

AC115 Library

AC115	Academic	Library
Handbooks	All	
Programs	All	
	Effective Date	April 2020
	Reviewed	April 2026
	Accountability	Librarian and Leadership Team
Documents/Forms		

Policy Statement

The library at Western Community College (the College) is an integral part of the student's learning experience, and the College is committed to providing up-to-date resources for students and faculty. The mission of the library is to provide and promote effective use of resources and services which support the learning, teaching, and other information needs of students, faculty, and staff, while promoting intellectual curiosity and growth through learning and research. This is accomplished by helping faculty to help students develop the ability to source, assess, and apply information in becoming literate life-long learners.

Considerations

- The library emphasizes the importance of critical thinking skills to information literacy by assisting students in evaluating their own research strategies, the tools they use, the resources they source, and the context in which the resources were produced.
- The library abides by and upholds all reasonable and technical standards of copyright and fair access and use.
- The library upholds Canadian copyright legislation (*Copyright Act of Canada*) and abides by the terms and conditions of any use agreements and licenses held by the College.
- The library will ensure that copyright legislation and the importance of intellectual property are communicated and reinforced with students, faculty and staff.

Statement of Goals

- Improve accessibility and promote use of the collection (hardcopy and electronic) by increasing access to resources.
- Develop the collection to better support the current and proposed programs.
- Meet the general information needs for learning and research.
- Provide trained staff to support the needs of the proposed program and College.
- Maintain sufficient space to house the collection and necessary equipment, as well as provide a comfortable functional environment for students, faculty, and staff.

Procedures

Library Use

- The library hours are publicly posted.
- Library users must refrain from creating excessive noise.
- Food and drink cannot be consumed in the library.
- Library users are expected to clean up after themselves and arrange the furniture.

Circulation

- To borrow resources from the library, students, faculty, and staff must have a library membership and valid software-generated identification.
- Resources must be returned to the library when due so that these materials are available to other students. Students will be responsible for the return, replacement, or reimbursement of all library materials borrowed. Materials not returned by the due date will be subject to a fine of nominal charges. The amount is posted in the fees schedule and at the library. The student will be required to obtain a no-dues clearance from the library.
- With the exception of reference materials, all resources can be borrowed for two weeks. Reference materials are for use in the library only.

Borrowing Protocols

- Borrowers are responsible for the return of all items on time and in good condition.
- Borrowers can only renew materials once in a term.
- The due date for all items borrowed is the date by which items must be returned or renewed.
- If an item is recalled, it cannot be renewed and must be returned by the last due date issued on the item being recalled.
- The borrower will be notified of recalled materials by email.
- Loans are due before closing time on the due date.
- If materials are not returned by the final day of term, the Library will issue a bill for replacement. Students will not be issued their grades or transcripts and will be blocked from all registration activity (registering, adding, or dropping courses) until outstanding materials have been returned and the account is settled.

Renewal

- Books may be renewed for an additional 2 weeks if there is not a *Hold Request* for the title.
- If a book is required for longer than 2 weeks, the student will need to purchase a copy of the book.
- All borrowed materials must be returned to the library by the end of the last day of the term.
- See the Fee Schedule for library and overdue fines. Official transcripts will be withheld until all materials borrowed have been returned or repaid. Also, all fines must be cleared prior to release of the transcript.

Replacement Costs

Determining a fair replacement cost for library materials is based on the current replacement cost to the Library.

Collection Development

- Library materials are in English.
- The College endeavours to provide a robust research and academic collection.
- Collection development is guided by the library's strategic plan.
- The strategic plan is developed by the Librarian, in consultation with faculty, students, Dean of Programs, and Academic Council.
- The goal of the development process is to a) build a collection that provides students with the necessary resources to complete their course work and to expose students more broadly to academic writing and other scholarly resources across a variety of disciplines, and b) provide faculty with additional informational resources to support and supplement course content development and instructional delivery.
- Collection development speaks to the courses currently being offered, but in all instances relevancy of materials will be considered.
- Collection development activities are influenced by the strategic plan and resource limitations.
- The collection will consist of books, monographs, serial publications, research and development reports, government documents, corporate reports, indexing and abstracting services, and other license electronic resources that include full text.
- The Library will seek feedback for resources from students, faculty and staff.
- Collection development is guided by the Association of College & Research Libraries (ACRL), the British Columbia Library Association (BCLA), the Special Library Association (SLA), and in collaboration with other academic libraries.

Collection Management

Collection management is conducted through periodic culling of obsolescent and damaged materials which are no longer in scope or used. These are identified and withdrawn. This helps to keep the collection current and relevant. The following factors are considered in the process:

- Usage data
- Last copy
- Accuracy & timeliness of information
- Physical condition
- Multiple copies of older editions
- Superseded volumes of reference works
- Out-dated or inaccurate materials
- Materials deemed out of scope