

<b>GATEWAY COMMUNITY AND TECHNICAL COLLEGE</b>	<b>Identification No.</b>	<b>Page Number</b>
	<b>Effective date of policy 4-1-08</b>	<b>Effective Date of Revision 4-1-08</b>

**Instructions:** Boxes above will be completed by I.E. For items below place cursor on gray area and type requested information. Initially it may be easiest to think about procedures you follow to get things done, then look for the policy requiring the procedure. Revised 2/21/02

**Title of Policy: Library Records Maintenance**

1. **Policy statement or reference: KCTCS Regents Policy 4.1.1.3.5; KCTCS Administrative Policy 4.1.3.2**

2. **Overview:**

The purpose of the Records Maintenance Policy is to develop a written policy and define a clear policy direction for the Library and Information Services, with respect to the following library policies: Library Instructional Program Policy, Collection Development, Borrowing Library Materials Policy, and Computer Use Policy.

3. **Responsible Party: Director, Libraries and Information Services**

4. **Procedures:**

**Responsibility**

All of the librarians have the responsibility of administering the library policies. The Library Advisory Committee has the responsibility of reviewing all of the library policies, including this policy, and making recommendations on an annual basis.

**Library Instructional Program Policy**

The Library develops and administers an instructional program policy to prepare students for curricular activities, and experience with information use in work settings, careers, continuing education, self development, and lifelong learning.

**Collection Development Policy**

The Library develops and administers a collection development policy to enrich and help meet the needs of the educational programs of the Gateway Community and Technical College.

**Borrowing Library Materials Policy**

The Library develops and oversees the procedures in this policy to ensure the timely return of materials and the payment of necessary fines and fees.

**Computer Use Policy**

The Library establishes and administers a set of guidelines for acceptable computer use to ensure free and open access to information for all members of the college community in accordance with Title 17 of the United States Code, American Library Association's Library Bill of Rights and Freedom to Read statements, Kentucky Community and Technical College System's Student Code of Conduct, and Article III—Policy Governing Access to and Use of KCTCS Computing Resources (Administrative Policy 4.2.5).