible formats to library management or designate.

### **2. Overdue Materials and Fines**

Students, faculty, staff, and all other library users are responsible for returning materials on time and in good condition.

- Due dates are clearly indicated at the time of loan and can be reviewed online or by contacting the library.

- Overdue notices are emailed to college email accounts for faculty, staff and students. For community members and alumni, overdue notices will be emailed to the email that is on file.
- A flat replacement fee of \$90.00 applies to missing or damaged library materials. Exception is on missing Toy parts. These will be assessed on an individual basis.

Borrowing privileges are suspended for any of the following reasons:

- Replacement Fees owing for \$90.00 and over.
- Failure to return an overdue item.
- Repeated violation of borrowing rules may lead to suspension of privileges.

PeopleSoft flags are placed on Student accounts when items are not returned and a fee is in place, therefore, transcripts and graduation confirmation may be withheld.

Destruction, damage, theft, disposal or holding/hiding of library resources, including deliberate non-return of library items, is considered a form of academic misconduct, and may be handled according to the **Academic Integrity Policy (AC831)**.

### 3. **Lost and Damaged Materials**

Students, faculty, staff, and all other library users are responsible for lost and damaged library materials. Costs are designed to encourage respect for college property and to replenish the library collection for other borrowers.

- Lost or damaged materials must be reported to the library.
- Items are assumed lost after being overdue for one month.
- The borrower is billed the replacement fee for each lost or damaged item.
- The borrower is billed the replacement fee for missing toy parts.
- If the item is returned, the replacement cost will be canceled.

Every opportunity is given to the user to locate the missing item or toy parts.

### 4. **Copyright and Fair Dealing**

Students 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 **St. Lawrence College Fair Dealing Policy (AC860)** 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 agreements are considered forms of academic misconduct and may be handled according to the **Academic Integrity Policy (AC831)**.

#### 5. Library Use

Students must comply with library staff directions, posted signage, and posted rules relating to the use of the library. This includes use of library furniture and equipment, noise levels, room booking rules and library services. Deliberate non-compliance with posted rules and signage may be handled according to the **Student Code of Conduct (AC830)**.

### MONITORING

Library Staff are responsible for monitoring this policy.

### NEXT POLICY REVISION DATE

September 2025

### SPECIFIC LINKS

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

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

<https://stlawrencecollege.libguides.com/loan-periods>

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

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

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