

LIBRARY LOANS POLICY

Effective Date: February 28, 2017**Originating Office:** Library Administration**Supersedes /Amends Policy dated:** December 22, 2014**Policy Number:** LA-1

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This policy defines borrowing privileges for all categories of borrowers.

Library material covered by this policy includes the following: the general circulating collection, reserves collection, and the non-circulating collection.

Material in Special Collections is covered by the *Special Collections Access Policy* (LA-4).

USERS

For the purpose of this policy, users are defined as:

Primary users

1. **Faculty:** This category consists of all Concordia University faculty, (including part-time faculty), professors emeriti, retired faculty (including retired part-time faculty), administrators, retired administrators, librarians and retired librarians of Concordia University. This category also includes faculty members of other institutions who are teaching a course that is part of a BCI joint program where one of the participating institutions is Concordia University, as well as members of Concordia's Board of Governors representing the external community.
2. **Graduate Students:** This category consists of Concordia University students enrolled in Doctoral, Master and Diploma programs at Concordia University, as well as Postdoctoral Fellows and Research Assistants/Associates, and graduate students of BCI joint programs.
3. **Undergraduate Students:** This category consists of Concordia University students currently registered in a credit course given at Concordia University, as well as undergraduate students enrolled in BCI joint programs.
4. **University Support Staff:** This category consists of Concordia University support staff and retired support staff.

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- 5. Students and faculty registered in, or affiliated with, joint programs at a Quebec institution** covered by the *BCI Agreement on library use by students registered in joint programmes, either by extension, association or cooperation between two or more Quebec universities*. In order for students in *joint* programs, where one of the participating institutions is Concordia University, to receive library privileges, they must have the status of a registered undergraduate or graduate student at the home institution. Faculty members from other institutions must be teaching a course that is part of a joint program where one of the participating institutions is Concordia University, in order to be eligible for faculty library privileges at Concordia.

Extramural users

- 6. Faculty and graduate students of Canadian universities and members of other institutions covered by the [Canadian University Reciprocal Borrowing Agreement](#)**, including: full-time, part-time or retired faculty members and librarians; visiting faculty and librarians; full-time and part-time graduate students; staff (including retired staff) from BCI, OCUL, COPPUL, CAUL/CBUA or other institutions specified in the *Canadian University Reciprocal Borrowing Agreement*.
- 7. Undergraduate students of all Quebec universities and Bibliothèque et Archives nationales du Québec (BANQ) and the Institut québécois de la recherche sur la culture** have limited borrowing privileges as outlined in the “**Procedures For Direct Undergraduate Borrowing Privileges In Quebec University Libraries, Extending, the CREPUQ Agreement For Faculty And Graduate Students**” (<http://www.crepuq.qc.ca/spip.php?article249&lang=en>)
- 8. Friends of Concordia University Libraries:** alumni, Concordia Honorary PhD Lifetime members, professional organizations with whom the Concordia University Library has agreements for borrowing privileges.

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9. **Concordia affiliated users with special arrangements:** visiting scholar/professor/librarian, Concordia Adjunct professor, Concordia Continuing Education students, Loyola high school faculty and students, CEGEP faculty and students, Cooperating Teacher, members of CRIM (Centre de recherche informatique de Montréal).

10. **Members of the general public.**

POLICYConditions of Loans

11. All primary borrowers are required to present a valid Concordia University ID card. Extramural borrowers are required to present a valid Library Privilege card and a valid picture ID. Part-time faculty who do not currently have a contract and whose circulation record has expired must be listed on the CUPFA's seniority list.

12. Concordia University ID cards or Library Privilege cards are not transferable.

13. All users must have an active (non-expired) library account. In cases where the usual loan period would exceed the user's expiry date, the loan will be due back on the expiry date.

14. All loans are subject to immediate recall if needed for reserves, or after 14 days. When a recall results in the change of a due date, the borrower will be given at least 4 days to return a recalled item.

15. Due dates are established at the time of the initial loan, at the time of renewal, and at the time of recall.

16. All users must return Library material by the due date (and time if specified). Failure to return material will result in the application of fines and sanctions.

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17. The user is responsible to review checked out items and their due dates in their MyCLUES account. When the user provides an e-mail address, the Library will send a reminder of the due date and recall notices when an item has been requested by another user. Non-receipt of courtesy, recall or overdue notices does not release borrowers from their responsibility to return books on time.
18. The number of items that may be borrowed from the circulating collection at any one time as well as the loan period, renewals, and requests/holds may differ for different user groups and are posted on the Library's web site.
<http://library.concordia.ca/services/circulation/>
19. Some library collections such as periodicals, reference and some government documents are designated for use in the library and do not circulate.
20. Items from the circulating collection (with the exception of the reserve collection, laptops, tablets and Technology Sandbox items) may be put on hold for a user. Conditions of requests/holds may differ for different user groups and are posted on the Library's web site. <http://library.concordia.ca/services/circulation/>
21. All items being held for a user shall be kept for a maximum of three (3) days.
22. When more than one request for a hold is placed on an item, the holds are queued by date and time the request was made. Once a third hold is placed on a book, the loan period will be reduced appropriately.
23. If a user cannot locate an item on the shelves, the Library will, upon the user's request at the circulation desk, search for the item and hold it for the requester if, or when found.
24. An item found by a user on the shelves for which a search or hold has been requested will be allowed to circulate to the person who found the item for no more than three (3) consecutive days.

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25. Users in good standing may renew loans of all circulating materials, except the reserve collection, laptops, tablets and Technology Sandbox items, provided the items are not overdue or requested by another user. Conditions of renewal may differ for different user groups and are posted on the Library's web site.
<http://library.concordia.ca/services/circulation/>
26. Once the maximum number of renewals on an item is reached, the item must be returned to the Library.
27. Renewals by telephone are accepted for persons with disabilities only (see policy on *Special Services for Library Users with Disabilities, G-11*).

Fines

28. Fines and sanctions apply to all categories of users according to the *Policy on Overdue and Lost Material (LA-3)*.

Questions, Comments or Complaints

29. Questions, comments, or complaints about this policy or its application should be addressed to the Library Administration:

by email: lib-admin@concordia.ca

or by mail to:

Library Administration
Concordia University
1455 de Maisonneuve Blvd. West, FB 802
Montréal (Québec) H3G 1M8