

Policies and Procedures**Student Documents in the Library**

Effective: 26 November 2007

Background The Library at Red River College recognizes the value of current students being able to see the accepted work of prior students to facilitate the preparation of course assignments. The Library accepts its role in placing student documents in its collection for this purpose.

Due to space considerations, the Library may place restrictions on the number of documents that can be placed in its collection and on the length of time such documents will be retained.

In recognition of the intellectual property rights of students, including copyright, students must agree explicitly to make their work available to others.

Policy At the request of an instructor, the Library will accept course-related student documents. The Library reserves the right to limit the number of documents from any single course.

Student documents must be accompanied by a signed statement agreeing to the deposit of student work in the Library.

The Library will provide copies of forms of agreement.

Student documents will be made available to the College community for on-site use only.

Student documents will be clearly labelled as "Not To Be Copied".

The Library has the sole discretion to retain, catalogue, process, shelve, circulate, and discard any student document according to Library policy.

The Library will create and maintain an archive containing a limited number of student documents as a representative sample of excellence in student work. The selection of student documents to be retained in this archive will be the responsibility of the instructor to whom the work was submitted.

Student documents will be retained for a period of 5 years from the date of submission. After 5 years, documents not selected for the student document archive will be shredded.

Procedure The Library will provide forms on its web site that may be downloaded by the instructor.

Student documents submitted to the Library must be accompanied by the appropriate signed consent form, bound in.

Student documents must be spiral-bound, or otherwise packaged in a manner acceptable to the Library, with the consent form bound in as the page immediately following the title page.

It is the responsibility of the instructor to designate a maximum of 3 documents in each term of each course for inclusion in a student document archive. Documents so designated will be labelled appropriately and retained indefinitely at the sole discretion of the Library.

At the end of each term, the instructor will bring student documents to the Library for processing. It is the responsibility of the instructor to ensure that the documents are appropriately packaged and that each document includes the signed consent form. Any documents that fail to meet these requirements will be returned to the instructor.

Library staff will process, shelve, and make these documents available as soon as possible after receipt.

On an annual basis, Library staff will discard from the collection any documents older than 5 years with the exception of documents designated for the student document archive. Discarded documents will be shredded.