

SIMON FRASER UNIVERSITY

S.72.46

MEMORANDUM

To SENATE

From A. H. LACHLAN, CHAIRMAN

SENATE LIBRARY COMMITTEE

Subject LIBRARY LOAN POLICY

Date MARCH 23, 1972

MOTION: "That Senate give the present Library Loan
Policy permanent status on May 1, 1972."

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From A. H. Lachlan

Chairman, Senate Library Committee

Subject LIBRARY LOAN POLICY

Date March 23, 1972

At the end of the current semester, the new Loan Policy will have been in effect for the agreed upon experimental period. In the opinion of the Library Administration, the Policy is working successfully; that opinion has been endorsed by the Senate Library Committee.

JUSTIFICATION

1. Circulation and the effect on Browsing

Library circulation records indicate that the number of books out at any one time under the present system is not greater than under the former system. And considering that the collection has been added to during the period concerned, it is reasonable to assume that browsing capability has increased -- not decreased.

2. Reserves

The Reserve collection has not "exploded" as some people feared. In fact, it has become smaller, and, as before, only fifty percent of the volumes circulate.

3. Recall procedure acceptance

To date (March 6, 1972) 7,835 recalls have been placed: 6,904 by borrowers, and 931 by Reserves; 905 of the 6,904 were not picked up. Although, as under the former system, there have been problems created by outdated addresses and the lack of week-end mail delivery, this procedure has received general acceptance. The knowledge that a book may be recalled is an appropriate foil for the intoxicating effect of the semester loan period.

4. Computing and related costs

The former system, under batch processing, cost approximately three thousand dollars a month; the present system costs approximately one thousand.

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5. Fines

Outstanding fines for the past Fall semester were approximately sixteen thousand dollars less than for the same period under the former system. The Library thinks that more money in the pockets of borrowers is a significant social benefit of the system.

6. Complaints

Since the system was introduced in September 1971 thirty letters of complaint have been received. Fines and suspensions for the writers of twenty of these were cancelled because the Library felt that their complaints were justified. Of the remaining complainants five have paid and the other five have agreed to pay. The ten knew they could appeal to the Appeals Committee. The Library thinks that's a good record and important justification of the present policy. The Appeals Committee, as approved by Senate on January 10, 1972, has not yet had any business to consider.

The Library Loan Policy, including the penalty policy, as revised and approved by Senate, August 2, 1971 and January 10, 1972 was unanimously accepted for permanent status by the Senate Library Committee at its meeting of March 17, 1972. I am, therefore, putting to Senate the following:

MOTION: That the Senate Library Committee recommend that Senate give the present Library Loan Policy permanent status on May 1st, 1972.

A. H. Lachlan

AHL : dcp
Attachment - Policy

LIBRARY 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 set out in 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.
6. Categories of Loan

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 listed. Fines will be levied separately with respect to the three categories.

7. Penalties

(i) Recall

Failure to respond to recall within the allotted time will result in suspension from borrowing and a fine of \$1 per item per day up to a maximum of \$25. 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.

(ii) Semester End (concerns General Collection only)

General Collection materials become 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. As soon as material becomes overdue a notice of the fine and a list of the overdue materials will be mailed to the borrower. After two weeks the fine will be increased by \$1 per day to a maximum

of \$25 per borrower. After the last day of Examinations the Library will, if contacted, identify materials not yet returned.

(iii) Reserve Loans

Fines will be levied at the rate of \$1 per item per hour to a maximum of \$5 per day and a total maximum of \$25 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.

(iv) 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.

(v) Special Loans

Failure to return materials on Special Loan within five days after the due date will result thereafter in a fine of \$1 per item per day to a maximum of \$25 and suspension until the fine is paid and material returned. As soon as material becomes overdue an overdue notice will be sent.

- (vi) 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.

- (vii) Where fines have not been paid within sixty days of having been incurred, accounts may be placed in the hands of a collection agency for recovery.

8. Appeals

Borrowers who consider themselves unjustly penalized may appeal to the Library Penalties Appeal Committee.

LOAN PERIODS

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

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.