

MANUAL OF PROCEDURE

PROCEDURE NUMBER: 9100

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PROCEDURE TITLE: Library Services

STATUTORY REFERENCE: FLORIDA STATUTES 1001.64 AND 1006.58

BASED ON POLICY: IX-1 College Libraries - Campuses

EFFECTIVE DATE: September 15, 1969

LAST REVISION DATE: November 8, 2005


LAST REVIEW DATE: November 8, 2005

I. PURPOSE

1. To provide campus library services to the College community.

II. PROCEDURE

- A. Service functions of the campus libraries include:
1. Interpret accreditation standards.
 2. Advise and consult with the faculty and administrators in the development of the library collection.
 3. Provide reference assistance and research service to the College community.
 4. Provide the College community with skills in the use of the Library and its information resources by developing instructional materials and offering library instruction.
 5. Maintain statistical records that document library use and services. These reports can be used to satisfy library statistical reporting requests by outside agencies as well as the College administration and Board of Trustees.
 6. Organize the library collections to maximize access and retrieval by the College community.
 7. Use the library management system modules provided by the College Center for Library Automation to manage and maintain the library collections and services.

	11/8/05
PRESIDENT	DATE