

MEMORANDUM

H. M. Evans Secretary of Senate Subject LIBRARY LOAN POLICY - CLARIFICATION OF WORDING	From J. M. Munro Chairman Senate Library Committee Date March 2, 1973
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This is to inform you that the Senate Library Committee, at its February 16, 1973 meeting approved the following clarification of wording in the Library Loan Policy:

Where the policy read, "the holder of the material is required to return it either by the fifth day from the day of recall";

It now reads, "the holder of the material is required to return it either by the fifth mail day from the day of recall".

The practical effect of adding the word "mail" is that when a recall is placed before 3:30 on a mail day, that day will be the first of the five mail days counted to determine the Due Date; if a recall is placed after 3:30 on a mail day, the following mail day will be the first of the five mail days counted to determine the Due Date; if the recall is placed on a non-mail day, the next following mail day will be the first of the five mail days counted to determine the Due Date.

The committee recommended that this minor change be put before Senate for information only.

J. M. Munro

JMM:dcv