



## **ULMC Policies and Procedures**

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### **1. Patrons**

Conscious of IUGB's commitment to serve the community and of its unique position as an English-language Reference library in Fresh-speaking West Africa, the Library recognizes its obligation to serve a wide variety of library users. The following policy defines several types of library users.

#### **1.1. Primary Patrons**

The Primary Patron group is composed of currently enrolled IUGB students and active or retired IUGB faculty and IUGB staff.

#### **1.2. Secondary Patrons**

The Secondary Patron group is composed of IUGB affiliates and Privileged Partners as determined by the President. Potential Secondary Patrons include but are not limited to the following: current IUGB Feeder School Initiative student participants; IUGB Privileged Partners; designated IUGB Alumni; and those individuals granted privileges by the University President. Secondary Patron borrowing privileges are listed in the Library Procedures Manual.

#### **1.3. Tertiary Patrons**

The Tertiary Patron group is composed of the other individuals or organizations who may wish to make use of the Library, such as registered community users and Grand-Bassam administrative and



professional staff. Tertiary Patrons have no borrowing privileges; except for internet-available access; they must use IUGB materials in situ.

#### **1.4. Services for Patrons with Special Needs**

The Library seeks to provide all patrons with the best possible access to its collections, services, and facilities. Within the confines of this budget and in accordance with the IUGB Strategic Plan, the Library will try to meet the needs of patrons requesting special services to the best of its ability.

##### **1.1. Patron Privacy**

The Library is committed to protecting the privacy of its Patrons. Personal information collected from its Patrons will not be distributed.

## **2. Circulation of Materials**

Detailed circulation categories and circulation procedures are listed in the ULMC Procedures Manual. Policies concerning special categories are listed below.

### **2.1. Circulation of Resources from the Reference and Non-Circulating Collections**

Reference materials are convenient sources of specific information commonly used by patrons, staff assisting patrons, and staff in the performance of their other library duties. The Library keeps a Reference Collection in order to have such sources ready at hand. Other Non-Circulating General Collection items are so designated in order to have these items available for patrons when needed. Reference and Non-Circulating materials normally **do not circulate**. The decision to allow a Reference or Non-circulating item to circulate is an exception to policy. The Librarian has the authority to make such decisions and the responsibility for such decisions. Guidelines for decision-making are found in the Library Procedures Manual.

### **2.2. Circulation of Media**

Media are available for traditional circulation to all patron groups, within the circulation limits set for each group. Generally, media are available for inter-library loans, within limits, which depend upon the physical nature of individual items. Media circulation procedures are listed in the Library Procedures Manual.

## **3. Inter-Library Loans**

Inter-Library Loan is a service that allow IUGB Primary Patrons to become Primary Patrons at IUGB partner libraries in order to support their educational and research needs when materials are not available in the IUGB Library. Inter-Library Loan allows IUGB partner library Primary Patrons to become



IUGB Primary Patrons. Specific procedures for Inter-Library Loans are outlined in the Library Procedures Manual.

#### **4. Collection Development**

The Library develops collections in accordance with its Strategic Plan. Materials are acquired through purchasing or received as gifts. Donated materials are subject to the same selection and adoption policies as purchased materials.

##### **4.1. Materials Selection and Adoption**

Library materials are selected and adopted by the Librarian in accordance with the Strategic Plan and the Library Annual Budget and are subject to review by the University President. Recommendations from Faculty for materials are solicited once annually by the Librarian. Unsolicited recommendations from the Faculty or from other community members are receivable at any time. Specific procedures for material selection and adoption are listed in the Library Procedures Manual.

##### **4.2. Material Donations**

The Library welcomes gifts of materials, especially those that support the IUGB curriculum or help to complete the existing collections.

For any of several procedural reasons, some gift items may not be added to the collections. Materials not added to the University Library shall be disposed of by other means (see the Procedures Manual). The Library reserves the right to accept or decline any gift of materials.

#### **5. Library Code of Conduct**

Patrons of the Library have the right to a quiet and pleasant library environment that is conducive to research and scholarship. Patrons further have the right to work in a productive environment free of disruptive activity and to have reasonable access to Library materials.

Providing a pleasant and productive environment for all Library patrons requires that each patron respect the Code of Conduct and refrain from the activities listed below.

##### **5.1. Proscribed Personal Behavior**

1. Violating the Library's Food and Beverage Policy.
2. Smoking (or using smokeless tobacco or any other prohibited substance) in the facilities.
3. Creating a disturbance or behaving in any manner that interferes with normal use of facilities by other patrons or staff; including, but not limited to, littering, rowdiness, noise, loitering and offensive sexual behavior.
4. Demonstrating disrespect toward or harassing any patron or staff member



5. Violating any portion of the University Alcohol and Drug Policy while in the facility.
6. Tampering with or misuse of safety devices within the facility.
7. Communicating through or using audio features and alerts on any communication devices within the facility. Patrons are expected to restrict use of electronic devices to enclosed areas such as study rooms OR to outside the Library facilities.

### **5.2. Proscribed Behavior related to Library equipment or facilities**

8. Failing to comply with Library policies on limitations for the use of equipment or space.
9. Removing or attempting to remove library materials or property without checking them out or without proper authorization.
10. Mutilating library materials in any way, including by marking, underlining, or removing pages or portions of pages; injuring or defacing Library materials or property, including furniture or equipment, in any way; tampering with or harming Library computer or computer systems.
11. Concealing library materials in the library for the exclusive use of an individual or group.
12. Being in an unauthorized area of the Library or remaining in the Library after closing or when requested to leave.

### **5.3. Sanctions**

A Patron who commits or attempts to commit offenses enumerated in the IUGB Code of Conduct or in the Library Code of Conduct, whether a member of the IUGB community or not, may be asked to leave the campus by the Library staff, campus security, or University administrators. A Patron who commits or attempts to commit offenses enumerated in the IUGB Code of Conduct or the Library Code of Conduct may be subject to the sanctions of warning, suspension, expulsion; forfeiture, prosecution, and/or making restitution as described in IUGB policies, procedures and the Student Handbook and may be accountable to both civil authorities and to the University.

## **6. Use of Library Computer Workstations**

Other than machines which are dedicated to consultation of the collections' databases and available on a first come-first served basis, all other Library computer stations are available to the different Patron groups according to their category: Primary Patrons have first priority; Secondary Patrons have second priority; and Tertiary Patrons are last in priority for computer use.

## **7. Food and Beverages**



In order to protect Library materials from potential damage and provide a clean environment for scholarship, no food or beverages are allowed at computer workstations or among the stacks and shelving of the Library. Non-alcoholic beverages in appropriate containers are allowed in the Library.

## **8. Conference/Study Room Use**

Conference/Study rooms are meant to provide a space where students, faculty and staff can work collaboratively in an environment that tolerates normal discussion levels. The Conference/Study rooms are available for Primary Patrons only. The Conference/Study rooms may be reserved in advance, but no permanent room assignments are allowed.

## **9. Stored Materials Requests**

Stored Library materials may be requested at the main circulation desk. Requested materials will be held for up to two days at the circulation desk. Patrons must retrieve and return stored materials to the main circulation desk. Faculty may place materials on reserve for class use.

## **10. Textbooks**

Although textbooks are an integral part of the required materials for pursuing a University education, the Library does not keep textbooks in numbers sufficient for students to borrow for their classes. However, it is Library Policy to keep one copy of currently and previously used textbooks as reference material. These texts are available in the accreditation Office.

## **11. Library Staff Professional Development**

Professional development opportunities for Library staff and student employees are offered in the accordance with Library needs as outlined in the Strategic Plan, in consideration of budgetary limitations and in conjunction with the overall University Professional Development Services.

## **12. Library Web pages**

The Library maintains web pages as a part of the IUGB website, which support its Mission by providing web services that support the teaching, learning, research, service, and informational needs of the IUGB community.



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Excellence • Accountability • Opportunity