

CHAPTER TWO
ACADEMIC AFFAIRS

270 ROBERT E. KENNEDY LIBRARY

270.1 Overview

The Robert E. Kennedy Library provides access to information that supports and enriches learning and research both at Cal Poly and beyond.

As a center for learning and the community, the library supports open and informed inquiry, learning, creation, and collaboration by every student and scholar at Cal Poly, and contributes to the cultural life of our community.

The library is committed to valuing the scholar in everyone by delivering excellent service, fostering collaboration and innovation, and respecting and nurturing Cal Poly's distinctive sense of community.

In addition to policies here, specific library policy and procedures apply, which may be obtained from Library Administrative Services.

270.2 Library Facilities

270.2.1 University-Affiliated Use

Any member of the Cal Poly community may have access to the Kennedy Library building to use its collections, resources and services. Due to the specialized nature or fragility of some materials, use of special collections may be governed by more restrictive access policies.

Users may not engage in disruptive activity or in any behavior that interferes with the ordinary use and operation of the Kennedy Library. All users should refer to the Kennedy Library's User Conduct and Safety policies for details.

270.2.2 Unaffiliated Use

Persons unaffiliated with Cal Poly may use the Kennedy Library's collections and resources on site during main library hours. Those desiring additional services, including borrowing privileges and interlibrary loan requests, can become Community Members.

270.2.3 Partner Programs

The Kennedy Library shares space with other campus organizations that also support teaching and learning. Authorization to share space in the library on a long-term or short-term basis is requested through the office of the Dean of Library Services and accomplished via memorandum of understanding.

270.2.4 Events

The Kennedy Library event spaces may be used only for activities sponsored by the Kennedy Library, established partners, or for campus events authorized in advance by Library Administrative Services. Certain areas may be used for University or curriculum-related group activities, such as performances, exhibits, and meetings, provided Library Administrative Services has approved such uses in advance. Outside commercial use of any library space is prohibited.

270.2.5 Exhibits

270.2.5.1 Priorities for Exhibits

The library's exhibits program involves the academic community in visual learning experiences that are informative and educational in nature and reflect the diversity of the University's curriculum and community. Exhibits supporting the library's goals and curricular goals of academic programs are given priority.

The library sponsors its own exhibits and considers requests to provide temporary/rotating space for academic departments, student groups recognized by the University, and faculty and students who wish to sponsor an exhibit. Exhibits are managed through the library's Communications and Special Initiatives department with support and final approval of the office of the Dean of Library Services.

270.2.5.2 Guiding Principles of Exhibits

All library exhibits are guided by a commitment to:

- stimulating library users' educational and cultural interests while reflecting the University's mission statement.
- affirming the American Library Association's Library Bill of Rights, which states "...library resources should be provided for the interest,

information and enlightenment of all people of the community that the library serves.”

- observing [campus policies on Freedom of Expression](#).

Because library exhibit spaces are not exclusively gallery spaces, and are not a public forum, all displays must be suitable for view by the broad community of people who visit the library. These areas also serve as passageways for employees and members of the general public of all ages to reach certain library services.

Accordingly, the library discourages proposals containing images that include significant elements of sexually explicit imagery, nudity or graphic depiction of violence.

270.2.6 Filming

Library Administrative Services must approve in advance use of the Kennedy Library as a filming location. Producers and photographers must secure a signed release from students who appear in any filmed scenes or photography.

270.3 Library Collections

270.3.1 General Collecting

The Kennedy Library’s general collecting policy contains the basic principles and guidelines used by the faculty and staff of the Robert E. Kennedy Library to evaluate, select, acquire, and manage library materials in all formats. It guides library faculty, who are responsible for developing disciplinary collections and promoting library resources and services to faculty, students, staff, and other library users. In collaboration with the Director of Information Resources, library faculty apply this policy by evaluating and selecting materials based on clearly identifiable objectives and parameters, thus assuring a collection that best supports the library and University’s teaching and learning missions.

270.3.2 Electronic Resources

The Kennedy Library’s licensed databases and online services are for the use of the Cal Poly community and on-site users only. Use is regulated by the terms and conditions of the Kennedy Library’s agreements with the vendors and publishers of these electronic resources. U.S. Copyright Law (including the protections of “fair use”) and contractual license

agreements govern the access, use, and reproduction of these electronic resources. In most cases the information contained therein may not be systematically downloaded or duplicated, transferred, sold, or otherwise commercially exploited.

On-site users must follow all posted restrictions and guidelines on the use of equipment and electronic resources. In general, authorized users may access such resources for noncommercial, educational, scholarly, and/or research purposes.

Prohibited actions include:

- Sharing an access password with unauthorized users, including family, friends, or co-workers. Non-affiliated users may, however, access most electronic library resources from public computers located in the Kennedy Library.
- Engaging in actions intended to circumvent or defeat access control mechanisms of the Kennedy Library or the information provider.
- Sharing proprietary or client software connected to information resources, such as that used to analyze spatial data or to search and retrieve information.

These policies and guidelines conform to ITS policies for responsible use and other campus policies governing use of computing networks.

Questions about the appropriate use of licensed information resources may be directed to the Information Resources and Resource Sharing Department in the Kennedy Library.

270.3.3

Censorship

Free access to ideas and full freedom of expression are fundamental to the educational process. Accordingly, the Kennedy Library purchases and makes accessible materials in a wide variety of viewpoints.

The library will not purposely censor any subject or viewpoint in its collections, and will resist any attempt at censorship from an outside source. The library endorses the American Library Association Bill of Rights and supporting documents, including formal statements on Intellectual Freedom, Freedom to Read, Freedom to View, Access to Electronic Information, Services and Networks, Challenged Materials, and the Statement on Labeling. The principles of these documents are considered an integral part of this policy statement.

270.3.4 Senior Projects and Master's Theses

Digital senior projects and master's theses created by Cal Poly students are submitted to the Kennedy Library from each academic department and become part of the library's collection and available for use without restriction.

The student retains copyright, and requests for commercial use of student work are referred to the student.

Upon request from the student, a submitted senior project or master's thesis may be withheld from public use for a specified period of time.

Upon request from the student, a submitted senior project may be removed from the University's digital archives.

Each academic department determines standards for the successful completion of senior projects and master's theses, including style guides. Changes to advisor-approved senior projects or theses are not permitted after the materials have been submitted to the Kennedy Library.

The Kennedy Library determines the format in which senior projects and master's theses are preserved and, in consultation with and subject to approval by appropriate campus bodies, recommends the student fees (if any) assessed to cover the cost of preservation.

The Kennedy Library promotes and provides intellectual access to these materials by:

- Creating bibliographic records, which are uploaded to the library's online catalog and international bibliographic utilities.
- Sharing digitized student work in an open-access environment, including the University's digital archives.
- Providing on-site and interlibrary loan access to users.

270.4 Library Copyright Policies

270.4.1 General Copyright Policies

The Kennedy Library applies federal copyright laws (Title XVII, U.S. Code) and guidelines to the making of photocopies or other reproductions of copyrighted materials at the Kennedy Library, and course reserve materials.

The Kennedy Library reserves the right to refuse any request for duplication if, in its judgment, fulfillment of the order would violate copyright law.

For more information regarding copyright and intellectual property at the Kennedy Library, please see: <http://lib.calpoly.edu/support/policies/copyright/>

270.4.2 Copyright Policies for Digital Archives (Institutional Repository)

The Kennedy Library manages the University's digital archives (institutional repository). This program acquires and manages scholarly, intellectual, and creative work produced by members of the Cal Poly community. Contributors retain all intellectual property rights to their work and assign a non-exclusive license to the University for the purpose of offering open access to this work to users worldwide.

270.5 Library Privacy Policies

270.5.1 Privacy of On-Site Library Users

The privacy of all users shall be respected in compliance with federal and state laws and professional standards. The Kennedy Library will not reveal the identities of individual users or reveal what information sources or services they consult. This policy applies to all resources regardless of their format or means of delivery as well as to all services offered by the Kennedy Library.

In all cases, the Kennedy Library avoids creating unnecessary records, avoids retaining records not needed for the fulfillment of the mission of the library, and does not engage in practices that might place personal information on public view.

270.5.2 Privacy of Online Library Users

To aid understanding of the use or value of resources and services, the Kennedy Library may aggregate and retain user data for a reasonable period of time. It will, however, neither collect nor retain information identifying individuals except for the purpose of furnishing a specific service, and only during the period that such record is necessary to furnish that service (for example, loaning a book or ordering materials from

another library). Data on individuals will not be shared with third parties unless required by law.

References for CAP 270:

1. Date approved by the President: October 29, 2015
2. Effective Date: October 29, 2015
3. Responsible Department/Office: Library Administrative Services
4. Revision History: October 29, 2015, May 24, 2006
5. Related University Policies, Procedures, Manuals and/or Documents:
 - a. [Information Technology Resources Responsible Use Policy](#)
 - b. [Information Security DMCA Procedures](#)
 - c. [Information Security Program](#)
 - d. [Computer Crimes Policy](#)
 - e. [Other Cal Poly Computing Policies](#)
 - f. [Library Administrative Policies](#)
 - g. [Library Faculty Handbook on Personnel Policies and Procedures](#)
 - h. [Library Membership](#)
 - i. [Library Exhibit Policies and Spaces](#)
 - j. CAP 140: Free Expression, Sponsorship, Commercialism, and Use of Buildings and Grounds
 - k. CAP 231.2: Policy on the Use and Release of Student Information
 - l. CAP 640: Disability Resource Center
 - m. [Cal Poly Office of the Registrar FERPA Policy](#)
 - n. [Library Membership](#)
6. Laws, Regulations and/or Codes of practice referred to herein or related to this policy:
 - a. [Title 17, United States Code](#)
 - b. [American Library Association Code of Ethics](#)
 - c. [American Library Association Core Values of Librarianship](#)
 - d. [American Library Association Library Bill of Rights](#)
 - e. [American Library Association Intellectual Freedom Policies](#)
 - f. [American Library Association Freedom to Read Statement](#)
 - g. [American Library Association Freedom to View Statement](#)
 - h. [American Library Association Challenged Materials Statement](#)
 - i. [Library Services for People with Disabilities Policy](#)
 - j. [Title II of the Americans with Disabilities Act \(ADA\)](#)
 - k. [American Library Association Policy on Confidentiality of Library Records](#)
 - l. Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (“[USA PATRIOT Act](#)”), Resolution on the USA Patriot Act and Related Measures That Infringe on the Rights of Library Users
 - m. [CA Public Records Act](#)