

Board Policies

ACADEMIC AFFAIRS

224.00 LIBRARY SERVICES

Aligned with the mission of Cowley College, Renn Memorial Library is dedicated to supporting the academic success (learning excellence), lifelong learning (personal achievement) of students, faculty, and the community at large (community engagement). Committed to accessibility for all users, we strive to provide diverse and high-quality information resources and research guidance. We promote information literacy and critical thinking along with student-centered services and welcoming study environments. In addition to academic support, Renn Memorial Library seeks to preserve knowledge, including the college's history and heritage, and encourage continual personal growth and enrichment.

The final decision on specific library resource purchases is the responsibility of the Director of the Library. The decision is based upon budget allocations and relative need for items in relation to curricula taught, accessibility, and general interest. Library resources are ordered throughout the year, although the emphasis on purchases comes at the end or beginning of each semester. Book and other library resource recommendations are accepted and encouraged from all departments, college employees, and students.

Short term or extended loan privileges for printed library materials shall be made available to instructors and students of the institution. Faculty members wishing to have books placed on reserve may select and list titles for the reserve shelf for a specific time period. Students may copy all print materials at the established reproduction rate in compliance with the copyright law. The library has a large number of on-line resources, which may be accessed from both on or off-campus with appropriate login credentials.

Faculty members must assume responsibility of giving advance notice to the Library Director of the materials or books that they wish placed on "reserve" for a specified period of time. Materials checked out and inventoried to an instructor must be returned to the Library at the end of each school year, unless other arrangements have been made with the Library Director.

In addition to College employees and students, the Library also extends loan privileges to Cowley County patrons and high school students in the service area on a limited basis, depending upon the availability of the materials and the needs of College students and faculty.

All materials are checked out in usable condition. If materials are returned damaged, the patron will pay the current price for repair and/or replacement. The patron will not check out additional materials until the damaged items are reconciled. Patrons will be charged a full replacement fee for any item checked out from the library and not returned.

Renn Memorial Library participates in the state-wide interlibrary program. Materials may be borrowed for any staff or student that has a clear account. Likewise, Renn Memorial Library will lend materials to any other participating library.

Adopted October 18, 1971
Revised July 15, 1974
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