

1.0 Purpose

- 1.1 It is recommended that Senate endorse and take steps to ensure that all library users (faculty, staff, students and extramural borrowers) be treated the same way with regard to fines and lost book charges.

2.0 Applicability

- 2.1 Fredericton Campus

3.0 Definitions

- 3.1 None applicable

4.0 Implementation

- 4.1 RESEARCH LOANS: Faculty members and graduate students (depending on the policy of the particular Faculty) may be extended research loan privileges on request. Granting extended loans to borrowers living outside the immediate and reachable area is at the discretion of the individual Library. The research loan period is for four months. Research loans apply only to materials which normally circulate for two weeks, and are subject to recall normally after two weeks. Recalled items are to be returned within 24 hours. If the item(s) on research loan is not returned by the due date, or upon notification of recall, the Library will follow the same procedure as for overdue two week material.
- 4.2 TWO WEEK LOANS:
- 4.2.1 For a trial period of one year only, fines will not be levied on two week loans. Fines will still apply to periodicals, reserve materials and recalled items.
- 4.2.2 Overdue notice procedures - Notices are mailed as a courtesy to patrons. It is the patron's responsibility to ensure that Library material is returned by the due date.
- 4.2.3 The date stamped in the back of the book constitutes the "first notice." Two further notices will be issued: the Overdue Notice is normally issued within 10 days after the book is overdue, advising the patron that he has material(s) overdue; the Lost Book Notice is normally issued within 30 days after the book is overdue. The Lost Book Notice informs the patron that he still has items outstanding and that he owes, for each item, a processing fee of \$5.00 plus a lost book penalty charge. The \$5.00 charge becomes effective five days after issuance

- of the Lost Book Notice. No penalty is levied if the item(s) is returned or renewed prior to that time.
- 4.2.4 The Overdue Notice will include the statement.
- 4.2.5 Failing your prompt cooperation, you are responsible for a lost book charge and a \$5.00 processing charge per item upon issuing of the lost book notice.
- 4.2.5.1 Average lost book cost will be \$50.00 plus the \$5.00 processing charge, but the Library reserves the right to adjust the cost to allow for substantial differences between \$50.00 and actual purchase price.
- 4.3 Overdue items not in demand may be renewed provided there are no charges outstanding.
- 4.4 Fines are to be consistently applied, by all library departments and branches, on overdue periodicals, reserves and recalls.
- 4.5 All library users will be required to show proper identification in order to borrow materials. Faculty, staff and extramural borrowers will be issued library cards which will be valid for a period of one year. Cards will not be renewed if there are any charges outstanding. Students will use their University I.D.'s. Unpaid charges may mean that the Registrar's Office will withhold diplomas, grades or transcripts until student accounts are in good standing.
- 4.6 A user review sub committee representing students, faculty and library staff will be appointed by the Library User Committee to review any disagreement between the Library and a patron over fines, other penalties or interpretation of policies which cannot be resolved through regular library channels.

5.0 Interpretation and Questions

- 5.1 University Secretariat Office is located in Sir Howard Douglas Hall, Room 110. Questions concerning this policy may be directed to (506) 453-4613 sjd@unb.ca.