

The College of The Bahamas



Established 1974

POLICY ON EXTERNAL ACCESS TO THE COLLEGE OF THE BAHAMAS LIBRARIES

POLICY NUMBER:	2012-01-POLREV
TITLE OF THE POLICY:	Policy on External Access to The College of The Bahamas Libraries
DATE OF ADOPTION:	8 February 2012
COUNCIL RESOLUTION NUMBER:	2012-01-POLREV
SUPERSEDES:	2008-04-POLREV
DATE OF IMPLEMENTATION:	8 February 2012
PROJECTED DATE OF REVISION:	December 2014
PURPOSE OF THE POLICY:	The policy is intended to establish rules for external access to College of The Bahamas (COB) library resources.
REVISION NUMBER:	Two (2)
ACCOUNTABILITY:	College Librarian
ASSOCIATED PROCEDURES:	See Appendix.
RELATED POLICIES:	Policy on Circulation and Use of Library Materials
HISTORY:	<ol style="list-style-type: none"> 1. Borrowing privileges amended to enable the Librarian to use discretion on the number of items borrowed from particular collections. 2. Revised policy adds College of The Bahamas retired employee, senior citizen and institutional /corporate memberships and removes sections dealing with access to and use of library materials (incorporated in <i>Policy on Circulation and Use of Library Materials</i>).

1. Preamble

The College of The Bahamas Libraries and their collections are intended primarily for use of the students, faculty and staff of The College. The libraries build and preserve research collections, however, that are useful to the external scholarly community as well; therefore, the libraries make these facilities and collections accessible to the external community under the conditions outlined in this policy.

2. Scope

This policy establishes the guidelines for the use of College of The Bahamas library facilities and resources by members of the external community.

3. Definitions

Adult: Sixteen (16) years of age or older

Borrowing Privileges: the right to use library resources outside the library

Children: five (5) to eleven (11) years of age

Circulation: borrowing *Library Materials* for use outside the library

Due Date: the date on which *Library Materials* shall be returned to the library without penalty

Member Patron: individuals, institutions and/or corporations who pay to use the library and its resources

General Collections: *Library Materials* which circulate to patrons

Infants: zero (0) to two (2) years of age

Library Clearance: Indication by the library that there are no fines or fees outstanding.

Library Materials: any print, media or electronic source of information owned by the library

Overdue: *Library Materials* not returned by the *Due Date*

Retired College Employee: Individual who have retired from the College of The Bahamas

Senior Citizen: Bahamian citizen or resident over the age of sixty-five.

Special Collection: *Library Materials* placed by the library in the Special Collections Room

Toddlers: two (2) to five (5) years of age

4. Access Categories

4.1 Primary and Secondary School Students

4.2 Visiting faculty, staff and student affiliated with an academic unit/department at The College

4.3 Member Patrons

5. Infants and Toddlers

5.1 Infants and toddlers are not permitted in the library except when at attendance at special library programmes for this age group.

5.2 Infants and toddlers must be removed from library programmes and the facility when their behaviour interferes with the order and decorum of the library as a place of quiet study and research.

5.3. Infants and toddlers are not permitted around library computers and other equipment.

6. Primary and Secondary School Students

6.1 Primary and secondary school students may access the COB Libraries free of charge. They must present their school-issued identity card or a College of The Bahamas Library Pass to access the library. Students under the age of ten (10) years must be accompanied by an adult at all times during the research process.

6.2 **Primary and Secondary School students** shall have no circulation privileges.

7. Visiting Faculty, Staff and Students

Visiting faculty, staff and students must present a valid COB identity card or a valid identity card issued by their home institution. They may access the libraries free of charge but shall have no circulation privileges.

8. Member Patrons

8.1 COB Alumni

8.1.1 COB alumni must present a valid COB identity card or a valid COB Alumni Society membership card to access a COB library.

8.1.2 COB alumni who wish circulation privileges shall pay the stipulated annual membership fee (see *Appendix B*). Access to circulating collection is outlined in the *Policy on Circulation and Use of Library Materials*.

8.2 Retired COB Employees

8.2.1 Retired College employees may access the the COB Libraries free of charge. They must present their COB-issued 'Retiree' ID card to gain access.

8.2.2 Retired College employees shall have borrowing privileges (see *Policy on Circulation and Use of Library Materials*).

8.2.3 Retired College employees shall have up to fifty (50) free prints annually and access to library databases while on site.

8.3 Daily Users

Daily Users shall pay the daily rate in effect and shall have access to library resources and facilities but shall have no circulation privileges.

8.4 Individual, Institutional or Corporate Member

- 8.4.1 Individual, Institutional and Corporate Members shall pay the annual membership fee in effect.
- 8.4.2 Members must present the valid COB Identity Card to enter the library and at circulation. Identity cards must be validated at each renewal date.
- 8.4.3 Members who return library resources late twice during their membership period will be required to pay an additional fee at the renewal date (see *Policy on Circulation and Use of Library Materials*). Outstanding fines and/or fees shall be paid at the time Library Materials are returned. The College does not accept personal cheques.
- 8.4.4 Members must present stamped **Library Clearance** Form at the Business Office prior to the renewal of their annual membership.
- 8.4.5 Membership fee includes access up to fifty (50) free prints annually and to the library databases while on site.

8.5 Senior Citizens

- 8.5.1 Senior citizens shall pay the rate in effect and shall have access to library resources and facilities.
- 8.5.2 Senior citizens shall pay the rate in effect to have circulation privileges.
- 8.5.3 Senior citizens shall have access up to fifty (50) free prints annually and to library databases while on site.

9. Membership

- 9.1 Membership shall be for a period of twelve (12) months, beginning from the time the membership fee is paid. Membership is renewable.
- 9.2 Members may have their membership revoked without reimbursement should they fail to comply with Library policies and regulations.

10. Borrowing Privileges

See the *Policy on Circulation and Use of Library Materials*.

11. General Access and Use

See the *Policy on Circulation and Use of Library Materials*.

12. Inter-Library Loan Services

Inter-Library loan services are not available to Member Patrons.