

# SIMON FRASER UNIVERSITY

S.82-37

## MEMORANDUM

To..... SENATE

From..... SENATE LIBRARY COMMITTEE/SENATE  
COMMITTEE ON AGENDA AND RULES

Subject..... 1. PROPOSED CHANGE IN MEMBERSHIP -  
SENATE LIBRARY COMMITTEE  
2. PROPOSED DELEGATION FROM SENATE TO  
~~THE SENATE LIBRARY COMMITTEE~~  
LIBRARY LOANS POLICY

Date..... APRIL 27, 1982

MOTION 1:            On recommendation of the Senate Committee on Agenda and Rules, that Senate approve that membership on the Senate Library Committee include the Dean of Graduate Studies or his/her designate and the Dean of Continuing Studies or his/her designate.

Note:    The changes proposed appear in the adding of the words "or his/her designate."

MOTION 2:            That Senate delegate to the Senate Library Committee the authority to make minor changes to Library Loans Policy regulations, with the understanding that the Committee will inform Senate of such changes at the earliest opportunity.

Note:    A two-thirds majority vote is required for approval.

Senate approved the present Library Loans Policy and Penalty Policy on a trial basis in August 1971. Permanent status for the Library Loan Policy was approved by Senate in April 1972.

# SIMON FRASER UNIVERSITY

## MEMORANDUM

To Senate Library Committee

From Ted Dobb

University Librarian

Subject Request for change in membership flexibility.

Date October 22, 1981

Discussion has gone on for some time between Harry Evans, Secretary of SCAR, and this Committee about how best to add "or his designate" to the SLC membership status of the Dean of Graduate Studies and the Dean of Continuing Studies.

I believe the matter can now be resolved to the Committee's satisfaction if it instructs the Chairman to forward the following to the Secretary of SCAR:

The Senate Library Committee requests the Senate Committee on Agenda and Rules to conclude that the nature of the roles of the Dean of Graduate Studies and the Dean of Continuing Studies are such that it is appropriate to provide for representation on the Senate Library Committee in those cases by "or his designate". Further, the Senate Library Committee requests the Senate Committee on Agenda and Rules put the following motion to Senate:

On the recommendation of the Senate Committee on Agenda and Rules, Senate approves that membership on the Senate Library Committee include the Dean of Graduate Studies or his designate and the Dean of Continuing Studies or his designate.



# SIMON FRASER UNIVERSITY

## MEMORANDUM

To Senate Library Committee

From Ted Dobb

University Librarian

Subject Library Loans Policy

Date October 22, 1981

You will recall that this Committee, at its March 31 meeting, approved some minor changes to the Library Loans Policy regulations plus a paragraph that would have allowed the Library to make such changes after seeking only the advice of the Senate Library Committee. Both the changes and the implied request for delegation of authority were to go through Harry Evans to Senate for approval.

Charles Hamilton and I have had the benefit of Harry's informed advice on this matter, the essence of which is that we ought to retrace our steps and try again. Fortunately, the new route is short and relatively free of obstacles: Harry suggested that we simply ask Senate to delegate to the Committee authority to make minor changes to Loans Policy regulations as need arises, with the understanding that Senate would be periodically informed of such changes. Once Senate has approved this delegation request, the Committee will be free to seek Board approval for the processing cost increase, after which the Library can publish the already amended policy, and Senate can be informed at an appropriate time.

To facilitate the above course of action, I propose that the Committee pass a motion directing the following Rationale and Motion to Senate for action.

Rationale:

In order to be properly responsive to changing circumstances, the Library has a need to make occasional, minor changes to its Loan Policy regulations (as distinct from major aspects of the Policy itself). With this in mind, and recognizing that it is not desirable to have trivial matters brought to the floor of Senate if they are non-trivial when effectively handled by one of Senate's committees, the Senate Library Committee proposes the following:

MOTION:

That Senate delegate to the Senate Library Committee the authority to make minor changes to Library Loans Policy regulations, with the understanding that the Committee will inform Senate of such changes at the earliest opportunity.

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SIMON FRASER UNIVERSITY

LIBRARY LOAN POLICY

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LIBRARY CARDS

Any member of the public may use materials in the Library during regular library hours. However, users must have a valid library card in order to borrow materials and to have access to special services. This card is not transferrable and must be presented when borrowing materials.

The borrower whose name appears on the card is responsible for all use made of that card until the Library is notified of its loss or theft. Replacement cards for those lost, stolen or damaged will be made available at a cost of \$1.00 by the Registrar's Office. A change of address must be reported to the Library Loans Department as soon as possible.

The following people will be issued cards automatically by the Registrar's Office:

- a) currently employed faculty, faculty associates and staff
- b) currently registered students
- c) alumni

The following people may be issued cards upon application to the Library Loans Department:

- a) retired faculty and staff
- b) lay members of the Board of Governors and Senate
- c) faculty and graduate students of other post-secondary institutions in British Columbia
- d) honorary degree holders
- e) non-university users with the authorization of the University Librarian

All borrowers, when issued library cards, are subject to the same regulations and have the same privileges with the exception of interlibrary loans.

### BORROWER RESPONSIBILITIES

Borrowers are responsible for all materials and equipment taken out on their cards and must comply with the regulations.

In the event of a disruption of normal library services, or of a disruption of public mail or transportation services, the borrower remains responsible for adhering to these regulations, and the penalties in this policy will continue to apply.

In these situations, the Library may not be able to notify readers about material that has been recalled; therefore the borrower is responsible for enquiring weekly at the Loans Division on the Burnaby campus, or the appropriate office of a non-Burnaby campus, to determine if any material borrowed has been recalled.

Also, in the above abnormal situations, the borrower is responsible for returning all materials to the Library on the dates they would normally come due in accordance with the terms of this policy. The Library will attempt to facilitate the in-person return of materials, and, if they are returned by mail, the date of the postmark will be considered the official date of return for the purposes of calculating penalties.

The borrower must present a doctor's certificate in order to be excused for overdue materials because of illness.

### BORROWING REGULATIONS

#### 1) General Collection

The general collection consists of all publications on the open shelves and in storage with the exception of

- i) those in Reserve
- ii) those designated as non-circulating or otherwise covered by special loan regulations.

The loan period for all materials in the general collection is one semester. All materials become due on the seventh day of the examination period and should be returned to the Library on or before that day. All material borrowed during and after the first week of examinations will be due on the seventh day of the examination period of the following semester. Renewal of materials may be made at this time as well. The due date will always be stamped on the date label located in the front of the book.

Each borrower is entitled to keep circulating material for a minimum of two weeks, after which time another borrower may recall the item(s). The holder of the material is obliged to return it on or before the date indicated on the notice.

Only one recall will be accepted per item. If demand for an item is high (i.e. more than two recalls are requested), it will be transferred to the Reserve collection until demand has fallen.

The Library may recall material at any time.

Failure to return recalled materials will result in suspension of borrowing privileges for all collections and will incur fines or fees as described in Appendix A.

## 2) Reserve Collection

The Reserve collection consists of all print and phonotape materials shelved in the Reserve room.

- a) There are currently four Reserve loan periods: 2 hour, 4 hour, 24 hour and 3 day. The period is marked on each loan card. Different loan periods may be in effect for copies of the same title. It is the borrower's responsibility to check these cards carefully. Other loan periods may be established at the discretion of the Head of the Loans Division.

### 2 Hour Loan

Due two hours from time taken out.

Overnight: 2 hours before closing of Reserves section until 10:00 am next day.

### 4 Hour Loan

Due four hours from time taken out.

Overnight: 4 hours before closing of Reserves section to opening next day.

### 24 Hour Loan

Due 24 hours from time taken out.

Sat - Thur: due 24 hours after check-out.

Fri: from 6:00 pm Friday to 11:00 am Sunday.

### 3 Day Loan

Due 3 days from time taken out.

Monday - due same time of day Thursday.

Tuesday - due same time of day Friday.

Wednesday - due 11:00 am Sunday.

Thursday } - due same time of day Monday.

Friday } - due same time of day Monday.

Saturday - due same time of day Tuesday.

- b) Failure to return materials when they are due will incur a fine only upon items that are an hour or more overdue and that have holds placed on them. Borrowers who have incurred a fine will be suspended from borrowing from all collections until the fine is paid and the material returned (see Appendix A for schedule).

### 3) Special Loans

The following materials are available only on special loan:

- a) Periodicals - this includes bound backfiles as well as unbound current issues
- b) Reference works
- c) Special collections
- d) Media collections (curriculum room)
- e) Microform collections
- f) Statistics Canada collection
- g) Maus, pamphlets and miscellaneous materials
- h) Equipment

Special loans are governed by the following regulations:

- (a) All loans must be authorized by a librarian or staff member to whom this authority has been delegated.
- (b) Loan periods, though at the discretion of the authorizing librarian, are generally for only a few days and never exceed the semester end. Materials in constant demand may be restricted to library use only.

- (c) The Library reserves the right to hold the user's Library card while the material is out on loan.
- (d) When material becomes overdue an overdue notice will be sent.
- (e) Failure to return materials on time will result in suspension of borrowing privileges for all collections and will incur fines and fees as described in Appendix A.

#### 4) Interlibrary Loans

When SFU Library borrows material from another institution on behalf of a member of the Simon Fraser University Community, it assumes the responsibility of enforcing the loan regulations of the lending library. Since repeated failure to observe the regulations of the lending institution may result in its refusal to lend to the SFU Library, an SFU user who does not observe the due date for returning an inter-library loan will not be permitted to borrow from any collections in the SFU Library, or through interlibrary loan, until the material is returned. Readers will be fined for overdue books as in Appendix A.

Renewals may be requested, but are not necessarily granted as this incurs an additional charge to SFU:

- (a) One day before the due date if the material was borrowed from UBC.
- (b) Four days before the due date if borrowed elsewhere.

Undergraduate requests will be searched only throughout B.C., unless specially authorized by the professor.

Extramural borrower requests will be sent only to B.C. locations.

#### LOST OR DAMAGED MATERIALS AND EQUIPMENT

Borrowers will be charged for lost or damaged materials and equipment, including items borrowed through interlibrary loan. Failure to pay such charges will result in a suspension of borrowing privileges for all collections until payment is made. After materials or equipment have been reported lost, no further fines will accrue.

In cases of long overdue material or equipment in which the borrower does not respond, the Library will declare the unreturned items lost and the costs of replacement will be charged to the borrower.

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## A P P E N D I X A

### PENALTIES

#### 1. GENERAL LOANS

(a) Failure to return a recalled item:

- Suspension of borrowing privileges.
- \$1.00 per day per item to a maximum of \$25.00 per book.

(b) Failure to return all materials by the due date:

- Suspension of borrowing privileges when fines begin to accrue.
- After 21 days, \$5.00 fine irrespective of the number of unreturned items.
- After 14 more days, the fine will be increased \$1 per day to a maximum of \$25.00 per borrower.

(c) After the \$25.00 maximum has been reached, lost book processing charges will be, and lost book replacement charges, may be assessed.

#### 2. RESERVE LOANS

(a) For print materials and lecture tapes an hour or more overdue and which have holds placed on them:

- \$1.00 per hour, up to \$5.00 per day, to a maximum of \$25.00 per item.

(b) For music tapes an hour or more overdue and which have holds placed on them:

- 25¢ per hour up to \$1.00 per day, to a maximum of \$25.00 per item.

(c) Lost tapes incur a \$3.00 replacement charge, plus a \$5.00 processing charge. Lost photocopied items incur a replacement

cost of 10¢ per page plus 25¢ for the folder, plus a \$10.00 processing charge.

- (d) When not returned by the semester end due date and when no holds have been placed, general loan fines pertain (see 1 (b) above).

Note: Fines do not accrue when the Reserve Collection is closed.

3. SPECIAL LOANS

Failure to return materials by the due date:

- Suspension of borrowing privileges.
- \$1.00 per day to a maximum of \$25.00 per item.

4. INTERLIBRARY LOANS

Failure to return materials by the due date:

- Suspension of borrowing privileges.
- \$1.00 per day to a maximum of \$25.00 per borrower.

5. REPLACEMENT CHARGES

- (a) Suspension of borrowing privileges until fees are paid.
- (b) In-print materials: list price plus \$10.00 processing charge.
- (c) Out-of-print materials: \$10.00 processing charge plus \$10.00.
- (d) There may be a binding surcharge of \$4.85 for paperback books.
- (e) Equipment: current replacement cost plus \$10.00 processing charge.
- (f) In all cases, if the value of the material or subsequent costs to the Library are greater than the above rates, there will be an added charge.

6. UNPAID ACCOUNTS

Where charges have not been paid within 60 days of having been incurred, accounts may be placed in the hands of a collection agency for recovery. Passed by the Board of Governors in August 1971.

A P P E N D I X B

SENATE COMMITTEES

LIBRARY PENALTIES APPEAL COMMITTEE (STANDING)

<u>MEMBERS</u>	<u>CONDITIONS</u>
Faculty Member } Faculty Member } Faculty Member }	Elected by and from the Senate Library Committee.
Student Senator	Elected by and from the Senate Library Committee.
Undergraduate Student } Graduate Student }	Elected by the Student Society
Head of Loans Division	Non-Voting
Chairman: Elected by and from voting members of the committee.	

TYPE: Standing Committee reporting to Senate Library Committee.

PURPOSE: To consider cases wherein an individual feels unjustly penalized for an infraction of the Library Loan Policy and to make the final decisions.

PROCEDURE: Any individual who is aggrieved by the decision of the Loan Division of the Library concerning penalties may petition, in writing, to the head of the Division that the case be considered by the Library Penalties Appeal Committee. The individual will be notified by letter/telephone of the date of the meeting and may speak to the Committee on the grievance. The Loan Division will provide documentation for the Library and the individual may contest the evidence or enter any circumstances that may be germane. The decision of the Committee is final.

PENALTIES IMPOSED WILL BE SUSPENDED WHILE AN APPEAL IS WAITING TO BE HEARD BY THE COMMITTEE, AND FINES WHICH HAVE BEEN PAID AND WHICH ARE SUBSEQUENTLY DEEMED UNFAIR BY THE COMMITTEE WILL BE REFUNDED.