

SM 4/7/66

3 d.
librarian

Simon Fraser University

Library Regulations

1. No smoking is allowed in the library, except in smoking lounges.
2. No food or drink is to be consumed in any part of the library building.
3. The library is primarily a place for studying. Social conversation or other behaviour which interrupts the studies of patrons is not permitted in the reading areas.
4. Card-playing and other games are not allowed in the Library.
5. Students are asked to have a proper regard for Library furniture and equipment, and not to move it from one place to another. Coats should be hung in the racks provided, rather than draped over carrels.
6. The defacement of books with lines, check marks, or marginal notes, or the removal of pages is strictly forbidden. Borrowers are responsible for the replacement costs of books damaged or lost while charged out to them.
7. Books taken from the shelves for use in the Library Building should not be reshelved. Please place them on the book trucks provided on the collections floors. Reference works should be used in the reference areas and not removed to other parts of the Library.
8. Individuals or organizations can use areas of the Library for display or other purposes only with the permission of the Chief Librarian.
9. Fines are charged to ensure the speedy return of books and should be paid promptly.
10. It is necessary to present brief-cases and books for inspection by the exit supervisor. This is done to prevent the unauthorized removal of library materials from the building and is for the protection of all library patrons.
11. The Library is operated on the open stack principle and all patrons have free access to the book collections. This system is based on the belief that our students will conform to adult standards of behaviour and courtesy.
12. Concern for the rights of all library users have dictated the above regulations. Offenders are required to leave the Library building; habitual offenders are subject to disciplinary action.

Approved by Senate Library Committee, April 13, 1966.

SM 4/7/66

3d-1

LIBRARY LOAN RULES AND FINE COSTS

Loan Periods

All books must be returned to their correct loan desk or they may be considered overdue.

Regular loan books

- 14 days for undergraduate students and university staff.
- 28 days for faculty and graduate students.

Reserve Loan books

- 4 hour loan, 3 day loan, 1 day loan.
- Books checked out overnight to 10:00 A.M. after 4:00 P.M.
- Weekend counts for one overnight loan on all Reserve Loan Books.

Fines

Fines are applicable to all regular and graduate students and to staff at the university. Should any borrower not be able to return books due to illness, that borrower should immediately contact the library.

Regular Loan Book Fines

- 25 cents per day.
- Maximum fine that can be charged on any book is \$ 7.00
- The list price of a book will be charged borrowers who have lost a book.
- As the loan period of Regular Loan Books is at least 14 days and as the Library is open Saturday and Sunday, the days of Saturday and Sunday will be considered as any ordinary due day for Regular Loan Books.

Reserve Loan Books

- 25 cents for each full hour overdue.
- \$ 1.00 for each overnight overdue.
- \$ 7.00 maximum fine on any book.
- Borrowing privileges of Reserve Loan Books may be suspended for anyone with unpaid Reserve Book fines.
- The list price of a book will be charged borrowers who have lost a book.