

# Policy on the Access and Loan of Library Materials

**Administrative Authority:** Library and Archives Council, J.N. Desmarais Library

**Approval Date:** September 2009

**Effective Date:** January 2010

**Review Date:** January 2013

**Purpose:** This policy sets out the access and loan privileges of all categories of library users.

**Scope:** Faculty, students, staff, and other borrowers are accorded privileges and responsibilities with respect to library materials and their use. A valid Laurentian University photo ID card is required for all library transactions. Borrowers are responsible for the transactions on their cards. They should also notify the library in the event of loss or theft of the card.

## 1. User Categories

a. **Students:** All registered full- and part-time undergraduate and graduate students of the University, the federated universities, and the Northern Ontario School of Medicine.

b. **Faculty and Staff:** Members of the academic, research, administrative and support staffs of the University, the federated universities, and related institutions such as the Northern Ontario School of Medicine and Mirarco. Spouses and dependants of full-time Laurentian faculty, retired Laurentian support staff members, and retired Laurentian faculty and their spouses also have borrowing privileges.

c. **Other Borrowers:** Alumni of Laurentian University, and students and faculty of other universities with valid identification.

d. **Members of the community** may borrow for a fee of \$15 for six months or \$25 for one year.

## 2. Loan Periods – Circulating Collection

a. Undergraduate students, support staff of Laurentian and related institutions, and alumni may borrow for a period of 21 days to a maximum of 30 books.

b. Graduate students, faculty and research staff of related institutions such as Mirarco may borrow for a period of 120 days to a maximum of 50 books.

c. Community members and other borrowers may borrow for a period of 21 days to a maximum of 15 books.

### **3. Renewals**

A 21-day book, if not requested by another borrower, may be renewed for a further 21 days up to three times. A 120-day book may be renewed once. Renewals are done either in person at the library or through the borrower's account in the library's web catalogue.

### **4. Recalls and Holds**

All loans are subject to recall after 21 days 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 to a maximum of \$30.00. Patrons may also put a hold on a book that is currently on loan.

Upon return, the book is kept for pickup at the Circulation Desk for two days.

### **5. Returns**

All books are to be returned through the book drop located outside the library. Reserve materials, laptops and recordings are returned to the Circulation Desk.

### **6. Late Returns**

#### **a. Regular Loans**

Failure to return a book by its due date results in the imposition of a late fee of \$0.50 per day to a maximum of \$15.00 per item. Borrowing privileges are suspended once the fee is \$10.00 or more.

#### **b. Reserve Materials**

The charge for late return of hourly reserve materials is \$0.50 per hour to a maximum of \$30.00 per item. Material on day loan is charged \$2.00 per day to a maximum of \$30.00 per item. Borrowing privileges are suspended once the fee is \$10.00 or more.

Loans of laptops are subject to the provisions of the library's "Laptop Circulation Policy" [<http://www.laurentian.ca/NR/rdonlyres/0CF3EC55-EAD5-4324-9B28-77EFFD9DEED2/0/LaptopPolicyEnglishversion.pdf>].

### **7. Lost Books and Laurentian University Photo ID Cards**

Materials not returned 28 days after the due date are presumed lost. The charge for lost books is either \$30.00 per item or the replacement cost of the item. There also is a \$5.00 service charge.

The replacement cost for lost photo ID cards is \$25.00 for the first card, \$50.00 for the second, and \$75.00 for three (or more) cards.

Former Laurentian students who return to the university after an absence of two or more years are entitled to receive a new card as part of their registration fee.

## **8. Interlibrary Loan Privileges and Off-Campus Access to Electronic Collections**

Members of the university community and related institutions are granted interlibrary loan (RACER) privileges and off-campus access to the library's electronic collections through the proxy server. Faculty members of other Ontario universities who are residing in Sudbury for a minimum of six weeks are eligible for interlibrary loan privileges, as are students with permission of the Coordinator of Interlibrary Loan Services. Alumni and community members are not eligible for RACER or off-campus electronic access. Borrowers may not continue to use the interlibrary loan system to request materials when there is a fee or fine owing.

## **9. Disciplinary Action**

Laurentian borrowers who have not concluded satisfactory arrangements regarding the return of material are subject to the charges outlined above and lose all library privileges. At the end of the academic session, the names of borrowers with outstanding library accounts are sent to the Office of the Registrar. Students with unpaid accounts of \$100 or more will not be allowed to graduate from the University unless the account is settled.

**Related University Policies:** Borrowers are expected to abide by the Library Code of Conduct [<http://laurentian.ca/NR/ronlyres/CC0359A7-7B74-4842-A9326CDBCBCF10C7/0/LibraryCodeofConduct.pdf>] and the Laurentian University Code of Student Conduct [ [http://142.51.14.1/NR/ronlyres/F3863BE2-8E85-4C59-BE14-1CBC82D5045D/0/AcademicDishonestyPolicy\\_Jan18\\_2005.pdf](http://142.51.14.1/NR/ronlyres/F3863BE2-8E85-4C59-BE14-1CBC82D5045D/0/AcademicDishonestyPolicy_Jan18_2005.pdf) ] .

**History of Revisions:** This policy supersedes the "Circulation Policy and Procedure" that was approved by the Library Council in September 2002.