



## LIBRARY

### LIBRARY LOANS POLICY

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**Effective Date:** January 14, 2025

**Approval Authority:** Library Administration

**Supersedes /Amends:** February 28, 2017

**Policy Number:** LA-1

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#### SCOPE

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 and Continuing Education faculty), professors emeriti, retired faculty, administrators, retired administrators, librarians and retired librarians of Concordia University. This category also includes 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, and Postdoctoral Fellows and Research Assistants/Associates.
3. **Undergraduate Students:** This category consists of Concordia University students currently registered in a credit course given at Concordia University.
4. **Concordia Continuing Education students:** This category consists of Concordia Continuing Education students currently registered in a course of 20 hours duration or more. Otherwise, they must register as a member of the general public.
5. **University Support Staff:** This category consists of Concordia University support staff and retired support staff.

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### Extramural users

6. **Faculty and graduate students from the institutions that make up the Partenariat des Bibliothèques universitaires du Québec (PBUQ)** 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).
7. **Faculty and graduate students of Canadian universities and members of other institutions covered by the [Canadian University Reciprocal Borrowing Agreement](#) (CURBA)** 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, OCUL, COPPUL, CAUL/CBUA or other institutions specified in the *Canadian University Reciprocal Borrowing Agreement*.
8. **Bibliothèque et Archives nationales du Québec (BAnQ) members with a letter of introduction from the BAnQ** have borrowing privileges similar to users covered by the CURBA agreement. The agreement with the BAnQ is overseen by PBUQ.
9. **Friends of Concordia University Library:** alumni, Concordia Honorary PhD Lifetime members, professional organizations with whom the Concordia University Library has agreements for borrowing privileges.
10. **Concordia affiliated users with special arrangements:** visiting scholar/professor/librarian, Concordia Affiliate professor, Loyola high school faculty and students, CEGEP faculty and students.
11. **Members of the general public.**

### POLICY

#### Conditions of Loans

12. 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. PBUQ institution members are required to present a valid ID card from their

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home institution. Part-time faculty who do not currently have a contract must be listed on the CUPFA's seniority list.

13. Concordia University ID cards, Library Privilege cards or other accepted institutional cards are not transferable.
14. 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.
15. All loans of regularly circulating Library material are subject to immediate recall if needed for course reserves. When a recall results in the change of a due date, the borrower will be given at least seven (7) days to return a recalled item.
16. Due dates are established at the time of the initial loan, at the time of renewal (for items that renew), and at the time of recall.
17. 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.
18. The user is responsible to review checked out items and their due dates in their My Library Account (Sofia). A notification will be emailed to the user if an item is overdue, recalled or does not renew. Non-receipt of a non-renewal notice and/or overdue notices does not release borrowers from their responsibility to return Library material on time.
19. 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:  
<https://library.concordia.ca/help/circulation/borrowing.php>
20. Some library collections such as periodicals, reference and some government documents are designated for use in the library and do not circulate.
21. Items from the circulating collection (except for the course reserve collection, laptops, tablets, various equipment 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:  
<https://library.concordia.ca/help/circulation/borrowing.php>

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22. All items being held for a user shall be kept for a maximum of seven (7) days.
23. 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.
24. 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.
25. Items on hold for one user cannot be borrowed by a different user, even if found on the bookshelves, the latter will instead need to place a hold on the item themselves.
26. All regularly circulating materials are automatically renewed for users in good standing, except for material from the course reserve collection, laptops, tablets, equipment, and Technology Sandbox items, provided the items are not requested by another user.

### Fines

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

### QUESTIONS, COMMENTS, OR COMPLAINTS

Questions, comments, or complaints about this policy or its application should be addressed to the Office of the University Librarian:

by email: [lib-university-librarian@concordia.ca](mailto:lib-university-librarian@concordia.ca)

or by mail to:

Office of the University Librarian

Concordia University

1455 de Maisonneuve Blvd. West, LB 331

Montréal, Québec H3G 1M8

To submit a take-down request, please contact [lib-webarchiving@concordia.ca](mailto:lib-webarchiving@concordia.ca).



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### POLICY RESPONSIBILITY AND REVIEW

The overall responsibility for implementing and recommending amendments to this Policy shall rest with Library Cabinet.

This was approved by Library Cabinet on Tuesday, February 14, 2025.