

# Borrowing Policies

## *Library Services Policies*

Reviewed by the Library Advisory Committee:

February 2017.

### Clientele

- I. Brock University Patrons
- II. Community Patrons:

- Extramural (Community, Professor Emeriti & Alumni Borrowers)
- Inter-University Borrowers
- Direct Borrowers

### Open Stack Items

#### Loan Periods:

<b>Brock University Patrons</b>	Loan Period
Undergraduate Students	4 weeks
Teacher Education Candidates	2 weeks + extended loan during Teaching Blocks
Faculty/Staff/Graduate Students	Term Loan: 120 Day Loan + No Renewal Limit

<b>Community Patrons</b>	Loan Period
Extramural Borrower	2 weeks
Research Extramural Borrower	Term Loan
Inter-University Borrower	2 weeks
Direct Borrower	2 weeks

**Recalls:** Items issued on term loan can be recalled after a 2-week loan. Recalled items are to be returned within 3 days. Items circulated to Teacher Candidates during a teaching block cannot be recalled.

**Holds:** Permitted on all open stack items. DVDs and VHS may be booked for specific showing dates. If items booked or on hold are not picked up after 3 days' notification, items are returned to the stacks.

**Renewals:** Renew material online using [My Library Account](#) or in person at the IRC Circulation Desk. IRC resources may not be renewed by telephone. Borrowers whose privileges have been suspended may not renew resources. Undergraduate students are permitted up to 4 consecutive renewals per item if another user has not requested the item. All other borrowers are allowed one renewal per item.

<https://catalogue.library.brocku.ca/patroninfo/>

**Item Limit:** In accordance with University policy, Extramural (community & alumni) borrowers may borrow no more than a grand total of 15 items from all university libraries at any one time.

## Reserve Collection

- Borrowers:** Brock University Patrons only.
- Loan Periods:** 3 hour  
1 day  
2 days
- Recalls:** None.
- Holds:** None.
- Renewals:** 1 and 2-day reserve items only IF another copy is available.

## Test Collection

- Borrowers:** Faculty of Education instructors.  
Faculty of Education graduate and additional qualification students with “Permission to Borrow Tests” form authorized by a Faculty of Education faculty member, instructor, or advisor.
- Other patrons may consult test material in the IRC only.
- Loan Period:** Term loan or 2 weeks depending on patron type.
- Recalls:** After 2 weeks’ loan. Recalled items are to be returned within 3 days.
- Holds:** Permitted. If not picked up after 3 days’ notification, items are returned to the stacks.
- Renewals:** Unlimited, if no holds are against the item.
- Labels:** Psychological tests are labelled with the following note:  
“This test may be used for instructional purposes only. Any use of this test with human subjects must be conducted under the supervision of a university psychologist or a psychologist registered with the Ontario Psychological Association.

## Fees

Overdue books or government documents	\$0.50 per day per item
Overdue reserve material	\$1.50 per hour per item
Overdue recalled material	\$2.00 per day per item
Overdue multi-media material	\$ 0.50 per day per item
Lost whiteboard marker	\$1.00 replacement charge
For James A. Gibson Library	See Gibson Library Homepage

## **Suspension of Borrowing Privileges**

Borrowing privileges are suspended when:

1. A patron owes the University Library and/or the IRC \$10.00 or more in fees, or in bills for replacement, etc. Borrowing privileges are re-instated when the patron pays the amount in full.
2. A Brock University, faculty or staff member owes the University Library and/or the IRC \$20.00 or more in fees, or in bills for replacement, etc. Borrowing privileges are re-instated when the patron pays the amount in full.
3. The IRC item is more than 7 days overdue.

A block is placed on the student self-serve account which could impact registration for courses, transcript requests, and receipt of a diploma. Use [My Library Account](#) to view currently checked out items and fees owing.

<https://catalogue.library.brocku.ca/patroninfo/>

## **Replacement of Lost/Damaged IRC Material**

<b>Bills for Replacement:</b>	Issued after an item is 32 days overdue.
<b>Replacement Cost:</b>	Actual current cost of item (plus U.S. funds exchange if applicable). If item is out of print, cost estimate is calculated.
<b>Processing Fee:</b>	Non-refundable \$15.00. Full payment required.

## **Appeal of IRC Fees**

Users who wish to appeal a library fee or charge may do so by completing an [online appeal form](#). The request will be reviewed and an e-mail response will be sent within ten (10) working days.

[https://brocku.ca/webfm\\_send/43291](https://brocku.ca/webfm_send/43291)

## **Correspondence Policy**

All University Library correspondence for students, faculty and staff is sent to a Brock University e-mail address. See [ITS Help Desk](#) for information on your e-mail account and on forwarding mail to another address.

<https://brocku.ca/information-technology/contactus>

All borrowers are responsible for responding promptly to e-mail or print communications from the IRC. Printed notices will be sent when Bills for Replacement are required and for library users who do not have an e-mail account. Borrowers can check the status of their account and modify contact information by using [My Library Account](#).

<https://catalogue.library.brocku.ca/patroninfo/>

## **Withholding of Degree or Grades**

“No student owing the University fees or fines will receive a diploma, certificate, transcript or a statement of final grades or have any such statements communicated to parties outside the University, until the debts have been cleared to the satisfaction of the University.” (Brock University undergraduate and graduate calendars).

## **Ontario Ministry of Education Curriculum Guidelines**

Class sets of select Ontario Ministry of Education curriculum and support documents are supplied to the Faculty of Education by the Ministry of Education.

**Storage:** IRC  
**Supplied to:** Faculty/Instructors only- Class Sets

<http://www.edu.gov.on.ca/eng/document/curricul/curricul.html>