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June 2019

Library Use

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ANTIOCH UNIVERSITY

Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Library Use Policy 5.403	
Academic Policies		Effective date:	
Policy History:	Approved by:	Resolution #	Date:
Approved	Chancellor	N/A	February 25, 2019
Revised			
Responsible Office:	Responsible Administrator:	Contact information:	Applies to:
Office of University Vice Chancellor of Academic Affairs	Vice Chancellor of Academic Affairs	937-769-1890	All Students and Employees

I. Introduction

The Antioch University Library System is committed to providing avenues and access to academic resources in support of the fulfilment of the University mission. Dedicated to promoting social justice and serving inclusive communities of learners, we engender in our students the skills to be engaged as critically informed participants in society. We endeavor to provide all students, faculty, and staff across the University with accessible, state-of-the-art library services and resources in support of the University’s teaching, learning, research, and service.

All Antioch University faculty, staff, and enrolled students are welcome to use library facilities and services at any Antioch University campus. Priority is given to current students, faculty and staff of Antioch University for use of electronic resources, study space, and other equipment and resources. Use of the Libraries implies adherence to the guidelines listed below as well as to the rules, regulations, agreements, and conditions under which the Antioch University Library System operates.

II. Definitions

Authorized Library Patron: Authorized patrons of the Antioch University Library facilities and resources are current students, faculty, and staff. Current faculty include part- and full-time faculty, honorary, emeriti and any other faculty involved in education, research, or service benefitting the university.

Antioch University Alumni: Alumni are defined as graduates of Antioch University programs. Former students who did not complete certificate or degree programs are not considered to be University alumni.

Affiliated Library Patron: Affiliated library patrons include Antioch University affiliated volunteers, members of the Board of Governors.

Community Patron: Community library patrons are understood to be residents of the local, surrounding region.

III. Policies

A. Collections Use

Authorized library patrons have access to the core digital resources (both on-campus and off-campus) and the physical resources held between the University Library libraries.

Alumni and affiliated patrons have access to physical resources and digital resources accessed from computers within the campus library facility. This does not include off-campus electronic access or interlibrary loan privileges.

Community patrons are granted limited access to material and facilities as allowed by contractual agreements and local policies. This does not include off-campus electronic access or interlibrary loan privileges.

Items borrowed through the Antioch University Library System must be received by or before the due date specified at time of checkout. Patrons who are returning materials by mail or other delivery mode should take transit time into consideration, so that the materials delivered are received by the due date.

B. Facility Use

Patrons are expected to conduct themselves in a manner that preserves a safe and secure environment while in the library. Use of photographic or video equipment is

restricted. Patrons must respect University property and abide by all University rules and policies, including but not limited to [Volunteers Policy 4.207](#), [Children on Campus Policy 4.511](#), [Student Conduct Policy 6.103](#) and [Employee Conduct Policy 4.601](#). Patrons who do not comply with these standards will be asked to leave the facility and may lose their library privileges.

III. Consequences of Failure to Adhere to Policy

Failure to return library items within the stated time frame will result in fines and/or blocks applied to patron accounts. In addition, outstanding materials or fines may result in students being assessed registration, financial or other holds applied through the Office of Student Accounts.

V. Appeal Process

Appeals are handled according to Antioch University Grievance policies, including but not limited to the [Student Grievance Policy 6.109](#) and [Corrective Action and Discipline Policy 4.617](#). Community users do not have the right to grieve.

Policy Cross References

Name of Policy	Policy #
Faculty Emeritus Policy	5.337
Honorary Faculty Policy	5.339
Library Collection Development Policy	5.401
Copyright Policy	5.501
Student Conduct Policy	6.103
Student Grievance Policy	6.109
Employee Conduct Policy	4.601
Corrective Action and Discipline Policy	4.617
Children on Campus	4.511
Volunteers	4.207