**Instructional Resources: Library Policy**

All SCU faculty members may use the University library under the latest published rules and regulations and are invited to avail themselves of its resources and services.

1. Borrowing Privileges

Faculty members may check books out of the library for an unspecified time, but not exceeding one (1) semester before renewal. If a request is made for a book which is checked out by a faculty member, the librarian will call for the book. The librarian assists the faculty in maximizing the use of the library’s resources. Reference materials circulate only by special permission from the Library Director and must be returned promptly. Faculty members, who lend (materials which are checked out in their own names) to students or other persons, assume full responsibility for the safe and prompt return of the materials.

1. Orientation & Instruction

Library orientation and instruction in library resources and use are available to individual faculty members, faculty groups, and classes. Requests are made to the Library Director.

1. Reference & Information Service

Answers to simple factual questions and card catalog checks may be obtained by telephone from the library staff. More extensive reference and research service may be obtained in the library from the Library Director.

*Drafted on: Source: 2014-2015 Faculty Handbook, section 4.05.1  
Policy Revised:*