



COLLEGE
OF THE
NORTH
ATLANTIC

COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: LIBRARY – CIRCULATION OF MATERIALS

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|--------------------------|-----------|--------------------------|--------------------|
| Policy No. | SS-212 | Division | Student Services |
| Supersedes | n/a | Board Policy Ref. | n/a |
| Related Procedure | SS-212-PR | Effective Date: | September 16, 2008 |

1. PURPOSE AND SCOPE

This policy will standardize procedures for the circulation of all library materials. Its purpose is to ensure fair and effective loan procedures for all students and employees of College of the North Atlantic while maintaining flexibility to accommodate local conditions. The policy also defines how the College may respond to requests from the general public.

2. POLICY

All members of the College community have the right to borrow library materials. The circulation of library materials should serve the needs of the entire College community. Where possible, the College will respond to requests from the public at large.

3. PROCEDURE

The Senior Vice-President of Academic and Learner Services shall ensure that procedures are developed and implemented in accordance with this policy.

Approved by: President
Original Approval: 1999 06 14
Reviewed: 2007 09 12
Reviewed: 2008 09 16