



**Responsible University Administrator:** Vice Provost for Academic Affairs |  
**Responsible Officer:** Dean of University Libraries ||  
**Origination Date:** N/A  
**Current Revision Date:** 02/18/13  
**Next Review Date:** 02/18/17  
**End of Policy Date:** N/A  
**Policy Number:** ACAF-LIB-009  
**Status:** Effective

## STUDY VERIFICATION

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### Policy Statement

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University Libraries employees do not monitor use of library facilities for the purpose of studying.

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### Reason for Policy/Purpose

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This policy is required for the effective communication of university policies regarding the verification of individuals studying in the University Libraries.

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### Who Needs to Know This Policy

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All patrons of the University Libraries.

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### Website Address for this Policy

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[www.usm.edu/institutional-policies/policy-acaf-lib-009](http://www.usm.edu/institutional-policies/policy-acaf-lib-009)

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### Definitions

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### Policy/Procedures

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Library employees do not sign forms verifying a patron's use of the library for the purpose of studying. The library is not staffed to provide study hall monitoring services for library patrons. Patrons requiring such verification need to contact an alternate source.

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### Review

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The Dean of University Libraries is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

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## **Forms/Instructions**

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N/A

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## **Appendices**

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N/A

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## **Related Information**

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N/A

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## **History**

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11/01/11: Formatted for Institutional Policies website.

02/18/13: Formatted for template. Minor editing throughout.

**Amendments:** Month, Day, Year – summary of changes

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## Authorization

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ACAF-LIB-009

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

*Melani Norton*  
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Responsible Officer

*5/3/13*  
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Date