Library Patron Policy

Privacy Of Information

The privacy of all users shall be respected in compliance with federal and state laws, professional standards, and University policy. The library will not reveal the identities of individual users or reveal what information sources or services they use except when required by law or University policy, or as needed during the course of normal library operations.

This policy applies to the use of all resources regardless of their format or means of delivery, to all services offered by the library, and to all sources of information including library records, student records, instructional interactions, and reference interactions. Further, library staff are required to respect the privacy of all students in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA).

Library Surveys/Assessment Projects

Library staff obtain information through data gathering activities and library records to undertake the assessment of library services, collections, facilities, resources, etc., or to support research related to library and information services. The sources of the information are considered confidential, and the data will not be shared except in aggregations to protect the privacy of individual participants.

Third-Party Resources

The library strives to assure that contracts, licenses, agreements, and arrangements entered into with third-party information service providers protects the identity of individual users and the information they use. However, third-party resources often provide additional personalized services by asking users to identify themselves through personal accounts or information. Such personal information is provided at the discretion of the library patron and library patrons are encouraged to be aware of each third-party resource's privacy policy before sharing personal information.

Library Facilities

General Use

The physical facilities of the library exist to support the academic community of Cedarville University. This includes library activities and operations, scheduled classes, relevant academic meetings, and library-sponsored events. Use of the library facilities by other campus organizations or departments requires the permission of the Director of Public Services. Student video shoots in the library require the permission of the Director of Public Services. Use of the library facilities for university video shoots is permissible, though advance notice is preferred.

The library serves the local community when possible, so long as such uses do not conflict with the academic uses of the library. All requests by community groups or members to use the library beyond normal patron activities require the written permission of a library administrator.

Promotional Signs and Posters

The library will accept promotional signs and posters for display, but only if they are related to an academic event or performance (e.g. a recital, theatrical performance, or senior presentation) or to an official university event. All signs and posters are subject to review and approval by the Director of Public Services or Circulation Manager prior to display in the library. Signs and posters should be left at the Service Desk or with the Director of Public Services for review.

Closings and Delays

On weekdays when the university is closed due to inclement weather, the library will generally be open from 12 PM until 10 PM. Library services will be limited to Circulation, MediaPLEX, and CMC services; Research Center and ILL services will not be available. On weekends, the library's normal schedule will normally not be changed due to inclement weather – regular hours will be offered.

Should the university implement a delay due to weather, the library will be closed the length of the delay and will open on the hour after the delay period (e.g. if under a 2-hour delay, the library will open at 10 AM).

Should environmental issues (HVAC, power loss, etc.) occur during daylight hours, the library may close early. Should such an issue arise during evening or weekend hours, the library will close. During a campus tornado warning, patrons and staff will shelter in designated locations in the library's lower level for the duration of the warning.

The library will be closed on most university holidays and will offer reduced hours on university academic breaks. Scheduled library hours will be posted on the library's website.

Patron Access

Patrons will not be admitted before the library opens nor allowed to remain in the library after it closes; all library patrons must leave the building at closing. If any patrons refuse to leave the building at closing, library employees will contact Campus Public Safety and remain in the building until the situation is resolved.

Children in the Library

Children 12 and under should not be in the Library unless under the immediate supervision of a parent or official guardian. Children older than 12 may stay in the Library for extended periods in the public areas without supervision. The library is not an appropriate location for children in need of care for medical or schedule reasons. Those supervising disruptive children may be asked to leave the library.

Disability Assistance

General Services

The Centennial Library complies with appropriate University policies and guidelines and provides reasonable accommodation to users with disabilities to promote their participation in using library resources and services. The library is equipped with electronically activated doors, accessible aisles, and two computer stations for users with visual impairments or print disabilities. The lower level of the library is accessible through an elevator located near the entrance.

Individual research assistance is available through email, phone, online chat, or in-person at the library. Research staff are available to help locate print and electronic materials for use and can provide assistance with reasonable amounts of scanning to convert print-materials to a usable, electronic format. For scanning projects involving more than a chapter or an article, scanning assistance is available through the Office of Disability Services in the Cove.

Circulation staff are available to locate and retrieve materials for users who are unable to retrieve the materials themselves. Additionally, Circulation staff will retrieve materials in advance for check out and hold them at the Service Desk for users with disabilities upon receiving advance notice.

Adaptive Technology

Adaptive technology for users with disabilities is located in the library. While the equipment is available to all users, priority will be given to users with disabilities and the library staff reserves the right to ensure their access to the equipment.

Available equipment includes two height-adjustable computer workstations with large-screen, high-resolution monitors. Both stations provide access to JAWS and, additionally, one station provides book reading/scanning software and a book scanner. Library staff can provide basic instruction and assistance in using the adaptive technology; for more comprehensive support, arrangements can be made with the Office of Disability Services.

Library Resources

Access

Any library patrons may use digital library resources in person in the library and may request guest access to library computers at the library's Service Desk. Remote access to digital resources is limited to current Cedarville University students, faculty, and staff. For policies related to the use of library materials, please see the library's Circulation Policy.

Questioned or Challenged Materials

In order to fulfill the objectives of Cedarville University, the library provides materials which present divergent views on political, moral, and religious questions. The content of the collection reflects the Christian worldview of the University as well as divergent philosophies and points of view. Library

materials should not be construed to represent the beliefs, opinions, or position of Cedarville University, the Centennial Library, or its employees.

Should a current student or employee object to the inclusion of a particular item or resource, he or she may request a review of that item or resource by completing a form. The form is available upon request from the library or a library staff member. Those who are not current students or employees may not request a review of an item or resource.

Upon receipt of a completed form, library administrators will review the item or resource in light of the patron's objection, the item's overall content and role within the library's collection, and the relevance and use of the item to academic programs. If necessary, the Dean of Library Services will consult with faculty members or the Vice President for Academics before arriving at a final decision. The decision will be communicated to the patron who initiated the review.

Request for Review of Library Item/Materials

Requestor Information

Name   _____

Email   _____

I am a:

      ☐ CU student

      ☐ CU faculty member

      ☐ CU staff member

      ☐ library employee

Item information

Title   _____

Author   _____

Publisher   _____

Date   _____

I request a review of this item/material for the following reason/s:

Signature _____ Date _____