
Policy on External Access to University of The Bahamas Libraries

Title:	External Access to University of The Bahamas Libraries
Policy number:	POL 026
Approval(s) required	Academic Senate <input type="checkbox"/> Board of Trustees <input type="checkbox"/> Both <input checked="" type="checkbox"/>
Date of Senate approval if required	27/06/2023
Date of Board approval if required	13/09/2023
Effective date of implementation	13/09/2023
Frequency of review required	This policy is to be reviewed every 5 years.
Replacing or superseding information	This policy supersedes 2020-04-POL-AS; AS Paper No.: 23-107 and Policy No.: 2018-04-POL-AS.
Revision number	
Responsible Office	University of The Bahamas Libraries
Accountable Officer	University Librarian
Related legislation, regulation, policy, or policies	Policy on Circulation and Use of Library Materials
Appendix/Appendices	None

1. Authority

This policy falls under the authority of the Academic Senate of University of the Bahamas (UB).

2. Purpose

The purpose of this policy is to establish rules and regulations for external access to University of The Bahamas libraries.

3. Scope

This policy applies to patrons of University of The Bahamas Libraries, specifically UB's external patrons.

4. Definitions

- 4.1. Borrowing privileges: The right to use unrestricted library resources on or off campus.
- 4.2. Circulation: Borrowing library materials for use outside the library.
- 4.3. Due date: The date on which library materials shall be returned to the library without penalty.
- 4.4. General Collections: Library materials which circulate to patrons.
- 4.5. Library clearance: Confirmation by the library that the patron owes no outstanding fines or fees.
- 4.6. Library materials: Any print, media or electronic source of information owned or licensed by the library.

- 4.7. Member patron: Individuals, institutions and/or corporations who pay to use the library and its resources.
- 4.8. Temporary Pass Patrons: Adults who pay to access the library for a single day, week or month.
- 4.9. Overdue: Library materials not returned by the due date.
- 4.10. Retired UB employee: Individual who has retired from The University of The Bahamas.
- 4.11. Special Collections: Library materials placed by the library in the Bahamian Special Collections Room.
- 4.12. Age groups
 - 4.12.1. Infant: Zero (0) to two (2) years of age.
 - 4.12.2. Toddler: Two (2) to five (5) years of age.
 - 4.12.3. Children: Five (5) to eleven (11) years of age.
 - 4.12.4. Adolescent: Eleven (11) to eighteen (18) years of age
 - 4.12.5. Adult: Eighteen (18) years of age or older.
 - 4.12.6. Senior citizen: Bahamian citizen or resident over the age of sixty (60).

5. **Policy Statement**

5.1. Overview

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 also useful to the external scholarly community; therefore, these facilities and collections shall be accessible to the external community wherever possible, under the conditions outlined in this policy.

5.2. Access Categories

- 5.2.1. Primary and secondary school students (Children and Adolescents)
- 5.2.2. Visiting faculty, staff and students affiliated with an academic unit/department at UB
- 5.2.3. Member patrons
- 5.2.4. Temporary Pass Patrons,
Day, Week or Month

5.3. Infants and Toddlers

- 5.3.1. Infants and toddlers are not permitted in the library except when attending special library programmes specifically for this age group.
- 5.3.2. Infants and toddlers must be removed from library programmes and the facility when their behavior interferes with the order and decorum of the library as a place of quiet study and research.
- 5.3.3. Infants and toddlers are not permitted around library computers and other equipment.

5.4. Children and Adolescents

- 5.4.1. Children and adolescents may access UB Libraries free of charge. They must present their school-issued identification card or a letter from their school, or present a government issued identification which provides their age. Upon receipt of these, they shall be provided with a UB Libraries Pass to access the library; This pass must be renewed annually. Adolescents under the age of fourteen (14) years must be accompanied by an adult at all times.
- 5.4.2. Children and adolescents may not borrow library materials or use the computers in the libraries.

5.5. Visiting Faculty, Staff and Students

- 5.5.1. Visiting faculty, staff and students must present a valid UB identification card or documentation indicating that they are visiting under the invitation of University of The Bahamas and a valid government or home institution issued photo identification. They may access the libraries free of charge but shall have no circulation privileges. Under exceptional circumstances, with the discretion of the University Librarian, borrowing of library materials and/or document delivery will be permitted.
- 5.6. Member Patrons
 - 5.6.1. UB Alumni
 - 5.6.1.1 UB alumni must present a valid UB Libraries External Patron identification card or valid UB Alumni Society membership card to access UB Libraries.
 - 5.6.1.2 UB alumni who wish circulation privileges shall pay the annual membership fee. Access to the circulating collection is outlined in the *Policy on Circulation and Use of Library Materials*.
 - 5.6.2. Retired UB Employees.
 - 5.6.2.1 Retired UB employees may access UB Libraries free of charge. They must present their UB-issued Retiree ID card to gain access.
 - 5.6.2.2 Retired UB employees shall have borrowing privileges (See *Policy on Circulation and Use of Library Materials*).
 - 5.6.2.3 Retired UB employees shall have up to fifty (50) free prints annually and access to library databases while on site.
 - 5.6.3. Temporary Pass Patrons
 - Temporary Pass Patrons shall pay the rate in effect and shall have access to University Library resources and facilities but shall have no circulation privileges.
 - 5.6.4. Individual, Institutional or Corporate Member Patrons
 - 5.6.4.1 Individual, institutional and corporate members shall pay the annual membership fee in effect.
 - 5.6.4.2 Members must present the valid UB External Patron identification card to enter the library and at circulation. ID cards must be validated at each renewal date.
 - 5.6.4.3 Membership fees include access to a maximum of fifty (50) free prints annually and library databases while on site.
 - 5.6.5. Senior Citizens
 - 5.6.5.1 Senior citizens shall pay the rate in effect and shall have access to library resources and facilities.
 - 5.6.5.2 Senior citizens shall have access to a maximum of fifty (50) free prints annually and library databases while on site.
 - 5.6.6. Exceptional Circumstances: COVID-19: Member patrons with borrowing privileges may use the Curbside Book Delivery Service to borrow books and may request up to 6 articles monthly from databases.
- 5.7. Home Schooling and Tutoring
 - 5.7.1. The University of The Bahamas Libraries shall not be used as a homeschooling centre or to provide tutoring outside of the University of The Bahamas Peer Tutoring Service.
- 5.8. Temporary Pass Patrons
 - 5.8.1. Temporary Passes are only valid for the time period indicated on the pass.
 - 5.8.2. A Temporary Pass does not permit access to University of The Bahamas computers or wi-fi.

5.9. Membership

- 5.9.1. Membership shall be for a period of twelve (12) months, beginning from the time of membership fee payment. Membership is renewable.
- 5.9.2. Persons seeking membership as an alumni borrower must present a Library Membership Form, which has been stamped by the library to verify that they do not have any overdue materials or outstanding fines at the library, to the Business Office prior to initiating annual membership.
- 5.9.3. Members may have their membership revoked without reimbursement should they fail to comply with library policies and regulations.
- 5.9.4. 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.
- 5.9.5. Members must present a Library Membership/Renewal Form stamped by the library to verify that they do not have any overdue materials or outstanding fines at the to the Business Office prior to the renewal of their annual membership.

5.10. Borrowing Privileges

See Policy on Circulation and Use of Library Materials.

5.11. General Access and Use

See Policy on Circulation and Use of Library Materials.

5.12. Interlibrary Loan Services

Inter-library loan and document delivery services are not available to external patrons, except visiting faculty, staff and students.