

ADMINISTRATIVE DIVISION	LIB University Libraries
POLICY NUMBER	LIB 1.00
POLICY TITLE	University Libraries - General
SCOPE OF POLICY	USC Columbia
DATE OF REVISION	September 30, 2022
RESPONSIBLE OFFICER	Dean of University Libraries
ADMINISTRATIVE OFFICE	University Libraries

PURPOSE

The University has established libraries on the Columbia campus intended for the use of students, faculty, administrative officers and staff of the university. These are the University Libraries, the Law Library and the Medical Library.

The policies and procedures appearing in LIB 1.00, 1.01, and 1.02 apply to the University Libraries. Questions regarding the policies and procedures of the Law and Medical Libraries should be directed to their respective head librarians.

POLICY STATEMENT

The principal goal of the University Libraries is to acquire, organize, and promote the use of scholarly collections supporting the educational, research, and service missions of the University. This is accomplished through the selection, purchase, processing, and dissemination of materials in various formats.

PROCEDURES

A. Users

Any person needing access to a large research collection may use materials within the library during designated hours. Borrowing privileges are limited primarily to holders of a current and valid university identification. Additional borrowers include full-time faculty from other colleges and universities within the state, current paid members of the USC Alumni Association or the Friends of University Libraries, and others by special arrangement. Remote access to Library online databases and electronic publications is limited to currently registered faculty, staff and students. Visitors must be 18 years of age or accompanied by an adult. All users of library facilities must be prepared to submit proper identification upon.

More detailed information about the University Libraries and their services can be found at [University Libraries](#).

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[LIB 1.01 University Libraries – Misuses and Penalties](#)

[LIB 1.02 Library Annex and Conservation Facility](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
February 1, 1995	New policy approval
October 4, 2005	Updated terminology and clarify procedures
December 16, 2009	Non-substantive revision
April 19, 2016	Policy organization, content and accuracy reviewed in March 2016; no substantive revisions required.
September 30, 2022	Policy updated to standard template.