



**Laurentian University**  
**Université Laurentienne**

Library and Archives  
Bibliothèque et Archives

## Policy on the Borrowing of Library Materials and Fines

**Administrative Authority:** Brent Roe, University Librarian

**Approval Date:** February 1, 2020

**Effective date:** March 1, 2020

**Review Date:** December 2020

**Purpose:** This policy sets out the borrowing privileges of all categories of Library users and fines.

**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. Borrowers are responsible for the transactions on their cards.

### 1. Users Categories

- a. **Students:** All registered full- and part-time undergraduate and graduate students of the University, the federated universities and the Northern Ontario School of Medicine.
- b. **Faculty and Staff:** Members of the academic, research, administrative and support staffs of the University, the federated universities, and related institutions such as the Northern Ontario School of Medicine and Mirarco. Spouses and dependants 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 of other universities with valid identification.
- d. **Members of the community:** Guests may borrow for a fee of \$15 for six months or \$25 for one year.

## **2. Loan Periods – Circulating Collection**

- a. Undergraduate students, support staff of Laurentian and related institutions, and alumni may borrow for a period of 21 days to a maximum of 30 books.
- b. Graduate students, faculty and research staff of related institutions such as Mirarco may borrow for a period of 120 days to a maximum of 50 books.
- c. Community members and other borrowers may borrow for a period of 21 days to a maximum of 15 books.

## **3. Renewals**

A 21-day book, if not requested by another borrower, may be renewed for a further 21 days up to three (3) times. A 120-day book may be renewed once. Renewals are done either in person at the Library Services Counter, by phone, by email at [bibdesmaraislib@laurentian.ca](mailto:bibdesmaraislib@laurentian.ca), or through the borrower's account in the Library's web catalogue.

## **4. Recalls and Holds**

All loans are subject to recall after 21 days if requested by another borrower, or after three (3) days if required for Reserve. Books not returned at that time will be charged \$2.00 per day to a maximum of \$90.00. Patrons may also put a hold on a book that is currently on loan. Upon return, the book is kept for pickup at the Library Services Counter for two (2) days.

## **5. Returns**

All books are to be returned through the book drops located outside the Library. Reserve materials, electronic equipment, and recordings are to be returned to the Library Services Counter.

## **6. Late Returns**

### **a. Regular Loans**

Failure to return a book by its due date results in the imposition of a late fee of \$0.50 per day to a maximum of \$45.00 per item. Borrowing privileges are suspended if there is an outstanding fee on a user's account.

### **b. Reserve Materials**

The charge for late return of hourly reserve materials is \$0.50 per hour to a maximum of \$90.00 per item. Material on day loan is charged \$2.00 per day to a maximum of \$90.00 per item. Borrowing privileges are suspended if there is an outstanding fee on a user's account.

## **7. Lost Books**

Materials not returned 30 days after the due date and maximum fines have been reached are presumed lost. The charge for lost books is either \$90.00 per item or the replacement cost of the item, whichever is greater. There is also a \$5.00 service charge and the late fees accrued.

## **8. Loan of Electronic Equipment**

The Library loans Chromebooks and other electronic equipment. Loan periods and fines are set at the discretion of the Library. Holds are not permitted. It is the borrower's responsibility to delete all personal information when the equipment is returned to the Library Services Counter. The charge for late return is \$10.00 per day to a maximum of \$100.00 per item or the replacement cost of the item, whichever is greater.

## **9. Interlibrary Loan Privileges**

Members of the university community and related institutions are granted interlibrary loan (RACER) privileges. Faculty members and students of other Ontario universities who are residing in Sudbury for a minimum of six (6) 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 RACER. Borrowers may not continue to use the interlibrary loan system to request materials when there is a fee or fine owing.

## **10. Disciplinary Action**

- a. Laurentian borrowers who have not concluded satisfactory arrangements regarding the return of materials or electronic equipment are subject to charges outlined above and lose all Library privileges.
- b. 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, the Policy on Respectful Workplace and Learning Environment, and the Laurentian University Code of Student Conduct.

**History of Revisions:** This policy supersedes the previous policy approved in March 2015.