Borrowing Policies

Library Advisory Committee (LAC)

The Library Advisory Committee is a standing committee of Faculty of Education Board. Its primary role is that of an advisory committee to Faculty Board, the Dean of Education, the Instructional Resource Centre Manager, and the University Library regarding library services and resources for Faculty of Education programs. LAC is comprised of one faculty representative from each academic education department, one education student representative, and the Instructional Resource Centre Manager. The University Librarian or designate from the University Library also sits on the committee and may be invited to attend Faculty of Education Board meetings.

Curriculum Library Services

Library Services Policies

Prepared by the Committee on Library and Media Services September 16, 1986

Reviewed by the Library Advisory Committee September 11, 2006

Clientele

1. Brock University Patrons
2. Community Patrons

Extramural (community & alumni) borrowers

Inter-University borrowers

Direct Borrowers

<u>Open Stack Items</u>

Loan Periods:

Brock University Patrons Loan Period

Undergraduate Students – 2 weeks

Pre-Service Students – 2 weeks plus extended loan during Teaching Blocks

Faculty/Staff/Graduate Students – Term Loan

Community Patrons Loan Period

Extramural Borrower – 2 weeks

Research Extra Mural Borrower – Term Loan

Inter-University Borrower – 2 weeks

Direct Borrower – 2 weeks

Recalls:

Items issued on term loan can be recalled after 2 weeks loan. Recalled items are to be returned within 3 days.

Holds:

Permitted on all open stack items. Videotapes and DVDs may be booked for specific show dates. If items booked or on hold are not picked up 3 days after notification, items are returned to stacks.

Renewals:

Renew material online using My Library Account or in person at the IRC Circulation Desk. IRC resources may not be renewed by telephone. Borrowers whose privileges have been suspended may not renew resources. Undergraduate students are permitted up to 4 consecutive renewals per item, if another user has not requested the item. All other borrowers are allowed one renewal per item.

Item Limits:

In accordance with University policy, Extramural (community & alumni) borrowers may borrow no more than a grand total of 15 items from all university libraries at any one time.

Reserve Collection

Borrowers: Brock University Patrons only

Loan Periods

3 hour

1 day

2 days

Recalls: None.

Holds: None.

Renewals: 1 and 2 day reserve items only IF another copy is available.

Test Collection

Borrowers:

Faculty in the Faculty of Education

Graduate and Additional Qualification students in the Faculty of Education with "Permission to Borrow Tests" form authorised by advisor/instructor. Other patrons may consult test material in the IRC only.

Loan Periods:

Dependent on Patron type

Recalls:

After 2 weeks loan. Recalled items are to be returned to within 3 days.

Holds:

Permitted. If not picked up 3 days after notification, items are returned to stacks. Holds placed at IRC Circulation Desk only.

Renewals:

Dependent on Patron type.

Labels:

Psychological tests are labelled with the following note:

" This test may be used for instructional purposes only. Any use of this test with human subjects must be conducted under the supervision of a university psychologist or a psychologist registered with the Ontario Psychological Association.".

Replacement of Lost/Damages IRC Material Bills for Replacement:

Issued after an item is 32 days overdue

Replacement Cost:

Actual current cost of item (plus U.S. funds exchange if applicable). If item out of print, cost estimate is calculated.

Processing Fee:

Non-refundable $20.00.

Refund if Found:

Replacement cost only.

Suspension of Borrowing Privileges

Borrowing privileges are suspended when:

1. A patron owes the University Library and/or the IRC $20.00 or more in fines, bills for replacement, etc.
2. IRC item is more than 7 days overdue.

Withholding of Degree or Grades

"No student owing the University fees or fines will receive a diploma, certificate, transcript or a statement of final grades or have any such statements communicated to parties outside the University, until such time as the debts have been cleared to the satisfaction of the University."
(Brock University undergraduate and graduate calendars)

Ontario Ministry of Education Curriculum Guidelines

Class sets of select Ontario Ministry of Education curriculum guidelines are supplied to the Faculty of Education by the Ministry of Education.

Storage

IRC

Supplied to Faculty Only

Advance Notification

2 weeks to allow for printing/ordering of additional copies as required.