

Libraries Loan Policy

University Policy No: IM7600
Classification: Information Management
Approving Authority: Senate
Effective Date: May 2018
Supersedes: July 2010
Last Editorial Change:
Mandated Review: May 2025

Associated Procedures

[Libraries Loan Procedures](#)

[Procedures on Fees, Borrowing Information, and Charges](#)

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 Mearns Centre for Learning – McPherson Library and the Diana M. Priestly Law 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 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.
- 5.01 The [Procedures on Fees, Borrowing Information, and Charges](#) set 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 ONECard Office 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 The Libraries require written consent 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 disclosed 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. Patrons must abide by university policies as well as guidelines established by the Libraries.
- 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 to 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) Libraries Loan Procedures: Senate Committee on Libraries
 - b) Procedures on Fees, Borrowing Information, and Charges: Vice-President Academic and Provost
 - (iv) Procedural Officer: University Librarian

RELATED POLICIES AND DOCUMENTS

[Acceptable Use of Electronic Information Resources \(IM7200\)](#)
[Protection of Privacy Policy \(GV0235\)](#)

RELEVANT LEGISLATION

[Freedom of Information and Protection of Privacy Act, RSBC 1996 c 165](#)

Libraries Loan Procedures

Procedural Authority: Senate Committee on Libraries

Effective Date: May 2018

Procedural Officer: University Librarian

Supersedes: July, 2010

Parent Policy: [Libraries Loan Policy \(IM7600\)](#)

Last Editorial Change:

PURPOSE

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

Note: The [Procedures on Fees, Borrowing Information, and Charges](#) set out the fees, loan periods, maximum renewals, maximum items, and overdue fines.

PROCEDURES

Categories of Borrowers

- 2.00 There are University and Community borrowers. A borrower's status as a University or Community borrower determines borrowing privileges, restrictions, and fees.
- 3.00 Community borrowers are welcome to consult the materials in the Libraries and are eligible for a Community borrower's library card upon presentation of picture identification.
- 4.00 The borrowers that fall within the University and Community borrower categories are outlined in the following tables.

University 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, and emeritus faculty, retirees, and post-doctoral fellows ▪ 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 ▪ members of the university's alumni association ▪ other persons with a research relationship with the university who are associated with a university unit or department

Community Borrowers
<ul style="list-style-type: none"> ▪ other Continuing Studies students ▪ 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, and the Council of Prairie and Pacific University Libraries (COPPUL) ▪ donors and friends of the university ▪ federal and provincial government employees ▪ current students and employees from BC Electronic Library Network (BC ELN) Partner Libraries ▪ casual university staff ▪ corporate institutions ▪ non-profit agencies ▪ members of the general public

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 Patrons who encounter barriers in using library services may obtain a proxy card for a specified friend or support person who is authorized to borrow materials on their behalf.
- 9.00 Proxy cards for individuals who are not students, faculty, or staff will be determined 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 – see section 21.00.

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 replacing 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 replacing 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 Community borrowers may not borrow short-term loan items (e.g. reserve items, video items) with the exception of short-term loan sound recordings. The number may be limited by the Libraries.

18.00 The Libraries may designate specific items for use in the Libraries only. The following items may not typically be borrowed for use outside the Libraries:

- (a) special collections material;
- (b) university archives material;
- (c) reference material;
- (d) material marked "for use in Library only";
- (e) periodicals (unbound or bound); and
- (f) microforms.

Penalties and Sanctions

19.00 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 the [Procedures on Fees, Borrowing Information, and Charges](#).

20.00 Failure to receive a notice does not exempt the borrower from penalties and sanctions.

21.00 An item that reaches the maximum overdue fine will be assumed lost, and a statement for the cost of replacing 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.

22.00 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

23.00 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 manager.

24.00 If the borrower is still unsatisfied, they may submit an appeal in writing to the Senate Committee on Libraries, Subcommittee on Appeals.

25.00 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.

Procedures on Fees, Borrowing Information, and Charges

Procedural Authority: Vice-President Academic
and Provost

Procedural Officer: University Librarian

Parent Policy: [Libraries Loan Policy \(IM7600\)](#)

Effective Date: May 2018

Supersedes: New

Last Editorial Change:

- 1.00 These Procedures sets out the fees, loan periods, maximum renewals, maximum items, overdue fines, and replacement charges for all categories of borrowers as defined in the Libraries Loan Policy and Procedures (IM7600).
- 2.00 For Library issued borrowers' cards the replacement fee is \$10.00. Replacement of UVic ID cards is handled through the UVic ONECard Office at the current replacement charge.

Borrowing Information and Limits

- 3.00 Borrowing information and limits are outlined in the following tables.

University Borrowers			
Loan Type	Loan Period	Maximum Renewals	Maximum Items
Regular Loans*			
Undergraduates	28 days	5	75
Graduates/Faculty/Staff (Sessional Loans)	Winter: Oct - Apr Summer: May - Sep	5	200
Short Term Loans			
Reserve Items**	2 hours or as indicated	none	2
Reserve Items	1 day	none	2
Reserve Items	3 days	5 ***	2
Laptops	Up to 3 hours	5	1
Tablets (iPad mini)	1 Day	1	1
Audio/Visual Equipment	1 Day	1	1

Audio/Visual Equipment – Express items	3 hours	0	1
Digital Scholarship Commons (DSC) Equipment	7 day/1 day	1	-
Sound Recordings	14 days	5	-
Other Library Materials			
Journals/Periodicals	For Use In Library Only		
Reference Items			
University Archives			
Microforms			

**All borrowers are guaranteed a loan period of 7 days on regular loans, after which time items are subject to recall by other borrowers.*

*** There is a borrowing limit of two Reserve items at one time.*

****3 Day Loan items may be renewed if there are no outstanding holds. Holds may be placed on 3 Day Loan items at the loan desk: the item must be currently charged out; upon return, it will be held until closing of the next day.*

Community Borrowers			
Loan Type	Loan Period	Maximum Renewals	Maximum Items
Regular Loans*			
Main Stacks	28 days	5	25 all items
Records/Tapes/CDs/Kits	14 days	5	5 of each to max. item limit
Other Library Materials			
Journals/Periodicals	For Use In Library Only		
Reference Items			
Microforms			
Special Collections			
University Archives			
Reserve Items	For Use In Reserve Room Only		
Media Services Items (e.g. videotapes, DVDs)	Licensing arrangements do not permit use by external borrowers.		

**All borrowers are guaranteed a loan period of 7 days on regular loans, after which time items are subject to recall by other borrowers.*

Fines and Charges for Circulating Collection Items of McPherson Library, Course Reserves, and Media Services

Replacement Charges

4.00 In most cases, the library will assess an actual cost of the lost or damaged item. Charges for lost or damaged items will be determined by the Libraries Collection Management Services. The library reserves the right to replace items with a different edition or format.

5.00 Regular Circulating Collection

Overdue Fines			Replacement Charges	
Item	Rate	Maximum	Replacement	Processing
Airphoto	\$1.00/day \$2.00/day (recall)	\$20.00	Actual Cost	\$30.00
Book	\$1.00/day \$2.00/day (recall)	\$20.00	Actual Cost	\$30.00
Kit	\$1.00/day	\$20.00	Actual Cost	\$30.00
Map	\$1.00/day \$2.00/day (recall)	\$20.00	Actual Cost	\$30.00
Score	\$1.00/day \$2.00/day (recall)	\$20.00	Actual Cost	\$30.00
Sound Recording	\$1.00/day \$2.00/day (recall)	\$20.00	Actual Cost	\$30.00
Video/ Film	\$5.00/day	\$20.00	Actual Cost	\$30.00

6.00 Course Reserves

Overdue Fines		
Item	Rate	Maximum
2 hour reserve	\$0.02/min	\$20.00
4 hour reserve	\$0.02/min	\$20.00
1 day reserve	\$1.20/hr	\$20.00
3 day reserve	\$2.00/day	\$20.00

Replacement Charges		
Item	Replacement	Processing
Private Copy	Actual Cost	\$30.00
Copied Article	\$15.00	\$30.00
Book	Actual Cost	\$30.00

Overdue Fines			Replacement Charges	
Item	Rate	Maximum	Replacement	Processing
Headphones	\$5.00/day	\$30.00	Actual Cost	\$30.00
Laptop	\$0.35/min	\$100.00	Actual Cost	\$30.00
Tablet (iPad mini)	\$30.00/day	\$90.00	Actual Cost	\$30.00
Portable DVD Player	\$5.00/day	\$30.00	Actual Cost	\$30.00
Digital Scholarship Commons (DSC) Equipment	\$5.00/day	\$30.00	Actual Cost	\$30.00
Recording Equipment (Audio/Visual)	\$30.00/day	\$90.00	Actual Cost	\$30.00
Recording Equipment Express	\$10.00/hr	\$30.00	Actual Cost	\$30.00