



**PROCEDURE: 700.03.01**

<b>SECTION:</b> General	
<b>TOPIC:</b> Borrowing and Loans – Luke Lindoe Library	
<b>EFFECTIVE DATE:</b> December 13, 1990	<b>REPLACES:</b>
<b>LATEST APPROVAL DATE:</b>  February 23, 1993  November 23, 1999  August 19, 2014	
<b>NEXT REVIEW:</b> August 2017	<b>ARCHIVED:</b>
<b>APPROVING AUTHORITY:</b>   	
Original signed by President + CEO	

**INTENT:**

This procedure is intended to provide guidance to Luke Lindoe Library patrons with respect to borrowing library materials.

**SCOPE:**

This procedure applies to ACAD students, faculty, staff, community borrowers, and The Alberta Library card holders.

**DEFINITION:**

Community borrowers are all members of the public who pay or are exempt from paying an annual user fee directly to the College, including retired employees of the College, and student alumni.

**PRINCIPLES:**

1. Individuals wishing to borrow material from the Luke Lindoe Library must have a valid ACAD student, faculty, staff or community borrower card, or The Alberta Library card.

2. A student's official statement of grades, official transcripts, and degree will be withheld at the end of the semester if the student has outstanding materials or fines from the Luke Lindoe Library.
3. The College has the right to withhold a portion of the student's loan/grant in order to clear the student's library account.

### PROCEDURES:

1. Borrower Types
  - a) Student, including currently enrolled part-time, full-time, and extended studies students
  - b) Current staff/faculty
  - c) Board of governors, currently serving members
  - d) Community Borrowers
  - e) The Alberta Library card holders
2. Community Borrower Fees
  - a) Payment of an annual \$25.00 User Fee.
  - b) Members of the public exempt from this fee are:
    - i. Registrants in extension programs at ACAD;
    - ii. Retired employees of the College;
    - iii. Student Alumni;
    - iv. Members of the ACAD Board of Governors;
    - v. Any person/group at the discretion of the Vice President Research and Academic Affairs.
3. Loan Exceptions
  - a) Print Collection loans are not available for Community Borrowers
  - b) Access to electronic resource collections is limited to ACAD students, faculty, and staff.

4. Borrowing Periods

Books and periodicals	3 weeks
Archival material	2 hour in-library use
Reference books & current issues of periodicals	Do not circulate
Videos/DVDs	Students: 9:00am the following day Faculty/staff: 1 week

Faculty may request an extended borrowing period. Items will be recalled if requested by another borrower.

5. Borrowing Limits
  - a) Students are limited to 25 titles per borrowing period.
  - b) Faculty and staff are limited to 50 titles per borrowing period.
  - c) The Alberta Library card holders and community borrowers are limited to 5 titles per borrowing period.
  
6. Fines for overdue materials
  - a) Print material: \$1.00 per item/day to a maximum of \$15.00/item
  - b) Archives and closed reserves: \$0.50 per item/hour to a maximum of \$15.00/item
  - c) Videos/DVDs: \$5.00 per item/day to a maximum of \$25.00/item
  
7. Lost Material
  - a) For lost materials the borrower will be charged the current replacement cost of the item plus a \$15.00 service charge.
  - b) Failure to reimburse the library for lost materials will result in the suspension of all library privileges.
  
8. Inter Library Loans
  - a) Print materials
    - i. Loans from other libraries are handled by the Luke Lindoe Library upon student, staff, or faculty request.
    - ii. Any charges for inter library loan materials will be billed to the borrower.
    - iii. The library will process requests for materials through inter library loans to other institutions.
  - b) Videos/DVDs
    - i. Videos and DVDs are loaned to and from neighbouring institutions with which the library has a reciprocal borrowing agreement.
    - ii. Requests for Videos and DVDs through LLL may be made by staff and faculty.
    - iii. The borrowing institution arranges courier transportation at their own expense.