

Cowles Library
Drake University

Policy Regarding Academic Integrity

As an academic unit of the university, Cowles Library supports and adheres to the general principles of academic integrity espoused by Drake University. In addition, Cowles Library has adopted the following statement of principles and policies, which are specific to the provision and use of information resources, interactions between library faculty and staff and other members of the campus community, and the rights of people who want to use library materials.

1 Statement of Principles

Cowles subscribes to the principle that information should be freely available to all who seek to use it.

Library users shall not be denied access to materials based on gender, race, age, socio-economic status, physical impairment, or for any other reason. However, members of the Drake University community have the right of prior claim to the use of library materials in the case of conflicting demands from library users who are not currently Drake faculty, students, staff or administrators.

As set forth in its mission statement, the primary function of Cowles Library is to support the curriculum. To that end, library faculty and staff endeavor to provide all library users with access to a wide array of current, reliable, and authoritative resources, both electronic and print, that reflect a broad spectrum of scholarly inquiry. Through its teaching initiatives, Cowles Library faculty attempt to inculcate in their students an appreciation for the importance of ethical practice as it relates to the search for and use of information.

Cowles faculty and staff seek to provide all users with an environment that is conducive to productive research and to address the needs of a variety of pedagogical and learning methods.

Cowles Library adheres to the American Libraries Association's Code of Ethics for librarians (HYPERLINK:

"<http://www.ala.org/ala/oif/statementspols/codeofethics/codeethics.htm>"
<http://www.ala.org/ala/oif/statementspols/codeofethics/codeethics.htm>)

2. Academic Integrity in the Library

2.1 Denial of Access

In keeping with the principle of freedom of access to information, Cowles Library holds it to be a violation of academic integrity to deny access to scholarly resources to anyone, or to prevent another scholar or student from obtaining desired materials. Among the actions that would be considered to be such a violation would be (but are not limited to):

- *Giving false information about the location or availability of an information resource;

- *Stealing or defacing books, microforms, or journals held in the library or borrowed through the library's interlibrary loan service. Likewise, concealing materials in the library by individuals or groups is to be considered denial of access;

- *Preventing or hindering a library user from accessing electronic materials through a computer or electronic device located in the library;

- *Disabling or rendering inoperable any copying device in the library with the intent of preventing other users from making copies of library materials, providing such copying is done in accord with the principle of fair use;

- *Failing to return borrowed materials when they are due or failing to return recalled materials by the date specified in an official recall notice.

2.2 Ethical Use of Information Resources

Library users are obliged to comply with current copyright law and violators of copyright law in force may be subject to academic or legal sanctions. Library users are expected to make good-faith efforts to adhere to sound intellectual research practices in the use of scholarly sources. Such practices include, but are not limited to:

- *Proper citation of prose borrowed from printed materials in the form deemed appropriate for the discipline in which the researcher is working;

- *Proper citation of all electronic, digital and visual media resources used in research according to the guidelines set forth in the publication manual or writers' handbook for the discipline or area of study in which the researcher is working;

- *Adherence to Drake University's policy on plagiarism

Complaints

Grading

Cowles Library adheres to the policies of the Drake University College of Arts and Sciences' policies regarding grade disputes. Cowles Library is working on procedures of its own which will be compiled by January 2007.

Approved and adopted by the Cowles Library Faculty on 2 May 2006.