



POLICY ON EXTERNAL ACCESS TO UNIVERSITY OF THE BAHAMAS LIBRARIES

POLICY NUMBER:	2018-04-POL-AS
TITLE OF THE POLICY:	External Access to University of The Bahamas Libraries
DATE OF ADOPTION:	12 March 2018
SUPERSEDES:	2012-01-POLREV
DATE OF IMPLEMENTATION:	Spring 2018
PROJECTED DATE OF REVISION:	Spring 2020
PURPOSE OF THE POLICY:	To establish rules and regulations for external access to University of The Bahamas libraries
ACCOUNTABILITY:	University Librarian
RELATED POLICIES:	Policy on Circulation and Use of Library Materials
APPENDICES:	None

1.0 Preamble

University of The Bahamas libraries and their collections are intended primarily for the use of UB students, faculty and staff. However, UB libraries build and preserve research collections that are useful to the external scholarly community; therefore, these facilities and collections shall be accessible to the external community under the conditions outlined in this policy.

2.0 Definitions

- 2.1 Adult: Sixteen (16) years of age or older.
- 2.2 Borrowing privileges: the right to use library resources outside the library.
- 2.3 Children: five (5) to eleven (11) years of age.
- 2.4 Circulation: borrowing library materials for use outside the library.
- 2.5 Due date: the date on which library materials shall be returned to the library without penalty.
- 2.6 General Collections: Library materials which circulate to patrons.
- 2.7 Infants: zero (0) to two (2) years of age.
- 2.8 Library clearance: confirmation by the library that there are no outstanding fines or fees.
- 2.9 Library materials: any print, media or electronic source of information owned by the library.
- 2.10 Member patron: individuals, institutions and/or corporations who pay to use the library and its resources.
- 2.11 Overdue: Library materials not returned by the due date.
- 2.12 Retired UB employee: individual who has retired from University of The Bahamas.
- 2.13 Senior citizen: Bahamian citizen or resident over the age of sixty-five (65).
- 2.14 Special Collection: Library materials placed by the library in the Special Collections Room.
- 2.15 Toddlers: two (2) to five (5) years of age.

3.0 Access Categories

- 3.1 Primary and secondary school students.
- 3.2 Visiting faculty, staff and students affiliated with an academic unit/department at UB.

3.3 Member patrons.

4.0 Infants and Toddlers

- 4.1 Infants and toddlers are not permitted in the library except when at attendance at special library programmes for this age group.
- 4.2 Infants and toddlers must be removed from library programmes and the facility when their behaviour interferes with the order and decorum of the library as a place of quiet study and research.
- 4.3 Infants and toddlers are not permitted around library computers and other equipment.

5.0 Primary and Secondary School Students

- 5.1 Primary and secondary school students may access the UB libraries free of charge. They must present their school-issued identification card or a UB Library Pass to access the library. Students under the age of ten (10) years must be accompanied by an adult at all times.
- 5.2 Primary and secondary school students shall have no circulation privileges.

6.0 Visiting Faculty, Staff and Students

Visiting faculty, staff and students must present a valid UB identification card or other valid identification card issued by their home institution. They may access the libraries free of charge but shall have no circulation privileges.

7.0 Member Patrons

7.1 UB Alumni

- 7.1.1 UB alumni must present a valid UB identification card or valid UB Alumni Society membership card to access a UB library.
- 7.1.2 UB alumni who wish circulation privileges shall pay the stipulated annual membership fee. Access to the circulating collection is outlined in the *Policy on Circulation and Use of Library Materials*.

7.2 Retired UB Employees

- 7.2.1 Retired UB employees may access UB libraries free of charge. They must present their UB-issued 'Retiree' ID card to gain access.
- 7.2.2 Retired UB employees shall have borrowing privileges (see *Policy on Circulation and Use of Library Materials*).
- 7.2.3 Retired UB employees shall have up to fifty (50) free prints annually and access to library databases while on site.

7.3 Daily Users

Daily users shall pay the daily rate in effect and shall have access to library resources and facilities but shall have no circulation privileges.

7.4 Individual, Institutional or Corporate Member

- 7.4.1 Individual, institutional and corporate members shall pay the annual membership fee in effect.
- 7.4.2 Members must present the valid UB identification card to enter the library and at circulation. ID cards must be validated at each renewal date.
- 7.4.3 Members who return library resources late twice during their membership period shall be required to pay an additional fee at the renewal date (see *Policy on Circulation and Use of Library Materials*). Outstanding fines and/or fees shall be paid at the time the materials are returned. UB does not accept personal cheques.
- 7.4.4 Members must present a stamped Library Clearance Form at the Business Office prior to the renewal of their annual membership.
- 7.4.5 Membership fees include access to a maximum of fifty (50) free prints annually and library databases while on site.

7.5 Senior Citizens

- 7.5.1 Senior citizens shall pay the rate in effect and shall have access to library resources

and facilities.

7.5.2 Senior citizens shall pay the rate in effect to have circulation privileges.

7.5.3 Senior citizens shall have access to a maximum of fifty (50) free prints annually and library databases while on site.

8.0 Membership

8.1 Membership shall be for a period of twelve (12) months, beginning from the time the membership fee is paid. Membership is renewable.

8.2 Members may have their membership revoked without reimbursement should they fail to comply with library policies and regulations.

9.0 Borrowing Privileges

See the *Policy on Circulation and Use of Library Materials*.

10.0 General Access and Use

See the *Policy on Circulation and Use of Library Materials*.

11.0 Inter-Library Loan Services

Inter-library loan services are not available to member patrons.