

Policy Title	Library Access Policy
Issued By	Library Committee
Contact	Director of Library Services
Approved By	Brescia Council
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PURPOSE

This policy outlines the conditions and responsibilities governing the lending of library materials to library patrons.

SCOPE

This policy applies to all members of Brescia University (Brescia) community and the broader community who borrow materials from the Beryl Ivey Library.

POLICY

This policy identifies the various user groups who may borrow from the Beryl Ivey Library, specifies the regulations that apply to such borrowing, identifies the sanctions applied for overdue materials, and outlines the process for appealing such sanctions.

1. Intellectual Freedom

The Beryl Ivey Library supports the Ontario Library Association’s “Statement on the Intellectual Rights of the Individual” and the Canadian Federation of Library Associations’ “Statement on Intellectual Freedom.”

2. Privacy

To protect the privacy of patrons and their personal right to consult and borrow library materials without prejudice, it is library policy that, except where required by law, the records of library users are not released to any person, institution, association, or agency outside of the University for any reason except as may be required in applying the penalties specified below.

3. Access

3.1 Access to Collections

The Beryl Ivey Library is open to the general public and visitors. Most collections in the library are on display and available for browsing and use within the library. Access to some resources may be restricted, and use of some resources reserved exclusively for the faculty, staff, and students of Brescia, The University of Western Ontario, and its affiliates.

Limitations on staffing, equipment and material resources constrain the level of support The Beryl Ivey Library can provide to non-Brescia users.

3.2 Access to Electronic Resources

The catalogue of the Beryl Ivey Library, Western Libraries, and its affiliates is freely available electronically as are many of the guides, policy statements, and publications produced by the Library. Where possible, the Beryl Ivey Library allows access to some workstations and unrestricted databases and to those electronic resources which are available to the public. Library workstations are provided primarily, however, to access information in support of Brescia's teaching and research and to enhance scholarly communication. Priority is given to academic use. The Beryl Ivey Library complies with campus policy for the use of computing resources and corporate data.

Electronic databases for which Western Libraries or other units within the University (Brescia University, Beryl Ivey Library) pay subscription fees are generally restricted to immediate members of the University community. Licensing constraints applied by the vendors typically limit access to currently employed faculty and staff and currently enrolled students, and use of the databases is intended for academic purposes exclusively. Economic constraints or vendor requirements may limit the use of some databases to students and faculty in a particular academic department or professional discipline. Access is also not permitted to non-University users accessing the Beryl Ivey Library/Western Libraries remotely.

Please also see The Beryl Ivey Library Computer and Internet Acceptable Use Policy.

4. Users

The Beryl Ivey Library is open to the general public and most of the materials housed in the library are available for all patrons to use. Patrons may also consult library staff for assistance in accessing collections and services. The Beryl Ivey Library supports the principle of open access to library resources, while keeping in mind that the primary purpose of the Library is to plan for, develop and provide access to the information resources and services required to support teaching and research at Brescia. The Beryl Ivey Library exists primarily to meet the research and curricular needs of the members of the Brescia community, who are thereby given priority access to library services and collections.

4.1 Primary Users

The privileges of Primary Users include the borrowing of any materials that circulate, the recall of materials on loan that are eligible for recall, the use of Interlibrary Loan Services, access to extended loan privileges, and access to a wide variety of electronic resources and databases.

Primary Users include:

- a) All undergraduate students taking courses for credit, graduate students and faculty of Brescia, The University of Western Ontario and its affiliated institutions;
- b) All people employed by Brescia, The University of Western Ontario and its affiliated institutions;
- c) All recipients of the "Professor Emeritus/a" or "Clinical Professor Emeritus/a" designation;
- d) All people on campus for periods of limited duration who are engaged in activities supported or organized by Brescia, The University of Western Ontario and its affiliated institutions;

- e) All people who enjoy an ongoing affiliation with Brescia through research, instructional, professional or administrative activities.

4.2 Secondary Users

Secondary Users are permitted to borrow any materials that circulate, with the exception of a small number of items that are reserved specifically to support the University's teaching or research. Secondary Users are not permitted to have extended loans, recall items on loan or use the Interlibrary Loan Services. Access to electronic resources may be prohibited because of licensing agreements. Secondary Users include:

- a) All alumni of Brescia, The University of Western Ontario and its affiliated institutions;
- b) Retired faculty not designated "Professor Emeritus/a" or "Clinical Professor Emeritus/a" and retired staff of Brescia, The University of Western Ontario and its affiliated institutions;
- c) Students and faculty of other universities that have reciprocal arrangements with The Beryl Ivey Library or The University of Western Ontario and its affiliates;
- d) Individuals engaged in legitimate research or instructional, professional, administrative activities. To qualify, individuals must complete an application form, and if approval is granted, a library identification card will be issued.

5. Identification

Identification is required by patrons to access and borrow resources. Access may be denied if adequate identification is not provided.

5.1 Identification Cards

In order to borrow materials, patrons must have a valid University identification card at the time of borrowing. In those instances where individuals have more than one University identification card, only one will be validated for library use. Those Secondary Users who do not have university identification will be issued a library identification card.

Identification cards are not transferable and are intended for the sole use of the individual named on the card (except as noted below). The person named on the identification card is responsible for all materials charged out on that card. Lost or stolen cards must be reported immediately to the Libraries as well as the appropriate University office to avoid possible misuse. It is the responsibility of the user to report to the Library as well as the appropriate University office any change in address, e-mail, or telephone number.

5.2 Surrogate Identification Cards

Faculty members may designate one or more people to borrow items for them by registering their proxies at the Service Desk.

5.3 Identification Numbers/Passwords

Numerical identification and passwords may be used in some cases to access electronic resources or to borrow material. The access rights and privileges associated with the numbers are not transferable and are intended for the sole use of the person to whom they have been granted. The Beryl Ivey Library adheres to the campus computing policy for the use of computing resources and corporate data where it is noted that sharing of accounts is not allowed.

6. Circulation Regulations and Procedures

6.1 Regular Loan Periods and Renewals

The regular loan periods for most circulating material are defined in the Beryl Ivey Library Loan Regulations. All materials out for regular loan periods are subject to recall.

Items that are out on regular or extended loan may be renewed prior to the due date unless they have been recalled or are reserved for another patron, or the user requesting the renewal is suspended. Items that have been assigned a short loan status are not renewable. Material can be renewed online through the catalogue or brought in-person to the library. Users who renew materials electronically are expected to keep track of the new due dates.

6.2 Shortened Loan Periods (High Demand Materials)

Material in high demand or reserved specifically for courses will be given a shortened loan length at the discretion of the library staff. Reserve materials are kept behind the library's Service Desk. Renewals are not permitted.

Audio-visual materials such as videos and DVDs may be borrowed for a limited time period, with no renewals permitted.

Reference materials and periodicals are kept in the regular collection or in storage, and are designated at the discretion of library staff as in-library use only or short-term loan.

6.3 Extended Loan Periods

Primary Users may request a loan extension for regular loan items. The decision to grant this request will be made by library staff who will consider the length of time requested, the number of items being borrowed, and the current popularity of the item. Items with an extended loan period are still subject to recall. Secondary Users are not eligible to receive extended loans.

6.4 Recalled Loan Periods

Any regular-loan materials are subject to recall: If a book that is currently signed out is requested by another patron, the first patron will be notified by an e-mail to their Western e-mail account, that the book is now due earlier than scheduled. The new due date will be seven days from the date the book is recalled.

Patrons are therefore responsible for receiving e-mail and regular mail sent to them by the library. Non-receipt of notices will not be accepted as an excuse for returning materials late.

Short-loan materials are not subject to recall.

Secondary Users are not eligible to complete recalls; however items may be recalled from them.

6.5 Return Procedures

Library material must be returned by the due date. It is the responsibility of the borrower to ensure that library materials are returned on time. All regular loan material may be returned

to the Beryl Ivey Library, Western Libraries, or its affiliates. Short loan materials must be returned directly to the Beryl Ivey Library.

7. Penalties for Violation of Circulation Privileges

Borrowers are responsible for ALL materials logged on their account. It is the responsibility of library account holders to return all items undamaged and to monitor their accounts for suspicious activity. It is the responsibility of library account holders to keep their Identification Cards secure – items borrowed using stolen account information or ID will be the responsibility of the account holder unless the ID theft or suspicious activity was reported to the Library immediately upon discovery.

Borrowers who hold library materials overdue, or who are otherwise indebted to The Beryl Ivey Library, will have their borrowing privileges suspended. Borrowing privileges will be reinstated when all overdue materials are returned and/or replacement fees paid and all fines and processing fees are paid. Repeated violation of borrowing rules may lead to the permanent suspension of borrowing privileges.

All overdue materials are subject to fines. Daily fines are assessed on each item on loan (regular, short, or extended) not returned by the due date as well as each recalled item not returned by the date specified on the recall notice. Hourly fines are assessed for each item on short loan for two hours or less not returned by the time due. Fines accumulate until materials are returned or replaced. Materials which are overdue for 36 days are considered to be lost and are subject to a replacement fee to be determined by the library, as well as a processing and billing fee. See the Beryl Ivey Library Fines Regulations for fine amounts.

Materials which are returned to the library in a damaged condition are also subject to a replacement fee or partial replacement fee as well as processing and billing fees. Where applicable, a fine accumulates until the library is notified that an item is damaged or lost. A user who returns or replaces an item reported lost remains subject to the fine.

Failure to pay money owed 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 the charges are paid. Additional fees may be applied for unsealing academic records.

7.1 Collection of Charges for Overdue, Lost or Damaged Materials

Western Libraries, in agreement with the Beryl Ivey Library, will conduct billing, the sealing of records, and the use of collection agencies. The procedure for the collection of charges is as follows:

- a) Borrowers who fail to pay fines, or who fail to pay for lost or damaged library materials, or for any charges otherwise incurred will be billed by Western Libraries.
- b) Failure to pay library fines and/or bills will result in the application of sanctions approved by the University which include sealing of the academic record, withholding of Grade Reports, Permits to Register, transcripts, degree diplomas, and the right to further registration. Sanctions will be in force until such time as indebtedness to the

University, including payment of the fee for removal of the seal, is cleared to the satisfaction of the University.

- c) Those who are not covered by University applied sanctions may face other penalties. Western Libraries reserves the right to take appropriate action and/or engage the services of collection agencies.

7.2 Non-Receipt of Notices

The non-receipt of library notices by a borrower does not relieve the borrower from any of the above fines/fees, and suspension of privileges.

8. Appeals Process

Questions concerning fines or other charges should be directed to the Service Desk in the Library where the charge was incurred or the problem originated. Every attempt shall be made to provide a fair and reasonable application of the regulations outlined in this policy and of the fines and charges assessed when the regulations are violated. In disputed cases the process for appealing decisions from The Beryl Ivey Library is outlined as:

8.1 Stage One: Discussions with the Public Services Librarian

If the dispute remains unresolved after speaking to a library staff member at the Service Desk then the appellant will be referred to the Public Services Librarian, who may request that the appellant put the appeal in writing. The Public Services Librarian will review the specifics of the case as well as the applicable portions of the Access Policy with the appellant. The Public Services Librarian will then determine a solution that will be offered to the appellant and submitted to the Director of Library Services.

8.2 Stage Two: Written Submission to the Director of Library Services

If the dispute remains unresolved, the appellant will be asked to submit their appeal in writing to the Director of Library Services. In turn, the Director of Library Services will respond to the appellant via telephone, e-mail, or in writing with their final decision about the appeal. Appeals should be made within 4 months of the infraction. No appeals will be heard against the principles of fining or the rate of fines.

9. General Regulations

9.1 Food & Drink – Please see The Beryl Ivey Library Food & Drink Regulations.

9.2 Noise, Disturbance and Cell Phones – Please see The Beryl Ivey Disturbance and Cell Phone Use Regulations.

10. Copyright

It is the policy of the Beryl Ivey Library to comply fully with both the letter and spirit of the law with respect to copyright for print materials and electronic databases and AV materials, and thereby honour intellectual property rights. In addition, unless stated otherwise, it must be assumed that all software and database content are protected by vendor license agreements.