

Policy on the Access and Loan of Library Materials

Office of Administration: University Librarian

Approval Authority: Senate

Approval Date: October 2023

Review Date: 3 years

Purpose: This policy sets out the access and loan privileges of all categories of Library users.

Scope: Faculty, students, staff, and other borrowers are accorded privileges and responsibilities with respect to Library materials and their use. A valid Laurentian University photo ID card is required for all Library transactions by faculty, students, and staff. Borrowers are responsible for the transactions on their cards.

1. User Categories

- a. Students: All registered full- and part-time undergraduate and graduate students of the University and Omni partner universities.
- b. Faculty and Staff: Members of the academic, research, administrative and staff of the University, Omni partner universities, and related institutions such as Mirarco. Spouses and dependents of full-time Laurentian faculty, retired Laurentian support staff members, and retired Laurentian faculty and their spouses also have borrowing privileges.
- c. Other Borrowers: Alumni of Laurentian University, and students and faculty with valid identification from institutions with which Laurentian has a reciprocal borrowing agreement, including Canadian universities, Cambrian College and Collège Boréal.
- d. Community Members, including secondary school students, may borrow for a fee of \$15 for six months or \$25 for one year.

2. Loan Periods – Circulating Collection

Borrower category	Books	Media (CDs, DVDs, etc)
Undergraduate students	120 days	14 days
Graduate students	120 days	14 days
Faculty and Staff	120 days	14 days
Alumni	60 days	14 days
Students and faculty of other universities outside of Omni	60 days	14 days
Community members	60 days	14 days

3. Maximum number of items

Borrower category	Maximum number of items
Undergraduate students	500
Graduate students	500
Faculty and Staff	500

Alumni	50
Students and faculty of other universities outside of Omni	50
Community members	50

4. Renewals

Students, Faculty, and Staff may renew items an unlimited number of times.

Alumni, Community Members, and students and faculty of other universities may renew items up to three times.

Renewals are done online through their Library account, by phone, or in person, at the discretion of the borrower.

Due dates on renewals will not extend beyond the expiry of the borrower's account, nor will renewals be allowed if the item has been recalled.

5. Recalls and Holds

All loans are subject to recall if required by the owning library (for reserve, for example).

6. Overdue items: fines

6.1. Regular Loans

Students, Faculty, and Staff will not be fined for overdue items. Any item that is more than 30 days overdue will be declared lost.

Alumni, Community Members, and students and faculty of other universities will be charged \$0.50 each day the item is overdue to a maximum of \$56.00 per item.

6.2. Reserve Materials

Borrowers will be charged overdue fees based on the borrowing period for the reserve item:

Item type	Fine increment	Maximum fine
Hourly	\$0.50 / hour	\$56.00
Daily	\$2.00 / day	\$56.00

6.3 Recalled Items

Borrowers will be charged overdue fees based on the type of recalled item:

Item type	Fine increment	Maximum fine
Books	\$4.00 / day	\$56.00
Media (CDs, DVDs, etc)	\$10.00 / day	\$100.00

7. Lost or Damaged Materials

Patrons will be given 14 days to return recalled material before the item is declared lost.

Items declared lost will incur the following charges:

- \$25 non-refundable administration charge
- \$125 default replacement charge (subject to adjustment based on the value of the item)

These charges are in addition to the overdue fines assessed for the recalled items.

8. Loan of Electronic Equipment

The Library loans laptops and other electronic equipment. Loan periods and fines are set at the discretion of the Department of Library and Archives. Holds are not permitted. It is the borrower's responsibility to delete all personal information when the equipment is returned to the Library.

9. Interlibrary Loan Privileges

Members of the university community and related institutions are granted interlibrary loan privileges. Faculty members and students of other Ontario universities who are residing in Sudbury for a minimum of six weeks are eligible for privileges with permission of the Coordinator of Interlibrary Loan Services. Scholars affiliated with universities outside of Ontario who are residing locally may also be eligible, subject to permission of the Coordinator. Alumni and community members are not eligible for interlibrary loan..

10. Loss of borrowing privileges

Borrowers will lose all borrowing privileges, including the ability to hold items or submit interlibrary loan requests, if their account meets either of the following conditions:

- 1 recalled item is overdue
- \$20.00 in unpaid fines

As soon as the conditions leading to the loss of borrowing privileges have been resolved, those privileges will be reinstated.

11. Disciplinary Action

Laurentian borrowers who have not concluded satisfactory arrangements regarding the return of materials or electronic equipment are subject to the charges outlined above and lose all Library privileges. At the end of the academic session, the names of borrowers with outstanding Library accounts are sent to the Office of the Registrar. Students with unpaid accounts may not receive official transcripts of their marks unless the account is settled.

Related University Policies: Borrowers are expected to abide by the Library Code of Conduct and the Laurentian University Code of Student Rights and Responsibilities.

History of Revisions: This policy supersedes the previous policies approved by Library and Archives Council in May 2013, by Library and Archives Council in March 2015, and by Library and Archives Council in December 2020.