

SIMON FRASER UNIVERSITY
Office of the Vice-President, Academic

Memorandum

TO: Senate
FROM: J.M. Munro, Chair
Senate Library Committee
DATE: December 22, 1992
SUBJECT: New Library Loan Policy

Action undertaken by the Senate Library Committee gives rise to the following motion:

Motion: "that Senate approve the procedures for a new Library loan policy
as set forth in S.93-8 "

J.M. Munro

**W.A.C. Bennett Library
Simon Fraser University**

MEMORANDUM

TO: Senate Library Committee

From: Ted Dobb
University Librarian

**RE: New Library Loan Policy to
Increase Book Availability**

Date: December 4, 1992

MOTION Approved by the Senate Library Committee, December 3, 1992:

THAT the Senate Library Committee recommend to Senate a new loan policy based on the following principles:

1. Material is to be classified in two categories:
 - (a) low-demand material subject to semester-based loan, and
 - (b) higher-demand material, initially not to exceed 10 % of the collection, subject to 3-week loan.
2. Highest-demand material is to be temporarily subject to 1-week loan during peak usage periods (as measured by the number of outstanding holds).
3. A hold system (rather than a recall system) is to be used for material out on 1-week or 3-week loan.

BACKGROUND:

The Senate Library Committee has recently completed its review of the Library's loan period and other policies affecting book availability for SFU faculty and students. This Senate Library Committee review was undertaken as recommended by the University Library Review Committee in its Report of October 1991.

The purpose of the recommended changes to the Library Loan Policy is to improve the availability of books which are in high demand by faculty and students while leaving a large proportion of the general books collection on their present semester loan period. It is estimated that approximately 10 % of the Library's general collection would need to be placed on a 3-week loan period.

IMPLEMENTATION CONSIDERATIONS:

1. Books on 3-week loan will be marked with a book spine label indicating that they are available for a 3-week loan period. High demand books will be placed on 3-week loan by library staff using computer generated book usage reports. In like manner, 3-week loan books will be returned to a semester loan period when their usage is reported to have dropped below the high demand threshold. The formula for determining the high demand books will be worked out by the Library during implementation.
2. Books with multiple holds will automatically be changed by the computer system to a 1-week loan. These books will be picked-up at the Library's Holds/Recalls Pick-up Counter; and the Borrower will be told that the book is available on a 1-week loan by the Library Counter-Attendant when it is charged-out.
3. The above changes do not impact the present course book Reserves system. The Library does not contemplate any changes to the Reserves system with respect to the proposed new loan periods.
4. The expected outcome of this policy change is that the high demand books will be loaned more times to more students and faculty during a semester. This will increase the number of charge-outs, book returns, book reshelves, etc. In order to cope with this anticipated increase in the loan operations workload, the Library is proposing a number of cost saving measures as follows:
 - (a) That the Library modify its OPAC (Online Public Access Catalogue) software to permit faculty and students to place holds and recalls from their computer terminals (including via dial-up access).
 - (b) That the Library install a computer phone messaging system which can replace a large proportion of the present Canada Post mail notices to faculty and students for recalls, holds, overdues, etc. This system could also be used much like the phone registration system to renew books by using a touch-tone telephone.
 - (c) That the Library install a number of self-serve check-out terminals which would operate analogously to bank cash machines. It is anticipated that the book check-out rate could increase substantially under the new loans policy. Faculty and students would have the option of continuing to go to the Loan counter to have library staff check-out books for them just as bank users may continue to use tellers instead of the bank cash machines. The Library anticipates that many faculty and students will wish to use the self-serve book check out facility. In this case, the Library would be able to avoid adding additionally budgeted staff to handle the anticipated increased workload under the proposed new loan policy.
4. The Senate Library Committee will monitor the experience with the proposed new loan policy to determine that it does increase book availability as anticipated.