

**Brescia University College**  
**POLICIES and PROCEDURES**

Policy Number: 11.1  
Policy Title: Library Lending Code  
Classification: Library  
Issued by: Academic Council – Library Committee  
Approved by: College Council  
Effective Date: February 11, 2005

**PURPOSE**

The Library Lending Code outlines general Library policies and provides guidelines for the provision of Library materials and services.

**SCOPE**

This policy applies to all Library patrons.

**Library Lending Code**

**Intellectual Freedom:**

Brescia University College Library endorses both the Ontario Library Association's Statement on the Intellectual Rights of the Individual (23 November 1990) and the Canadian Library Association's Statement on Intellectual Freedom (18 November 1985), part of which is reproduced below:

All persons in Canada have the fundamental right, as embodied in the nation's Bill of Rights and the Canadian Charter of Rights and Freedoms, to have access to all expressions of knowledge, creativity and intellectual activity, and to express their thoughts publicly. This right to intellectual freedom, under the law, is essential to the health and development of Canadian society.

Libraries have a basic responsibility for the development and maintenance of intellectual freedom.

It is the responsibility of libraries to guarantee and facilitate access to all expressions of knowledge and intellectual activity, including those which some elements of society may consider to be unconventional, unpopular or unacceptable. To this end, libraries shall acquire and make available the widest variety of materials.

Libraries should resist all efforts to limit the exercise of these responsibilities while recognizing the right of criticism by individuals and groups.

## **Circulation Services**

### **1. policies:**

#### **Who may borrow materials?**

The following may borrow material: any student, member of faculty or staff at Brescia University College, The University of Western Ontario, Huron University College, King's University College or St. Peter's Seminary. Upon request, and subject to authorization, guest borrower cards may be issued to Brescia's alumnae and other members of the Brescia community.

#### **Loan Periods:**

For materials housed in the general (stack) collection:

<b><u>Borrower Type</u></b>	<b><u>Loan Period</u></b>	<b><u>Renewal Period</u></b>
Brescia students, staff and guests	28 days	Two 14 day renewal
Brescia faculty	120 days	Three 120 day renewal
King's, Huron, St. Peter's, UWO students and guests	14 days	Two 14 day renewal
Non-Brescia faculty, graduate students	28 days	Two 14 day renewal

#### **Reserves:**

Reserve materials can be accessed at the Library Circulation Desk and can be borrowed for 2 hours in-library use only. Occasionally faculty will request that certain materials be transferred to the reserve collection on a temporary basis for 3-day or 7-day circulation.

#### **Audio-Visual material: (VHS, DVD, etc.).**

Audio-visual material can be accessed at the Library Circulation Desk and can be borrowed for a maximum of 3 days with no renewals permitted.

### **Reference materials and Periodicals:**

Reference and Periodical publications are housed in the regular collection or in storage. These materials are designated for in-library use only.

### **2. Requesting materials:**

Patrons may request materials be transported from one library to another library for pick-up by completing the appropriate form available in the online catalogue.

Short-loan materials (3-day, 7-day, videos, journals, etc.) cannot be paged from one library to another.

Patrons may recall materials which are charged out to another patron by populating the appropriate form which is available in the online catalogue. The patron will have a maximum of 7 days to return the item, at which time it will be held for the requesting patron. Short-loan materials (3-day, 7-day, videos, etc.) cannot be recalled.

### **3. Interlibrary loans:**

Requests for materials not held by Brescia, Huron, King's, St. Peter's Seminary or the University of Western Ontario are to be placed using the "RACER" Interlibrary Loan system available from the Library catalogue.

### **Fines, lost and damaged materials:**

All overdue materials are subject to fines. The fine for regular (stack) overdue materials is \$.50 per day. Two-hour reserve materials are subject to fines of \$2.00 per hour. Short-loan materials and overdue recalled materials are subject to a fine of \$2.00 per day.

Materials which are overdue for 36 days are considered to be lost and are subject to a replacement fee determined by the Library, as well as a processing and billing fee of \$30.00 per item. Materials damaged while in circulation may also be subject to a replacement fee or a partial replacement fee, and processing and billing fees.

Failure to pay fines, or charges relating to lost or damaged Library materials will result in the sealing of academic records. Students with sealed academic records will

- a) not receive a Grade Report

- b) not receive a Permit to Register
- c) not receive a transcript or degree diploma
- d) not be permitted further registration

until such time as the charges are paid. Non-receipt of notices by a patron does not relieve him/her from responsibility for fines, fees or suspension of privileges. Changes of address/telephone number should be reported promptly to the Registrar's Office.

Questions concerning fines or other charges should be directed initially to the Circulation desk in the Library. Every attempt shall be made to provide a fair and reasonable application of the regulations outlined in this code and of the fines and charges assessed when the regulations are violated. In disputed cases, appeals may be made to the Public Services Librarian. Should the issue remain unresolved, written appeals may be made to the Director of Library Services, whose decision will be considered final.

### **Privacy:**

In order to protect the privacy of library patrons, and their personal right to consult and borrow Library materials without prejudice, it is Library policy that, except where required by law, names of users or identification of items signed out to them or requested by them are not released, except as may be required for the application of the sanctions and penalties specified above.

### **Computer Services:**

Computer stations in the Brescia Library are primarily for the use of Brescia students, faculty, staff, CultureWorks faculty and students, and guests. Members of the general public are free to use the computers. All users are subject to the following guidelines:

1. Existing Canadian laws of copyright, privacy and decency govern access to and use of information on the Internet. Use of the Internet to access or transmit material that would violate any applicable law or regulation is prohibited.
2. Access to the Internet is provided to assist the Library in fulfilling its mission of supporting the teaching and research programs of the College. Use of the Internet for commercial purposes is prohibited.
3. Although the Library supports intellectual freedom and freedom of access to all legally available information, there may be material on the Internet that is not appropriate for display in a public place. Users may be required to cease displaying material if it is offensive to other patrons or staff.
4. Brescia Library reserves the right to grant priority to users engaged in academic computing activities.

5. Tampering or attempting to tamper with computer hardware or software is prohibited.

Printing to a black and white laser printer is available at \$.10 per page/side; printing to a colour laser printer is available at \$1.00 per page. Wireless Internet access is provided within the Library, and a wireless access card is available for circulation to patrons requiring one.

Access to electronic databases, indices, etc. (whether provided by Brescia, UWO or another affiliated College) is limited to the users specified in the licensing agreements of each resource. Use of the UWO Libraries proxy server (available from the Library catalogue) facilitates remote access to these resources.

### **Copying Services:**

Self-serve photocopying machines are available. Machines accept both change, available from the Circulation Desk, and vendacards, which are available for \$1.00 (non-refundable) and can be charged with any amount. Copies are priced at \$.10 for cash, and \$.07 for vendacard use. Brescia University College accepts no responsibility for copyright violations arising from the use of the photocopying machines in the Library.

### **Reference and Instructional Services:**

Reference assistance is available at the Circulation Desk on a first-come, first-serve basis. Patrons requiring one-on-one research assistance are encouraged to arrange a reference appointment with a Librarian.

Library orientation sessions, and research instruction workshops can be arranged for Brescia classes or small groups. Faculty are encouraged to contact Library staff to arrange customized, subject-specific workshops for their courses.

### **Comportment:**

The right of free access to Library materials and facilities implies a commitment to their use in compliance with established regulations. It is an indictable offence to steal or wilfully fail to return Library materials on loan, or mutilate or deface Library collections, equipment and furnishings.

Patrons engaging in loud conversation and/or disruptive behaviour will be asked to desist or leave.