

***INTER AMERICAN UNIVERSITY OF PUERTO RICO  
Central Office***

***Regulation Document  
A-CAI-003-97***

***POLICIES OF CENTERS FOR ACCESS TO INFORMATION OF  
INTER AMERICAN UNIVERSITY OF PUERTO RICO***

***December 1997***

INTER AMERICAN UNIVERSITY OF PUERTO RICO  
SYSTEM OF CENTERS FOR ACCESS TO INFORMATION

**POLICIES**

December 1997

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# **POLICIES OF CENTERS FOR ACCESS TO INFORMATION OF THE INTER AMERICAN UNIVERSITY OF PUERTO RICO**

## Article 1

### Legal Authority and Purpose

#### Section

#### 1.1 LEGAL AUTHORITY

These Policies are enacted under the authority conferred by the statutes of Inter American University of Puerto Rico to the President of the Institution.

#### 1.2 PURPOSE

These policies are enacted with the purpose of defining the goals and functions of the System of Centers for Access to Information of Inter American University of Puerto Rico and to regulate the use of educational resources and services that they render.

## Article 2

### Definitions

The following words, phrases or both, will have the meaning stated below:

2.1 UNIVERSITY – Inter American University of Puerto Rico.

2.2 CENTER (S) – Center(s) for Access to Information.

2.3 CENTER FOR ACCESS TO INFORMATION (CAI) – Complementary unit to the instructional unit that integrates educational resources in all formats, the necessary equipment, and the physical installations for their use.

2.4 EDUCATIONAL RESOURCE (S) – All the forms where knowledge is expressed, from traditional printed forms,

to the latest in technological advances. Educational resources constitute the collections of the Centers.

- 2.5 CLIENTS- Persons who use the educational resources and services of the Centers. They can be University students and employees, or persons from outside the Institution, who have obtained the permit described below.
- 2.6 SPECIAL PERMIT – An authorization, in the form of an identification card with photo, granted by the Director of the Center to individuals who are not students nor employees of the University. This authorization allows the person to use, with certain limitations, some of the Center’s services and it is issued for a determined period of time, according to current policies, through payment, in some cases, of an annual fee, established by the Campus. The services offered in each Center will depend on the available human, physical, and technological resources.
- 2.7 MUTILATE – To damage or destroy, partially or totally, an educational resource or equipment.
- 2.8 GENERAL COLLECTION – The collection of educational resources in a Center destined to be in circulation on a loan basis, according to the rules established by the Center.
- 2.9 SPECIAL COLLECTION – Educational resources that because of their special characteristics, such as historical, thematic, or artistic value, deserve special treatment, for that reason they are kept in a separate section.
- 2.10 REFERENCE COLLECTION – Printed and non-printed material and equipment that allow to get certain information quickly, or that refer to other sources where the desired information can be found.

- 2.11 RESERVED COLLECTION – Printed and non-printed material and equipment selected by faculty and librarians, which due to their importance or demand are separated from the rest of the collection to control and facilitate their use. Some of these educational resources can be property of a professor.

- 2.12 ELECTRONIC INFORMATION SYSTEMS – Information systems made up of databases, computer software, on-line information systems that can be accessed through a communications network, that together allow to capture, save, manage, send, and retrieve information. They have the ability to provide access points, produce a great variety of compilations, statistics, records, updates, easy to use, integrated systems that are at the clients' disposition.
- 2.13 SERIAL PUBLICATIONS – Works that are published in consecutive parts, usually at regular intervals, with the purpose of continuing them indefinitely. They contain articles written by different authors. These include magazines, bulletins, newspapers, and other publications.
- 2.14 INTERLIBRARY LOAN – This is a transaction in which the educational resources of one CAI are lent to another for a determined period of time, and between other educational institutions within and outside Puerto Rico.

### Article 3

#### Goals and Functions of the Centers for Access to Information

- 3.1 Centers for Access to Information have as a fundamental objective to render services to the university community that are essential for teaching. For this purpose, it is stipulated that the learning and investigation material that the System has or that can be accessed through the Centers for Access to Information are available for all

students, faculty and administrative personnel of the University to use, according to the specific norms that each Center establishes for their use.

- 3.2 Among the functions that the Centers carry out to meet their objectives the following stand out:
- (a) To guide and instruct students, faculty, and other clients in the best use of the available educational resources throughout the Centers.
  - (b) To facilitate the use of educational resources for the development of activities related to the mission of the University.
  - (c) To collaborate closely with faculty in the development of their educational and research activities.

- (d) To develop instructional modules to facilitate the use of educational resources.
- (e) To develop and maintain collections that support academic offerings.

#### Article 4

##### Use of Centers for Access to Information

- 4.1 Educational resources will be available to be used by clients, according to the norms established by each Center for their respective halls or departments. To that end, the person in charge of running each Center is responsible for publishing the applicable norms for that unit, as well as the service hours.
- 4.2 To use the educational resources and services of the Centers, the University students and employees must present their identification card, issued by the University, duly validated, for the date that the services are requested. For users from outside the Institution who

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do not have a special permit, the center will require them to present a recent identification, with photo. It will be retained while the person uses the resources and services.

- 4.3 Employees of the Center have the authority to request any client to show an identification card, as well as to register backpacks, briefcases, folders, books, and handbags.
- 4.4 Centers are places of study, research, and work, for that reason an atmosphere of order and respect should always prevail. To that end, the following **is not allowed:**
  - (a) To speak out loud, to have meetings, use: cellular phones, pagers, radios or tape recorders; as well as other activities that disrupt the study and work environment.
  - (b) To distribute handouts, without authorization.
  - (c) To have non-authorized collections of money.
  - (d) To bring or consume food, drinks or candy.



- (e) To make, buying or selling transactions.
- (f) To smoke.
- (g) To sit on tables, floor, halls, stairs, or other non-appropriate places.
- (h) Children under ten (10) years old, unless they come with educational purposes, and under the supervision of an adult.
- (i) To install personal programs, or copy the applications of the menu of CAI computers.
- (j) To save a document on the hard disk of the computer.

- (k) To access through the Internet or electronic systems pornography; in other words, information that threatens moral, and good manners.

## Article 5

### Services

Most Centers will offer the following services:

- 5.1 Selection, preparation, organization, and loan of educational resources, according to the stipulations of these Policies.
- 5.2 Guidance and instruction for the use of electronic systems, use and handling of the audiovisual equipment, and other educational resources.
- 5.3 Guidance and instruction on the preparation of reports, monographs, and other written work.
- 5.4 Photocopying facilities.
- 5.5 Preparation and circulation of lists of educational resources that were recently acquired.
- 5.6 Interlibrary loans.

- 5.7 Exhibitions of educational objects and materials.
- 5.8 Celebration of cultural and educational activities related to the goals of the Institution.
- 5.9 Guidance in the selection and use of educational resources for the teaching-learning process.
- 5.10 Coordination for the use of audiovisual equipment and materials in classrooms.

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- 5.11 Trainings on the use and handling of audiovisual and electronic equipment available in the CAI.
- 5.12 Production of audiovisual resources and materials.
- 5.13 Location and delivery of documents and information through electronic means (Document Delivery).

Article 6

Loan of Educational Resources to Clients

- 6.1 Educational resources, including audiovisual and/or electronic equipment, can be lent to clients, as long as they assume responsibility for them, and in accordance with the norms established by each Center.
  - (a) Direct loan – The client requests the loan personally in the CAI of any unit of the university system, presenting a validated identification card that authorizes the student to use these facilities and services.
  - (b) Students registered at Inter American University of Puerto Rico, faculty, and administrative personnel may borrow educational resources with the right of renewal, in accordance with the norms established by the different CAI.
  - (c)\* Clients of the Community with special permit, may use the services and educational resources of the CAI, according to what was established in the application for the permit. Each CAI will establish a fee according to the services they offer.

- (c) Active members of the Alumni Association of Inter American University may use the installations and services of the Centers, with certain limitations, to search for information through electronic means.

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- (d) Students of schools in the communities of the campuses areas may use the services of the Center, except electronic information systems, unless there is a previous agreement with that institution. Educational resources will not be lent outside the CAI.

6.2 The Center reserves the right to deny any petition for a loan, when there are reasons to justify it, which will be notified to the petitioner.

6.3 The following educational resources will not be lent for use outside the Centers:

- (a) Resources of the Reference Collection.
- (b) Resources of the Reserve collection, unless they are short-term loans, if the resource is property of the Center. Educational resources that are property of a professor will not be lent for use outside the Center, unless the user brings a written authorization from the professor who owns the educational resource.
- (c) Rare books (books that because of their bibliographical value are difficult to obtain).
- (d) Manuscripts.
- (e) Resources of special collections, when stipulated.
- (f) Serial publications, except to:
  - (1) faculty and administrative personnel.
  - (2) graduate students or students from the Honor Program.

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\*Some services will be charged according to the Guides established by the different CAI.

- (g) Educational resources and equipment that is constantly used in the Center.
  - (h) Fragile or difficult to acquire educational resources or equipment.
  - (i) Educational resources which can easily be duplicated, such as: videos, video disks, floppy disks, CD-ROMs, and others, without the right authorization from the author.
  - (j) Educational resources with some type of restriction from the producer or distributor.
- 6.4 Some educational resources will be lent with certain limitations, according to the guidelines established by each CAI.
- 6.5 Centers reserve the right to require, from any client, the return of educational resources, audiovisual and electronic equipment taken on a loan, before the due date, and will offer the user the reason for such decision.
- 6.6 Loans of educational resources can be renewed on their due date, according to the norms established by each Center.
- 6.7 The Director or person in charge of each Center has the authority to restrict and control the use, and the period of circulation of any educational resource and equipment, always taking into account the specific needs of the Center.

#### Article 7

##### Interlibrary Loan

- 7.1 Each Center should offer the services of interlibrary loans to faculty, students, and employees of Inter American University, according to the established guidelines.

- (a) Interlibrary loan – Clients request at the Center or the unit where they work or study to facilitate an educational resource through an interlibrary loan. For that purpose, the following procedure will be followed:
- (1) The Center that requests the service will send the form for interlibrary loan designed by the American Library Association and/or electronic means.
  - (2) The loan will have a duration period, according to the norms of the Center that lends the educational resource.
  - (3) Educational resources that do not circulate outside the Center will only be lent to the other unit through a special authorization form from the Director of the CAI.
  - (4) When possible, the university messenger system will be used this way to avoid shipping cost, risk of deterioration, and loss of material.
  - (5) The Center that requests the loan is responsible for demanding the client to comply with the norms that govern it.
  - (6) Photocopies of any educational resource will have a cost that the Center will determine to be reasonable, according to the expense incurred to provide such copies.
  - (7) Printed material obtained through the computer will have the cost that the Center determines reasonable, according to the expense incurred to provide such photocopies.
  - (8) Specialized schools will lend their resources, according to their established guidelines.

- (9) In case of losing or damaging the educational resource between the CAI of the system, the CAI that requests the loan will pay all the expenses for repair or replacement of the educational resource.

7.2 Service of interlibrary loans with other institutions of Higher Education – The Centers of the University can lend their educational resources to other

educational institutions in or outside Puerto Rico, through the following procedure:

- (a) Requests will be made using the form for interlibrary loan designed by the American Library Association, fax or electronic means.
- (b) The Center that requests the loan of educational resources is responsible for their safety.
- (c) In case of loss or damage, the petitioner institution will be obliged to pay all expenses for repair or replacement of the educational resource.
- (d) Interlibrary loans may be renewed only once, if another client has not requested the educational resource.
- (e) This interlibrary loan service has a cost, in accordance to what is stipulated on article 7.1 (a) 6 and 7.1 (a) 7.

7.3 Centers can request interlibrary loans to other institutions of higher education for students, faculty and administrative personnel, through the following procedure:

- (a) All requests will be made using the form of the American Library Association for interlibrary loan.
- (b) It is not allowed to put educational resources received by interlibrary loan in the Reserve Section.

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- (c) Interlibrary loan can be requested to institutions in and outside Puerto Rico. If it is an urgent loan, telecommunication means may be used inside Puerto Rico. Requests outside Puerto Rico require the approval of the Director of the Center or the authorized representative.
- (d) The client who requests the service will assume the costs incurred for the loan.
- (e) The client for whom the interlibrary loan is arranged must rigorously comply with the return date of the resources lent, or else the person will lose this privilege.

### Instruction on Information Skills

- 8.1 Each Center, in accordance with what was established in articles 3.2, 5.2, and 5.3 of these Policies, will count with a Program to Develop Information Skills.
- 8.2 The goal of the Program is to achieve that clients develop the necessary skills to make the most of the information and research educational resources available in our Centers, or through them, and that they become self-sufficient using them, for the rest of their lives.
- 8.3 The Director of each Center will appoint a professional librarian to coordinate that program.
- 8.4 These services will be available to faculty, students, and administrative employees, and for any other person or institution, with a previous agreement from the Director of the Center.
- 8.5 All requests for instruction on information skills must be done within the established time for each Center.

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- 8.6 The University will have a working group for the development of information skills management that will be in charge of coordinating the minimum content, production of instructional materials, and training of the personnel that will offer such orientations.
- 8.7 Each Center will have the authority to modify the courses of information skills management, which complexity and duration will depend on the needs of the petitioner or the clients who receive it.

### Article 9

#### Copyright Laws

- 9.1 Duplicating educational resources must be in accordance with the stipulations of the current laws on Intellectual Property and Copyright. Copies of the Laws of Intellectual Property and Copyright will be available in the CAI.

### Article 10

## Penalties or Disciplinary Measures

- 10.1 Those acts that are considered punishable will be evaluated according to the established norms in the General Student Policies, Faculty Manual, and the Manual of Norms for the Non-Teaching Personnel, whichever applies. The use of services and facilities of the Centers may be suspended for the person who violates these Policies.
- 10.2 To mutilate or take out of the CAI educational resources without authorization, in which case there is a loss or damage of the educational resources, the client must replace the educational resource for an equal one, or pay the actual cost of it, and an additional fifteen dollars (\$15.00) to pay for the acquisition, cataloguing, and classification expenses of the educational resource. In addition, the disciplinary measures prescribed in the

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General Student Policies, Faculty Manual, and Manual of Norms for the Non-Teaching Personnel, accordingly.

- 10.3 In case of a late return of an educational resource the following fine will be imposed:
- (a) Printed material:
1. A minimum fine of \$0.30 on the third day of the due date, and \$0.10 for each additional day, up to a maximum of \$50.00 per educational resource of the general collection.
  2. If a client takes an educational resource outside the Center from the Reserve, Magazines or Special Collections, without the right authorization, the client will pay a fine of \$0.50 per hour or fraction of an hour and \$1.00 per additional day, up to a maximum of \$70.00 per educational resource.
  3. For Reference educational resources that are taken outside without authorization there will be a fine of \$1.00 for every day or fraction of a day, up to a maximum of \$100.00 per educational resource.
- (b) Audiovisual equipment, non-printed and electronic material.



1. Starting from the due time there will be a fine of \$1.00 for each hour or fraction of an hour of delay, up to a maximum of \$500.00 per educational resource.
- 10.4 The following disciplinary measures will be applied to University students and employees that at the end of the academic semester owe a fine or have not returned educational resources:

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- (a) Students:
    - (1) His/her name will be included on a list of debtors of the computer information system UNICORN of the Campus to which they belong, and in the BANNER system.
    - (2) No educational resource will be lent until the student pays the balance and/or returns the educational resource.
    - (3) The applicable disciplinary measures, prescribed in the Student Policies.
  - (b) Faculty Members and Administrative Personnel:
    - (1) No educational resources will be lent until they return what they owe.
    - (2) His/her name will be included on the list of debtors, and it will be notified to the Dean of Studies, and to the Human Resources Office.
- 10.5 Persons with Special Permits that do not comply with the return of educational resources within the period of time that the loan is authorized will lose the privileges of the Special Permit.
- 10.6 Once the steps to recover the owed educational resource are exhausted, the case will be referred to the Legal Services Office of the Institution.

Article 11

Amendments, Abolition and Validity

- 11.1 These Policies may be amended, suspended or abolished totally or partially by the President of the University, through his/her own initiative, or upon a petition from the Directors of the Centers, through their Chancellors.

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- 11.2 Any bulletin, circular, instruction, rule, regulation, communication prior to the approval of these Policies, that is in conflict with their stipulations, will be abolished by this current one.
- 11.3 If any clause, paragraph, article, item or part of these Policies is declared null or without value by a competent organism, such decision will not affect, diminish or invalidate the rest of the Policies; its effect will be limited to such clause, paragraph, article, subsection or part that has been declared null.
- 11.4 These Policies will come into effect immediately. They substitute Circular Letter G-59-83 and the Policies issued on September 8, 1988 on the same matter.

**Approval:**

  
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José R. González, President

December 19, 1997  
Date (M-D-Y)