



## Policies & Procedures Manual

Section: LIBRARY - CIRCULATION

Title: LIBRARY LOAN

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LI-02-01

Approved by:

Senior Executive Council

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### POLICY STATEMENT

Students, faculty, staff and community members may borrow library materials. The loan period will vary depending on the type of materials, usage or demand.

#### DEFINITIONS:

**Renewals & Holds:** Some items may be renewed to extend the loan period unless a request for the same material has been made by another user (a hold).

**Reserve materials:** are restricted use materials due to their demand, faculty request, or cost. Faculty may also request that materials not be loaned via Interlibrary Loan procedures for specific times when they require access to them.

**Interlibrary Loan (ILL):** is a process where other libraries borrow materials between each library. UCN will loan to all Manitoba educational institution libraries. Public libraries are considered educational institutions.

**Reciprocal borrowing:** allows students, faculty and staff to borrow materials from other academic libraries, and their patrons from UCN. The Reciprocal borrowing agreement requires full membership to The Councils of Prairie and Pacific University Libraries (COPPUL).

### PURPOSE OF POLICY

To provide rules governing who can borrow materials and types of borrowing privileges.

### PROCEDURES

A partial list of procedures is provided as examples. Many procedures are subject to change according to institutional need or operational function.

1. Every UCN student, staff or faculty member will present their UCN ID card when borrowing materials. Exceptions will be made for individuals at regional centers where UCN ID cards are not easily available or other special circumstances.
2. Community members will be issued ID cards but must show proof of identity and a current address. Joint UCN/Public libraries will issue an ID card with a special identifier where possible.
3. Fines for overdue material and equipment will be set as needed and added to the UCN rate and fee schedule annually.
4. While all materials are subject to recall, this is an exception, and requires approval from the campus librarian or the Dean in order to activate.

5. Anyone can place a hold on an item in the library. A hold is simply a request that when an item is returned, that it be placed on a hold shelf for up to three days. If the item has not been checked out to the requestor at the end of the three days, it will be returned to the stacks for normal usage.
6. A patron can make an ILL request for materials not available at UCN Libraries. Any expenses beyond standard postal charges are the responsibility of the requestor.
7. Faculty may request items in the UCN Libraries not be loaned via ILL for specific time periods.

Other procedures will be written and kept up to date as needed. A copy will be available for view at each of the campus libraries.