



Title	<b>Use of Library Resources</b>
Policy No.	D.1.5
Approval Body	Board of Governors with Education Council advice
Policy Sponsor	Vice President, Academic & Research
Effective Date	November 24, 2021
Next Scheduled Review	November 24, 2026

### CONTEXT AND PURPOSE

This policy and related procedures govern the use of services and materials provided by VCC Library (the Library) at Vancouver Community College (VCC; the College). In support of the education, research and activities of students and employees at the College, VCC Library provides access to: information resources and technology; study, group and research space; computers and printing; and A/V equipment.

### SCOPE AND LIMITS

This policy applies to all current students and employees, and any community member entering the Library or using its resources.

### STATEMENT OF POLICY PRINCIPLES

1. The primary purpose of VCC Library is to support education and research at the College, as well as College operations. The Library strives to maximize access to information and services for current students and employees, both in person and virtually.
2. VCC Library provides safe and inclusive space, services and resources.
3. Any person may use the print materials within the Library and may consult with Library staff for assistance in using this material.
4. Library card holders are responsible for the Library material they borrow and may be subject to penalties and sanctions if material is overdue, damaged or not returned.
5. VCC Library complies with all legal requirements and licensing agreements when providing access to Library resources.
6. The Library will establish agreements (such as interlibrary loan or reciprocal borrowing agreements) with other libraries when possible in order to expand access to resources available to our current students and employees.
7. The Library actively works to protect the privacy of library users and their right to access information without prejudice.

### DEFINITIONS

Alumni: Former students who qualify for alumni status.

Community Borrowers: Members of the public who have purchased a library card for a yearly fee. Retired VCC employees and other categories of special borrowers may receive a free community borrower card.

Interlibrary Loan (ILL): The cooperative exchange of items among libraries, in response to specific user requests.

Library Resources: All Library material that can be borrowed or used on site by a Library user (including books, journals, DVDs or technology), online resources (such as databases, e-books and streaming video), computers, listening and viewing equipment, services, group study rooms and facilities.

Library Privileges: The rights and responsibilities of Library users, including how many items can be borrowed, loan periods, fine rates and use of all services. These will differ by category of user (e.g. students and employees have different loan periods for a book).

## **RELATED LEGISLATION & POLICIES**

### Legislation

College and Institute Act, RSBC 1996

Copyright Act, RSC 1985

Freedom of Information and Protection of Privacy Act, RSBC 1996

### Policies

- A.3.1 Prevention of Harassment, Discrimination and Bullying
- A.3.6 Standards of Employee Conduct and Conflict of Interest
- B.6.1 Archives
- B.5.2 Appropriate and Responsible Use of Education and Information Technology
- D.1.2 Selection of Instructional and Library Materials
- D.1.3 Copyright
- D.4.3 Student Non-Academic Conduct
- D.4.5 Academic Integrity
- D.6.1 Lending and Borrowing College Equipment

## **RELATED PROCEDURES**

Refer to D.1.5 Use of Library Resources Procedures.