Policy

LIBRARY BORROWING POLICY				

Policy Section & Number:			Effective Date:	
Policy Owner:	Vice President Academic		Last Revised:	February 2, 2021
Policy Administrator:	Director, Student Services		Review Scheduled:	February 2, 2025
Approver:	Executive Committee			
The official controlled version of this document is held with the Policy & Procedure Coordinator.				

A. POLICY STATEMENT

The Library supports the learning and information needs of the Keyano College Community, including students, faculty, and staff. The Library strives to ensure the information needs of the College community are met and the resources required to support teaching, learning, and other scholarly activities are accessible. This policy defines the conditions of borrowing, lending, and use of the Library's collections as well as the fees associated with loss or damage of these items.

1. Library Collection

1.1   The College Library develops its collections in support of the College curriculum as outlined in the Library Collection Development Policy. Students, faculty, staff, and community members are provided access to these collections for the purpose of advancing their learning, teaching, and other scholarly activities. Users who return items late or damaged or lose items should expect to pay fines according to the Library's fines schedule.

2. Borrowing Privileges

2.1   All borrowers must present a valid card to borrow resources from the Library.

   a.   A Keyano College card also serves as a Library card for primary users.
   b.   Secondary users must present either The Alberta Library (TAL) card, which is issued for community users, or if a member of a NEOS Library Consortium (NEOS) institution, the card issued to them from their primary institution/library.

2.2   Library cards are not transferable and honoured only when presented by the legitimate cardholder. All materials borrowed against a card will be the responsibility of the cardholder.

2.3   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.

2.4   Borrowing of local loan items is limited to primary users.

3. Resource Sharing Agreements

3.1   Keyano is a member of both TAL and NEOS, with agreements to share specific library materials across partner libraries. Users registered in the integrated library system may borrow items from these collections.

   a. The Keyano Library expects borrowed items to be returned to the Library according to the defined loan periods.
   b. Items borrowed from member libraries will be returned to the appropriate library as per the TAL and NEOS agreements.

4. Loan Periods and Limits

4.1   Loan periods, renewals, and overdue fees are determined by type of library membership as defined in the Library Fines and Financial Holds Procedure.

4.2   Loan periods (due dates) are established at the time of the initial borrowing and/or renewal, or at the time of recall.

4.3   Loan periods for Reserve items are determined by the faculty member requesting the reserve.

4.4   Loan periods for various types of Keyano Library materials are determined by the Information Librarian.

5. User Responsibility

5.1   Upon borrowing library materials, users accept all responsibility.

   a. All users must return library material by the due date (and time, if specified). Failure to return material may result in the application of overdue fines and sanctions.
   b. The user is responsible for the care of any material borrowed and may be charged for the replacement of lost or damaged material.

c. The user is responsible to keep track of items borrowed and their due dates. The user accepts all responsibility for fines incurred.

6. **Fines, Fees, Lost Item, and Damage Charges**

6.1 For items borrowed from the Keyano Library Collection, users are not charged fines for overdue items, but are responsible for paying replacement costs for damaged or lost items. Overdue fines may be charged for items borrowed from partner institutions.

6.2 Students with accounts owing to the College will have a financial hold placed on their Keyano Student account. Until accounts are settled, students will have their transcripts withheld, which may prevent or delay their registration at the College or another educational institution.

B. **DEFINITIONS**

(1)	**College:**	Means Keyano College.
(2)	**Financial Hold:**	The process of identifying a student who owes money or materials belonging to the College. A financial hold prevents the student from registering for new courses until the financial issue has been resolved.
(3)	**Fine:**	A monetary fee charged to a library user's account in the case of overdue, lost, or damaged materials.
(4)	**Integrated Library System:**	Means the system that tracks and processes the library's collections, books loans, overdue and lost item fines, user holds, and interlibrary loans.
(5)	**Interlibrary Loan:**	Means a service whereby a patron of one library can borrow materials and/or receive photocopies of documents that are owned by another library.
(6)	**Local Loan:**	Means items are available only to Keyano College Library Primary Users.
(7)	**NEOS:**	Means the Networking Edmonton's On-line Services Library Consortium. It consists of 17 Canadian university, college, government, and hospital libraries with 49 sites between them. NEOS's holdings consist of books, electronic books, databases, and journals. Requests for physical materials are received through SirsiDynix Symphony's Workflows

platform. SirsiDynix Symphony is the library's integrated library system (ILS). Keyano College Library is a member of NEOS.

(8)	**Primary Users:**	Means the students, faculty, and staff of Keyano College.
(9)	**Recall:**	Means when a hold is placed by a user in the integrated library system to request an item that is already loaned to another user.
(10)	**Reserves:**	Means course related items (books and other materials) that are set aside for students to access. These items are housed behind the circulation desk and are for in-Library use only, usually for set time limits, so that students will have more frequent and equitable access to them.
(11)	**Secondary Users:**	Means community residents of Fort McMurray and TAL users that are not students, staff or faculty and NEOS consortium members that need materials via interlibrary loan.
(12)	**TAL:**	Means The Alberta Library which is a province-wide consortium that serves 48 member libraries in over 300 locations across the province, including: public libraries regional library systems university libraries college, and technical institute libraries special libraries. Resource sharing includes: - interlibrary loan/document delivery, - on-site borrowing using the TAL Card, - access to electronic collections where permitted by license agreements, - on-site access to reference/information services and collections, and reference/research support and collaboration among library staff
(13)	**Workflows:**	Workflows is the ILS used by Keyano College Library that enables all circulation activities and notifies patrons of overdue and late items.

C.   RELATED POLICIES

- Library Use Policy
- Library Technology Use and Management Policy

D. RELATED DOCUMENTS

- Library Collection Development Procedure
- Library Fines and Financial Hold Procedure
- TAL Resource Sharing Policy
- NEOS Policy on Sharing Materials within NEOS
- Obligations of Membership in the NEOS Library Consortium

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
02/02/2021	New	All	Information Librarian	Director, Student Services