PURPOSE
To describe the services provided by the Library to support the learning and teaching needs of the College community.

SCOPE
All members of the College community.

DEFINITIONS

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tr>
<td>College community</td>
<td>Includes all students and employees of the College.</td>
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<tr>
<td>Digital Resources</td>
<td>Any electronic material such as articles, books, periodicals, newspapers, pamphlets, images and video accessible online 24/7.</td>
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<tr>
<td>AC Card</td>
<td>A College issued card with a picture, student number and name as identification.</td>
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POLICY

The Library provides students and faculty support for success in learning, teaching and research. It provides a space for collaboration or quiet study, along with available resources to meet students’ research needs and knowledgeable staff to assist students in making the most of these resources.

Learning tools and environments are provided to support an academic project from the start to finish, from finding research materials for idea generation, offering a space to collaborate, to providing technical tools to research, write and print projects. The academic library serves the entire student and staff population, regardless of department and/or method of study. The space provides a mixture of environments to address the varying needs that reflect the diversity of our students, as well as our programs of study. The academic library provides an atmosphere and ambiance that provokes forward-thinking, creativity, concentration and reflection.
Digital services include 24/7 access to digital resources such as e-books, online journals, articles, magazines, videos, catalogues, subject guides and tutorials. Chat, email, booking, borrowing and AODA accommodation services are also available online. Outcomes ensure that students, faculty and staff have access to the educational digital resources needed to be well prepared for research and learning in their area of study.

Access to resources and services available online using a staff employee number or a student number. Access to resources in house are available using a staff card or student card at all College campuses.

1. The mandate of the Library is:

   1.1. to select, catalogue and maintain a current collection of digital, print, and non-print media;

   1.2. to de-select collection material with input from the College community;

   1.3. to assist users in finding information
       • in the Library
       • through digital resource
       • with referral to other libraries
       • with intercampus or interlibrary loan;

   1.4. to provide support to academic departments to enhance the information literacy and research skills of all students;

   1.5. to provide circulation services for a various resources;

   1.6. to establish and monitor hours of operation;

   1.7. to establish and monitor limits on loan periods;

   1.8. to establish and monitor fines;

   1.9. to provide copyright information to the employees and students; and

   1.10. to provide individual and collaborative learning spaces.

2. The primary responsibility for the selection and de-selection of collection materials rests with the library staff in collaboration with the College community.

3. The policies regarding circulation of materials are determined by the staff and appear on the website at [http://www.algonquincollege.com/library/from-all-ac-campus-library/what-i-can-borrow/](http://www.algonquincollege.com/library/from-all-ac-campus-library/what-i-can-borrow/). Loan periods, borrowing privileges and other library policies are designed to give users fair access to library materials.

4. Current students, and College staff are entitled to a library account which provides access to 24/7 digital resources, place holds on items within the catalogue and to renew borrowed items online.
5. Alumni and the general public are welcomed to consult and borrow the material in the Library collections. Restrictions do apply for digital materials.

6. Library cards are not transferable and should only be used by the person named on the card. Lending a library card to another person or using another person’s card can result in a loss of library privileges.

7. Current students and College staff have priority access to the resources housed in the library.

8. The hours of operation for the library shall be set annually prior to the start of the Academic year, by the Manager of the Library, in consultation with the various campuses. The Manager is guided by the principle that the services and resources should be open as often and as long as is feasible. These hours are posted at the entrance to each library and posted on the College website.

9. Borrowers are responsible for all transactions made on their library account and are subject to overdue fines and payment of the full replacement of any damaged materials.

10. Lost AC cards should be reported immediately to the library. Materials charged to a lost or stolen card are the responsibility of the person to whom the card was issued until the loss is reported. There is a replacement fee for a lost AC card.

11. Sanctions including the levying of fines, administrative and replacement fees, as well as the suspension of library privileges shall be reviewed annually prior to the start of the Academic year and in consultation with the various campuses.

**PROCEDURE**

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<th>Action</th>
<th>Responsibility</th>
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<td><strong>1. Library Card</strong></td>
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<tr>
<td>1.1 Activation of a library account or AC card is automatic for all full and part time students.</td>
<td>Full and part time students and staff</td>
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<td>1.2 Employees must activate their library account through email or in person using the online form located at <a href="http://www.algonquincollege.com/library/facultystaff-library-account/faculty-get-a-library-account-or-report-a-problem-with-your-library-account/">http://www.algonquincollege.com/library/facultystaff-library-account/faculty-get-a-library-account-or-report-a-problem-with-your-library-account/</a>. Employees can then access resources both in house and online with their staff card. A library generated employee card may be issued in rare situation.</td>
<td>Full and part time staff</td>
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<tr>
<td>1.3 Apply for a library card in person at the local Library by a. Providing a photo ID, and b. Completing a library card application form</td>
<td>Alumni and Community Members</td>
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2. Orientation to Information Literacy Skills

2.1 Give information literacy and research skills classes to students, geared towards the coursework and assignments, as requested by the professor.

SUPPORTING DOCUMENTATION
Appendix 1 Library website

RELATED POLICIES
AA 20 Plagiarism
AA 34 Copyright
AA 35 Confidentiality of Student Records
SA 14 Unreturned College Property and Unpaid Debts

RELATED MATERIALS
None
LIBRARY SERVICES

The services and regulations of the Library are found on the website below:

www.algonquincollege.com/library