



CIRCULATION POLICIES AND PROCEDURES

The circulation regulations outlined here apply to all categories of library users. Faculty, students, staff, and guest borrowers are accorded borrowing privileges and also have the responsibilities with respect to library materials and their use. A valid LU photo ID card is required and must be presented for all library transactions. Borrowers will be held responsible for all transactions using their cards, even in the event of their loss or theft, until the Library is notified to initiate cancellation. **There will be a replacement charge for lost cards.**

1. WHO CAN BORROW?

- a. Students: All registered undergraduate and graduate students (full and part-time) of the University and the Affiliated Colleges with valid student card.
- b. Faculty and Staff: Members of the academic, research, administrative and non-academic staffs of the University and the Affiliated Colleges.
- c. Guest Borrowers:
 - i) Alumni.
 - ii) Students and faculty of other universities with valid identification may obtain short term borrowing privileges. College students, by inter-institutional agreement.
 - iii) Retired Laurentian University staff members.
- d. Members of the community may borrow for an annual (\$25.00) or semi-annual (\$15.00) fee.

2. LOAN PERIODS - Circulating Collection

Borrowers	Loan Period	No. Books
Undergraduates, Staff, Alumni	3 weeks	15
Graduate students	4 months	30
Faculty	Term loan	40
Guest borrowers	3 weeks	7

3. RECALLS & HOLDS

All loans to graduate students and faculty are subject to recall after three weeks if requested by another borrower, or **after three days if required for Reserve**. Books not returned at that time will be charged \$2.00 per day, maximum of \$30.00. Patrons can also put a hold on a book that is currently out. The book will be kept on the shelf for a period of four days only.

4. RENEWALS

A three week book, if not requested by another borrower, can be renewed for a further three week period. Renewals may be done in person, at the self-check terminal, or through the on-line library system via the Internet.

5. RETURNING BOOKS

All books are to be returned through the book drops located outside the Library. **Reserve material must be returned directly to the Circulation/Reserve desk.**

6. LATE RETURNS

a. Regular Loan

Failure to return a book by its due date will result in the immediate suspension of all borrowing privileges and the imposition of a late return charge of **\$.50 per day to a maximum of \$15.00 per item.**

b. Reserve Material

Late return of reserve material will result in the immediate suspension of library privileges. The charge for late return of hourly reserve material will be \$0.50 per hour to a maximum of \$30.00 per item. Material on day loan will be charged \$2.00 per day to a maximum of \$30.00 per item.

7. LOST BOOKS

Material not returned four weeks after the due date will be presumed lost. The charge for **lost books shall be a minimum of \$30.00 per item to the maximum of the actual replacement cost of the lost item. A \$5.00 non-refundable service charge will be levied when the statement is sent.**

8. DISCIPLINARY ACTION

Laurentian borrowers who have not concluded satisfactory arrangements regarding the return of material will be subject to the charges outlined above and will lose all library privileges. At the end of the academic session names of borrowers with outstanding library accounts will be sent to the Office of the Registrar. Theft and vandalism will be dealt with according to the *Laurentian University Code of Student Conduct*.