

Utah Tech University Policy

613: Library



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I. Purpose

- 1.1 To establish the functions of the Utah Tech University (“the University”) Library and Open Learning Services and to outline the broad policies that accompany the role of the division, which is to provide the resources necessary to facilitate research and enhance the curriculum and programs of the University.

II. Scope

- 2.1 This policy applies to the University Library, Special Collections & Archives, Writing Center, and Academic Performance Center. This policy affects the stakeholders of students, faculty, staff, and community.

III. Definitions

- 3.1 ***Collection Development:*** Encompasses the selection of materials owned by and housed in the library and electronic resources to which the library provides access including resources provided by membership with the Utah Academic Library Consortium (UALC).
- 3.2 ***Consortium:*** An association of independent libraries and/or library systems established by formal agreement, usually for the purpose of resource sharing.
- 3.3 ***Interlibrary Loan:*** The process by which a library requests material from, or supplies material to, another library upon the request of a library user.
- 3.4 ***Learning Services:*** Encompasses the Writing Center and Academic Performance Center.
- 3.5 ***Library Resources:*** The sum of all services, books, microfilm, eBooks, databases, newspapers, magazines, print journals, electronic journals,

film, CDs, maps, etc. that the library procures, oversees, or provides to facilitate research and enhance the curriculum of the University.

- 3.6 *Subject Liaison*: A librarian who is assigned to a specific subject area or department to serve as the intermediary between the subject area or department, faculty, and staff. Responsibilities may include but are not limited to instruction, collection development, reference services, and training.

IV. Policy

- 4.1 The function of the Library is to provide resources primarily to current University students, faculty, and staff with sufficient information in all applicable formats to support the curriculum of programs of the University with depth and richness appropriate to degrees and courses offered; to provide professional reference service to assist with research and information needs; and to provide an environment conducive to study. The library also serves the needs of the community as resources allow.
- 4.1.1 The Library abides by the standards outlined in Code of Ethics of the American Library Association.
- 4.2 Library resources and services will be concentrated in the University library, in order to maintain the quality and integrity of the central library, to assure equal access, and to prevent unnecessary duplication.
- 4.2.1 Independent departmental libraries can be established only with the review and approval of the Dean of the Library and Open Learning Services, Library and Open Learning Services Committee, Academic Council, and University Council.
- 4.3 Learning Services provide academic support services to assist students in achieving academic success through peer tutoring and supplemental instruction.
- 4.3.1 The Learning Services provides tutoring and other supplemental instruction for University students.
- 4.3.2 Individuals without a current and active University ID cannot receive tutoring.
- 4.4 Collection development follows standards and criteria outlined in the Library's internal procedures. Library resources will be purchased by the Library, by UALC, or by the State to support the curriculum, scholarship, teaching and research programs of the University.

- 4.4.1 Collection development is a shared responsibility of the Dean of the Library and Open Learning Services, subject liaison librarians, and University faculty.
- 4.4.2 Electronic resources (including databases, e-books, etc. for which the Library has entered proprietary contracts) are available on-campus to all library patrons, subject to licensing restrictions. However, electronic resources are available off-campus to current University students, faculty, and staff only.
 - 4.4.2.1 Users of electronic resources licensed by the Library, or through a consortium of which the Library is a member, agree to adhere to copyright restrictions for each resource as they appear in the terms of the licensing agreement.
 - 4.4.2.2 UALC purchases are recommended by the UALC Collection Development committee. This committee has a representative from each school and a Directors Council liaison. Final decision-making authority is under the UALC Directors Council. Statewide licensed resources are administered through the Utah Education Network.
 - 4.4.2.3 Specifically, users may not reproduce, publish, distribute, transmit, participate in the transfer or sale of, modify, create derivative works from, display, or in any way exploit this content in whole or in part.
- 4.5 Borrowing privileges are extended to current University faculty, students and staff. All library collections are available for on-site use.
 - 4.5.1 The library may also extend borrowing and other associated privileges to other groups and individuals. Those groups are outlined in the Library internal policies and procedures.
 - 4.5.2 Library borrowers are responsible for any fees and fines assessed (e.g., late returns, damaged or lost materials, etc.).
 - 4.5.3 Library services and access to library resources may be refused to any library user because of abuse of their library privileges or inappropriate conduct as defined in the Library internal policies and procedures.
 - 4.5.4 Anyone violating Sec. 76-6-801 to 803, Utah Code Annotated by concealing on their person library materials while on the premises of the library, who willfully and without authority removes library materials from the library building, or who intentionally writes upon,

defaces, injures, or mutilates any library material or property, shall be in violation of Utah state law and University policy.

4.5.4.1 As such they may be subject to penalty by fine and/or loss of library privileges, may be referred to University police and/or the Dean of Students for disciplinary action, may be subject to corrective or disciplinary action, and may be criminally prosecuted.

4.6 Materials not available in the library collection may be requested for borrowing from other participating libraries by current Utah Tech University students, faculty, and staff as stated in the Library internal policies and procedures and contingent upon copyright restrictions.

4.6.1 The University interlibrary loan borrowers are responsible for any fees or fines.

4.6.2 Interlibrary loan services may be refused to University borrowers who abuse their interlibrary loan privileges (e.g., habitual late returns, damaged materials, loss of materials, fees not paid, etc.).

4.7 Current University students, faculty, and staff may be granted reciprocal borrowing privileges at other Utah Academic Library Consortium (UALC) institutions.

4.7.1 Courtesy returns are available for materials borrowed from UALC libraries.

4.7.2 The individual borrower is responsible for any fees or fines incurred at the lending library for late returns, damage, loss, or replacement.

4.7.3 Reciprocal borrowing privileges may be refused to Utah Tech University borrowers who abuse their reciprocal borrowing privileges (e.g., habitual late returns, damaged materials, loss of materials, fees not paid, etc.).

4.8 Distance students will be provided the equivalent support as on-campus students through resources, such as virtual reference, electronic resources, interlibrary loan services, and online tutoring.

4.9 Library facilities are subject to the rules and procedures outlined in Policy 441.

4.10 Library and Open Learning Services computer use is subject to the rules and procedures outlined in Policy 462.

V. References

- 5.1 Code of Ethics of the American Library Association
- 5.2 University Policy 441: Central Scheduling of Campus Facilities and Events
- 5.3 University Policy 462: Use of University Information Technology Resources
- 5.4 Library Internal Policies and Procedures
- 5.5 Utah Code Sec. 76-6-801 to 803
- 5.6 Copyright Act of 1976

VI. Procedures – N/A

VII. Addenda

- 7.1 Utah Academic Library Consortium (<https://ualc.net/>)
- 7.2 Refer to Library Internal Policies and Procedures (<https://library.utahtech.edu/info/procedures.html>)
- 7.3 Refer to Learning Services Internal Policies and Procedures
 - 7.3.1 Writing Center (<https://writingcenter.utahtech.edu/policies-procedures/>)
 - 7.3.2 Academic Performance Center (<https://tutoring.utahtech.edu/policies-procedures/>)

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Policy Steward: Dean, Library and Open Learning Services

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