

Procedure Number:	6008p
Procedure Title:	Circulation of Library Items
Approved by:	Vice President Academic
Approval date:	May 23, 2012
Effective date:	May 23, 2012
Review date:	June 16, 2022
Next review date:	June 2025

1. Purpose

1.1. This procedure supports the associated policy: Circulation of Library Items (6008).

2. Loan Regulations

2.1. Borrowers are responsible for the return of all items on time and in good condition.

2.2. The due date for all items borrowed is the date by which items must be returned.

2.3. Items are due before closing on the due date.

3. Returning Library Items

3.1. All library items must be returned to their home library - the campus library from which the item was borrowed from.

3.2. Except for Electronic Devices and Library Equipment, all items must be returned to the item's home library through the return slot or returned directly to library staff at the library's desk.

3.3. Electronic Devices and Library Equipment must be returned directly to library staff.

4. Renewals

4.1. Items on loan can be renewed by borrowers via their online library account, or by contacting the library in person or by email.

4.2. Items with active hold requests cannot be renewed.

4.3. Electronic Devices, Course Reserves, and Library Equipment cannot be renewed.

4.4. Electronic Devices, Course Reserves, and Library Equipment cannot be renewed.

5. Hold Requests

5.1. Borrowers can make a hold request on UCW items checked out to other borrowers or ILL items.

5.2. Hold requests cannot be made for Course Reserves, Electronic Devices, or Library Equipment.

- 5.3. Hold requests on UCW items can be done by borrowers via their online library account.
- 5.4. Hold requests on ILL items can be done by contacting UCW library. UCW library will make ILL requests on behalf of the borrowers to lending libraries

6. Loan Periods, Fines, and Renewals by Item Type

Item	Loan Period¹	Borrowing Privileges	Fines	Renewals Allowed
Books	2 weeks ²	Current UCW students, faculty and staff	-	2 renewals
Magazines	2 weeks	Current UCW students, faculty and staff	-	2 renewals
Course Reserves	3 hours	Current UCW students and faculty	\$2/hour	None ³
Electronic Devices - see Borrowing Guidelines for further details	7 days	Current UCW students	\$10/day	None ⁴
Library Equipment – i.e. calculators, phone chargers, headphones, presentation clickers, etc.	1 day	Current UCW students, faculty, and staff ⁵	\$1/day	None
Reference Books, Newspapers	Library use only	n/a	n/a	n/a
Items borrowed via ILL request See ILL policy for further details⁶	Loan dependent	Current UCW students, faculty and staff	Loan dependent	Loan dependent

7. Fines⁷

- 7.1. All fines associated with a patron’s account must be paid through the UCW Finance Office.
- 7.2. Accounts with accrued fines of \$20 or higher will result in the borrower’s privileges being suspended until payment is made. Proof of payment may be required.
- 7.3. Students must pay all outstanding library fines for their application for graduation to be approved.
- 7.4. A maximum of \$20.00 per item will be assessed for items that carry late fines (see Section 6)

¹ Loan periods exclude dates the library is closed and all stat holidays

² Faculty may request to keep a Book (excluding Course Reserves for one full term for teaching or scholarly activities.

³ At the discretion of library staff on duty, patrons must wait 3 hours before borrowing a Course Reserve item that they have just returned.

⁴ At the discretion of library staff on duty, patrons must wait until the next day to borrow an electronic device if they have just returned one.

⁵ Alumni and other users may borrow items for library use only

⁶ ILL policies can be found: <https://illumebc.ca/about-us/ill-policies>

⁷ Fines can be late fines, replacement costs and/or processing fees

- 7.5. Items overdue for more than 20 days are considered lost and the full replacement cost and processing fee is automatically applied to the borrower's account for each item. Electronic Devices and ILL items have varying due dates and the replacement cost and processing fee may be triggered sooner, see guidelines for further details.
- 7.6. All students are responsible for paying library fees prior to graduation. All faculty, staff and alumni are responsible for paying library fees regardless of their employment status.

8. Replacement Costs

- 8.1. Replacement costs may be charged to borrowers on items that have not been returned after their loan period ends or on items that are deemed by library staff to be damaged beyond repair.
- 8.2. Replacement costs are determined based upon the cost when the item was originally acquired plus processing fees.
- 8.3. Items that are billed for replacement remain the property of the UCW Library, or the property of the ILL lending library, and must be returned if found. The full amount billed, less any late fines, is refunded if the item is returned in good condition within 60 days of the billing date, and upon proof of payment. No refund for ILL items.

9. Suspension

- 9.1. Borrowing privileges can be suspended for a patron, at the discretion of library staff, if:
- Bills and/or accruing fines reach or exceed \$20.00
 - A borrowed item remains overdue

10. Appeals

- 10.1. A patron may submit an appeal in-person, to the University Librarian, if they believe that the library has made an error or if there is a special situation that made it difficult to return or renew materials.
- 10.2. The Librarian hearing the appeal has the authority to make final decision on behalf of the Library on the appeal.
- 10.3. A patron who is unsatisfied with the outcome of an appeal can escalate their appeal as per UCW's Complaints Resolution Policy (1510).