A. Background and Definitions

The services, resources and facilities of the Libraries and Learning Commons are available for use by currently registered students, staff and members of the community.

User Cards – Students: For full-time and part-time students, a current Niagara College student identification card is required to borrow materials and to access library e-resources.

User Cards – Staff: For full-time and part-time staff, a current Niagara College employee identification card is required to borrow materials and to access library e-resources.

User Cards – Community Members: Members of the Niagara community are able to purchase a user card for a nominal fee which permits access to physical facilities and onsite resources only. Cards are valid for one (1) year from the date of issue and may be renewed if there are no outstanding fines.

B. Purpose

The services, resources and facilities of the Libraries and Learning Commons support the achievement of the College vision and strategic directions, with a focus on student success and community development through three core activities:

a) Acquiring and lending teaching and learning resources and equipment
b) Providing information, literacy and learning assistance; and
c) Providing vibrant, individual and collaborative teaching and learning environments

Niagara College Libraries and Learning Commons are located at the Welland and Niagara-on-the-Lake campuses.

C. Policy Statements

1. Niagara College Libraries and Learning Commons represent a shared area for both individual and group study and research. Users are expected to be respectful of the learning/study habits of others around them. Study rooms are provided for group work and quiet study rooms are available at each campus library for individual study. Some beverages and food may be consumed within the Libraries and Learning Commons. Users who do not clean up their litter may have privileges suspended.
POLICY GROUP: NC100 – General Administrative

POLICY TITLE: Libraries and Learning Commons

2. Open access computer use is available for all users, with priority given to those requiring them for research and study. All users must comply with the College policy on acceptable use of computers, particularly related to viewing illegal materials.

3. Users of the Libraries must also be aware of the College policies on Academic Code of Behaviour and Misconduct, and Copyright Compliance as they relate to copying and use of print and electronic library materials in the classroom and for assignments, including proper citation of sources to avoid plagiarism.

4. Users who do not comply with these policies may be asked to leave the facility and/or have privileges suspended.

5. Donations of library resources are accepted at the discretion of the Director, Library and Bookstore Services, where they support College curriculum and provided space is available. These resources are accepted with the understanding that the material may be integrated into current collections and/or discarded at a later date. Donations not meeting curriculum requirements may be declined, given to a non-profit agency or discarded. Donations eligible for a tax receipt will be referred to the Foundation and Alumni Office and will be issued under the guidelines of the Donations to the College policy.

D. Related Documents

Policies:
- NC100 Copyright Compliance
- NC100 Third Party Access to College Facilities
- NC200 Computer and Network Use
- NC300 Donations to the College
- NC500 After-Hours Access to College Buildings
- NC500 Harassment & Discrimination
- NC800 Academic Honesty
- NC800 Student Accommodations
- NC800 Student Discipline Associated with Disruptive Behaviour