

AA31	Algonquin College Library
Classification	Academic Affairs
Responsible Authority	Manager, Student Learning Centre and Libraries
Executive Sponsor	Vice President, Student Services (Manual Position Type)
Approval Authority	ACET (Algonquin College Executive Team)
Date First Approved	1997-06-01
Date Last Reviewed	2026-10-15
Date to Complete Next Mandatory Review	2031-10-15

PURPOSE

The Library supports learning, teaching, and research by providing equitable access to information resources, services, and spaces for learners, employees, and public patrons across all programs and campuses, including Ottawa, Pembroke, and AC Online.

SCOPE

This policy applies to all learners, employees, and public patrons of the Library. It governs access to library collections, services, spaces, and resources (physical and digital), as well as user responsibilities and expectations related to their use.

DEFINITIONS	
Word/Term	Definition
AC Card	An Algonquin College Card (AC Card) is an official identification card issued to learners and employees, displaying the individual's photograph, name, and student or staff number.
Collection	Physical and digital resources acquired, maintained, or licensed by the Library to support teaching, learning, and research.
College Community	The College Community refers to Algonquin College students, employees, volunteers, and contractors.
Digital Resources	Digital resources refer to electronic materials accessible online, including e-books, databases, journals, streaming media, and other licensed or open-access content.
Library	The Algonquin College Library, including its physical spaces, as well as associated digital services and collections.
Public Patron	A Public Patron is an individual who is not a current learner or employee of the College and who has been approved by the Library to access its designated spaces and borrow from its print collections.

POLICY

Mandate

The AC Library advances student academic success, research, and teaching excellence by:

- Selecting and sustaining relevant, accessible collections across digital, print, and emerging formats that are aligned with academic programs
- Ensuring equitable access by identifying, reducing, and removing barriers that may affect access to resources, services, spaces, and technologies in accordance with accessibility legislation and College policies
- Delivering research support, reference services, and information literacy training, including guidance on the ethical use of artificial intelligence

- Fostering a welcoming environment with varied study spaces, and equitable user services
- Promoting ethical use of information through copyright compliance, academic integrity, and responsible access to educational resources

Collection Development and Program Support

The Library develops and maintains collections that support academic programs, teaching, learning, and research, informed by curriculum needs, accessibility, institutional priorities, the needs of the College community, and available resources.

The Library supports the development, review, modification, and accreditation of academic programs by assessing resource needs, availability, licensing considerations, and associated costs. Library recommendations are advisory and inform established program planning and quality assurance processes.

Collection development and program support reflect the College's commitments to accessibility, diversity, inclusion, and Indigenous knowledge and ways of knowing.

Access and Borrowing

Current students, employees, and public patrons are eligible to access Library resources and borrowing privileges in accordance with established requirements and applicable licensing agreements, and are responsible for borrowed materials and activity associated with their accounts. Library resources must be used in accordance with College policies and Library procedures, with detailed borrowing requirements maintained on the Library's Borrowing page.

Spaces

Library spaces support individual and collaborative learning and are maintained as accessible, inclusive, respectful, and learning-focused environments. Members of the College community are expected to use Library spaces in accordance with College policies and applicable Library procedures.

Governance

The Library establishes and regularly reviews services, collections, spaces, and related practices to ensure alignment with institutional priorities, academic needs, applicable legislation, and sector standards.

The Library supports equitable and inclusive decision-making through engagement with the College community and relevant partners, including approaches that respect Indigenous knowledge and ways of knowing.

PROCEDURE

Library procedures, access requirements, and related guidelines are maintained on the Library's website: <https://www.algonquincollege.com/library>

SUPPORTING DOCUMENTATION

Library Services Website: www.algonquincollege.com/library

RELATED POLICIES

[SA14: Unreturned College Property and Unpaid Debt](#)

APPENDICES