

ADMINISTRATIVE DIVISION – USC UPSTATE LIBRARY
POLICY TITLE – USC UPSTATE LIBRARY
POLICY NUMBER – LIB 1.00
SCOPE OF POLICY – USC UPSTATE
DATE OF POLICY – JULY 1, 2004
DATE OF REVISION – JULY 1, 2011
RESPONSIBLE OFFICER – DEAN OF THE LIBRARY
ADMINISTRATIVE OFFICE – USC UPSTATE LIBRARY

I. Policy

USC Upstate has established a library on the Spartanburg campus intended for the use of students, faculty, administrative officers and staff of the University. The University has also established a presence at the Greenville Campus that is shared with other institutions. It is intended for the use of students, faculty, administrative officers and staff of the University who attends classes or work at the Greenville campus. The policies and procedures appearing in LIB 1.00, 1.01, and 1.02 apply to both sites.

The principle goal of the USC Upstate Library is to acquire, organize, and promote the use of scholarly collections supporting the educational, research, and service missions of the University. This is accomplished through the selection, purchase, processing, and dissemination and access of materials in various formats.

II. Procedures

A “User” is defined as any person needing access to the University’s collections. A user may access any material from within the library. Borrowing privileges, however, are limited primarily to holders of a current and valid USC Upstate Identification Card. Students, faculty, and staff from member institutions of PASCAL may also borrow materials through the “Visiting Patron” agreement. Additional borrowers include community users who have paid for semester access. Elementary and high school students are encouraged to use the resources of school and public libraries available to them before visiting the USC Upstate Library. All users of library facilities must be prepared to submit proper identification upon request.

More detailed information about the Libraries and their services can be found on the USC Upstate Library web pages: [USC Upstate Library](#)

III. Reason for Revision

Policy organization, content and accuracy reviewed in 1 July 2011; no substantive revisions required.