

The College of The Bahamas



Established
1974

POLICY WITH RESPECT TO EXTERNAL ACCESS TO THE COLLEGE OF THE BAHAMAS LIBRARIES

POLICY NUMBER	081002
TITLE OF THE POLICY:	POLICY WITH RESPECT TO EXTERNAL ACCESS TO THE COLLEGE OF THE BAHAMAS LIBRARIES
DATE OF ADOPTION:	12 th MARCH, 2008
COUNCIL RESOLUTION NUMBER:	
SUPERCEDES:	
DATE OF IMPLEMENTATION:	12 th MARCH, 2008
PROJECTED DATE OF REVISION:	
PURPOSE OF THE POLICY:	The policy is intended to establish rules for public access to Library resources.
REVISION NUMBER:	New
ACCOUNTABILITY:	This policy is under the responsibility of the College Librarian, who is accountable for its implementation.
ASSOCIATED PROCEDURES:	The Librarian will be responsible for developing procedures to implement this policy. These will be published along with the policy on The College's Library website and will be available for broad distribution.
HISTORY	New

1. Authority

- 1.1. The College Council has the authority to set general policy guidelines and to establish fees for services.

2. General Statement

- 2.1. The College of The Bahamas will provide access to Library resources to external users on the understanding that members of the College community shall continue to have priority. The College will provide this service in such a way as to recover costs and generate revenues to be reinvested in The Library.

3. Membership¹

- 3.1. Individuals may apply for membership in The College's Library.
 - 3.1.1. Membership shall be for a period of twelve months, beginning from the time the membership fee is paid. Membership is renewable.
 - 3.1.2. Individuals may have their membership revoked without reimbursement should they fail to comply with Library regulations.
 - 3.1.3. Members shall be provided with a membership card which will be required to access The College of The Bahamas Library facilities.

4. Borrowing privileges

- 4.1. Borrowing privileges are available to individuals for a fee.
- 4.2. Borrowing privileges from the general collection are for a maximum of 5 items at the main Library and 3 to 5 items at the other Libraries, depending on level of general demand and availability.
- 4.3. Material may be borrowed for a period of 14 days and may be renewed for an additional period of 14 days.

5. Limitations

- 5.1. Inter-Library loan service is not automatically provided. It may be provided for an additional fee to cover costs as determined by The College from time to time.
- 5.2. Access to electronic services and resources may be restricted under the terms of this policy due to stipulations of licence agreements.
- 5.3. Material borrowed may be recalled if urgently required by a member of The College community.

6. Other specific dispositions

¹ The College reserves the right to negotiate individual arrangements with Universities engaged in formal partnership activities with The College.

- 6.1. Lost materials, materials not returned by the due date or materials returned in damaged condition are subject to overdue or recall fines, replacement, processing or rebinding fees.
- 6.2. Primary and secondary school students may access the Library on presentation of their school identity card or a College of The Bahamas Library-issued pass. These students shall have no borrowing privileges. The College reserves the right to exclude any such student who fails to abide by Library regulations. In any such case, membership may be revoked.

7. Membership and Fees for the period 2007- 2008

<ul style="list-style-type: none"> General membership (with borrowing privileges) excluding Law library 	\$150.00
<ul style="list-style-type: none"> General membership (with borrowing privileges including Law Library) 	\$200.00
<ul style="list-style-type: none"> General public (with no borrowing privileges) 	\$35.00 annual fee
<ul style="list-style-type: none"> College of The Bahamas Alumni with borrowing privileges) 	\$25.00 annual fee
<ul style="list-style-type: none"> Day pass 	\$5.00

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