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| Policy Title: | ASM Library Circulation Policy | Policy Version: | 1 |
| Policy No: | 6008 | Approval Date: | 19 January, 2015 |
| Approval Body: | President | Review Date: | January 2016 |
| Effective Date: | 19 January, 2015 | | |

Policy Statement

This policy sets out the regulations regarding the loan of Acsenda School of Management's (ASM) Library materials.

Purpose

The purpose of the Library Circulation Policy is to ensure maximum accessibility to the Acsenda School of Management's Library collection by striking a balance between the needs of its users and the restrictions necessitated by the collection size and scope. This policy will periodically change to reflect the development and expansion of the library collection and the growing needs of its patrons.

Scope

Library Cards

A valid library card is required to borrow material. At this time, the student's ASM student ID card is the library card. Only active ASM students, faculty, and staff members can borrow library materials. For security and privacy reasons, borrowers must not share their library bar code with anyone or use it for any purpose not expressly permitted by the ASM Library.

External Client Library Borrowing Privileges

At this time, there are no external client library borrowing privileges.

Privacy of Circulation Records

The Library holds all circulation records in confidence. Staff will not release to any third party information on the specific titles or subject of those titles a patron has borrowed, or link a borrower's name or other revealing identification with an item out on loan. This includes not providing such information to other borrowers, faculty, police or campus security, credit or collection agencies. This policy covers all current and historical circulation records and Interlibrary Loan transactions.

Exceptions: With the borrower's consent, or under judicial order or search warrant.

It is a borrower's responsibility to ensure that personal information is not left displayed on Library's or computer lab public workstations in a way which makes it accessible to others.

Loan Regulations

- Borrowers are responsible for the return of all items on time and in good condition.
- The due date for all items borrowed is the date by which items must be returned or renewed.
- If an item is recalled, it cannot be renewed and must be returned by the last due date issued on the item being recalled.
- The borrower will be notified of recalled materials by email or regular mail.
- Loans of 1 day or longer are due before closing time on the due date.

Suspension of Borrowing Privileges & Suspension of ASM Online Access

The Library will suspend borrowing privileges and may suspend access to the student's ASM Online account when:

- Bills and/or accruing fines reach or exceed \$20.00.

- Materials are overdue for more than 31 days. These items are considered lost and full replacement charges will be added to the borrower's account. Refer to the Replacement Cost section of this policy for additional details. The replacement fees are in addition to any fines that may have accumulated.
- Recalled materials are not returned by the recall due date.

Replacement Costs

Determining a fair and adequate replacement cost for library materials is usually based upon the cost to the Library when the item was originally acquired. There may be consultation with a librarian on staff as needed regarding replacement costs for specialised items.

A borrower may elect to purchase a replacement copy. This must be identical to the original copy and have the same ISBN number or other standard identifying number as determined by library staff member (in the case of A-V materials). A replacement copy must be in new or "like new" condition. A library circulation supervisor will examine the purchased copy and determine its' identical quality. The overdue fine will still be assessed.

Items that are billed for replacement remain the property of the ASM Library and must be returned if found. The full amount billed, less any fines, is refunded if the item is returned in good condition within 30 days of the billing date, and upon proof of payment.

A borrower has 90 days to clear their account before replacement costs will be assessed on items returned damaged. Patrons will initially be notified by telephone if an item(s) was returned damaged or with missing parts. A message through e-mail or mail will also be sent to the patron once the 90 days have elapsed and damaged or incomplete materials will be discarded (replaced).

Due to Audiovisual (A/V) materials' high circulating demand, a borrower has only 30 days to replace accompanying materials to A/V items before costs are assessed.

Recalls

- Borrowers can recall items charged out to other borrowers.
- Recalling prevents the borrower who has the item the borrower wants from renewing it.
- Borrowers who fail to return recalled items by the due date will incur fines and library privileges will be suspended until recalled items are returned.
- Course Reserve items cannot be recalled.

Renewals

- Items on loan can be renewed via email, in person, by telephone if they have not been recalled by another borrower.
- Course Reserve items cannot be renewed
- Items must be returned by the due date on the recall notice or fines will accrue and borrowing privileges will be suspended.

Returning Library Materials

- All materials must be returned to the Librarian(s) at the ASM Library to ensure the item is checked off from the student's record. In the event the Librarian(s) is unavailable, items may be returned to Reception with the borrower's name and student number. Faculty and staff members must leave their name. It is the borrower's responsibility to check with the Librarian(s) that his/her book(s) has been received.

Fines

- Bills and/or accruing fines reaching or exceeding \$20.00 will result in the student's ASM account being suspended.
- All fines can be paid at the ASM Finance Office.
- Students must pay all outstanding library fines in order to receive clearance from the Library during the graduation audit.

- A maximum of \$31 per item will be assessed for overdue items. Materials overdue for more than 31 days are considered lost and full replacement charges will be added to the borrower’s account. The replacement fees are in addition to any fines that may have accumulated.

End of term returns

- If materials are not returned by the final day of the quarter, the library will issue a bill for replacement. Students will not be issued their grades or transcripts and will be blocked from all registration activity (registering, adding, or dropping courses) until outstanding materials have been returned and the account is settled.

Definitions

Staff: Employees, board and council members and any person who is remunerated by Acsenda School of Management

External Clients: Members of the general public who do not meet the definition of “Staff”.

Related legislation

- The Provincial Personal Information Protection Act (PIPA)
- The Federal Personal Information Protection & Electronic Documents Act (PIPEDA)

Related policies

| Policy Number | Policy Title |
|---------------|--------------------------------|
| 6750 | ASM Records Management Policy |
| 6751 | Information Privacy & Security |

Responsibility

ASM students, faculty, and/or staff who borrow library materials are responsible for returning borrowed materials by the due date and in the condition the item was checked out. If items are damaged or returned passed the due date, the borrower is responsible for paying applicable fees as assessed by the Library.

Library staff are responsible for maintaining confidentiality of circulation records.

ASM Library personnel are responsible for checking in returned materials in a timely manner and reasonably assessing materials being borrowed to note any damage.

The Finance Office will place any applicable fees on borrower’s account in FAST and/or the appropriate system.

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Loan periods & Fines

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| Books | 2 weeks | <ul style="list-style-type: none"> ▪ ASM students, faculty, and staff¹ | \$0.50/day | <ul style="list-style-type: none"> ▪ 2 renewals |
| Magazines | 2 weeks | <ul style="list-style-type: none"> ▪ ASM students, faculty, and staff | \$0.50/day | <ul style="list-style-type: none"> • 2 renewals |
| Course Reserves | 1 day | <ul style="list-style-type: none"> • ASM students, faculty, and staff | \$1/day | |
| Journals | LIBRARY USE ONLY | | | |
| Interlibrary Loans | Not available at this time | | | |
| Videos/DVDs/Film | 3 days | <ul style="list-style-type: none"> ▪ ASM students, faculty, and staff | \$1/day | |
| Reference Books, Newspapers, Rare Books & Special Collections and ASM Archives Materials | LIBRARY USE ONLY | | | |

¹ Faculty may request to keep an item for one term for teaching or scholarly activities.