

NOTICE OF REGULATION REPEAL

March 10, 2006

DEPARTMENT OF EDUCATION

Division of Universities
University of North Florida

REGULATION TITLE:

Use of University Library

REGULATION NO.:

6C9-2.006

SUMMARY:

The repeal is being undertaken in order to update the University Regulations in accordance with current University practice and procedure.

FULL TEXT:

The full text of the regulation for repeal is attached.

AUTHORITY:

Resolution of the Florida Board of Governors dated January 7, 2003 and Florida Statutes 1001.74 and 1013.10.

UNIVERSITY OFFICIAL INITIATING THE REPEALED REGULATION:

Thomas Serwatka, Vice President and Chief of Staff

INDIVIDUAL TO BE CONTACTED REGARDING THE REPEALED REGULATION:

Stephanie Howell, Paralegal, Office of the General Counsel, showell@unf.edu, phone (904)620-2828; fax (904)620-1044; Building 1, Room 2400, 4567 St. Johns Bluff Road South, Jacksonville, FL 32224.

Any comments regarding the repeal of the regulation must be sent in writing to the contact person on or before Friday, March 24, 2006 (14 days from the date of posting this Notice) to receive full consideration.

6C9-2.006 Use of University Library.

(1) Mission Statement:

(a) The mission of the Thomas G. Carpenter Library (hereafter referred to as “the Library”) of the University of North Florida (hereafter referred to as “the University” or “UNF”) is to provide informational support for the University’s academic programs. The Library is the University’s principal repository of preserved knowledge. It also serves as the broker for information not available in its own collections and which is only accessible through interlibrary loan, electronic data transmission, or telefacsimile. The Library is also a research facility for the citizens of northeast Florida, particularly Duval and surrounding counties.

(b) The decisions and procedures concerning fulfillment of the Library’s mission are professional matters delegated by the President to the Director of Libraries and the Library faculty. Library tasks are carried out in observance of University and Board of Regents administrative policies, in compliance with local, state and federal law.

(2) Censorship and the Library Bill of Rights. The Library endorses the tenants of the Library Bill of Rights of the American Library Association and the Freedom of Information Act. These documents advocate that censorship be challenged by libraries in fulfillment of their responsibility to provide access to information and knowledge. The Library will resist any attempt to prevent the acquisition of and ready access to materials based on an objection to the content of that material or to any ideas or opinions expressed therein.

(3) Library Resources and Physical Facilities:

(a) All UNF space and fiscal resources affecting formula allocation of these resources are automatically under the authority and control of the Director of Libraries.

(b) The authority for the disbursement of all library budgets rests with the Director of Libraries.

(c) Any purchase of library materials with State funds on the UNF campus made by administrative units other than the Library may be effected only after approval by the Director of Libraries.

(4) Accessibility:

(a) The Library is an adult facility and is open to anyone for in-house use.

(b) Pre-college age researchers may use the library only if accompanied by an adult, or upon the presentation of a letter of introduction from a teacher or the school principal stating the student’s specific research need(s).

(c) Library patrons must conform to all library policies, rules and regulations contained in the Library Guide and other library publications, and behave in a manner that is generally acceptable in a library environment. In the instance of disruptions, library staff members have the authority to request the patron to cease the disruptive behavior, or in case of noncompliance, ask the patron to leave. If the situation so warrants, the staff member may request assistance from the campus police.

(5) Borrower’s Privileges:

(a) Borrower’s eligibility for library privileges are automatically extended to the Library’s primary clientele, the students, faculty and staff of the University of North Florida, and to its secondary users, the students and employees of other State University System (SUS) institutions.

- (b) Privileges may be suspended or denied for the violations of rules, or for outstanding obligations to the Library or University in accordance with prevailing policy.
 - (d) The Library shall not extend borrowers' privileges to applicants basing their eligibility on being a student at another academic institution.
 - (e) Until these criteria are changed or modified, exceptions to the rule of eligibility can be made only by the President of the University or his designee.
- (6) Circulation:
- (a) Inventory control and the orderly circulation of library materials are the responsibilities of the Circulation Department. The circulation function is governed by established departmental procedures and guidelines which must be observed by all patrons regardless of borrower status or rank.
 - (b) The library card holder is entitled to borrow any circulating library material for the period applicable to the borrower's status. By accepting the borrowers' card the patron assumes full responsibility for all materials charged on that card and is obliged to observe all rules and regulations that govern the lending process, including the obligation to pay fines for overdue library materials.
 - (c) Current borrowing policies and regulations are posted at the library's circulation desk and incorporated in the Library Guide and other library publications.
- (7) Library Fines:
- (a) Library fines are defined by Board of Regents (BOR) regulation Rule 6C-7.003, F.A.C. (Special Fees, Fines and Penalties). A library fine is a punitive measure aimed at enforcing circulation rules.
 - (b) Fines are applicable to all borrowers: students, faculty, staff, and courtesy card holders.
 - (c) Library fines and related charges may be appealed in writing. Only the BOR has the authority to write off valid charges. If sufficient grounds are provided for a fine waiver, the BOR regulations permit the Director of Libraries or his designee to reduce or waive an imposed fine in accordance with specific policy.
 - (d) A library fine may not be waived outside the established appeal process and the authorizing policies and regulations.
- (8) Course Reserves:
- (a) Course reserves supplement classroom instruction. This function, performed in strict compliance with copyright laws, provides to students needed resources in a specific UNF curriculum at the faculty members' request.
 - (b) Reproductions or photocopies of copyrighted works will not be accepted for course reserves without evidence of compliance with the copyright law (Title 17, U. S. Code) and its prevailing interpretations.
- (9) Collection Development:
- (a) All acquisition activities in the Library are governed by the Library Collection Development Policy. The existing policy, endorsed through University structures, is reviewed annually by the Library faculty.
 - (b) In the event of major modifications, the Director of Libraries will obtain the endorsement of the Faculty Association and the University administration.
- (10) Acquisitions – Disbursement of the Library's resources budget is effected by the Acquisitions Librarian under the authority of the Director of Libraries. Library materials

are acquired by the Acquisitions Department, the Serials Department and the Documents Department.

(11) Cataloging – The cataloging function is the responsibility of the Cataloging Department. The Department performs this function in strict observance of prevailing cataloging practices using the Library of Congress classification scheme and utilizing all automated means and methods available to the Library.

(12) Interlibrary Loan:

(a) Interlibrary loan is governed by the prevailing interlibrary borrowing and lending code. This service is available only to UNF students, faculty and staff. It is not available to patrons who hold a courtesy borrower's card.

(b) All costs incurred in the provision of interlibrary loan and related services shall be recharged to the patron in accordance with prevailing state and local policies and regulations.

(13) Government Documents – The function of the Government Documents Department is to select, receive, maintain, and circulate a collection of local, state, and federal documents. The Department also provides in-depth reference and research assistance in the use of the documents collection.

(14) Reference and Information Department – The function of the Reference and Information Department is to provide in-depth reader assistance in the use of library materials, automated subject search services, brokered services, public database systems, and general information. The Department also conducts bibliographic instruction in support of UNF courses. All costs incurred in the provision of brokered services (commercial on-line search services) shall be recharged to the patron.

(15) Media Resources Department – The function of the Media Resources Department is to select, maintain, circulate, and provide assistance in the use of the Library's collection of non-print media and its supporting equipment exclusive of microforms.

(16) Special Collections – The function of the Special Collections unit is to receive, organize, preserve, and make available to readers material of an unusual nature, not suitable for inclusion in the general collection because of format, scarcity, irreplaceability, or monetary value. The unit uses all available automation methods in conformity with accepted standards to provide efficient indexing and retrieval systems.

(17) Gifts – The Library welcomes any gift or donation which may contribute to its development or to the service which it renders. In addition to the general University policy regarding gifts and donations, the following considerations apply to the acceptance of gifts and donations to the Library:

(c) With payment of a stipulated fee, a courtesy card may be issued to the following non-SUS affiliated individuals: 1. UNF alumni, 2. UNF Foundation Board members, 3. educators employed by teaching institutions in Duval County and the surrounding service areas of Nassau, Clay, St. Johns Counties, and 4. adult area researchers engaged in professional activities.

(a) All gifts must be irrevocable and final; and, by the act of donation, the donor permanently relinquishes all rights to ownership and dispensation. The Library shall not be held accountable for the property donated beyond the accountability by the State of Florida for State property.

(b) The Library will not accept gifts in kind which have no demonstrable use for the Library.

(c) The Library reserves the right to dispose of gifts to its best advantage. Such dispositions may include:

1. Retention in the Library.
2. Transfer to other departments of the University.
3. Transfer to another institution within the State University System of Florida.
4. Donation to other local, national and international institutions or organizations.
5. Exchange with other institutions, organizations, or vendors of library materials or equipment.
6. Sale.
7. Discard, if the gift has no use, sale or exchange value.

(d) The Library cannot appraise gift materials for tax purposes, but may assist the donor in finding a qualified appraiser. All expenses incurred in obtaining an appraisal must be borne by the donor.

(e) Any material that bears the ownership markings of another institution and does not have any indication of having been withdrawn from that institution's collection will not be accepted.

(f) Reproductions or photocopies of copyrighted works will not be accepted unless evidence of compliance with the copyright law (Title 17, U. S. Code) and its prevailing interpretations are provided.

(18) These policies are subject to change and modification in response to fluctuating needs and operating circumstances.

Specific Authority 120.53(1)(b), 240.227(1), 240.261(1), 240.268(2) FS. Law Implemented 120.53(1)(b), 240.227(13), 240.261(1), 806.13, 812.014 FS. History—New 9-15-88.