



LIBRARY USE ELIGIBILITY AND ACCESS

Instruction, Library & Instructional Services

Policy Number: 2100

1.0 PURPOSE

The principal responsibility of the Columbia Basin College (“CBC” or the “College”) Library is to provide information resources and services that support the mission of the College. The Library offers access to CBC students, employees, and limited access to community members.

2.0 AUTHORITY & SCOPE

2.1 Authority: Delegated authority to operate the College.

2.2 Scope: Students, faculty, staff, emeritus faculty, retired CBC employees, gold card holders and community visitors.

3.0 DEFINITIONS

3.1 Emeritus Status a faculty member who has served 12 years past the award of tenure, who has been recommended by their academic division and the President, may be awarded emeritus status by the Board of Trustees for meritorious service to the College.

3.2 Gold Card Holder a resident of Washington State for at least 12 months who is 60 years or older who has applied for a Gold Card.

3.3 Minor a non-student who is not 18 years old.

4.0 LIBRARY USE ELIGIBILITY AND ACCESS

4.1 Borrowing Eligibility

Valid photo identification is required for all library borrowing.

4.1.1 All current CBC faculty, students, and staff may borrow library material;

4.1.2 Students and faculty from WSU Tri-Cities, Heritage University and other Washington state community colleges may apply for limited borrowing privileges. Proof of current affiliation is required;

4.1.3 Retired CBC employees and current Gold Card Holders may apply for limited borrowing privileges;

4.1.4 Emeritus Faculty are afforded all borrowing privileges given to current full-time faculty;

4.1.5 Community visitors and other university students are not eligible to borrow material; and

4.1.6 The Director for Library Services has the right to loan to other patrons when appropriate.

4.2 Access

The CBC Library's facilities and resources are intended for use by current CBC faculty, students, and staff. Limited access is provided for other community visitors, dependent first upon student and employee needs.

4.2.1 Computers are provided and assume user compliance with the College's Acceptable Use of Information Technology Resources Policy.

4.2.1.1 Limited workstations are provided for community visitors. Such visitors are required to request access and complete guest registration with library staff prior to computer use; and

4.2.1.2 The CBC Library is a higher education institution not subject to the Children's Internet Protection Act and therefore does not implement any content restriction or technology protection measures. Parents and guardians are responsible for ensuring children are not exposed to risk or inappropriate materials when using the CBC Library's computers. Parents and guardians must accompany their child at all times and closely monitor their computer use.

4.2.2 Library facilities, including study rooms, are reserved solely for student and employee use.

4.2.2.1 Community members seeking public gathering spaces should complete a CBC Facilities Use Request.

5.0 FORMS & OTHER RESOURCES

[Emeritus Privileges](#)

[Acceptable Use of Information Technology Resources](#)

[Children's Internet Protection Act](#)

[Facilities Use Request](#)

6.0 HISTORY & POLICY CONTACT

6.1 Originated Date: 03/2023

6.2 Revised Date: N/A

6.3 Proposal Date: 01/03/2023

6.4 Promulgation Date: 04/03/2023

6.5 Responsible Administrator: Director for Library Services