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| Policy Number: | 6008 |
| Policy Title: | Circulation of Library Items |
| Approved by: | President |
| Approval date: | May 23, 2012 |
| Effective date: | May 23, 2012 |
| Review date: | July 27, 2021 |
| Next review date: | July 2026 |

1. Policy Statement

This policy provides guidance on the lending out of University Canada West (UCW) Library items by UCW staff, faculty, students, and other library patrons

2. Purpose

- To ensure maximum accessibility to the items in the UCW Library's collection based on the needs of its users and the restrictions necessitated by the collection size and scope.
- To clarify the roles and responsibilities of those borrowing UCW Library items and of the role of Library staff in receipt of borrowed items.
- To advise the UCW community on their borrower privileges
- To inform users of their rights as a borrower of UCW Library items

3. Scope

This Policy applies to all physical items, including print materials and other physical items owned by the UCW Library. Electronic resources owned or licensed by UCW Library are subject to the *Electronic Library Access and Use Policy* (6002) and are out of scope of this policy.

4. Responsibilities

UCW students, faculty, staff, and other library patrons who borrow library items are responsible for returning borrowed items by the due date and in the condition the item was checked out. If items are returned past the due date, the borrower is responsible for the payment of an associated late fee based on the outlined loan period and fines attributed to certain items described in the Circulation of Library Items Procedure (6008p). If items are returned damaged, it is the responsibility of the account holder whom the checked out item is associated with to pay the item's replacement fee.

The same responsibilities apply to borrowers of interlibrary loan (ILL) materials, and a borrower of an ILL item may be additionally held accountable to the lending library's polic(ies) or agreement(s).

Library staff are responsible for checking in returned items in a timely manner and reasonably assessing items being borrowed to note any damage. Additionally, **library staff** are responsible for maintaining confidentiality of circulation records.

Finance Office staff are responsible for processing payments for any applicable fees on borrower accounts in MyUCW.

5. Borrowing Privileges & Library Cards

Active UCW students, faculty, and staff members can borrow library items. Other library patrons may borrow certain library materials as per the Circulation Procedure 6008p including patrons of partner institutions with whom UCW has entered into an ILL agreement. Those without a UCW Library card, with a Library account in poor standing, or without permission through the ILL system are prohibited from borrowing items from the Library's collection.

The UCW ID card functions as a patron's their library card. An active library card along with an account in good standing is required for borrowers to check out an item and staff reserve the right to deny loaning out items if a card is not presented at check-out

6. Privacy of Circulation Records

The library holds all circulation records in confidence. Staff will not release to any third-party information on the specific titles or subject of those titles a patron has borrowed, or link a borrower's name or other revealing identification with an item out on loan. This includes not providing such information to other borrowers, faculty, police or campus security, credit or collection agencies. This policy covers all current and historical circulation records and Interlibrary Loan transactions.

Exceptions: With the borrower's consent, or under judicial order or search warrant.

7. Definitions

Interlibrary Loan (ILL) - the process by which a library borrows material from, or supplies material to, another library.

8. Related legislation

- The Personal Information Protection Act (PIPA) – BC Legislation
- The General Data Protection Regulation (GDPR) – European Union Regulation

9. Related policies

| Policy Number | Policy Title |
|---------------|--------------------------------|
| 1510 | Complaints Resolution Policy |
| 6750 | UCW Records Management Policy |
| 6751 | Information Privacy & Security |

10. Related procedures

| | Procedure Title |
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| 6008p | Circulation of Library Items Procedure |