CITY COLLEGE

Library Policy

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1. Summary of Amendments

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1	05-Nov-2018	All	All	Syeda Fahim	Initialization of the Library Policy
2	15 –May - 2018	4	3	Syeda Fahim	Borrowing – Follet Library system

2. Introduction

City college values, respects, and celebrates a diverse community of students, staff, and faculty. We offer collections, resources, and services which encourage exploration and discovery in order to prepare lifelong learners for today's careers and tomorrow's opportunities. We aim to provide library materials to support the programs and disciplines of our college.

3. Admission to the library

1. The Library is open to all students of the City College.
2. Other persons seeking to use the Library for the purposes of study and research may be admitted at the discretion of the Librarian
3. All users shall be registered by the Library. The Librarian shall have the right to require users to produce evidence of their registration.
4. Users are admitted on the understanding that they have read and have agreed to observe Library regulations.

4. Borrowing from the library

1. The following are eligible to borrow from the College Library: All individuals engaged by the City college and Qatar skills academy
2. Current College staff and students must produce their staff/student ID card before they may borrow library material. They must produce their ID card each time an item(s) is borrowed and they are responsible for any use made of their ID card.
3. No item(s) may be removed from the Library until the loan has been recorded. Illicit removal of Library material will be treated as a serious offence.
4. Access to certain item(s) may be limited by the Librarian. The Librarian may require that certain works be used only in the Library or may place certain works on restricted access, either temporarily or permanently.
5. Except for items in high demand or categories of items available for reference, the standard loan period is 2 weeks for all categories of users.
6. After 7 days from the date of issue, an item will be liable to immediate recall. Provided they are not in demand by another user, or overdue items may be renewed in person or online.
7. The standard loan quotas for borrowers are:
   1. Staff : 3
   2. Level 3 and 4 Students: 4
   3. Part-time students: 4
8. Items can be reserved using Follett online catalogue.
9. Follett destiny mobile apps can be used to reserved materials as well.
10. Items must be returned on or before the date on which they are due for return. Failure to return items on time or to comply with the recall will lead to sanctions which may include imposition of a fine in accordance with procedures approved by the Principal.
11. Items already on loan to another user may be reserved and are subject to recall after 7 days.
12. The user who is recorded as the borrower will be held responsible for the return of the item to the Library and will be liable for the cost of repairs or replacement of any item damaged or lost while it is recorded as being on loan to him or her.
13. Users must return all items borrowed by them when their entitlement to borrow ceases and an item not returned or, an outstanding fine, shall be deemed a debt owing to the College.

5. Electronic resources

1. Electronic resources are available to registered students of the College. Only registered students of city college and staff and can access E resources of the College.

6. Patron privacy

In support of intellectual freedom, the CC respects and values the privacy of all library patrons. Therefore, the CC seeks to reduce the amount of personally-identifiable information collected and only retains information relevant to library operations. Safeguarding policies, are in place to protect this personal information and library records. Any requests for such personal information or records must be made in writing and should be submitted to the librarian. Please contact Syeda Abida Fahim Syeda.fahim@citycollege.edu.qa for help.

7. Library code of conduct

In order to provide and maintain a learning environment conducive to study and research, the Library expects users to adhere to City college published Code of Conduct. If an individual breaches this code, it may result in:

- A library user's rights to borrow from the library being withdrawn;
- A library user's behaviour or actions being referred to a senior member of staff;
- A library user being asked to leave the premises.

8. Collection development procedures

8.1 Purpose

The primary goal of the CC collection is to support the educational efforts of students, faculty, and staff. The collection will emphasize library resources which directly relate to the courses being offered. The purpose of this procedure is to guide the Library's collection building efforts and improve the Library's ability to assist the students, faculty, and staff of CC.

8.2 Copyright

As a college devoted to providing the highest level of instruction by its faculty and education for its students, CC respects the rights of content specifically, the CC:

- Informs and educates students, faculty, and staff about their rights and privileges in using copyright-restricted material, including the limited exclusive rights of copyright holders;

- Provides resources and tools for members of the CC community to facilitate the adoption of copyright materials into their physical, VLE classes

- Identifies individuals at the college who can advise faculty and staff regarding application of copyright law;

- The use of copyrighted material is allowable in each of the following instances:

- Fair Use: Copyrighted materials may be copied or otherwise used without the copyright owner's permission where such use meets the four-part test for fair use. This test considers:

(1) the purpose and character of the use;

(2) the nature of the copyrighted work;

(3) the amount, substantiality, and portion used;

(4) the effect of the use on the potential market. The test is fact-specific. If you have questions, please consult a Librarian.

(5) With permission of the owner: In instances where faculty, staff, or students cannot use legally use copyrighted material, they should seek permission of the owner.

8.3 Collection Development Budget

The CC receives funding from Artan to purchase or provide access to new print and electronic materials. No specific budget is allocated for individual courses.

8.4 Collection Development Responsibility

The CC encourages all users to contact the Librarian to request any items that they feel will add value to the collection. The item(s) will be acquired if three criteria are met:

- The necessary funding is available.
- The item(s) meets the standards established by this collection development procedure.
- The information contained within the item(s) is not already adequately covered by the existing collection.

Ultimate responsibility for collection development lies with the Librarian.

8.5 Selection Guidelines

- Selection of CC materials rests with the teaching faculty and Librarian.
- Support of the CC educational curriculum
- Correlation or fit with the existing collection
- Appropriate level
- Accuracy and objectivity
- Reputation of author or publisher
- The currency of the material
- Cost
- Demand
- Condition
- Format serving widest possible patron base

8.6 Procedures by Format of Material

(1) Books

In general, 4-6 copies of books are purchased. If a topic is very popular, the library will consider purchasing more than this.

(2) Textbooks

Textbooks are not normally purchased by the library. They will be purchased only when they provide a good, general introduction to a topic or when no other general books can be found. Textbooks for specific courses will not be purchased.

(3) Electronic Resources

Electronic Resources are defined as any material requiring a computer or digital device for access. CC shall choose to acquire, or access electronic resources based on the above selection guidelines. The Faculty Librarians strive to purchase multi-user licenses for digital format resources when available.

(4) Foreign Language Materials

Items written in languages other than English will be acquired when they support Foreign Language/ESL curriculum requirements.

8.7 Collection Maintenance ("Weeding")

Annually, Librarian will evaluate the collection to identify materials for withdrawal. The same guidelines apply to the existing collection as to new purchases, and materials that no longer meet the collection policy will be removed. For example, materials that are outdated, damaged, seldom circulated, or contain inaccurate information will be removed. Faculty members will be consulted when materials in their disciplines are being considered for withdrawal.