SENIOR CLASS AUDITOR POLICY

PURPOSE

The mission of the University of Hawaii Leeward Community College Library is to serve the needs of Leeward CC students, faculty, and staff by providing access to knowledge and learning through resources and facilities in a comfortable and safe environment.

Affiliated users and visitors whose needs for use reflect the educational mission of Leeward CC are also welcome to use the Library. Since it is designed to serve the academic needs of its constituents first, seniors who are auditing classes have guidelines while using the library’s resources.

POLICIES AND GUIDELINES

The following policies and guidelines shall govern the use of the Leeward CC Library for all users:

- UH System-wide Student Conduct Code
- Leeward CC Library Acceptable Behavior Policy
- Libraries of the University of Hawai‘i System Circulation Policy

REQUIREMENTS

Senior Auditors have two options for utilizing the Library:

1. They can obtain a Leeward CC Senior ID card *(submit request for Library computer access to the Admissions & Records office)*
2. They can purchase a Community User card from the Library

- To borrow library materials, Senior Auditors must have a valid photo ID *(if using a Community User card, a Senior Auditor must also have a separate valid photo ID)*
- If the expiration date on the Senior ID card has passed, paperwork showing confirmation that the individual is auditing a class for the current semester must be provided
LIBRARY ACCESS

Senior Auditors have access to the following Library resources:

- Books – a Senior Auditor / Community User can have up to a total of 10 books checked out at any given time. Standard loan periods; one renewal
  - Books from the following collections may be checked out: General, Hawaiian-Pacific, Juvenile, ESL, and Oversize
- Equipment – Headphones, flash drives, and calculators; available for check out from the Circulation Desk
- Reserve collection materials

The following are not available to Senior Auditors:

- Books from the Bestsellers collection
- Equipment – laptops, iPads, computer mice, and chargers
- Access to Library events funded by Student Activity Fees

Computer access, including access to Library databases and electronic resources, are available to Senior Auditors on a limited basis. The Library has four public access computer terminals that do not require a UH ID number to log in. To access one of these terminals, Senior Auditors and Community Users can see the Library staff at the main Circulation Services Desk.

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