



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: LIBRARY – CIRCULATION OF MATERIALS

Policy No.	SS-212	Division	Student Services
Supersedes	n/a	Board Policy Ref.	n/a
Related Procedure	SS-212-PR	Effective Date:	November 4, 2016 (R1)

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 Academic and Chief Learning Officer shall ensure that procedures are developed and implemented in accordance with this policy.

Approval History

Approved by President	June 14, 1999
Reviewed	September 12, 2007
Reviewed	September 16, 2008
Reviewed	July 29, 2013
Revision 1	November 4, 2016