

Loan Regulations

Updated June 2021

General Collection

Borrower Type	Regular Loans	Renewal Period	Short-term Loan	Interlibrary Loan
Undergraduate & Graduate Students	120 days	Unlimited	Yes	Yes
Staff	120 days	Unlimited	Yes	Yes
Faculty & Faculty Emeriti	120 days	Unlimited	Yes	Yes
Students, Faculty, and Staff from Omni Libraries	120 days	Unlimited	No	No
Retired Faculty & Staff	28 days	Unlimited	No	No
Alumni	28 days	Unlimited	No	No
Guest Borrowers & Direct Borrowers	28 days	Unlimited	No	No

Course Readings

Physical Course Readings materials can be accessed at the Library Service Desk and can be borrowed for 2 hours only. The length of the loan period for reserve material is non-negotiable, but patrons may access 2 hour loan materials overnight if they request the material within two hours of the library's close. In these cases, materials must be returned either: (1) to the book drop outside the library before the library opens (usually the following day); or (2) directly to the Service Desk at the time the library opens.

Occasionally faculty will request that certain materials be transferred to the Course Readings collection on a temporary basis for 1-day, 3-day, or 7-day circulation.

Audio-Visual Material

Material Type	Location	Loan Period
DVDs/Supplementary Materials	Service Desk	7-Day
CDs	Service Desk	7-Day
VHS	Storage	7-Day

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. In-library use items are clearly demarcated to belong to this collection.

Recalled Loans

On rare occasions, an item may be recalled by library staff. You will receive an email notification and must return the item within 7 days of the date of recall. Recall fines accrue at \$4 per day. Please see the Beryl Ivey Library Fines Regulations for further information.

Returning Items

Library items should be returned as soon as they are no longer needed so they are available for use by others.

Regular loan and recalled items may be returned to the Beryl Ivey Library, Western Libraries, or Affiliates Libraries in person, by mail, or via courier by the date specified.

Reserve and short loan items must be returned **to the owning library** by the date specified (e.g. a Beryl Ivey Library Course Readings book must be returned to the Beryl Ivey Library).