

Office of the President
University Policy

SUBJECT:

Effective Date:

- 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