



College Policy & Procedures Manual	
Category	6 - Library Services
Policy #	6.2.2 Circulation (Borrowing) of Library Material

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POLICY

Circulation privileges are extended to College of the Rockies students, faculty, faculty emeritus, staff and community users in the College region and students, faculty, staff and faculty emeritus of CPSLD partner institutions. In order to borrow materials from the library, users must have a current College of the Rockies Library card. Library cards are non-transferable and the card holder is solely responsible for all materials borrowed on his or her card and liable for overdue fines and charges for lost and damaged materials. It is the responsibility of the card holder to report the loss or theft of his or her card or any changes to his or her profile to a Library Circulation staff member.

PURPOSE

This policy provides the necessary guidelines to ensure access to Library resources for College of the Rockies students, faculty, faculty emeritus, staff and community users in the College region and students, faculty, staff and faculty emeritus of CPSLD partner Institutions.

SCOPE

1 College of the Rockies students, faculty and staff have access to the collections and services of the Library with full borrowing privileges. Community users in the College region have limited access, with no access to reserve items and licensed materials.

2 All borrowers will be subject to the [BC College and Institute Act Part 4\(19\)1\(h-1\)](#) penalties and sanctions covering the guideline breaches below.

DEFINITIONS

Community users – Residents of the College region who have obtained a College of the Rockies ID card for the purpose of accessing College Library services.

CPSLD – Council of Post-Secondary Library Directors BC

GUIDELINES

A. Library Cards

A.1 A College of the Rockies ID cards acts as a Library card. All borrowers must present a valid card to borrow resources from the Library.



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A.2 Library cards are not transferable and honoured only when presented by the legitimate cardholder. All materials charged against a card will be the responsibility of the cardholder. The loss or theft of a card therefore should be reported immediately to a Circulation Desk staff member.

B. Borrowing Privileges

- B.1 Borrowing privileges may be denied to those with outstanding material and/or fines.
- B.2 Borrowing privileges may be suspended in cases of infractions of Library policies or procedures. (See D. Overdue/Lost Materials).
- B.3 CPSLD Reciprocal Borrowing Agreement
<http://cpsld.ca/c.php?g=76805&p=495108>

C. Loan Directives

- C.1 The Library reserves the right to restrict the number of items an individual may borrow.
- C.2 In general, service is given on a "first-come, first-served" basis. However, when necessary, priority in service may be extended to registered students College faculty and staff.
- C.3 Loan periods for various types of library materials are determined by the Manager of Library Services
- C.4 Loan periods for Reserve items are determined by the faculty member requesting the reserve.
- C.5 Loans of library materials may ordinarily be renewed upon request unless a "hold" has been placed on a circulated item by another borrower.

After the renewal limit has been reached (see Appendix A), the resource must be returned immediately to the Library.
- C.6 College of the Rockies students, faculty and staff may reserve various types of library equipment provided the equipment is being used to support College projects. Community borrowers are generally unable to borrow library equipment.



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C.7 The Library recognizes and honours every person’s right of privacy to use materials representing any point of view and discussing any topic. Information about a borrower's use of materials will be strictly confidential. **Freedom of Information and Protection of Privacy Act, s.30. Protection of personal information**

D. Overdue/Lost Materials

D.1 Fines will be charged for overdue materials on an hourly (reserve items) and/or daily (regular loans) basis. These fines will accumulate to a maximum set by the Manager of Library Services and as outlined in Appendix "A".

D.2 Library patrons will be notified of their overdues and fines. If overdue fines reach the maximum fine per item, they will receive an invoice for the total fine payable and an estimate of replacement costs, should the item be lost or not returned.

D.3 College of the Rockies faculty and staff are not charged fines for overdue items, but are responsible for paying replacement costs for lost items.

D.4 Borrowing privileges may be suspended until the overdue material is returned and all fines are paid in full.

D.5 Students with accounts owing to the College will have their grades withheld and will not be permitted further registration at College of the Rockies until those accounts are settled. Students will also have their transcripts withheld, which may prevent or delay their registration at the College or another educational institution.



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APPENDIX 'A'

OVERDUE FINE & REPLACEMENT SCHEDULE

	Loan Period	Fines/Item	Maximum fine/Item	Replacement Cost
Books	21 days (2 renewals)	\$0.50/day	\$10.00	To be determined based on individual item as per D.2
CDs, DVDs, VHS	7 days (2 renewals)	\$0.50/day	\$10.00	
Periodicals/Magazines	7 days (2 renewals)	\$0.50/day	\$10.00	
Circ-Reserve Resources	Varies (no renewal)	\$1.00/hour	\$10.00	
ABE	Semester	\$0.50/day	\$10.00	

OVERDUE EQUIPMENT FINE & REPLACEMENT SCHEDULE

Resource	Loan Period (Renewals as required)	Fine/Hour	Fine/Day	Maximum Fine/Item	Replacement Cost
Blood pressure cuffs	Varies		\$5.00/day	\$30.00	To be determined based on individual item as per D.2
Calculators	4 hours	\$1.00/hour		\$10.00	
Clickers	Varies		\$5.00/day	\$30.00	
Cords (extension, patch)	Varies		\$5.00/day	\$30.00	
Digital Cameras	Varies		\$5.00/day	\$30.00	
DVD camera	Varies		\$5.00/day	\$30.00	
Flipcharts	Varies		\$5.00/day	\$30.00	
HD Cameras	Varies		\$5.00/day	\$30.00	
Headphones	4 hours	\$1.00/hour		\$10.00	
Laptop computers	24 hours	\$5.00/hour		\$30.00	
LCD Projectors	Varies		\$5.00/day	\$30.00	
Memory cards	Varies		\$5.00/day	\$30.00	
Microphones	Varies		\$5.00/day	\$30.00	
Overhead Projectors	Varies		\$5.00/day	\$30.00	
Ruler	4 hours	\$1.00/hour		\$10.00	
Scissors	4 hours	\$1.00/hour		\$10.00	
Slide Projectors	Varies		\$5.00/day	\$10.00	
Teeth models	Varies		\$5.00/day	\$30.00	
Tripods	Varies		\$5.00/day	\$30.00	
USB memory sticks	3 days		\$5.00/day	\$10.00	