

SIMON FRASER UNIVERSITY

S.71-86

MEMORANDUM

To..... SENATE

From..... A. H. LACHLAN

CHAIRMAN, SENATE LIBRARY COMMITTEE

Subject..... LIBRARY LOAN POLICY, S.71-86

Date..... JULY 13, 1971

MOTION:

"That Senate approve the implementation of the Library New Loan Policy and New Penalty Policy, as outlined in Paper S.71-86, for a trial period to begin as soon as possible and to end at the end of the Spring Semester, 1972."

SIMON FRASER UNIVERSITY

S.71-86

MEMORANDUM

To Senate

From A. H. Lachlan

Chairman, Senate Library Committee

Subject Library Loan Policy

Date July 13, 1971

The Senate Library Committee has deliberated on Library loan policy and wishes new policies to be implemented. I am, therefore, putting to Senate the following:

MOTION

MOTION: That Senate approve the implementation of the New Loan Policy and New Penalty Policy set forth below for a trial period to begin as soon as possible and to end at the end of the Spring Semester, 1972.

Supporting materials attached are:

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The policies proposed here were agreed by the Senate Library Committee in its meetings of May 13, June 10, and June 28.

AHL/dap

A. H. Lachlan

NEW LOAN POLICY

1. The Library loan period for materials in the General Collection is to be one semester for all classes of borrowers. (The precise meaning of this statement is made clear in 3 below.)
2. The loan periods for other materials are to remain unchanged. (A schedule of current loan periods forms Appendix A.)
3. In each semester all materials borrowed from the General Collection become due on the last day of the Examination period and should be returned to the Library on or before that day, except that any material borrowed within the two week period prior to the last day of Examinations will not be due until the end of the Examination period of the following semester.
4. Any borrower may recall material from the General Collection which is already out on loan. The holder of the material is required to return it either by the fifth day from the day of recall, or by the fourteenth day of his tenure of the material, whichever is later. If more than two recalls are placed on an item, it will be put on restricted loan status until demand drops or other copies are obtained. (Restricted loan status is at the discretion of the librarians, but will normally mean reserve loan.)
5. Borrowers are responsible for all materials and equipment taken out on their cards.

NEW PENALTY POLICY

For the purposes of penalties, there are three categories of loan:

- (i) General Collection, Interlibrary Loans, and Special Loans
- (ii) Reserve Loans
- (iii) Audio Visual Equipment

If a person is suspended from borrowing it will be only with respect to the particular loan category of the infringement. A person suspended from borrowing will not be allowed to borrow materials affected until his suspension is lifted. Fines will be levied separately with respect to the three categories.

Schedule of Penalties

1. Recall (concerns General Collection only)

Failure to respond to recall within the allotted time will result in suspension from borrowing and a fine of \$5 per item. The suspension will be lifted as soon as the recall is met and the fine paid. Borrowers will be notified of the potential penalty at the time of recall.

2. Semester End (concerns General Collection only)

General Collection material becomes due on the last day of Examinations. After that day borrowers with outstanding materials will be suspended from borrowing in category (i) until all materials are returned. Borrowers who have failed to return all materials by the last day of the semester (April 30, August 30, or December 31 according to the semester) will be fined \$5 irrespective of the number of items. A notice of the fine and list of overdue materials will be mailed to the borrower. After two weeks the fine will be increased by \$5 per week to a maximum of \$25 per borrower. After the last day of Examinations the Library will, if contacted, identify material not yet returned.

3. Fines incurred under 1 and 2 will be concurrent.

4. Reserve Loans

Fines will be levied at the flat rate of \$5 per item, but only upon items that are an hour or more overdue and have Holds placed on them. Borrowers who have incurred a fine, or who have not returned materials in time, will be suspended from borrowing until the fine (if any) is paid and the materials returned.

5. Audio Visual Equipment

Overdue items will incur fines at a rate of \$1 a day per item, plus suspension from borrowing until the fine is paid and the equipment returned.

6. Special Loans

Failure to return materials on Special Loan within five days after the due date will result in a flat fine of \$5 and suspension until the fine is paid and material returned. An overdue notice will be sent.

7. Borrowers will be charged for lost or damaged materials and equipment. Failure to pay such charges within a reasonable time, this to be at the discretion of the Library, will result in suspension from borrowing until payment is made. After materials or equipment have been reported lost, no further fines will accrue in respect of the said materials or equipment. Overdue materials or equipment not returned within a reasonable time, again to be at the discretion of the Library, will be deemed lost and the cost of replacement charged to the borrower.

DISCUSSION OF THE NEW LOAN AND PENALTY POLICIES

The following remarks are intended to give Senate some of the ideas and information brought to the Senate Library Committee when it formulated the new policies.

In April, 1971, Loan Policy questionnaires were mailed to 6,500 library users and 807 questionnaires were returned: 139 from faculty, 480 from students, 188 from others. A copy of the questionnaire is included as Appendix B and the results of the questionnaire as Appendix C. As a cursory reading of the questionnaire will show the views of the Senate Library Committee have changed radically since the questionnaire was devised.

In formulating the new loan policy, the Committee first decided to maintain the principle of parity for all borrowers, because no convincing arguments against parity had been advanced. This is one point on which the results of the questionnaire support the Committee's view.

The most difficult question the Committee had to decide was what loan period to recommend for the General Collection.

The advantages of the semester loan are:

- (i) Many faculty members (represented by the 60 who answered "no" to question 3a who feel themselves seriously hampered by the two week loan period will be better served.
- (ii) A considerable saving is expected in that renewals will no longer be necessary. This saving we expect to be significantly more than the cost of the recall system we have recommended.

The expected disadvantages of the semester loan are:

- (i) There will be less material in the Library for browsers.
- (ii) The prospective borrower of a particular item will have less chance of finding it immediately available.

The Committee was not wholly convinced that the advantages of the semester loan outweigh the disadvantages. For this reason the Recommendations only apply for a trial period. The Committee is conscious of the fact that a majority of the respondents to the questionnaire, over 90% in the case of undergraduates, feel that the present loan period, i.e. two weeks, is appropriate. Despite this expression of opinion, the Committee believes that an experiment with the semester loan system is justified.

Under a Recall system, borrowers will tend to take out more material than they return, therefore, it is necessary to have all library materials returned at the end of the semester. It was suggested that the recall date of all material should be both a reasonable and practical time and the last day of examinations seemed appropriate. Any material borrowed within the two week period prior to that date will not be due (unless recalled by another borrower) until the end of the following semester.

Given a semester loan period, the system of Recall outlined in Recommendation 4 seemed the obvious one and no alternative was discussed by the Committee.

The new penalty system is designed to be fair to Library users and yet to be very simple to operate. The current penalty system occupies 40% of the Library's on-line storage to no good purpose, the new system will require no on-line storage.

As may be inferred from the questionnaire, in April, the Committee was thinking in terms of eliminating fines and instituting a demerit system. After further reflection and discussion it was generally felt that the recall system would not work unless fines were levied. Having set the penalties for failure to respond to recall, the Committee quickly agreed on the rest of the penalty system.

The proposed policies can be implemented on fairly short notice, once the recall procedures have been finalized, and the community properly informed. On the night prior to the implementation date, a list of all the then suspended borrowers (those owing \$25 or more) would be prepared by the Computing Centre; all other fine records would be cleared from the files.

APPENDIX A.

Current loan periods.

1. General Collection

Two weeks.

2. Reserve Loans

There are four Reserve Loan periods: 2 hour; 4 hour; 24 hours and 3 day. The Loan Period is on each book card. Same titles may have different periods. It is the borrower's responsibility to check these cards carefully.

2-hour loan: Due two hours from the time taken out.

Overnight: From 8:00 P.M. to 10:00 A.M. the following day. Weekends: From 4:00 P.M. Saturday to 10:00 A.M. Monday.

4-hour loan: Due four hours from the time taken out.

Overnight: Monday through Thursday from 4:00 P.M. to 10:00 A.M. the following day. Weekends: From 3:00 P.M. Monday.

24-hour and 3-day loans: Due after a full 24 hours and a full 3 days. Weekends: Friday to Monday counts as 1 day.

3. Audio Visual Equipment

The loan period is 3 days for all authorized borrowers and can be extended if there are no Holds. T.A.'s must get faculty authorization once to cover the whole semester. Graduate and undergraduate students require authorization each time. Staff are not allowed to borrow for personal use. The borrower in each case is responsible for the equipment.

4. Special Loans

The loan period is specified by the Loan Division for each case individually.

SIMON FRASER UNIVERSITY LIBRARY

DATE: March /71

LOAN POLICY

QUESTIONNAIRE

1. Indicate one or more.

Faculty	_____	Undergraduate student	_____
T. A.	_____	Staff	_____
Graduate Student	_____	Other	_____

Dept. in which you are teaching, working, majoring etc., _____

2. Do you think that all Library patrons should be subject to the same Loan Policy regulations?

Yes _____ No _____

3. LOAN PERIODS:NOTE

This question on Loan Periods is divided into 4 sections with space for comments at the end of each section.

If you answered "NO" to Question 2, please use these spaces to indicate the loan periods you would like for all classes of borrowers.

A. Regular LoansNOTE

The effective loan period for this material is 17 days (14 days plus 3 days grace). Each book may be RENEWED indefinitely provided there are no HOLDS placed on it or it has not been RECALLED. It may be renewed by phone or in person without-the-book, but the book itself must be brought into the Library for every 4th renewal. At present, most patrons return their books before the 17 days has elapsed.

Do you think the loan period, grace period and renewal pattern for Regular Loan books are appropriate?

Yes _____

No _____

Comments: _____

B. Reserve Loans

NOTE

There are 4 Reserve Loan periods: 2 hour; 4 hour; 24 hour; and 3 day. The Loan Period is on each book card. Same titles may have different periods. It is the borrower's responsibility to check these cards carefully.

2-hour loan: Due two hours from the time taken out.

Overnight: From 8:00 PM to 10:00 AM the following day.

Weekends: From 4:00 PM Saturday to 10:00 AM Monday.

4-hour loan: Due four hours from the time taken out.

Overnight: Monday through Thursday from 4:00 PM to 10:00 AM the following day.

Weekends: From 3:00 PM Friday until 10:00 AM Monday.

24-hour and 3-day loans: Due after a full 24 hours and a full 3 days.

Weekends: Friday to Monday counts as 1 day.

Do you think the loan period for Reserve material is appropriate?

Yes _____

No _____

Comments: _____

C. Audio-Tape Loans

The Loan period is on an overnight basis from Monday to Thursday. Friday the loan period is extended to Monday. Tapes may be renewed in person or by telephoning the Tape Loan clerk. Fines for overdue tapes are assessed at 25¢ per day per tape.

NOTE

The tape study facility and its tapes have been moved to the 2nd floor of the Library (tapes are still self-help). We are also planning to move the popular tapes (music, poetry, drama, etc.) to the Reserves area on the 3rd floor. These tapes will then be loaned on the same basis as Reserve material.

Do you approve of the locations and loan and fine regulations for both study and popular tapes?

Yes _____ No _____

Comments: _____

Do you have access to a reel to reel tape recorder (7" reel; $\frac{1}{2}$ track; 3 $\frac{3}{4}$, 7 $\frac{1}{2}$ speeds)?

Yes _____ No _____

Do you have access to a cassette player?

Yes _____ No _____

D. A. V. equipment

The loan period is 3 days for all authorized borrowers and can be extended if there are no Holds. T. A.'s must get faculty authorization once to cover the whole semester. Grads and students require authorization each time. Staff

are not allowed to borrow for personal use. The borrower in each case is responsible for the equipment. Fines for overdue equipment are assessed at \$1.00 per day per piece of equipment.

Do you think these loan and fine regulations are appropriate?

Yes _____

No _____

Comments: _____

4. PENALTIES FOR OVERDUE BOOKS etc.:

NOTE

At present, the Library has cut off the borrowing privileges of 100 patrons (most of them faculty) because they owe fines over \$25. Added to that list at the end of this Semester, and at the end of each succeeding Semester until the Loan Policy question is settled, will be all borrowers whose fines exceed \$25. Borrowing privileges will be reinstated when fines are paid. The Library will not request that student grades or transcripts be withheld unless the student in question has books overdue. Clearance concerning Overdue books must be obtained from the Library Loan Division before the Registrar will release grades or transcripts.

(a) The library is planning to institute a demerit system.

It is a sliding scale of penalty-points, similar in many respects to the B. C. driver's licence points system. The concept is that patrons incur penalty points for overdue books and that when a certain level of penalty points is reached,

his loan privileges are suspended -- after a warning -- for a given period. Since the weeks prior to the end of the semester are when the circulation of books is the greatest and user's needs for these books the most urgent, we envisage heavier penalties for misuse during this period. Also, the longer a book remains overdue, the heavier the penalties become.

Penalty points awarded:

Normal semester time		Exam-time	
First 4 days	$\frac{1}{2}$ point per day	First 4 days	$\frac{1}{2}$ point per day
Next 4 days	$\frac{1}{2}$ point per day	Next 4 days	1 point per day
Next 4 days	1 point per day	Next 4 days	2 points per day
After this	2 points per day	After this	4 points per day

Warning notice -- sent out after 20 points are reached.

Suspension of privileges -- after 45 points are reached.

Suspension periods

45 to 60 points	2 weeks
over 60 points	4 weeks

At exam-time the suspension periods would be increased by two weeks. Points are erased from the record either at the end of each semester or, if a suspension has been incurred, at the end of the suspension period. THE CONDITIONS OF THIS SYSTEM MAY HAVE TO BE CHANGED AS A RESULT OF EXPERIENCE.

Do you approve of the proposed demerit system?

Yes _____ No _____

Comments: _____

(b) The present fine system could be changed to a fee system: all patrons would agree in writing (when applying for a library card) to pay a fee for keeping books overdue. This would allow the University to deduct Library fees from the

paycheques of all employees. Presumably withholding grades and degrees would be reinstituted as a means of collecting fees from students.

Would you approve of such a fee system?

Yes _____ No _____

Comments: _____

5. MISCELLANEOUS

A. Recall of Library Materials

NOTE

We have a Recall system now which allows you to recall a book then keep it for a negotiated period; the person who has returned it can have first Hold on it when it returns. Also faculty may Recall books so they can be placed on Reserve. Under the demerit system we would impose demerit points for failure to respond to a reasonable Recall.

Do you think this system is appropriate?

Yes _____ No _____

Comments: _____

B. Warning Notices

It costs the Library \$15,500 a year to send out the warning notice. Would you be willing to keep the Grace Period but dispense with the Warning Notice?

Yes _____ No _____

Comments: _____

-
6. This is the place to make suggestions and comments not
invited by the previous parts of the questionnaire.
Please feel free to use the blank backs of all pages.
- _____
- _____
- _____
- _____
- _____
- _____
- _____
- _____

Please return this to the Loan Division in the Library by April 9th/71.

TCD/sqv
March 22, 1971.

Questionnaire approved by Senate Library Committee March 17, 1971.

Do you think that all Library patrons should be subject to the same Loan Policy regulations?

FACULTY	T.A.	GRAD.		UNDERGRAD.		T.A. GRAD.		UNDERGRAD.		STAFF	OTHER	TOTAL
		STUDENT	STUDENT	STUDENT	STUDENT	STUDENT	STUDENT	STAFF	STAFF			
YES	67	12	29	342	40	8	134	21	653			
NO	66	0	10	34	11	2	13	5	141			
Ø	5	1	2	2	0	0	2	1	13			

Do you think the loan period, grace period and renewal pattern for Regular Loan books are appropriate?

YES	70	8	31	343	41	8	121	20	642
NO	60	4	10	31	9	2	21	7	144
Ø	9	1	0	4	1	0	7	0	22

Do you think the loan period for Reserve material is appropriate?

YES	125	8	34	280	39	7	110	21	624
NO	8	4	7	87	9	3	17	3	138
Ø	6	1	0	11	3	0	22	3	46

Do you approve of the locations and loan and fine regulations for both study and popular tapes?

YES	96	8	31	303	34	8	106	24	610
NO	10	3	7	48	9	0	19	1	97
Ø	33	2	3	27	8	2	24	2	101

Do you have access to a reel to reel tape recorder (7" reel; ½ track; 3 3/4, 7½ speeds)?

YES	65	5	19	96	15	3	58	6	267
NO	40	4	19	267	30	7	75	18	460
Ø	34	4	3	15	6	0	16	3	81

Do you have access to a cassette player?

YES	47	2	13	154	16	3	57	11	303
NO	60	7	25	209	29	7	76	14	427
Ø	32	4	3	15	6	0	16	2	78

3d. Do you think these loan and fine regulations are appropriate?

FACULTY	T.A.	GRAD. STUDENT	UNDERGRAD. STUDENT	T.A. GRAD. STUDENT	UNDERGRAD. STAFF	STAFF	OTHER	TOTAL
YES 92	7	27	277	36	5	77	14	535
NO 14	3	11	71	10	4	50	10	173
Ø 33	3	3	30	5	1	22	3	100

4a. Do you approve of the proposed demerit system?

YES 70	4	19	244	35	4	90	13	479
NO 56	8	18	115	14	5	49	11	276
Ø 13	1	4	19	2	1	10	3	53

4b. Would you approve of such a fee system?

YES 43	4	16	169	14	1	65	10	322
NO 90	8	23	184	32	9	73	16	435
Ø 6	1	2	25	5	0	11	1	51

5a. Do you think this Recall system is appropriate?

YES 97	7	26	273	35	7	104	17	566
NO 26	5	11	76	10	2	28	6	164
Ø 16	1	4	29	6	1	17	4	78

5b. Would you be willing to keep the Grace Period but dispense with the Warning Notice?

YES 62	8	17	239	28	6	102	15	477
NO 63	5	23	128	21	3	38	12	293
Ø 14	0	1	11	2	1	9	0	38

Questionnaires sent: 6500
Questionnaires received: 807

TCD/dap

APPENDIX D.

**HISTORY OF LIBRARY RULES AND REGULATIONS
SIMON FRASER UNIVERSITY**

SEPTEMBER 1965

When the University opened for classes the only general regulations in force were the loan regulations which stipulated that :

General Loans

Student loan period	14 days
Staff loan period	14 days
Graduate loan period	28 days
Faculty loan period	28 days

Reserve Loans

All borrowers - 4 hours, 24 hours, 72 hours.

These regulations were "normal" at many Canadian universities and were agreed to by members of the Committee of Heads and the President. A policy of minimum regulations without fines was endorsed.

* * *

NOVEMBER

DECEMBER 1965

Delegations of students met with the University Librarian with complaints of excessive overdue loans by some borrowers and consequently their inability to borrow certain books for their course assignments. The number of overdue notices for November and December were 1600 and 1000, respectively.

The Librarian recommended to the President that fines should be introduced and he reluctantly concurred. In January 1966 fines became effective on reserve books; in March fines were extended to general loan books. Overdue notices dropped to 713 in March.

* * *

DECEMBER 29, 1965

At the meeting of Faculty Council of this date Library regulations were discussed and it was considered that the body most directly concerned with this area, i. e. Senate Library Committee, should prepare them, and give copies to Faculty Council.

Faculty Council Minutes, December 29, 1965

* * *

MARCH 7, 1966

The University Senate meeting of this date resolved to Establish a Senate Library Committee. At the same meeting the terms of reference were approved by Senate.

Senate Minutes, March 7, 1966

* * *

APRIL 13, 1966

At the first meeting of the Senate Library Committee the second item on the agenda reads "Current rules and regulations in the Library established by the University Librarian on behalf of the Senate Library Committee". The Senate Library Committee accepted the regulations, which included fines, but not for faculty members.

Senate Library Committee Minutes, April 13, 1966

Paper in Faculty Council Book as at March 16, 1966 - no entry in Minutes

* * *

MAY 18, 1966

At the meeting of Faculty Council of this date the question arose as to whether it was necessary for Senate to ratify fines. The Registrar agreed to place the matter before Senate.

Faculty Council Minutes, May 18, 1966

* * *

JUNE 6, 1966

At the meeting of Senate a question from Faculty Council on clarification of Section 64 of the Universities Act was discussed. The question of fines was specifically debated and the following resolution was approved by Senate:

"THAT ANY GENERAL RULE OR REGULATION WHICH
AFFECTED A LARGE NUMBER OF PEOPLE REQUIRED
THE APPROVAL OF SENATE".

Senate Minutes, June 6, 1966

* * *

JULY 4, 1966

At the meeting of Senate the Library regulations accepted by the Senate Library Committee at their first meeting of April 13, 1966 were approved.

Explanatory Notes :

It is noted that item 2(d) "Permission to withhold marks until books are returned" accepted by the Senate Library Committee on April 13, 1966 was not directly included in the statement of Library regulations, as submitted to Senate. No reason for non-inclusion has been found.

Note a memorandum of February 2, 1966 with the Faculty Council Minutes of March 9 related to the item, but which was withdrawn from the meeting. However, the practice of withholding marks and denying registration privileges was introduced for non-payment of library fines, and was later expanded to include non-payment of traffic fines (see next item dated November 30, 1967 - Faculty Council).

Senate Minutes, July 4, 1966, and Supporting Papers 3d, 3d-1, and Registrar's Memo 3c.

Faculty Council Agenda, March 9, 1966, and Minutes, March 9, 1966 and Librarian's Memo, February 2, 1966

* * *

NOVEMBER 30, 1967

At the meeting of Faculty Council as of this date it was agreed that the same rules should apply to traffic fines as to Library fines, i. e. that marks and registration privileges of undergraduates should be withheld pending payment of such fines.

It was also agreed that graduate students would follow a similar procedure.

~~Explanatory Note:~~

As has been pointed out the action of withholding marks and denying registration privileges for non-payment of fines was not submitted to Senate for reasons not known at this time.

Faculty Council Minutes, November 30, 1967 and Registrar's Memo, December 7, 1967

* * *

SEPTEMBER 9, 1968; SEPTEMBER 23, 1968; SEPTEMBER 17, 1968;
SEPTEMBER 20, 1968; OCTOBER 31, 1968

1. At the Senate meeting of September 9, 1968, the Chairman requested that an item dealing with library fines be added to the agenda. This was done, but the item was not discussed in open session and was, therefore, transferred to closed session but was not discussed. There are no support papers on the item for Senate.
2. On September 23, 1968, the Chairman of Senate indicated that the items of concern had been referred to the Senate Library Committee.
3. September 17, 1968 - The Librarian provided a report on Library fines to the Chairman of the Senate Library Committee, with recommendations.
4. The Librarian's report was discussed at the Senate Library Committee on September 20, 1968.
5. Further considerations were undertaken at the Senate Library Committee on October 31, 1968.

Explanatory Note:

In July 1968 and again later the President of the Student Society had recommended a change in fine collections and the possibility of a discontinuance of fines.. The Senate Library Committee considered holding a student referendum, or a questionnaire to seek student opinion. Some consideration was given the suggestion of equal treatment for all members of the University community related to the matters of the loan of library books. Decision was made to issue a questionnaire to students and faculty.

Senate Minutes, September 9, 1968 (open and closed),
Senate Minutes, September 23, 1968,
Librarian's Memo, September 17, 1968,
Senate Library Committee Minutes, September 20, 1968,
Senate Library Committee Minutes, October 31, 1968, and
Librarian's Memo, October 30, 1968

* * *

FEBRUARY 14, 1969 - SENATE LIBRARY COMMITTEE

The results of the questionnaire to students and faculty on loans, fines and related matters was considered at the Senate Library Committee on February 14, 1969.

Attention is drawn to the tabulations (Page 6) which indicates that undergraduates, graduates and faculty each supported fines for both general and reserve loan books and that faculty and students should be fined. The faculty, on the question of fining of faculty, voted 136 in favour, 65 against and 6 without answer.

The responses on commonality of loan periods were not as consistent but, if a common loan period were to be applied, each group chose two weeks as first choice.

The Senate Library Committee resolved that general loan books have a common loan period for all borrowers commencing with the summer semester 69-2, and that the principle of equivalent sanctions should apply to all members of the University community who misuse borrowing privileges, with procedures to be developed.

Senate Library Committee Minutes, February 14, 1968,
and Questionnaire and Results of Questionnaire.

* * *

MARCH 3, 1969 - SENATE

The Senate Library Committee reported to Senate through Paper S206 and the report was accepted by Senate.

The report included the resolutions introducing a common loan period of two weeks for general loan books for all borrowers to commence with the summer semester 69-2, and the principle of equivalent sanctions for all members of the University community who misuse their Library borrowing privileges, with procedures to be developed.

Senate Minutes, March 3, 1969, and Paper S206

* * *

APRIL 3, 1969

On this date the Senate Library Committee considered the matter of applying equivalent sanctions to all members of the University community who misuse their borrowing privileges. The Committee reaffirmed its decision to introduce the two-week common loan period for general loan books as of May 1, 1969 and approved that the fines system be extended to include faculty commencing in September 1969, with withdrawal of the library privileges of recalcitrant faculty to take effect for the first time at the end of the fall semester 69-3.

Senate Library Committee Minutes, April 3, 1969 and
Librarian's Memo, April 2, 1969

* * *

JUNE 2, 1969 - SENATE

A report of the Senate Library Committee covering meetings of that body in the spring semester 69-1 was placed on the agenda and distributed to senators as Paper S237.

For reasons not identified, it was not discussed at the meeting of Senate, and did not come forward directly at any future meeting, but much of the information therein was included later in the annual report discussed at Senate November 10, 1969.

This report included statements on the introduction of the common loan period for general loan books as from May 1969; the approval of the principle of equivalent sanctions; the decisions of the Senate Library Committee to introduce a fines system for faculty commencing September 1969, with the withdrawal of library privileges to take place at the end of a semester for non-payment of fines or non-return of books; the application of these principles to apply to all with the exception of undergraduates.

Explanatory Note :

All members of the University community would be assessed fines; and would have library borrowing privileges withdrawn at the end of a semester for non-payment or non-return of books - with the exception of undergraduates for whom the policy was to withhold grades and deny registration privileges. The comment "other than undergraduates" was included without identifying the practice in respect of undergraduates which had existed since 1966.

Paper S 237, placed on the agenda at Senate for June 2, 1969 and distributed, but not discussed

* * *

NOVEMBER 10, 1969

The Senate Library Committee submitted an annual report to Senate through Paper S278 and this was received for information.

The report included the principle that all members of the University community have equivalent sanctions for misuse of library privileges; that a common loan period of two weeks for general loan books apply to all members of the University community as from May 1969; that a fine system be extended to faculty beginning in September 1969; and that library privileges be withheld from faculty members and all other borrowers except undergraduates at the end of a semester if they did not pay fines or return books.

Explanatory Note :

(In practice, the fine system was introduced for faculty as from September 1969 but the withholding of borrowing privileges was not introduced. The withholding of statements of grades and denial of registration for undergraduate students was continued).

Senate Minutes, November 10, 1969 and Paper S278

* * *

DECEMBER 1970 - ADMINISTRATION MEETING
- JANUARY 19, 1971 - SENATE LIBRARY COMMITTEE

Decision was made by the University administrators to provide for an amnesty on library fines over \$25 if paid by January 29, 1971 and those who owed such fines were notified.

On January 19, 1971, the Senate Library Committee invoked procedures to cancel borrowing privileges of any of the patrons above who owed \$25 or more to the Library as of January 29, 1971.

It was further resolved that students who owe fines will not be refused grades nor denied registration privileges providing they return overdue books, but that any patron who owes fines of \$25 or more at the end of the semester 71-1 or later will have borrowing privileges cancelled until fines are paid.

Senate Library Committee Minutes, January 19, 1971 and
Letter to those owing Fines in excess of \$25

* * *

MARCH 1, 1971 - SENATE

Question was raised at Senate concerning the withdrawal of borrowing privileges and motion made to temporarily suspend the applying of such withdrawals, but the motion was defeated.

Notice of motion was given to require the Senate Library Committee to report to Senate on the history of Library loan policies and practices at the earliest possible time.

Senate Minutes, March 1, 1971

* * *

:dcp
April 1, 1971

H. M. Evans, Secretary of Senate
D. A. Baird, University Librarian