

## POLICIES & BORROWERS LOAN INFORMATION GUIDE 2009-2010

Website: [www.algonquincollege.com/lrc/](http://www.algonquincollege.com/lrc/)

### Borrowing Material

A valid faculty/staff/student/community member library card is required to borrow materials from The Learning Resource Centres. The staff reserves the right to inspect briefcase/bags at the exit when the security system is activated.

### ID Cards, Borrower Registration

Students and faculty/staff with a valid Algonquin ID card are provided access to The Learning Resource Centre services. For users who do not have an Algonquin ID card, a Library card can be requested at the Main desk. Cards can only be used by the individual named on the card.

### Lost ID Cards

Lost ID/Library cards must be reported immediately. Material charged to a lost/stolen card is the responsibility of the person to whom the card was issued until the loss is reported. There is a \$5 fee for replacement of a lost card issued by The Learning Resource Centres.

### Community Members

Community members are welcome to consult and borrow the material in The Learning Resource Centres. Restrictions apply to some materials. To obtain a Library card, please apply at the Main desk and photo id is required.

### Loan Periods

Not all Learning Resource Centre materials circulate. For materials that do circulate, the length of the loan may vary. A maximum of ten (10) items can be charged out at one time.

Material	Loan Period
General Collection Books, audiocassettes, CD's	2 weeks
Periodicals, Reference items & Textbooks	In-Library use
Reserve Collection, Laptops (Items available on a first come first served basis.)	In-Library use 3 hours ( 3 days for selected items)
Visual Media (videos, dvd's) *students limited to 2 AV Items at a time	Overnight loans for students 2 weeks maximum for faculty/staff May be booked in advance.

### Renewals

Some items are renewable twice if the item is not already overdue and there are no other requests for the item. Patrons can renew in person, by phone, or online at (<http://www.algonquincollege.com/lrc/>). Note: community users can renew in person or by phone. There are no renewals for Reserve materials. Fines must be paid before items can be renewed.

### Returning Material

During operating hours, materials should be returned to the circulation/reference desk. After hours, the book drop near the main entrance should be used.

### Overdue Notices

All documents must be returned by the due date. Documents found on shelves without a "return date" stamp are considered returned on the date they are found. Overdue notices are provided as a courtesy. Non-receipt of such notices does not absolve patrons from their responsibility for the timely return of materials. Patrons should ensure that The Learning Resource Centres have their correct mailing and e-mail address.

### Placing Holds on Documents

A user may ask that an item that is currently checked out be held for him/her upon its return. This can be done online using the Library catalogue or by asking the staff at the desk. No holds will be accepted on Reserve material. Holds are kept for 7 days and may be picked up at the circulation/reference desk

### Reserve Material

These items appear on the catalogue with the location code "Reserves" and are available at the circulation/reference desk. This collection is for use of Algonquin students/staff. Reserve material with an hourly loan period cannot be taken out of The Learning Resource Centres.

## Laptop Computers/desktops

Laptop computers/desktops in The Learning Resource Centres are to be used for Academic purposes only. . All users must log out before leaving The Learning Resource Centres (see I.T.S. user agreement.)

Laptops are available in The Learning Resource Centres for 3 hour loan. Students must have their student or Library card to borrow a laptop. Fines will apply to late returns. **Borrowers are responsible for the laptop in their possession, and should not leave it unattended at any time.**

### Overdue Fines

It is a borrower's responsibility to ensure that any material borrowed from The Learning Resource Centres is returned in good condition by the date due. Late fines are charged for overdue materials and go into effect the day following the due date.

Material	Fine
<b>General Collection (Books, audiocassettes, CD's)</b>	•fines \$.30 per day, per item. •Maximum <b>\$20.00</b> , per item.
<b>Reserve Collection/Laptops</b> (Items available on a first come first served basis.)	•In-Learning Resource Centre use material; \$1.00 per hour, per item. •3 day loan material; \$3.00 per day, per item. •Maximum <b>\$30.00</b> , per item.
Visual Media (videos, dvd's)	•\$3.00 per day, per item Maximum <b>\$50.00</b> , per item.

### Replacement Charges

The borrower will be charged for replacement costs if the item is lost or stolen and for repairs if the item is damaged. A \$10.00 processing fee will also be applied. **Note:** The Learning Resource Centres do not refund money after the item is paid for.

Material	Replacement Charges
Books, CD's & Audiocassettes	•Replacement cost •\$10.00 processing fee •Outstanding fines
Visual Media/Laptops	•Replacement cost (maximum \$1,000.00) •\$10.00 processing fee •Outstanding fines

## Sanctions

The Learning Resource Centre borrowing privileges will be suspended under any one of the following circumstances:

- a patron has overdue items
- a patron has any unpaid fines or replacement charges outstanding
- a patron is delinquent in the return of Interlibrary Loan material
- a patron violates The Learning Resource Centre regulations including:
  - removal of material from The Learning Resource Centre without carrying out proper procedures
  - mutilation or destruction of The Learning Resource Centre materials/property
  - willful misplacement of The Learning Resource Centre materials

As per College Directive E5, the Registrar will withhold marks, diplomas or certificates until overdue material is returned and/or fines are paid in full. Sealing of students' file is done shortly before the end of each term.

### Direct Borrowing with other Ontario Colleges

The Learning Resource Centre participates in a direct borrowing agreement which permits registered Algonquin College students (proof of registration required) to borrow material directly from other college Learning Resource Centres (some material may have borrowing restrictions). The borrower is responsible for the safe return or replacement of material borrowed or for any charges incurred.

### Borrowing Agreement with other Area Institutions

As part of the Smart Library consortium, students, faculty and staff are allowed limited borrowing privileges at several Ottawa institutions, including Carleton U, University of Ottawa and Ottawa Public Library. A Smart Library membership card is required to borrow from these institutions. This card must be requested at the Circulation/Reference desk.

All materials borrowed at these institutions must be returned to them. Any overdue fines that are incurred should be paid at the lending library. Any outstanding Smart Library bills will be forwarded to the Algonquin Learning Resource Centres. The usual sanctions related to fines and overdue items, would then apply. Any concerns regarding fines incurred at other Smart Libraries should be addressed to the lending library's Circulation department which issues the fines/overdue notices.

### **Inter-campus loan, Inter-Library Loans**

Students and staff in good standing with The Learning Resource Centres may request books, videos, or journal articles that are located at the Pembroke or the Perth campuses. Normally these items should arrive within three days. They may also request an inter-library loan for books or journal articles not located at Algonquin College but available elsewhere.

### **Additional Information**

The Library offers limited quiet study areas. There should be no talking in these areas. In addition, use of cell phones is prohibited in any area of the Learning Resource Centres.

Our facilities and our services are not designed to meet the requirements of children.

Food and drink are not allowed in any public area of The Learning Resource Centres. Users will be requested to leave these outside the centres.

Purses, bags and valuables should not be left unattended in The Learning Resource Centre.

### **Your Library Account Allows You to:**

- see a list of items you have on loan, including due dates
- renew items you have on loan (provided there is no hold placed on that item for another library user)
- check the status of hold requests you have placed
- see any fines or bills you may have incurred

This login is also used for access to electronic resources from off campus. For more details please consult our website:

<http://www.algonquincollege.com/lrc>

#### **Campus Contacts:**

**Woodroffe Learning Resource Centre**

(613) 727-4723 ext 5834

**Pembroke Learning Resource Centre**

(613) 735-4700 ext. 2707

**Perth Learning Resource Centre**

(613) 267-2859 ext. 5607