Baltimore City Community College

Changing Lives...Building Communities

Policy No: 1100

Title of Policy: ACCESS TO LIBRARY SERVICES POLICY

Applies to (check all that apply):
Faculty____   Staff ___   Students____
Division/Department____   College_X____

Topic/Issue:

This policy is intended to outline who may use library services at Baltimore City Community College.

Background to Issue/Rationale for Policy:

Library Mission:
The Baltimore City Community College Library supports the learning objectives of the Institution, and provides onsite and remote access to resources, instruction and services that meet the diverse informational needs of our community. The Library provides leadership in fostering information competency, empowers our community to become critical and effective information users, and cooperates with libraries, networks, and consortia in sharing resources to provide maximum access to information. We evaluate library resources and services on a regular and systematic basis, and participate in the college's planning and evaluation processes. The Library staff is committed to working together as a team to build a student-centered library in which quality services and student success are primary goals recognized and shared by all staff.

The purpose of this policy is to:
- Ensure that library resources are available to current BCCC students and staff
- Comply with COMAR requirements to be accessible to the citizens of Maryland.
- Comply with reciprocal borrowing requirements established by the Maryland Community College Library Consortium.
  In order to better serve distance education students and to better maximize our library collections through resource sharing, the Maryland Community College Library Consortium allows reciprocal borrowing from

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all Maryland community colleges. Students, faculty, and staff from any Maryland community colleges may check out books upon presentation of a valid, current ID from their college.

State/Federal Regulatory Requirements (cite if applicable):
§13B02.02.18-A (2) (a) of the Maryland Higher Education Commission, Annotated Code of Maryland
"A library/learning resources center's program and services shall:
Be available to students, faculty and the community, as appropriate"

Policy Language:
Baltimore City Community College provides limited access to library services to community patrons; that is, citizens of Maryland who are not currently enrolled students or members of the college staff and current students enrolled in other Maryland Community Colleges.

Library privileges may be suspended if a patron violates the College or Library policies or uses another patron's identification.

Children under 18 may not access library services except under the conditions allowed by the College policy, **Children on Baltimore City Community College's Property**.

Proposed Implementation Date: Upon Board Approval

Approved by the Board of Trustees: October 27, 2009

Originator/Division: Academic Support and Learning Resources

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Baltimore City Community College

Changing Lives...Building Communities

Policy No: 1100

Title of Procedures:

Access to Library Services

Applies to:

Faculty X   Staff X   Students X

Topic/Issue:

Access to Library Services at Baltimore City Community College

Procedural Language:

Registered students and current faculty and staff members with a valid BCCC ID card will be able to logon to library computers, borrow reserve materials and equipment, reserve group study spaces, and borrow materials that circulate. Students and staff members may obtain their BCCC ID cards from the Office of Public Safety during posted hours. Students will have access to computers for up to four hours per day and may print up to 100 sheets per day without charge.

Data on currently enrolled students will be uploaded into the Library system each semester with information provided by CITS from the Student Information Management System (SIMS) and the ID card database administered by the Office of Public Safety. Enrolled students who are not included in the data load will be added to the Library system manually upon presentation of a current class schedule, BCCC ID card, and completion of a Library Patron Information form. Current faculty and staff will be loaded into the Library system manually upon presentation of their BCCC ID card and completion of a Library Patron Information form.

Community patrons will have limited access to college-owned equipment and Library facilities, and the use of print and digital resources within the Library facility only. They will not be able to borrow materials, use the reserve collection or group study areas.   Community patrons will need to present a valid picture ID and complete a Library Patron Information form in order to register with the

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Library. A community patron will be issued a Community Patron Identification Card to access Library services. Community Patron Cards will expire twice per year, and will need to be renewed. No replacement cards will be issued. A Community Patron may access computers for up to one hour per day and is limited to the printing of five sheets per day. Community patrons may request additional time if they are working on a FAFSA form or competing an online BCCC admission or job application.

Baltimore City Community College is an active member of the Maryland Community College Library Consortium and participates in reciprocal borrowing among member institutions. Enrolled students from other Maryland Community Colleges may borrow print and non-print materials, but are limited to library-use-only access to reserve materials. They may access digital resources within the Library facility only. A consortium borrower must present a valid ID from his/her home institution and complete a Library Patron Information form. A consortium borrower may access computers for up to one hour per day and is limited to the printing of five sheets per day.

Cases in which a patron violates the Student Code of Conduct, library policies or uses another patron's identification will be referred to Public Safety for reporting to the Vice President of Student Affairs.

Proposed Implementation Date: Upon Board Approval

Proposed by: Academic Support and Learning Resources Division

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