

Procedure Number:	<b>6008p</b>
Procedure Title:	<b>Circulation of Library Items</b>
Approved by:	<b>President</b>
Approval date:	<b>May 23, 2012</b>
Effective date:	<b>May 23, 2012</b>
Next review date:	<b>July 2024</b>

## **1. Purpose**

1. 1. This procedure supports the associated policy: Circulation of Library Items (6008).

## **2. Loan Regulations**

2.1. Borrowers are responsible for the return of all items on time and in good condition

2.2. The due date for all items borrowed is the date by which items must be returned

2.3. Loans of 3 days or longer are due before closing time on the due date

## **3. Returning Library Items**

3.1. All library items must be returned to their home library - the campus library from which the item was borrowed from.

3.2 If a patron does not return an item to its home library, the Library will attach a \$1 transportation fee to the patron account.

3.3 Except for iPads and Library Equipment, all items must be returned to the item's home library through the return slot at that Library's desk.

3.4. iPad and Library Equipment must be returned directly to library staff.

## **4. Renewals**

4.1. Items on loan can be renewed by borrowers via their library account, or by contacting the library in person, by email or by telephone.

4.2. Items with active hold requests cannot be renewed.

4.3. iPad, Course Reserves (Short and Long), and Library Equipment cannot be renewed.

**5. Holds Requests**

5.1. Borrowers can make a hold request on items checked out to other borrowers

5.2. Hold requests cannot be made for Course Reserves, iPads, or Library Equipment.

**6. Loan Periods, Fines, and Renewals by Item Type**

<b>Item</b>	<b>Loan Period</b>	<b>Borrowing Privileges</b>	<b>Fines</b>	<b>Renewals Allowed</b>
<b>Books</b>	2 weeks <sup>1</sup>	UCW students, faculty, staff and other library patrons	-	2 renewals
<b>Magazines</b>	2 weeks	UCW students, faculty, staff and other library patrons	-	2 renewals
<b>Course Reserves (Short)</b> – i.e., course-required textbooks	3 hours	UCW students and faculty	\$2/hour	None <sup>2</sup>
<b>Course Resources (Long)</b> – i.e., course-recommended textbooks and course-required novels and graphic novels	3 days	UCW students and faculty	\$1/day	None <sup>2</sup>
<b>iPads</b> - see <i>iPad Borrowing Guidelines in Appendix A</i>	7 days	UCW students	\$10/day	None <sup>3</sup>
<b>Library Equipment</b> – i.e. calculators, phone chargers, headphones, presentation clickers, etc.	1 day (due back at home library by 9AM)	UCW students, faculty, and staff	\$1/day	None
<b>Reference Books, Newspapers</b>	Library use only	n/a	n/a	n/a
<b>Items borrowed via ILL request</b>	Loan dependent	UCW students and faculty	\$1/day	None

<sup>1</sup> Faculty may request to keep a Book (excluding Course Reserves [Short & Long]) for one full term for teaching or scholarly activities.

<sup>2</sup> At the discretion of library staff on duty, patrons must wait 3 hours before borrowing a Course Reserve (Short & Long) item that they have just returned.

<sup>3</sup> At the discretion of library staff on duty, patrons must wait until the next day to borrow an iPad if they have just returned an iPad.

**7. Fines and Fees**

7.1. All fines and fees associated with a patron’s account must be paid through the UCW Finance Office

7.2. Accounts with accrued fines of \$10 or higher will result in the borrower's privileges being suspended until payment is made. Proof of payment may be required.

7.3. Students must pay all outstanding library fines for their application for graduation to be approved.

7.4 A maximum of \$20.00 per item will be assessed for items that carry overdue fines (see Section 6 for complete list)

7.5 Items overdue for more than 20 days are considered lost and a full replacement charge is automatically applied to the borrower's account for each item.

## **8. Suspension of Borrowing Privileges**

8.1. Borrowing privileges can be suspended for a patron, at the discretion of library staff, if:

- Bills and/or accruing fines reach or exceed \$10.00
- A borrowed item remains overdue

## **9. Appeals**

9.1 A patron may submit an appeal in-person to a Librarian or the Library Director if they believe that the library has made an error or if there is special situation that made it difficult to return or renew materials.

9.2 The Librarian hearing the appeal has authority to make final decision on behalf of the Library on the appeal.

9.3 A patron who is unsatisfied with the outcome of an appeal can escalate their appeal as per UCW's Complaints Resolution Policy (#1510).

## **10. Replacement Costs**

10.1 Replacement costs may be charged to borrowers on items that are not returned after 20 days or on items that are deemed by library staff to be damaged beyond repair.

10.2 Replacement costs are determined based upon the cost when the item was originally acquired.

10.3 There may be consultation with a Librarian as needed regarding replacement costs for specialized items, such as iPads or library equipment.

10.4 Items that are billed for replacement remain the property of the UCW Library and must be returned if found. The full amount billed, less any fines, is refunded if the item is returned in good condition within 60 days of the billing date, and upon proof of payment.

## Appendix A: iPad Borrowing Guidelines

### Borrowing

UCW patrons identified within this procedure (Section 6) may borrow iPads from the Library Circulation desk and can view available iPads in the Library Catalogue. Those patrons who have less than \$10.00 in library fines are eligible to borrow iPads. Each iPad comes with a charging cable and adaptor and a protective case. Patrons are prohibited from making account changes or downloading apps on Library iPads.

### Loan Length

Those checking out the iPads can do so for a period of seven total days. At this time, renewals and holds on iPads are not permitted due to high demand.

### Fines & Fees

The late fees for iPad borrowing are \$10.00 per day to a maximum of \$20.00. All parts of the iPad must be returned together [adaptor, case, charging cable].

After the maximum is reached (two days/48 hours late) the full replacement cost of the iPad (\$525) will be charged to the borrower's account. If the iPad is returned without its adapter and/or charging cable, the full cost of replacement for these items will be charged to the borrower account (\$30.00). This charge can be additional to the replacement fee of the iPad if the iPad is also not returned.

If the iPad and/or its charger cable and adapter are returned after full cost has been charged, students will be issued a refund on the replacement costs but will be required to pay the accrued \$20.00 late fee.

Borrowers assume full financial responsibility for theft, loss, or damage to the iPads while in their care. If the borrowed iPad is not returned to the library or returned damaged, the borrower will be charged the cost of repairs or full replacement plus a \$25 processing fee.

### Checking Out

All borrowers checking out an iPad will be required to read and verbally acknowledge the UCW Library iPad Borrowing Policies

### Checking In

**All iPads should be returned charged at the end of the borrowing period.** Borrowers must ensure that iPads are returned to a library staff member in person for an equipment assessment. Borrowers should report any technical issues or incidents at this time. If the iPad will not turn on or appears damaged, the borrower may be charged full or partial cost for replacement. All iPads will be restored to default upon return. The Library is not responsible for any borrower information that is deleted from the iPads