

Jean-Léon Allie Library and Archives

Library Borrowing Policy

Professors, students, and selected users may borrow items from the Library. You will need a valid Saint Paul University (SPU) or University of Ottawa (uOttawa) identity card to borrow items. Cards are not transferable. We do not accept Ottawa Public Library (OPL) or SmartLibrary cards.

NOTE: If you do not have a library barcode on your SPU ID card, visit the library Service Desk between 9 a.m. and 4 p.m., Monday to Friday, or email a request if these times are not suitable. (biblio@ustpaul.ca)

Privileges vary according to borrower category. Below is the borrowing privileges information for *books* by patron type:

Patron type	Loan period	# of books	# of renewals	Required by user to validate patron type
SPU professors	120 days	500	Unlimited	SPU ID card
SPU employees	120 days	500	Unlimited	SPU ID card
uOttawa professors	120 days	500	Unlimited	uOttawa ID card
uOttawa employees	120 days	500	Unlimited	uOttawa ID card + proof of status (permanent full-time staff) if not indicated on card
Carleton professors	120 days	500	Unlimited	Carleton University ID card + proof of full-time status if not indicated on card
Undergraduate students	120 days	500	Unlimited	SPU or uOttawa ID card
Graduate students	120 days	500	Unlimited	SPU or uOttawa ID card
Alumni	28 days	15	2	Valid USP or uOttawa Alumni ID card

Student borrowing privileges

- You may borrow books from the general collection published from 1950 onwards, as well as DVDs and board games.
- Reserve items are available for up to four (4) hours.
- Note: All items may be subject to recalls.

Faculty and staff borrowing privileges

- You may borrow books from the general collection, DVDs, and board games.
- You can borrow scholarly journals for 14 days, depending on your patron type. Please note that students cannot borrow scholarly journals.
- Note: All items may be subject to recalls.

Alumni borrowing privileges

- You may borrow books from the general collection published from 1950 onwards, as well as DVDs and board games.
- Note: All items may be subject to recalls.

Information about non-book items for all users

- You may borrow DVDs and board games for 14 days with one (1) possible renewal.
- Theses, most government publications, maps, CD-ROMs, reference works, microforms, tests, scrolls, and rare books can be consulted in the library only.
- Refer to the library Service Desk for additional information.

Responsibility

Each user is responsible for her/his ID card. The borrower is responsible for all items borrowed and for any debts incurred with her/his card. The Service Desk must be informed of any change of address.

No one may borrow items on another's behalf using that person's ID card unless specified in our library system.

You are responsible for returning items by the due date even if you fail to receive an automated notice.

Users may borrow items from the library; however, these items must remain available to all library users.

Availability of Library items to all users

It is the Jean-Léon-Allie Library's responsibility to maintain a balance between students' borrowing privileges and the principle of availability library items to all its users. Therefore:

- Borrowers who leave on a sabbatical or for an extended period of time have a responsibility to return the borrowed items before their departure or make the necessary arrangements so that the borrowed items (recalled items in particular) are accessible to other users within a reasonable timeframe.
- Borrowers who leave the area for any amount of time remain responsible for their loans and agree to return the borrowed items promptly.
- Borrowers understand that fines for recalled items increase significantly from the regular fines and that unreturned recalled items can lead to suspension of library privileges.

The Library adheres to the principles of intellectual freedom and protection of privacy of all its users. It will not release any information by which users can be identified to any person or agency for any reason, except as may be required to apply sanctions.

Renewals

There are two different ways to renew borrowed items:

- By going to the Service Desk with the books in hand;
- By logging in to your account and renewing online.

Renewal requests are not taken by telephone.

Eligible items can be renewed, unless:

- The user's borrowing privileges have expired;
- The user's record has reached the maximum amount of fines of twenty (20) dollars;
- Another user has requested the item;
- The maximum number of renewals has been reached.

Returns

All items should be returned by the due date (or time). To check the due date for an item, log in to your library account.

During opening hours, you may return borrowed books to the library Service Desk or place them in the return chute available next to the library Service Desk or in the one located right outside the library's entrance. After opening hours, items may be placed in the night return chute located outside of the library. Reserve items must be returned directly to the library Service Desk during open hours.

Recalls

Certain circumstances make it possible for a borrowed item to be recalled, such as a student or professor needing it urgently for their research or it being added to the reserve. If you have an item for an extended period and are planning to leave the region, make the necessary preparations to be able to comply with any recall during your absence. The user has seven (7) days to return the recalled item. If the item is not returned in seven (7) days, the user will be charged a fine [*see Fines or sanctions*]. After 14 days the item will be declared lost.

Borrowers understand that fines for recalled items increase significantly from the regular fines and that unreturned recalled items can lead to suspension of library privileges.

Reminders and overdue notices

Courtesy notices are sent when:

- An item you have borrowed is due soon, normally three (3) days before the due date;
- An item you have borrowed is overdue;
- An item you have requested is available to pick up;
- An item you have borrowed has been recalled.

Fines and sanctions are not cancelled even if an overdue notice is not received. You are responsible for returning the items by the due date even if you fail to receive notice.

The first email address appearing in the user's record will be used to send reminders and overdue notices. Students, faculty, and staff must use their ustpaul.ca or uottawa.ca email address.

Fines or sanctions

If the item is not returned, sanctions—including fines, replacement costs, and suspension of borrowing privileges—will be applied. The suspension of borrowing privileges will be lifted only once the fines or the replacement costs are entirely paid. There are no fines for late items from the general collection; however, there are late fines for reserve books and recalls. If an item is over 30 days late, the book will be declared lost.

- Fines can be paid only once the item is returned.
- Fines must be paid in full before sanctions can be lifted.
- Fines are non-refundable.

Fines (subject to change)	
General	No late fines up to 30 days
Reserve books	\$4 per hour per item
Media	\$4 per day per item
Recalled items	\$4 per day per item
Periodicals	\$4 per day per item

Outstanding accounts

Your borrowing privileges will be suspended if there are outstanding charges on your account, if you have a reserve item overdue, OR if you have a recalled item that is overdue.

In order to graduate or receive marks or transcripts, students must not have any outstanding charges. Unpaid accounts may be referred to a collection agency.

Status	Charges
Students	\$20 or more
Faculty	\$20 or more
Staff	\$20 or more
Alumni	\$20 or more

Replacement costs

Replacement costs for lost or damaged items will be invoiced to the borrower. Items declared lost, damaged beyond repair, or over 30 days late will normally incur a \$125 default replacement charge and a \$25 non-refundable administration charge.

Attempted theft and vandalism

Anyone mutilating an item or trying to remove it from the library without prior authorization will be subject to penalties. These penalties could include suspension or withdrawal of access to the library or of borrowing privileges.

Appeal procedures

If there is any question about the fairness of the process or of penalties, sanctions may be appealed by writing to the Chief Librarian.

Policy date: January 2020

Person responsible for enforcing the policy: Chief Librarian
This item replaces all previous policies on this subject.