

Libraries Loan Policy

University Policy No: IM7600
Classification: Information Management
Approving Authority: Senate
Effective Date: May 2018
Supersedes: July 2010
Last Editorial Change:
Mandated Review: May 2025

Associated Procedures

[Libraries Loan Procedures](#)

[Procedures on Fees, Borrowing Information, and Charges](#)

PURPOSE

- 1.00 The purpose of this policy is to set out the provisions for the management of the university's Libraries.

DEFINITIONS

- 2.00 The university's Libraries include the Mearns Centre for Learning– McPherson Library and the Diana M. Priestly Law Library.

POLICY

- 3.00 The university recognizes its responsibility to make its library holdings and resources accessible and available to all members of the university community, as well as to members of the general public. The Libraries lends its collections to all borrowers acknowledging the need to ensure that specific materials are available when required by members of the university community.
- 4.00 The categories of borrowers, borrowing privileges, restrictions, penalties, and sanctions are detailed in procedures
fines to the Board of Governors. The loan periods, maximum renewals, and maximum items are set by the University Librarian in consultation with the Senate Committee on Libraries.
- 5.01 The [Procedures on Fees, Borrowing Information, and Charges](#)

[Procedures on Fees, Borrowing Information, and Charges](#) set out the fees, loan periods, maximum renewals, maximum items, and overdue fines.

Libraries Loan Procedures

Procedural Authority: Senate Committee on Libraries Effective Date: May 2018
Procedural Officer: University Librarian Supersedes: July, 2010
Parent Policy: [Libraries Loan Policy \(IM7600\)](#) Last Editorial Change:

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Staff

18.00 The Libraries may designate specific items for use in the Libraries only. The following items may not typically be borrowed for use outside the Libraries:

Procedures on Fees, Borrowing Information, and Charges

Audio/Visual Equipment-Express items	3 hours	0	1
Digital Scholarship Commons (DSC) Equipment	7 day/1 day	1	-
Sound Recordings	14 days	5	-
Other Library Materials			
Journals/Periodicals	For Use In Library Only		
Reference Items			
University Archives			
Microforms			

*All borrowers are guaranteed a loan period of 7 days on regular loans, after which time items are subject to recall by other borrowers.

** There is a borrowing limit of two Reserve items at one time.

***3 Day Loan items may be renewed if there are no outstanding holds. Holds may be placed on 3 Day Loan items at the loan desk: the item must be currently charged out; upon return will be held until closing of the next day.

6.00 CourseReserves

Overdue Fines