

LIBRARY LOANS AND FINES POLICY			
Effective Date	June 1, 2023	Policy Type	Academic
Responsibility	Librarians	Cross-Reference	<ul style="list-style-type: none"> • Graduation Policy • Tuition and Fees Policy
Approver	Board of Governors	Appendices	Appendix 1: Loans and Fines Procedures
Review Schedule	3 years		

1. Policy Statement

- 1.1. This policy deals with lending items from the collections of the Northwestern Polytechnic (“NWP” or “Polytechnic”) Learning Commons NWP and fines related to the late return, loss or damage of these items.

2. Background

- 2.1. The Polytechnic Learning Commons develops its collections in support of the Polytechnic 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 NWP 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 NWP Learning Commons expects borrowed items to be returned to the Learning Commons according to the defined loan periods. Users who return items late or damaged or lose items should expect to pay fines according to the Learning Commons fines schedule.

3. Policy Objective

- 3.1. This policy defines the conditions of use and accountability for items borrowed from the NWP Learning Commons 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 Polytechnic Learning Commons collections, loan periods, and any applicable fines.

5. Definitions

- 5.1. **NWP Learning Commons** is defined as the academic support function which includes Library services, Academic Support Services, Accessibility Services and Testing services as available on the Grande Prairie, Fairview and Health Education Centre campuses.

- 5.2. **NWP Library community** includes the following user groups:
 - 5.2.1. **Primary users** are students, faculty, and staff of the Polytechnic locations, who hold an active NWP account.
 - 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 NWP is a member.
- 5.3. **TAL** is acronym for The Alberta Library Consortium of which NWP is a member.
- 5.4. **Local loan** items are available only to NWP primary users and may have different loan periods and renewals.
- 5.5. **NEOS items** are items borrowed from another NEOS member library.
- 5.6. **TAL items** are items borrowed from another TAL member library.
- 5.7. **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 (NWP, 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. Refer to Appendix 1 for detailed 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.

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

6.4.5. Users may not use another individual's library card to sign out materials without the written consent of the original user.

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

7. Roles and Responsibilities

Stakeholder	Responsibilities
Dean, Applied Research and Innovation	Review and formally support this policy.
Learning Commons Chair, Librarian(s)	Draft, review, and formally support the policy
NWP 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 Learning Commons Department Chair.

9. Inquiries

9.1. Inquiries regarding this policy can be directed to the Learning Commons via email or phone: learningcommons@nwpolytech.ca or 780-539-2939.

10. Amendments (Revision History)

10.1. Revised and Recommended by Academic Council: May 11, 2023

10.2. Approved by Board of Governors: June 1, 2023

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Appendix 1 - Guidelines and Procedures for Loans and Fines

In general, the NWP Learning Commons loans materials as follows:

Material Type	Borrowing Period	Maximum Renewals	Exceptions
Books	3 weeks	4 renewals	Faculty may borrow books until the end of the current academic term.
AV materials (GP campus)	1 week	4 renewals	
AV materials (FV campus)	*	*	Faculty: 3 weeks, 4 renewals Staff: 1 week, 4 renewals Students: 1 day, no renewals
Curriculum	1 week	4 renewals	
NEOS items / TAL items	2 weeks	4 renewals	
Interlibrary loan items	As specified by lending library		
Cameras, tripods, laptops, projectors, reserve items	*	*	As specified per item
Reference books	1 week	4 renewals	Fairview reference items may only be used in the Learning Commons.
Local loan items	1 week	2 renewals	

Exceptions to General Usage

- Loan lengths may be shortened to two weeks if an item is recalled; primary and secondary users will be notified via e-mail.
- Community users may borrow up to 30 books simultaneously and may not borrow materials in other formats.
- Community users may only access online databases licensed by NWP on-campus.
- Community users may not request interlibrary loans.

Lost and Damaged Items

While the NWP Learning Commons does not charge overdue fines, 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.

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Fees for lost or damaged items must be settled at the user's earliest convenience. Unpaid 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 	Users may not: <ul style="list-style-type: none"> Borrow Renew Request NEOS items Request interlibrary loans
	\$1.00 or more <ul style="list-style-type: none"> community users 	Community users may: <ul style="list-style-type: none"> renew items up to the maximum number of renewals Community users may not: <ul style="list-style-type: none"> Borrow any additional items
	All users who have an overdue recall item	Users may not: <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 and subject to the relevant terms in NWP's Tuition and Fees policy.