



Category:  
Academic Affairs

Responsible Office:  
[Academic Affairs](#)

**Procedure Title:**

Open Access to State University Libraries, Procedures for

Document Number:  
1602

Effective Date:  
January 30, 1974

This procedure item applies to:  
Community Colleges  
State-Operated Campuses

**Table of Contents**

- [Summary](#)
- [Process](#)
- [Forms](#)
- [Related Procedures](#)
- [Other Related Information](#)
- [Authority](#)
- [History](#)
- [Appendices](#)

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**Summary**

This procedure covers the processes supporting the policy on open access to the resources of the State University of New York (University) by members of the University community.

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**Process**

This procedure covers the processes supporting the policy on open access to the resources of the State University of New York (University) by members of the University community.

A. Borrowing of Library Materials

1. Eligible members of the University, with identification, may borrow unrestricted and available library materials from the library of any University campuses.
2. Eligible members of the University are those persons currently enrolled in or employed by a campus of the State University of New York. Members of the University who are continuing their association with the University in the next full semester are also eligible for open-access privileges between semesters.
3. The lending library will establish identification of the borrower. The lending library will maintain adequate records of its open-access registrants.
4. The borrower is subject to such rules and regulations as are established by a lending campus for its own community, including those rules, which govern access to, and the availability of library materials, loan periods, recalls, and delinquency fees.

B. Return of Library Materials

1. The borrower is expected to protect borrowed materials and return them directly or via the borrower's home library, or any SUNY library, to the lending library by the due date.

2. The home campus will intercede on behalf of the lending library, on request for the return of materials and any associated fees. The home library has ultimate responsibility for the return of overdue materials and for payment to the lending library of unremitted delinquency fees and lost item charges.
3. The lending library, in accordance with its existing policies, will determine replacement costs for library materials.
4. Open-access privileges will be withdrawn from any user, given evidence of abuse.

#### C. Evaluation

1. Statistics will be maintained and reported by the lending library for open-access loans indicating:
  - a. number of items borrowed by users from other University libraries listed by library;
  - b. status of borrowers by library; and
  - c. broad subject classification of items borrowed, grouped by the library of the borrower.

2. These statistics will be reported to, and reviewed by, the office of the library and information services as requested. The office of library and information services will make such statistics available as appropriate.

#### D. Periodic Review

1. These procedures will be subject to periodic review and modification in response to changing conditions and circumstances.

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### Forms

There are no forms relevant to this procedure.

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### Related Procedures

There are no related procedures relevant to this procedure.

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### Other Related Information

[Open Access to State University Libraries](#)

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### Authority

The following link to FindLaw's [New York State Laws](#) is provided for users' convenience; it is not the official site for the State of New York laws.

[NYS Education Law § 249-a](#) (Libraries of public institutions of higher education; access and use).

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of [New York State Consolidated](#)

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### History

Memorandum to presidents from the office of the executive vice chancellor, dated July 10, 1974.

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## **Appendices**

There are no appendices relevant to this procedure.