

THE COLLEGE OF THE BAHAMAS

LIBRARIES AND INSTRUCTIONAL MEDIA SERVICES DEPARTMENT

The College of The Bahamas Policy With Respect To External Access To The College of The Bahamas Libraries

GENERAL REGULATIONS

- All College of The Bahamas patrons, on entering the Library, must present a valid College of The Bahamas Identification Card or a College of The Bahamas Library Pass to the Security Officer stationed in the Main Library or to the staff at the information desk at the branches.
- The Library is provided for the purpose of quiet study and research.
- Patrons are to behave in a respectful manner to library employees and to other users, and must not deface, damage, or remove without proper authorization, any library books, furniture, or other materials.
- Portable cassette/CD players, radios, beepers, or cell phones may not be used in the library.
- Smoking, eating, and socializing are not permitted in the library.
- Bags and briefcases must not be left unattended on tables and chairs in the library. Offenders will have their possessions removed. The Library will not be responsible for losses or damages in such cases.
- Any breach of Library regulations may result in disciplinary action being taken by the College. Offenders may have their Library privileges revoked.

PROCEDURES FOR ANNUAL MEMBERSHIP APPLICATION

- Complete the membership application form and submit it with payment at the College's Business Office between the hours of 9a.m. and 4p.m., Monday to Friday.
- Present the Business Office receipt to the Admissions Office for the issuance of a College of The Bahamas Library Identification Card.
- Present the College of The Bahamas Identification Card to the security or library personnel on each visit.
- Renew the membership annually by payment of the fee at the Business Office and validation of The College of The Bahamas Identification Card at the Admissions Office.

PROCEDURES FOR OBTAINING A DAY PASS

- Visit the Information Services Desk at each branch and complete the application form.
- Pay the \$5 fee.
- Obtain the day pass from the library staff on presentation of photo identification. The library pass is not transferable and expires at library closing at the end of that day.
- Primary and high school students will be issued a free daily College of The Bahamas Library Pass on presentation of a letter from their school or their school's identification card.