



**Office of the President
University Policy**

SUBJECT: UNIVERSITY LIBRARIES	Effective Date: 5-20-08	Policy Number: 2.1	
	Supersedes: Presidential Memorandum #7	Page 1	Of 2
	Responsible Authority: Director of University Libraries		

APPLICABILITY:

This policy applies to the University community.

DEFINITIONS:

University Library: A University Library supports the instructional, research and service activities of the University through the provision of access to information and materials, assistance and instruction in their use, and preservation of collections for use by future generations of students and scholars. It may also support scholarly endeavors and information needs in local, regional, national, and international communities.

POLICY STATEMENT:

1. It is University policy to maintain a central University Library on the Boca Raton campus with smaller University Libraries, as appropriate, at other University instructional campuses and locations.
2. The University maintains, operates or supports University Libraries other University instructional campuses and locations as follows:
 - A. Broward County Library, Fort Lauderdale: FAU contracts with the Broward County Library in downtown Fort Lauderdale to provide library services at the Fort Lauderdale Campus. Books purchased with FAU funds are marked "FAU/Main." Students and faculty at this Campus have privileges akin to those at other FAU library sites.
 - B. University/College Library, Davie: FAU supports a library at the Davie Campus, which is operated by Broward Community College on behalf of both institutions. Privileges are similar to those at other FAU libraries.

- C. MacArthur Campus Library, Jupiter: FAU operates a library on this campus, with services and privileges identical to those in Boca Raton.
- D. Treasure Campus Library, Port Saint Lucie: FAU provides primary support for this library, which also serves students and faculty of Indian River Community College, and area public library users. Services to FAU students and faculty are identical to those in Boca Raton.
- E. Harbor Branch Library, Ft. Pierce: FAU operates a library at the Harbor Branch Oceanographic Institute at FAU.

PROCEDURES:

1. Books, periodicals and electronic resources used as permanent research and study materials may be purchased with library materials budget funds only upon authorization of the Director of Libraries. The Director of Libraries is responsible for disbursements of such materials as well as provisions for using them. These are to be documented as Florida Atlantic University property available to the University community and housed in the appropriate University Library.
2. Departments, centers and other programs may not initiate and maintain libraries that duplicate main library services and collections.
3. Nothing herein shall preclude colleges and administrative divisions from purchasing dictionaries, essential reference books and similar materials of such central importance to their work that real and demonstrated inconvenience would exist if these were not immediately and constantly available.
4. The Director of University Libraries may initiate the establishment or support of branch University Libraries on the Boca Raton campus or other University instructional locations, with the approval of the Provost's Office.

RELATED INFORMATION:

The acquisition of books, periodicals, and electronic resources by colleges and other administrative divisions outside the library context is governed by University Department of Purchasing procedures.

POLICY APPROVAL
(For use by the Office of the President)

Policy Number: 2.1

Initiating Authority

Signature: _____ Date: _____
Name: Bill Miller, Director, University Libraries

*Policies and Procedures
Review Committee Chair*

Signature: _____ Date: _____
Name: Jennifer O'Flannery, Chief of Staff

President

Signature: _____ Date: _____
Name: Frank T. Brogan

Executed signature pages are available in the Office of the General Counsel