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Classification: Information Management
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LIBRARIES LOAN POLICY

Associated Procedures

[Library Loan Procedures and Regulations](#)

PURPOSE

1.00 The purpose of this policy is to set out the provisions for the management of the university's Libraries.

DEFINITIONS

2.00 The university's Libraries include the McPherson Library, the Diana M. Priestly Law Library and the Curriculum Library.

POLICY

3.00 The university recognizes its responsibility to make its library holdings and resources accessible and available to all members of the university community, as well as to members of the general public. The Libraries lends its collections to all borrowers acknowledging the need to ensure that specific materials are available when required by members of the university community.

4.00 The categories of borrowers, borrowing privileges, restrictions, penalties and sanctions are detailed in [procedures and regulations](#) associated with this policy.

5.00 The Board of Governors delegates authority to the Vice-President Academic and Provost to set the fees and overdue fines and to periodically adjust such fees and fines. The Vice-President Academic and Provost will report any adjustment in the fees or overdue fines to the Board of Governors. The loan periods, maximum renewals, and maximum items are set by the University Librarian in consultation with the Senate Committee on Libraries.

Appendix 1 (forthcoming) sets out the fees, loan periods, maximum renewals, maximum items and overdue fines.

Borrower Identification

6.00 All borrowers must present a valid university identification card for the purpose of borrowing library resources and holdings.

- 7.00 Borrowers are responsible for all materials checked out on their card. Lost or stolen cards must be reported immediately to the university via the Photo ID Centre or one of the library loan desks to protect against unauthorized use. The university will issue a fee for all lost, stolen or damaged cards.
- 8.00 In accordance with the *Freedom of Information and Protection of Privacy Act*, the Libraries require written consent to accompany a library card if a borrower would like another person to sign out and renew materials or pay library fines on the borrower's behalf.
- 9.00 Information about the borrowing activities of individual borrowers will not be released to any person, institution or agency, except as may be required in the application of penalties and sanctions, or as legally required.

Patron and Borrowers' Responsibilities

- 10.00 The holdings and resources held by the Libraries are the property of the university. All patrons and borrowers are expected to treat library holdings and resources with reasonable care to prevent damage, theft or loss.
- 11.00 Patrons of the Libraries are expected to exercise respect and consideration for the Libraries facilities and the rights of other patrons.
- 12.00 The Libraries provide public computer workstations for use by members of the university community and the general public. The workstations are provided for activities related to study, research and teaching and these activities must be conducted according to policies and practices set by the university and the Libraries that ensure the rights of all patrons are protected.

AUTHORITIES AND OFFICERS

- 13.00 The authorities and officers for this policy are:
- i) Approving Authority: Senate
 - ii) Designated Executive Officer: Vice-President Academic and Provost
 - iii) Procedural Authorities:
 - a) [Library Loan Procedures and Regulations](#): Senate Committee on Libraries
 - b) Appendix 1 (Fees and Overdue Fines): Vice-President Academic and Provost
 - iv) Procedural Officer: University Librarian

RELATED POLICIES AND DOCUMENTS

[Library Loan Procedures and Regulations](#)

Responsible Use of Information Technology Services IM7200

[Appendix 1 \(Forthcoming\)](#)

Note: Appendix 1 which contains the Library Fees and Fines is forthcoming. For more information please contact Shailoo Bedi at 250-721-8226.

LIBRARIES LOAN PROCEDURES AND REGULATIONS

Procedural Authority: Senate Committee on Libraries **Effective Date:** July, 2010
Procedural Officer: University Librarian **Supersedes:**
Parent Policy: Library Loan Policy (IM7600) **Last Editorial Change:**

PURPOSE

1.00 The purpose of these procedures and regulations is to set out the categories of borrowers (Internal and External), borrowing privileges, and restrictions, sanctions and penalties for the university's Libraries.

Note: Appendix 1 of the policy sets out the fees, loan periods, maximum renewals, maximum items and overdue fines.

PROCEDURES

Categories of Borrowers

- 2.00 There are Internal and External borrowers. A borrower's status as Internal or External determines borrowing privileges, restrictions, and fees.
- 3.00 Members of the community (External borrowers) are welcome to consult the materials in the Libraries and are eligible for an External borrower's library card upon presentation of picture identification and payment of the appropriate fee or presentation of a referral card (e.g. identification card from an institution in the Canadian University Reciprocal Borrowing Agreement or the Council of Post-Secondary Library Directors). The fees and borrowing information for External borrowers are set out in Appendix 1.
- 4.00 The users that fall within the Internal and External borrower categories are outlined in the following tables.

Internal Borrowers	
Students	<ul style="list-style-type: none"> ▪ undergraduate students ▪ some students of the Division of Continuing Studies as determined by the division ▪ graduate students ▪ students who are auditing courses
Faculty	<ul style="list-style-type: none"> ▪ all faculty with a regular academic appointment ▪ sessional, adjunct, honorary, emeritus, retirees, and post-doctoral fellows

	<ul style="list-style-type: none"> ▪ limited term and temporary
Staff	<ul style="list-style-type: none"> ▪ continuing ▪ cooperative program and practicum field supervisors ▪ employees of related university entities ▪ retirees
Affiliates	<ul style="list-style-type: none"> ▪ members of the board of governors ▪ convocation members of Senate ▪ members of the boards of the University of Victoria Foundation and the Foundation for the University of Victoria ▪ members of presidential advisory committees ▪ other persons with a research relationship with the university who are associated with a university unit or department

External Borrowers	
Associate	<ul style="list-style-type: none"> ▪ students enrolled in most non-credit courses offered by the Division of Continuing Studies ▪ members of the university's alumni association ▪ current students , faculty (including emeritus, honorary, adjunct and retirees) and employees from an institution which has reciprocal borrowing relations with the university, including members of the Canadian University Reciprocal Borrowing Agreement, the Council of Prairie and Pacific University Libraries (COPPUL) and the Open Learning Agency (OLA) ▪ donors and friends of the university as identified with a card from the Division of External Relations ▪ federal and provincial government research employees upon referral from their respective ministry librarian or legislative librarian ▪ current students and employees from BC Electronic Library Network (BC ELN) Partner Libraries
Fee-paying (Community, Corporate and Non-Profit agencies)	<ul style="list-style-type: none"> ▪ casual university staff ▪ students enrolled in one-day or weekend seminars or workshops offered by the Division of Continuing Studies ▪ members of the general public ▪ corporate institutions ▪ non-profit agencies

Designating a Proxy Patron

5.00 A proxy patron is a library user who borrows material on behalf of another user, usually a faculty or staff member.

- 6.00 Faculty and staff may grant proxy-borrowing privileges in writing to university students or research assistants working for them. Proxy Patrons may retrieve and recall materials for faculty or staff use.
- 7.00 Although proxy patrons sign material out using their own library cards, their sponsoring faculty members are wholly responsible for all material borrowed by their proxy. All notices and correspondence will be sent directly to the sponsoring faculty or staff member, not to their Proxy Patron.
- 8.00 Users with disabilities may obtain a proxy card for a specified friend or attendant who is authorized to borrow materials on their behalf.
- 9.00 Proxy cards for non-students or non-university workers will be determined by library staff on a case-by-case basis depending upon the circumstances.
- 10.00 Borrowers who authorize a proxy patron assume full responsibility for the use made of the proxy privilege which includes:
 - a. prompt communication with the Proxy Patron regarding all notices and correspondence;
 - b. return or renewal of materials before or on the due date;
 - c. return of materials that are recalled for use by other borrowers;
 - d. payment for all library materials that may be damaged or lost while charged to the Proxy Patron;
 - e. notification if a proxy is to be revoked or cancelled before the expiry date.
- 11.00 A sponsoring borrower's borrowing privileges will be blocked for outstanding overdue fines or lost item replacement fees incurred by the proxy patron.

Borrowing Privileges and Restrictions

- 12.00 Items are due at the hour and/or the day noted, either as specified at the time of loan or renewal or as subsequently modified by a recall notice. If an item is not returned by the end of the loan period, overdue fines will be issued and the borrower is subject to penalties. Failure to receive a notice does not exempt the borrower from overdue fines, penalties and sanctions.
- 13.00 All borrowers are guaranteed a minimum loan period set by the Libraries after which time an item is subject to recall by another borrower. The original due date ceases to be valid when the recall is issued and a modified due date is assigned.
- 14.00 Damaged items must be reported to the appropriate loan desk. Borrowers will be charged the cost of replacement of the damaged item or cost for repair, as appropriate, and applicable overdue fines.
- 15.00 Loss of library items must be reported to the appropriate loan desk. Borrowers will be charged the cost of replacement of the lost item, a processing fee, and applicable overdue fines.

- 16.00 Borrowers who subsequently return items within one year of the due date will be refunded the cost of the replacement charge.
- 17.00 Internal borrowers may borrow short-term loan items (e.g. reserve items, sound recordings, video items and Curriculum Library items). The number of items may be limited by the Libraries.
- 18.00 External borrowers may not borrow short-term loan items (e.g. reserve items, video items, Curriculum Library items) with the exception of short-term loan sound recordings. The number may be limited by the Libraries.
- 19.00 The Libraries may designate specific items for use in the Libraries only. The following items may not normally be borrowed for use outside the Library:
 - 19.01 special collections material;
 - 19.02 university archives material;
 - 19.03 reference material;
 - 19.04 material marked "for use in Library only";
 - 19.05 periodicals (unbound or bound); and
 - 19.06 microforms.

Penalties and Sanctions

- 20.00 Borrowers that do not return or renew items by the due date and time will incur overdue fines and replacement charges as set out in Appendix 1.
- 21.00 Failure to receive a notice does not exempt the borrower from penalties and sanctions.
- 22.00 An item that reaches the maximum overdue fine will be assumed lost, and an invoice for the cost of replacement of the item, a processing fee and overdue fines will be issued. Borrowing privileges will be suspended when fines or charges reach a maximum limit set by the Libraries. Borrowing privileges may be reinstated when outstanding charges are paid.
- 23.00 Student borrowers with unpaid accounts may be denied access to registration in courses. Borrowers with unpaid accounts may be subject to referral to a collection agency.

Appeals

- 24.00 Most concerns with penalties, fines and suspensions can be resolved by speaking with the library loan desk staff. If this does not resolve the issue, the borrower may speak with the relevant unit manager in Client Services.
- 25.00 If the borrower is still unsatisfied, they may submit an appeal in writing to the Senate Committee on Libraries, Subcommittee on Appeals.
- 26.00 Lack of knowledge of loan regulations, failing to note due dates, failing to renew on time, and failing to receive reminder notices are not acceptable reasons for cancellation of charges.