
CIRCULATION OF LIBRARY MATERIALS FOR FACULTY, STAFF, AND RETIREES

This procedure is designed to state the acceptable use of Library materials at Southwestern Oregon Community College. The College community is encouraged to use Library materials in a way that supports educational and administrative purposes. Library staff recognizes that materials are paid for by taxpayer dollars and must be accounted for on a regular basis.

Southwestern makes library materials available for extended periods to faculty, staff and retirees by allowing books, DVDs and other materials to be checked out for one quarter. Items must be physically returned to the library one week after the last day of classes each quarter. Items may be renewed twice if there are no holds placed on the items by other staff or patrons.

Adopted as Administrative Procedure August 7, 2013