

Policy No. & Title: **A202: LONDON CAMPUS LIBRARY**

Effective: 2015-05-31

Next Review: 2020-05-31

Policy Sponsor: Senior Manager, Library and Media Services

Approvals: 1992-09-21 / SA-92-01; 2004-10-04 / AC-04-02; 2011-06-08 / SLC-10-20

1. PURPOSE

The purpose of this policy is to guide and assist members of the College community to take full advantage of the collections and services provided through Library and Media Services (the Library).

2. POLICY

The Library is mandated to maintain extensive print and non-print collections for loan, operates an inter-library loan service and an instructional equipment loan service. In addition, Library staff provide training and assistance for patrons to maximize their access and the value of their Library usage.

The Policy Sponsor develops, maintains and implements guidelines, standards and procedures to achieve the purpose of this policy. Such documents align with the mission, vision and strategic goals of the College, and reflect College values. Such documents are informed by best practices that are in use in post-secondary institutions in Ontario and elsewhere.

3. REFERENCES

[College policy A204: Copyright](#)

4. ADDENDA

Standard A: PRINT MATERIALS

Standard B: NON-PRINT MATERIALS

Standard C: INSTRUCTIONAL EQUIPMENT

Standard D: INTER-LIBRARY LOAN SERVICE

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Policy No. & Title: A202: LONDON CAMPUS LIBRARY

Addendum: **Standard A: PRINT MATERIALS**

Issued by: Senior Manager, Library and Media Services

Effective: 2015-05-31

1. PURPOSE

The purpose of this document is to assist in making Library print materials available to the greatest number of students and staff and to enable the Library to provide an effective and efficient service.

2. DEFINITIONS

Guest Borrowers: Members of the public who qualify for a library card.

Patron or Borrower: A registered member of the Library.

Reserve Materials: Books and articles that are removed from general circulation and made available with limited access during periods of heavy demand.

3. PRINCIPLES

- 3.1. All patrons of the Library, including students, faculty, staff, and guest borrowers, are granted the same borrowing privileges and incur the same obligations and penalties.
- 3.2. Fines are charged for overdue materials.
- 3.3. Materials borrowed from the London Campus Library remain the property of Fanshawe College, and the borrower assumes complete responsibility for their protection and custody during the loan period.
- 3.4. The Print Collection is administered in strict observance of College policy A204: Copyright.

4. SERVICE OBJECTIVES

The principal service objectives of the Library, in order of priority, are:

- 4.1. To provide material for specified course work, and assigned reading, as well as reference and background reading for essays, term papers, research projects, and technical reports.
- 4.2. To provide material in general support of Fanshawe College curricula including materials for reference and for development of programs and courses of study.
- 4.3. To provide access to material in support of research undertaken by Fanshawe College employees and students.
- 4.4. To assist the user in their own self-enrichment by the promotion of leisure reading.
- 4.5. To provide material, reference service or other services to the community-at-large if such service does not interfere with the realization of the four major objectives stated above, as determined by the Senior Manager, Library and Media Services.

5. BORROWING PRIVILEGES

Patrons must have a College-issued identification card in order to borrow materials. Borrowers are responsible for all Library transactions on their cards. The loss or theft of a College ID card must be reported to the Library immediately. The Library advises the following departments of the reported loss or theft: Campus Security Services and the Office of the Registrar (re student ID cards) or the Parking Office (re employee ID cards).

6. INTELLECTUAL FREEDOM AND THE PRIVACY OF LIBRARY RECORDS

- 6.1. The Library recognizes and honours the intellectual freedom of any person to read materials representing any point of view and covering any type of subject.
- 6.2. The personal privacy rights of users to consult and borrow Library materials without prejudice is the policy of this Library. Historical records on individual patrons are not retained.
- 6.3. Names of Library borrowers on the current circulation files are not released to any person, institution, association, or agency for any reason other than to collect outstanding money and materials, unless required by law or for reasons of safety and security.

7. FINES AND LOST OR DAMAGED MATERIAL

- 7.1. All patrons are subject to overdue charges according to the schedule of fees posted in the Library.
- 7.2. Library privileges of patrons who have overdue material or who have outstanding fines are withheld until material is returned and/or outstanding fines are paid. The Office of the Registrar withholds grades, diplomas, transcripts, and refundable fees until outstanding accounts are settled with the Library.
- 7.3. Fines are charged for the replacement cost of any material lost or damaged at the expense of the borrower in whose name the material is charged out. An additional non-refundable fee is levied as a penalty. If the material is later found and returned to the Library, the possibility of a partial refund may be considered. Any fines that may have been incurred for holding the material past the due date will still be owing even though the material has been returned.
- 7.4. Library materials that have been paid for by borrowers become the property of Fanshawe College.
- 7.5. The unauthorized removal of or malicious damage to materials or equipment will result in the loss of Library privileges, or a fine to recover the replacement cost of the item, or prosecution or a combination of these sanctions.
- 7.6. Non-receipt of Library notices for any reason (e.g., return of mail) does not negate responsibility for overdue material.
- 7.7. A financial collection agency is used as a means of clearing outstanding accounts of patrons when other means fail. Fanshawe College Financial Services is contacted when the use of a collection agency is required. The Library reserves the right to withhold the Library privileges of patrons who have at any time been reported to a collection agency or who maliciously damaged, or removed without authorization, Library materials or property.

8. RECALLS AND HOLDS ON MATERIAL

- 8.1. All books are subject to recall of loan with a minimum of seven days' use. All Library patrons have the right to request the return of material already on loan.
- 8.2. If a patron wishes to borrow material already charged out on loan, and is able to wait for the expiry of the normal loan period, a hold request will be placed against the item.
- 8.3. Neither holds nor recalls may be placed against reserve material.

9. DONATIONS

- 9.1. Donated items become the property of the Library and are assessed for addition to the collection, addition to archives or disposal.
- 9.2. The library does not issue tax receipts for donations.

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Policy No. & Title: A202: LONDON CAMPUS LIBRARY

Addendum: **Standard B: NON-PRINT MATERIALS**

Issued by: Senior Manager, Library and Media Services

Effective: 2015-05-31

1. PURPOSE

The purpose of this document is to assist in making non-print library materials available to the greatest number of students and staff and to enable the Library to provide an effective and efficient service.

2. DEFINITIONS

Non-print Material: Includes items that are not printed or reproduced on paper or other physical media. Examples are video and audio recordings.

Borrower: A registered member of the Library who borrows Library material.

3. PRINCIPLES

- 3.1. Borrowers have access to the materials in the Media Services collection. However, borrowing privileges may differ among borrowers based on academic need, collection parameters, and license agreements.
- 3.2. Materials borrowed from the London Campus Library remain the property of Fanshawe College, and the borrower assumes complete responsibility for their protection and custody during the loan period.
- 3.3. On the recommendation of Faculty or Media Services staff, loan privileges for materials in demand for learning assignments may be restricted to allow students reasonable opportunity for access.
- 3.4. The Non-Print Collection is administered in strict observance of College policy A204: Copyright.
- 3.5. It may be necessary to obtain public performance rights prior to showing any visual material on Fanshawe College premises.

4. MEDIA SERVICE OBJECTIVES PERTAINING TO NON-PRINT MATERIALS

The principal service objectives of the Library's Media Services section are:

- 4.1. To provide material for specified course work and assigned study as well as references and background research for essays, term papers, research projects and technical reports.
- 4.2. To provide material in general support of Fanshawe College curricula, including materials for reference and for development of programs and courses of study.

5. BORROWING PRIVILEGES

- 5.1. Patrons must have a College-issued identification card in order to borrow materials. Borrowers are responsible for all Library transactions on their cards. The loss or theft of a College ID card must be reported to the Library immediately. The Library advises the following departments of the reported loss or theft: Campus Security Services and the Office of the Registrar (re student ID cards) or the Parking Office (re employee ID cards).
- 5.2. Non-print Materials from the collections held in the Library are available for loan and use only within the London Campus, and are subject to license and other restrictions.

6. INTELLECTUAL FREEDOM AND THE PRIVACY OF LIBRARY RECORDS

- 6.1. The Library recognizes and honours the intellectual freedom of any person to view materials representing any point of view and covering any type of subject.
- 6.2. The Library upholds the right of users to consult and borrow Library materials without prejudice and upholds our obligation to maintain their personal privacy. Historical records on individual borrowers are not retained.
- 6.3. Personal information about borrowers is not released to any person, institution, association or agency for any reason other than to collect outstanding money and materials, unless required by law or for reasons of safety and security.

7. CIRCULATION

The Library institutes operational procedures regarding circulation. These include establishing the number of items that may be on loan to one borrower, the formats available for loan, the duration of the loan period and restrictions on the loan period for items in high demand for learning assignments.

8. FINES AND LOST OR DAMAGED MATERIAL

- 8.1. Borrowers are subject to overdue charges according to the terms and conditions of borrowing as posted in the Library.
- 8.2. Library privileges of borrowers with overdue material or fines in excess of an established amount are withheld until material is returned and outstanding fines are paid. The Registrar withholds grades, diplomas, transcripts and refundable fees until outstanding accounts are settled with the Library.
- 8.3. Fines are charged to the borrower in whose name the material is charged out for the replacement cost of materials lost or damaged. An additional non-refundable fee is levied as a penalty. If the material is later found and returned to the Library, the possibility of a partial refund may be considered. Fines incurred for holding the material past the due date remain owing even though the material has been returned. Library materials that have been paid for by borrowers become the property of Fanshawe College.
- 8.4. The unauthorized removal of or malicious damage to materials results in the loss of Library privileges or a fine to recover the replacement cost of the item or prosecution.
- 8.5. Non-receipt of Library notices for any reason (e.g. return of mail) does not negate responsibility for overdue material.

- 8.6. When other means fail, a collection agency is used as to clear outstanding borrower accounts. Fanshawe College Financial Services is notified when the use of a collection agency is required. The Library reserves the right to withhold the Library privileges of borrowers who have at any time been reported to a collection agency, or who maliciously damaged Library materials or property, or who removed Library materials or property without authorization.

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Policy No. & Title: A202: LONDON CAMPUS LIBRARY

Addendum: **Standard C: INSTRUCTIONAL EQUIPMENT**

Issued by: Senior Manager, Library and Media Services

Effective: 2015-05-31

1. PURPOSE

The purpose of this document is to ensure maximum utilization and equal access to the central inventory of instructional equipment held by the Library to assist and support the teaching and learning process of the College, and to enable the Library to provide an effective and efficient service.

2. DEFINITIONS

Borrower: A registered member of the Library who borrows Library material.

3. PRINCIPLES

- 3.1. All borrowers have access to the equipment in the Media Services collection. However, borrowing privileges may differ among borrowers based on academic need, collection parameters, and license agreements.
- 3.2. Equipment borrowed from the London Campus Library remain the property of Fanshawe College, and the borrower assumes complete responsibility for their protection and custody during the loan period.
- 3.3. The loan of equipment is subject to the condition that, in the judgment of the staff member responsible for the loan service, the borrower can:
 - Demonstrate adequate need for the equipment in accordance with the objectives of the service;
 - Demonstrate the ability to operate and care properly for the equipment.
- 3.4. As a condition of borrowing, borrowers must sign a contract stating that use is in accordance with this policy and accepting responsibility for the equipment.
- 3.5. Library equipment is not loaned for personal use.
- 3.6. Library equipment may only be used to show material if the appropriate public performance rights have been obtained.

4. MEDIA SERVICE OBJECTIVES PERTAINING TO INSTRUCTIONAL EQUIPMENT

The principal service objectives of the Library's Media Services section are:

- 4.1. To provide equipment to support approved course work.
- 4.2. To provide equipment to support approved College-sponsored activities and approved career development of College Staff.
- 4.3. To rent equipment to outside groups to use in space they have leased on London Campus premises, at the discretion of the Senior Manager, Library and Media Services.

5. BORROWING PRIVILEGES

- 5.1. Patrons must have a College-issued identification card in order to borrow materials. Borrowers are responsible for all Library transactions on their cards. The loss or theft of a College ID card must be reported to the Library immediately. The Library advises the following departments of the reported loss or theft: Campus Security Services and the Office of the Registrar (re student ID cards) or the Parking Office (re employee ID cards).
- 5.2. Equipment may be borrowed only for use at the College or for authorized use outside College premises. Equipment may not be taken outside the Province of Ontario. In special circumstances the Senior Manager, Library and Media Services may make exceptions to this provision to support College-related activities.

6. CIRCULATION

- 6.1. The Library institutes operational procedures regarding circulation. These include establishing the number of items that may be on loan to a borrower, the types of equipment available for loan, the duration of the loan period and restrictions on loan period for equipment in high demand for learning assignments.
- 6.2. A loan extension may be granted if the equipment is not needed by other borrowers, but only if requested before the original due date and time.
- 6.3. The schedule of fines for overdue equipment is posted in the Library.

7. FINES AND LOST OR DAMAGED MATERIAL

- 7.1. Equipment that is lost or damaged as a result of negligence or misuse on the part of the borrower will be replaced or repaired by the Library at the expense of the borrower.
- 7.2. Borrowers must not attempt to repair equipment and are held responsible for damage caused by unauthorized repairs.
- 7.3. Late return, damage through negligence, or loss of equipment, may result in suspension of Library borrowing privileges on the authorization of the Senior Manager, Library and Media Services.
- 7.4. Unauthorized removal of equipment from the College may result in suspension of Library borrowing privileges on the authorization of the Senior Manager, Library and Media Services, and may lead to prosecution.
- 7.5. Borrowers are subject to overdue charges according to the schedule of fees posted in the Library.
- 7.6. Library privileges of borrowers who have overdue equipment or who have fines over a specified amount are withheld until the equipment is returned or outstanding fines are paid. The Office of the Registrar withholds grades, diplomas, transcripts and refundable fees until outstanding accounts are settled with the Library.

- 7.7. Fines are charged for the replacement cost of any equipment lost or damaged at the expense of the borrower in whose name the equipment is charged out. An additional non-refundable fee is levied as a penalty. If the equipment is later found and returned to the Library, the possibility of a partial refund may be considered. Fines that may have been incurred for holding the equipment past the due date are still owing (even though the equipment has been returned). Equipment that has been paid for by borrowers becomes the property of Fanshawe College.
- 7.8. The unauthorized removal of or malicious damage to materials or equipment results in the loss of Library privileges and/or a fine to recover the cost of the item and/or prosecution.
- 7.9. Non-receipt of Library notices for any reason (e.g. return of mail) does not negate responsibility for overdue material.
- 7.10. When other means fail, a collection agency is used as a means of clearing outstanding borrower accounts. Fanshawe College Financial Services is notified when the use of a collection agency is required. The Library reserves the right to withhold the Library privileges of borrowers who have at any time been reported to a collection agency, or who have maliciously damaged Library equipment or property, or who have removed Library equipment or property without authorization.

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Policy No. & Title: A202: LONDON CAMPUS LIBRARY

Addendum: **Standard D: INTER-LIBRARY LOANS**

Issued by: Senior Manager, Library and Media Services

Effective: 2015-05-31

1. PURPOSE

The purpose of this document is to assist in making materials not in the collection of Fanshawe College libraries available to the greatest number of students and staff and to enable the Library to provide an effective and efficient service.

2. DEFINITIONS

Interlibrary Loan: The lending and borrowing of another library's materials, on behalf of a patron.

Interlibrary Loan Code: Nationally accepted standards governing interlibrary loans.

Patron or Borrower: A registered member of a library.

3. PRINCIPLES

- 3.1. Interlibrary Loan Service is available to faculty, staff and students at the London Campus Library. The following policies, based on the Interlibrary Loan Code, are set out for the guidance of those who may wish to use the service.
- 3.2. Interlibrary loan is governed by codes for co-operation such as those of the Canadian Library Association. Each lending Library imposes its own loan conditions and loan periods that must be observed by the borrower. Service is dependent on the co-operation of participating libraries and their local patrons.
- 3.3. Any faculty, staff, or student of Fanshawe College with a valid college-issued identification card is eligible for interlibrary loans. Members of the public are not eligible for interlibrary loan services through Fanshawe College.
- 8.7. Material requested and provided through interlibrary may be protected by copyright. The interlibrary service is administered in strict observance of College policy A204: Copyright.
- 3.4. The loss of an interlibrary loan item must be reported promptly to the Library. The borrower is responsible for the replacement cost that is set by the lending Library. Failure to return interlibrary loan material on time may result in a fine and suspension of borrowing privileges and interlibrary loan privileges.
- 3.5. Libraries typically do not lend the following: rare items; bulky or fragile items; reference items; textbooks; periodicals; serials; dissertations; newspapers; or articles or books in an electronic format.
- 3.6. No more than one article from the same issue of a periodical may be provided to a patron.

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