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Universidad del Sagrado Corazón

General Policy of the Madre María Teresa Guevara Library

Effective: November 17, 2025

I. Purpose

The Madre María Teresa Guevara Library (hereinafter, "the Library") at the Universidad del Sagrado Corazón (Sagrado) plays a vital role in fulfilling the institution's mission. For this reason, it is governed by various policies designed to foster the intellectual pursuits of the community it serves.

II. User Services

The Madre María Teresa Guevara Library is committed to:

- Provide excellent, high-quality service to its users.
- Developing well-organized collections that are accessible to users in a variety of formats, and providing guidance on their use.
- Promote a convenient environment for studying, researching, learning, creating, innovating, and producing, both among our users and among the staff working in the Library.
- Not to discriminate in the provision of resources and services on the basis of age, creed, political affiliation, gender, or nationality.
- Innovate in the development of information literacy through the use of new technologies, interdisciplinary collaboration, and the promotion of critical thinking, thereby strengthening learning, research, and the ethical use of information.

We seek to meet the needs of our users through competent library staff and assistants. Our users are categorized into three groups: *the internal community, members, and visitors.* Below is a summary of our services:

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Internal Community (Current students, faculty, and administrative staff)	**Visitors** (Alumni and the)	**Partners**

• Access to Resources in the Library
• On-campus and remote access to online resources in the virtual library
• Information and research services
• Guidance on using resources and services
• Computer network available for two (2) hours
• Printing and photocopying services
• Book loans
  ○ **Active** Students (21 days and six books)
  ○ Honors **Program** Students (21 days and 8 books)
  ○ **Graduate** Students (30 days and 10 books)
  ○ **Faculty and Administrative Staff** (30 days and 10 books)
• Microfilm Service
• Study Room Rentals (for up to 2 hours)
• Laptop, hotspot, iPad, calculator, and video camera loans
• Tutoring Service
	• They will only have access to the Information and Research Area
	• Access to library resources
	• Information and research services
	• Guidance on using resources and services
	• Computer network available for two (2) hours in the Information and Research Area
	• On-site access to the virtual library
	• Printing and photocopying services, subject to availability
		• All services offered to visitors
		• Research services, technical support, and use of on-site resources (excluding DVDs)
		• Two hours of computer use in the Information and Research area
		• Personalized reference service via the web, email, or chat
		• Loans of library materials (up to four books for 14 days for the general public or 21 days for alumni)
		• Borrowing of study rooms on the mezzanine level after 5:00 p.m. and on Saturdays
		• Interlibrary loans (for in-library use only)
		• Use of the Learning Commons and General Collection

Resource Borrowing

Resources belonging to the Reserve, Information and Research Room, Journals, Puerto Rican Collection, and Special Collections are for in-library use only. These resources may be checked out for a period of two hours if located in the Reserve area and four hours for those located in the other areas mentioned. Late returns incur a fine.

Technological equipment is loaned only to active students, faculty, and administrative staff for 48 hours, with the possibility of up to two renewals. Video cameras, headphones, keyboards, and other technological support equipment are for internal use only. Late returns of technological equipment incur a fine per hour.

Items from the General Collection may be checked out of the library. In cases where a user loses or damages a borrowed item, the user must cover the cost of the item, as well as a fee for administrative processing.

Services for Minors

The library's resources and services are designed for Sagrado students, faculty, and staff. We also serve members of the external community, including minors. All minors must be accompanied by an adult. The accompanying adult is responsible for the minor's safety and protection and for ensuring compliance with the policies and procedures of the Universidad del Sagrado Corazón. Security Office staff will intervene with minors who are not accompanied by an adult.

III. Collection Development

Having high-quality library materials in various formats, along with a convenient technological infrastructure, will ensure that users' information needs are met and that the objectives set for Sagrado's various academic programs are achieved. Library staff will fulfill their mission of serving as a source of knowledge, thereby contributing to the strengthening of society, its moral culture, and ethical responsibility.

In accordance with the above:

1. Collection development is the responsibility of the library staff. However, the contribution of all members of the educational process (faculty, administrative staff, and students) is necessary to effectively meet the academic curriculum and the needs of the Sagrado community.

2. The Lead Librarian for Technical Services, in collaboration with the rest of the library staff, will be responsible for submitting the relevant recommendations for inclusion in the budget request. The Library Director, for his part, is responsible for the budget request and the final allocation of information resources for purchase, in accordance with projected needs.
3. The budget allocation for resource acquisition will prioritize supporting Sagrado's academic programs by acquiring the resources recommended in the course catalogs—particularly those from the university's new programs—and by renewing subscriptions to those electronic and print serial resources that were not discontinued or replaced.
4. The criteria applicable to the acquisition of materials are: subject coverage, intellectual content, language, relevance, objectivity, accuracy, reliability, cost, timeliness, potential demand, format (electronic format is given priority), accessibility, and authority.
5. All resources acquired by the library, regardless of format, shall be the sole and exclusive property of the library's collection and shall be available for use by the entire Sagrado academic community. No resource shall be acquired for the exclusive use of individuals or groups, nor shall it be permanently located outside the library's collections.
6. Generally, the library acquires one copy of each title that is recommended and selected for purchase. Exceptions will be made in specific cases where there is identified high demand and heavy use of the material, or when the materials are to be placed in the reserve section and more than one copy is needed to meet student demand.
7. The library will acquire materials in languages other than Spanish and English only if they are intended to support an academic program offered at the institution.
8. Recommended resources identified during the review process as materials that are no longer available on the book market—known as *"out of* print"—will be acquired only if they are indispensable and irreplaceable in a course's bibliography and are considered classics within the relevant discipline.
9. Resources not owned by the Library will not be considered part of the collections. Resources brought in by faculty members will remain in the reserve area for the duration of the course in which they are used. These resources will not be cataloged or added to the collections unless the professor donates them or does not claim them back within 6 months after they have been used in a course.
10. The Lead Technical Services Librarian will be responsible for accepting, evaluating, and disposing of any collection or material donated to the library. The criteria used to evaluate these donations will be the same as those governing the selection and acquisition of materials in general. The library does not accept donations

that come with conditions requiring the library to catalog, manage, store, or dispose of the resources in a predetermined manner or that restrict their use.

11. The responsibility for weeding resources will be assumed by the Lead Technical Services Librarian and will be approved by the library director.
12. The evaluation of each area of the library collection will be carried out by the Lead Technical Services Librarian in conjunction with the staff responsible for those areas. These staff members will aim to identify titles that are obsolete, duplicated, or in poor condition, in order to submit the appropriate recommendations and ensure effective collection development, drawing on their specific understanding of the particular circumstances in each area.
13. Library staff in the Circulation and Reserve area will be responsible for processing interlibrary loans requested by users.

IV. Historical Archives

The Historical Archives (hereinafter "the Archives") of the Universidad del Sagrado Corazón (Sagrado) serves as the institutional memory, collecting, preserving, organizing, and providing access to materials that document its activities and contribute to an understanding of its history and structure, reflecting the philosophical concepts that have guided its educational mission.

The Archives documents the intellectual, social, cultural, and visual history of Sagrado from its inception to the present through its official records. These include the papers of presidents, faculty, administrators, and alumni; documents from university organizations, including student and faculty organizations; and publications from all units and departments of the University. The Archives' collections contain various formats, including printed and digital documents, manuscripts, and special-format materials.

To enrich and support research, teaching, and the dissemination of Sagrado's history, the Archives offers reference services to members of the university community, as well as to external researchers and the general public.

Promotion of the Historical Archives

The Archives promotes and raises awareness of its collection to encourage research. This can be achieved through lists of research conducted at the Archives, reproductions or reviews of historical documents, and exhibitions. Both print and digital formats may be used.

Relationships with Related Institutions

The Archives fosters ties with related associations, both within and outside the country, that promote the collection, organization, and preservation of historical material.

Rules of Use

The Archives are available to members of the internal community, as well as to visitors and partners. To ensure the security and preservation of the materials, the Archives maintain a registration system for all on-site users, as well as internal rules for the handling and use of the collections, including provisions for making copies of materials. The Archivist ensures that these rules are followed.

Anyone wishing to include information or images from the Archive in a publication (physical, digital, or electronic) must request permission from the Vice-Presidency for Academic Affairs through a prescribed procedure and in compliance with copyright and privacy laws, as well as other applicable rules.

Document Selection and Transfers

To collect and preserve documents of historical interest, the Archivist, in collaboration with library staff, coordinates with individuals in all campus offices. Each university unit designates an administrative staff member or faculty member to serve as the liaison to the Archives. Working together, the archivist and the liaison determine the specific types of materials to be sent to the Archives, developing an annual schedule as well as transfer procedures for both physical and digital documents.

The following list is illustrative, not exhaustive, because materials from university units vary according to their specific missions and subject areas. The types of materials that may be submitted to the Archives include:

a. Legal or governing documents (bylaws; regulations; constitutions; resolutions; documentation regarding the creation or dissolution of departments, programs, or units, and other administrative changes)
b. Policy statements and reports (along with supporting documents)
c. Financial documents (contracts; budgets; audits; financial statement summaries)
d. Academic documents (organizational charts; faculty résumés; academic calendars; class schedules; curricula/syllabi)

e. Documents produced by organizations, groups, and individuals associated with the University (personal documents of faculty or administrative staff; manuscripts)
f. Reports created and received (self-studies; accreditation visits; grants; as well as reports produced on a regular basis)
g. Research (academic, scientific, and institutional)
h. Meeting minutes
i. Substantial correspondence
j. Lists (of faculty, staff, members, visitors)
k. Speeches
l. Certificates
m. Statistics
n. Enrollment and graduation records
o. Publications about, or distributed on behalf of, the University or one of its units (newsletters or special publications; posters, brochures; circulars; books; magazines; catalogs; yearbooks; newspapers; university directories; single sheets)
p. Special-format materials (digital/electronic documents; audiovisual and multimedia productions; photographs; slides; negatives; films; DVDs; oral history interviews with transcripts; maps and floor plans of the campus and its buildings; artifacts or three-dimensional objects)

The following will not be sent to the Historical Archives:

- Administrative and faculty personnel files
- Student records
- Invoices, bills, and checks
- Purchase orders

The University may impose restrictions on the use of material containing sensitive or confidential information. Typically, a decision to restrict access to materials is unusual and is made after consultation with the Vice-Presidency for Academic Affairs and the President.

As an exception, the Archives may include in its collection material that, although not directly belonging to the institution, is of value to it.

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V. Sagrado Digital Repository (ReDiS)

The Sagrado Digital Repository (ReDiS) is established to preserve and disseminate the scientific, creative, intellectual, and historical output of the Universidad del Sagrado Corazón (Sagrado). Digital repositories offer advantages such as remote and continuous access, preservation in digital format, and protection of physical copies. Furthermore, the use of metadata facilitates the search for resources, thereby promoting research.

In order to support the university's mission of educating individuals in intellectual freedom and moral awareness, this policy is established to guide the use and management of the platform, thereby ensuring that it fulfills its purpose.

Resources to be included in the repository must meet the following requirements:

- Be reviewed by the repository administrators
- Possess historical, intellectual, creative, and/or scientific value
- Be created by the Sagrado community
    - As an exception, resources that do not originate from our community but are of value to our institution will be included
- They may be in any language
- Accepted formats include: PDF, Microsoft Word, PowerPoint, mp3, mp4, JPG, TIFF, RFT, among others
- Original works, published works, and/or final drafts will be accepted.
- Must comply with applicable laws.

Access

Resources published on ReDiS can be viewed and downloaded free of charge, subject to the terms of the applicable licenses. Authors, publishers, or donors of the resources must accept a Non-Exclusive Distribution License at the time of donation. If you use any of the resources, you must cite their source and authorship.

Metadata

ReDiS uses a metadata system to classify and retrieve information using the Dublin Core schema. This schema describes the content, intellectual property, and instance of the resources. This metadata schema is freely available.

Resource Submissions to ReDiS

The process for accepting resources submitted to ReDiS is as follows:

- The author/donor submits their resource to the Madre María Teresa Guevara Library.
    - Upon submission, the author will sign a liability waiver confirming that they are the original author, that the accuracy and authenticity of the content are their responsibility, and that they assume liability for copyright infringements, plagiarism, and/or intellectual property violations.
    - The donor will sign a liability waiver confirming that they hold the rights to the donated material, that the accuracy and authenticity of the content are their responsibility, and that they assume responsibility for any copyright, plagiarism, and/or intellectual property violations.
- The resource will undergo an evaluation process to verify that it meets the requirements.
- If it meets the requirements, it may be added to ReDiS at any time.
- If any situation arises that indicates or appears to violate any copyright-related statute, the content will be removed immediately.

Preservation

A copy of all resources and their metadata will be retained indefinitely. The format may be modified, if necessary, to ensure their preservation and accessibility. The author or contributor of a resource may request the removal of that resource and its metadata. In that case, both will be deleted from the repository and from the server hosting the copies.

VI. Questions About This Policy

This General Policy of the Madre María Teresa Guevara Library is approved by the University President with the counsel and advice of the Office of General Legal Counsel.

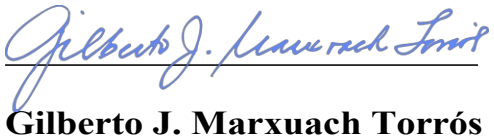
Questions regarding the scope and interpretation of this Policy should be directed to the Madre María Teresa Guevara Library at 787.728.1515, ext. 5123.

Universidad del Sagrado Corazón reserves the right to interpret this Policy in its administration, implementation, and enforcement. In the event of ambiguity in any

provision of this Policy, the University reserves the discretion to interpret it in accordance with the purpose for which it was established, the impact on University operations, and good faith, unless otherwise provided by law.

VII. Reports of Violations of This Policy

Violations of this Policy should be reported to the Office of Compliance, Internal Audit, and Institutional Integrity via email at:cumplimiento@sagrado.edu . Any violation of this Policy will be addressed in accordance with institutional policies and procedures.



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