



Rowan College of South Jersey

Policy: 8503
Title: **LIBRARY SERVICES**
Area: Student Services
Approved: 07/01/19
Revised: 10/12/21

The College Library is dedicated to fulfilling the informational and research needs of students, faculty, and staff by providing an extensive collection of print and non-print materials, network access to numerous databases, knowledgeable librarians, and partnerships with other state, university, and municipal libraries across the region and country.

The Board of Trustees welcomes the residents of Gloucester and Cumberland Counties and the public at large to use the facilities to read, research, access information, or avail themselves of Library offerings. Members of the LOGIN consortium libraries may borrow materials from the Library as per the approved LOGIN Reciprocal Borrowing guidelines. Limits on service may be imposed during emergency situations.

The Library will also serve as the College's document archive to provide for the centralization of pertinent College records. Library staff will be responsible for cataloging, maintaining, and circulating these documents.

In the interest of all users of the Library, it is important that established checkout procedures be followed at all times. Accordingly, Library personnel have the right to examine the briefcases, bags, and other items of library users, as necessary, to ensure adherence to the checkout procedures and to maintain a maximum collection of library holdings.

Anyone who abuses, defaces, or steals Library materials, equipment, or software will be subject to disciplinary action, which may include referral to the appropriate legal authorities.

The President will have administrative procedures developed to establish borrowing privileges, fees, where appropriate, and interlibrary loans.

References:

Rowan College of South Jersey Board of Trustee Policy Manual, *8501 Library Bill of Rights*
Rowan College of South Jersey Administrative Procedure, *8503 Library Services*

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