

## Use of Library Resources Policy

- Purpose** To meet the information needs of all students and employees and to ensure fair access for all members of the VCC community to the Library's collections, resources, services and facilities.
- Definitions**
- Library resources** comprise all library materials including books, media, computers, listening and viewing equipment, group study rooms.
- Library Lending** is the temporary use of library materials by registered borrowers.
- Interlibrary Loan(ILL)** is the cooperative exchange of items among institutions for the purpose of fulfilling the instructional and research needs of their patrons. The intention of ILL is to support students' areas of study or employees' work or professional development.
- Licensed electronic resources** are scholarly citation and full text databases, video or electronic books to which the library purchases access on behalf of its registered users. Access and terms of use is prescribed by licence agreements.
- Policy**
- ❑ A current **VCC ID** card or library card issued by library personnel is required to check out material
  - ❑ Library patrons must check out materials using their own identification . Failure to do so may result in the withdrawal of library privileges.
  - ❑ Individual borrowers are responsible for all materials borrowed from the library.
  - ❑ All borrowers are subject to penalties and sanctions for contravention of loan regulations.

- ❑ All borrowers are responsible for keeping the library informed of their current email, postal address and telephone number.
- ❑ The non-receipt of library notices does not relieve the borrower from responsibility for fines or other sanctions
- ❑ The library reserves the right to restrict the number of items an individual may borrow in order to provide equitable service
- ❑ Any person may use monographs and print periodicals within the library and may consult with library staff for assistance in using these collections.
- ❑ Use of licensed electronic resources and reserve materials is restricted to registered students and employees
- ❑ To protect the privacy of library patrons and their right to use library resources without prejudice, the library does not release information about library users or materials used to any person, institution, agency or association except for reporting financial information regarding library materials to Office of the Registrar and except when required to do so by a court of law. In such a case, VCC will inform the user that the court order has been served and that it intends to comply.
- ❑ VCC library provides reciprocal borrowing with most college libraries across BC
- ❑ Through ILL, the Library will endeavor to borrow library materials not owned by VCC, which support VCC coursework, research or College business on behalf of current students and employees
- ❑ ILL service is available to current students and employees with valid borrowing privileges. This service is not available to alumni, retirees, special borrowers, reciprocal borrowers, or employees of contract service companies at VCC (e.g. Security Guards).
- ❑ VCC only borrows ILL material from Canadian libraries.
- ❑ Loan policies of ILL lending institutions supersede those of VCC.

- ❑ ILL materials may be renewed, depending on the policy of the lending library.

**Applies to**

- ❑ VCC community which includes current employees and students and other borrowers such as alumni, retired employees of VCC and other persons issued cards under special programs.

**Procedures**

Details regarding the administration of this policy, including loan periods, renewals, charges and fines, are posted on the Library's web site: <http://library.vcc.ca>. These are subject to change.

**1. Policy Sponsor**

Director, Library and Learning Resources

**2. Approvals:**

President: \_\_\_\_\_

Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_

Date: \_\_\_\_\_

**3. Amendments**

President: \_\_\_\_\_

Date: \_\_\_\_\_

Education Council Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Operations Council Chair: \_\_\_\_\_

Date: \_\_\_\_\_

Board Chair: \_\_\_\_\_

Date: \_\_\_\_\_

**4. Review Date**