

SECTION: Instructional Support
TOPIC: Library
EFFECTIVE: 23 November 1990

Policy Information	
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Executive Responsible:	VP Community & Student Services
Administrator Responsible:	Manager Resource Centre
Date of Last Review:	

POLICY:

The prime responsibility of CNC Campus Libraries is to serve the institution's educational clientele. The Library recognizes its responsibility to the community and shall ensure that its collections and services are available to any individual who wishes to use them. However, collections and services are developed to support the programs offered by the College.

In making its collections and services available to any individual, the Library must ensure that its primary users are not inconvenienced. Therefore, the Library shall establish procedures which ensure that:

1. All materials taken from the Library are properly charged out.
2. Loan privileges are extended only to those persons registered as borrowers. The Library reserves the right to restrict the number of items an individual may borrow, in order to provide equitable service.
3. Any person may have access to items in collections, for use within the facility. The person must be in good standing with the Library.
4. Individual borrowers are responsible for all materials borrowed.
5. All library users are subject to the penalties and sanctions covering breaches of loan or service regulations.

PROCEDURES:

Procedures are posted on the Library web pages.