

TITLE OF THE POLICY			
Effective Date	24 May 2019	Policy Type	Academic
Responsibility	Director, Student Experience	Cross-Reference	None
Approver	Academic Council	Appendices	Library Loan and Fines Procedures
Review Schedule	3 years		

1. Policy Statement

1.1. This policy deals with lending items from the collections of the Grande Prairie Regional College (“GPRC” or “College”) Library and fines related to the late return, loss or damage of these items.

2. Background

2.1. The College Library develops its collections in support of the College curriculum. Students, faculty, staff, and community members are provided access to these collections for the purpose of advancing their academic goals of learning, teaching and research. As GPRC belongs to both the NEOS and The Alberta Library (TAL) consortia, users registered in the integrated library system may borrow items from these collections. The GPRC Library expects borrowed items to be returned to the Library according to the defined loan periods. Users who return items late or damaged or lose items should expect to pay fines according to the Library’s fines schedule.

3. Policy Objective

3.1. This policy defines the conditions of use and accountability for items borrowed from the GPRC Library collections, and for the billing and fines related to items lost or returned late and/or damaged.

4. Scope

4.1. This policy details who may use the College Library collections, loan periods, and any applicable fines.

5. Definitions

5.1. **GPRC Library** as defined in Library policies refers to the GPRC Library Department which includes both the GP Library and FV Library.

5.2. **GPRC Library community** includes the following user groups:

5.2.1. **Primary users** are students, faculty, and staff of the College locations, who hold a valid GPRC ID card.

5.2.2. **Secondary users** are all NEOS member library users.

5.2.3. **Community users** are members of the public.

5.2.4. **NEOS** is a library consortium, of which GPRC is a member.

5.2.5. **TAL** is acronym for The Alberta Library consortium, of which GPRC is a member.

5.3. **Local loan** items are available only to GPRC primary users and may have different loan periods and renewals.

5.4. **NEOS items** are items borrowed from another NEOS member library.

5.5. **TAL items** are items borrowed from another TAL member library.

5.6. **Recall** happens when a hold is placed by a user in the integrated library system to request an item that is already loaned to another user.

6. Guiding Principles

6.1. All users are required to present a valid library card (GPRC, NEOS or TAL) when borrowing material. Library/ID cards are not transferable.

6.2. Users wishing to borrow or renew items must have an account in good standing in the integrated library system. Where the usual loan period would exceed the user's expiry date, the loan due date will be shortened to the expiry date.

6.3. Due dates are established at the time of the initial borrowing and/or renewal, or at the time of recall.

6.4. Users accept all responsibility when borrowing library materials.

6.4.1. All users must return library material by the due date (and time, if specified). Failure to return material will result in the application of overdue fines and sanctions.

6.4.2. When an item already out on loan is recalled by the integrated library system, the return date due is shortened. Users accept all responsibility to adhere to these changes.

6.4.3. The user is responsible for the care of any material borrowed, and may be charged for the replacement of lost or damaged material.

6.4.4. The user is responsible to keep track of items checked out and their due dates. The users accept all responsibility for fines incurred.

6.5. Some library collections, as determined by Chair of the Library Department, are designated as local loan for use by GPRC Library's primary users and do not circulate to other NEOS or TAL member libraries.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Director of Student Experience	Review and formally support this policy.
Library Department Chair, Librarian(s)	Draft, review, and formally support the policy
GPRC Library Staff	At all times, adhere to the principles and requirements of this policy.

8. Exceptions to the Policy

8.1. Policy exceptions must describe:

8.1.1. The nature of the exception.

8.1.2. A reasonable explanation for why the policy exception is required.

8.1.3. Any risks created by the policy exception.

8.1.4. Evidence of approval by the Library Department Chair.

9. Inquiries

9.1. Inquiries regarding this policy can be directed to the Circulation Coordinator at the GP Library or the Library Coordinator at the FV Library.

10. Amendments (Revision History)

10.1. Includes the history of dates of previous policy revisions and the date of the most recent revision to the policy.

Appendix 1 - Guidelines and Procedures for Loans and Fines

Guidelines and procedures for loans and fines differ slightly by campus. As such this appendix includes specific details by campus location.

GP Library

This table describes the regular loan periods for each user group for items from the main print collection.

User Group	Due Date	Renewals
Primary users	3 weeks	4 renewals
Secondary users	2 weeks	4 renewals
Community users	2 weeks	4 renewals

Please note: loan periods vary depending on the type of material being borrowed (e.g. curriculum items, audiovisual material, reserves, etc.)

Exceptions for primary and secondary users:

- Loan periods could be shortened to 2 weeks if item has a hold on it and is recalled. Primary and secondary users are notified via email if this should occur.
- One additional renewal is possible by Service Desk staff if no hold request is attached to the item.
- Special borrowing periods are allowed upon request by faculty and/or staff.

Exceptions for community users:

- Community users may borrow a maximum of 30 items at one time.
- Community users may not borrow the following material types:
 - periodicals
 - curriculum materials
 - cameras and tripods
 - reserve items
- Community users may use the GPRC Library’s electronic resources (databases, ebooks, etc.) only when physically present in on campus.
- Community users do not have access to GPRC’s interlibrary loan service.

Borrowing Periods Detailed by Campus and Users

GP Library - Students

Material Type	Borrowing Period	Renewals
Books (On Shelf, Oversize, Juvenile, YA Curr.)	3 weeks	4 renewals
Periodicals	1 week	4 renewals
Audiovisual materials	1 week	4 renewals
Curriculum	1 week	4 renewals
NEOS items / TAL items	2 weeks	4 renewals
Cameras and tripods	3 days	No renewal
Interlibrary loan items	As specified by lending library	
Reserve items	As specified by instructor	No renewal
Reference books	1 week	4 renewals

GP Library – Faculty and Staff

Material Type	Borrowing Period	Renewals
Books (On Shelf, Oversize, Juvenile, YA Curr.)	End of current Academic Term	4 renewals
Periodicals	1 week	4 renewals
Audiovisual materials	1 week	4 renewals
Curriculum (books and kits)	1 week	4 renewals
NEOS items / TAL items	2 weeks	4 renewals
Interlibrary loan items	As specified by lending library	
Cameras and tripods	3 days	No renewal
Reserve items	As specified	No renewal
Reference books	1 week	4 renewals

FV Library – Students

Material Type	Borrowing Period	Renewals
Books (On Shelf, Fiction, Special Collections)	3 weeks	4 renewals
Periodicals (except most recent issue marked with color dot)	1 week	No renewal
Audiovisual materials	1 day	No renewal
NEOS items / TAL items	2 weeks	4 renewals
Interlibrary loans	As specified by lending library	
Cameras (subject to program requirement)	2 days	No renewal
Reserve items	As specified	No renewal
Reference books	In house use only	No renewal

Exception: Local loan items have 1 week checkouts with 2 renewals.

FV Library – Faculty

Material Type	Borrowing Period	Renewals
Books (On Shelf, Oversize, Juvenile, YA Curr.)	End of current Academic Term	4 renewals
Periodicals (except last issue marked with color dot)	1 week	4 renewals
Audiovisual materials	3 weeks	4 renewals
NEOS items / TAL items	2 weeks	4 renewals
Interlibrary loan items	As specified by lending library	
Cameras	2 days	No renewal
Laptops	Faculty specified date	No renewal
Projector	Faculty specified date	No renewal
Reserve items	As specified	No renewal
Reference books	1 week	4 renewals

Exception: Laptops and projectors can be renewed as long as there is no other request.

FV Library – Staff

Material Type	Borrowing Period	Renewals
Books (On shelf, Oversize, Juvenile, YA Curr.)	3 weeks	4 renewals
Periodicals (last issue marked with color dot)	1 week	4 renewals
Audiovisual Materials	1 week	4 renewals
NEOS items	2 weeks	4 renewals
Interlibrary Loan items	As specified by lending library	
Cameras	2 days	No renewal

Laptops	Faculty specified date	No renewal
Projector	Faculty specified date	No renewal
Reserve items	As specified	No renewal
Reference books	1 week	4 renewals
Exception: Laptops and projectors can be renewed as long as there is no other request.		

Fines and Sanctions

User Group	Material Type	Fine Amount
Students (primary users)	GPRC items	\$1.00 per day
	NEOS items	\$1.00 per day
	Interlibrary loan items	As defined by lending library
	Reserve items	\$1.00 per hour or \$6.00 per day
Faculty & staff (primary users)	GPRC items	\$0.00
	NEOS items	\$1.00 per day
	Interlibrary loan items	As defined by lending library
	Reserve items	\$1.00 per hour or \$6.00 per day
Secondary users	GPRC items	\$1.00 per day
Community users	GPRC items	\$1.00 per day
	NEOS items	\$1.00 per day

Items not returned after 30 days of becoming overdue are assumed lost. A \$150.00 minimum lost fee is applied to the user’s account. If the “assumed lost” item is returned, the overdue fine is maximum \$31.00.

Overdue fines and lost book fees need to be settled at the patron’s earliest convenience. Unpaid fines and fees will result in the following sanctions:

Designation	Unpaid fines and fees	Sanctions
OK	n/a	n/a
DELINQUENT	\$49.00 or less <ul style="list-style-type: none"> primary and secondary users 	n/a
BLOCKED	\$50.00 or more <ul style="list-style-type: none"> primary and secondary users 	Not allowed to: <ul style="list-style-type: none"> Borrow Renew Request NEOS items Request interlibrary loans <p>Once the fine has been reduced below the \$50.00 threshold, the account reverts back to delinquent status and users may resume activity.</p>
	\$1.00 or more <ul style="list-style-type: none"> community users 	Community users may renew items up to the maximum number of renewals only, but cannot sign out any new items until the fine is paid in full.

	All users who have an overdue recall item	Not allowed to: <ul style="list-style-type: none">• Borrow• Renew• Request NEOS items• Request interlibrary loans
BARRED	Unpaid fines at the end of each academic term	Being placed on Financial Hold (not being able to receive final marks and register for upcoming academic terms)