| AA 31 | Algonquin College Library |
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| Classification: | Academic Affairs |
| Responsible Authority: | Director, Student Support Services |
| Executive Sponsor: | Vice President, Student Services |
| Approval Authority: | Algonquin College Executive Team |
| Date First Approved: | 1997-06-01 |
| Date Last Reviewed: | 2022-03-16 |
| Mandatory Review Date: | 2027-03-16 |

## 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

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

## POLICY

The Library provides students and faculty support for success in learning, teaching and research. It provides a space for collaboration or quiet study, in addition to resources to meet the information needs of the College community. Staff facilitate access to these materials and participate in and plan information literacy instruction.

The Library provides the learning tools and environment to support academic projects from start to finish, from locating research materials for idea generation, offering a space to collaborate, to providing technical tools to research, write and print projects. The 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 of our diverse student population and programs of study. The 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, streaming videos, catalogues, subject guides and tutorials. Chat, email, booking, borrowing and accessible 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.

An AC Card is required to access library resources both online and across all campuses.

1.  The mandate of the Library is:

    1.1. to select, catalogue, maintain, and provide access to a relevant collection of digital, print, and non-print media which supports college courses/programs;

    1.2. to evaluate and maintain the Library's collections and resources with input from the College community;

    1.3. to 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

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

    1.5. to provide circulation services for various resources;

    1.6. to establish and monitor hours of operation;

    1.7. to establish and monitor limits on loan periods and fines;

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

    1.9. 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 the circulation of materials are determined by the Library and appear on the website at: https://algonquincollege.libguides.com/about/library Loan periods, borrowing

privileges, and other library policies are designed to provide users fair and equitable access to library materials.

4. Current students and College staff are entitled to a library account which provides 24/7 access to digital resources, and is required to borrow library materials, place holds on materials and renew borrowed items online.

5. Alumni and the general public are welcome to consult and borrow the material in the Library's general 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 (AC 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 on the Library section of the College website.

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

10. Lost AC cards should be reported immediately to the Library in addition to Card Services. 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

| Action | Responsibility |
|---|---|
| 1. **Library Card** | |
| 1.1 Activation of a library account is automatic for all full and part time students. An AC Card, which also functions as a library card, can be obtained through Card Services. | Full and part time students and staff |
| 1.2 Employees must activate their library account through email or in person using the online form located at the link below. Employees can then access resources both on campus and online with their staff card. | Full and part time staff |

http://www.algonquincollege.com/library/facultystaff-library-account/faculty-get-a-library-account-or-report-a-problem-with-your-library-account/

1.3    Apply for a library card in person at a campus Library location by:        Alumni and Community Members
   a. Providing a photo ID, and
   b. Completing a library card application form

**2. Orientation and Information Literacy Skills**

2.1    The Library offers a wide variety of information literacy sessions and workshops. In addition, library staff are able to develop and deliver customized information literacy and research skills classes to students, as requested by faculty. The Library also maintains and develops a series of web pages and guides related to the use of services and resources.    Library Staff

## SUPPORTING DOCUMENTATION
Appendix 1    Library Services website

## RELATED POLICIES
AA34 Copyright
AA35 Confidentiality of Student Records
AA48 Academic Integrity

## RELATED MATERIALS
None

## Appendix 1:
# LIBRARY SERVICES WEBSITE

The complete list of services and procedures of the Library are found on the website below:

www.algonquincollege.com/library