

## LIBRARY

### PURPOSE

The purpose of the library is to support the educational programs of the College through an organized and readily accessible collection of information resources, and by providing library services to meet the institutional, instructional, and individual needs of the College community.

### POLICY STATEMENT

The library shall serve students, faculty, staff, administrators, individuals with emeritus status, and the board of trustees of the College in accordance with procedures approved by the Provost. Limited services are available to other groups as defined within procedures approved by the Provost.

Most library and OhioLINK items circulate in accordance with OhioLINK procedures. Certain library items do not circulate to all categories of users. The normal circulation period for some of the library collection may be adjusted to meet faculty and staff needs. Reminder notices of due dates are sent out to all borrowers before the due date, and overdue notices will be sent out after the due date.

The library builds and maintains its collection to support the College curriculum. In order to request materials for the collection, a "Suggest a Purchase" form is filled out via the Edison library catalog or an email is sent to the Librarians. Collection decisions are based on the Edison library's collection development policy.

All students, faculty, staff, administrators, and board of trustees have access to library resources and materials via their assigned library card. An individual account is activated upon verification of enrollment or employment. A valid picture ID (Edison State Community College ID, driver's license, passport, etc.) must be presented to library staff in order to check out materials. These individuals may use their library card number for access to the library's online resources.

All Edison State Community College library accounts expire at the end of every academic semester. Individual accounts are reactivated upon verification of continued enrollment or employment.

Librarians may suspend borrowing privileges from any person abusing the circulation system.

The following procedure applies to individuals who are not Edison State students, faculty, staff, administrators, or board of trustees and wish to use the library services provided by the library:

### Services and Operations Procedures

Students, faculty, and staff of OhioLINK institutions must present a valid picture ID and any other library card or library account number that the home institution requires for checkout.

Community members may request a library courtesy card at the library's front desk. The courtesy card will allow them to check out Edison State Community College library materials, but it does not afford them remote access to online databases. Courtesy cards must be renewed each year.

### PERSONS AFFECTED

All Edison State Community College stakeholders.