



Policy Number:	33
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Library Policy

Purpose

Students, faculty, and staff at the ACATCM are able to borrow and use materials from the ACATCM Library as a resource to support learning, teaching and research.

Scope

This policy applies to all students, staff, and faculty of the ACATCM community;

A valid student ID card serves as a student's library card. A library card must be presented to borrow any materials from the ACATCM library. The library is not responsible for any lost or damaged card. For the user's protection, all lost or stolen cards should be reported to the Registrar's Office.

Policy

1. Resources at the library are separated into two primary categories:
 - a. Loanable Titles: Library materials that are able to be checked-out for a period of an assigned time
 - b. Reserve Titles: Library materials that are required to stay in the library but are usable by students, staff, and faculty.
2. All library materials will be logged, and managed through classe365, an online catalog, to ensure resources are always available and to recall as needed;
3. ACATCM community members are able to review library materials on their ACATCM classe365 account;
4. Loans and Renewals
 - a. All loanable titles must be checked out at the ACATCM library with a Library Coordinator;
 - i. Loanable titles are subject to a 21-day loan period and are able to be renewed without limits provided there is no recall on the library material and/or there is no hold to reserve the same library material by another ACATCM member.
 - ii. Reserve titles may not leave the library premises and may be utilized on site as needed provided there is no recall on the library material and/or there is no hold to reserve the same library material by another ACATCM member.
 - iii. ACATCM Students are able to sign out a maximum number of 3 loanable titles at one time.
 - iv. ACATCM Faculty and staff are able to sign out 5 loanable titles at one time.
 - v. Once an item has been returned to the Library Coordinator, regardless of the due date, the loan is considered completed.

5. Holds

- a. Students, faculty, and staff may place holds on materials that are checked out by another ACATCM member. Placing a hold on an item prevents the material from being renewed by the current ACATCM member;
- b. Returned items will be held at the library for 7 days for check out by the ACATCM member who has placed that item on hold. If the item has not been checked out after 7 days by the member who requested the hold, the library material will be open to other members, including the previous borrower, to borrow/renew. An ACATCM member may request a maximum of 10 holds on loanable titles, given the above “Loans and Renewals” policy is upheld;
- c. An ACATCM user cannot place a hold on a loanable title that he/she has already checked out or which is currently available in the library;

6. Returning Library Materials

All loanable and overdue materials must be handed directly to a Library Coordinator to be considered returned;

7. Overdue and Fine Rates

All loanable titles are to be returned to the Library Coordinator by their due date. ACATCM members are responsible for returning library materials by the date logged in classe365. The fines on overdue material continue to accumulate at the rates listed below until the material is either returned or declared lost by the ACATCM borrower. Fines are coordinated by the Library Coordinator.

- a. Loanable Titles are assessed at a fine of \$1.00 per day per item. These materials are invoiced to the ACATCM member after reaching a \$20.00 fine. The fines continue to accumulate, even when the library is closed, to a maximum fine of \$50.00;
- b. Reserve Titles are assessed at a fine of \$25.00 when removed from the library and a fine of \$5.00 per day per item. These materials are invoiced to the ACATCM member after reaching a \$60.00 fine. The fines continue to accumulate, even when the library is closed, to a maximum of \$100.00.

8. Lost Materials

- a. If the invoiced library item is returned before it is replaced, the accumulated fine will be charged. If the item has been replaced, the replacement cost, as posted on the library management system, and the accumulated fine will be charged. The fine on overdue library materials continues to accumulate at the rates listed above until the item is either returned or declared lost by the ACATCM member or the item reaches the maximum fine;
- b. If the ACATCM member loses an item, he/she should report this to the Library Coordinate immediately. If a library item has been declared lost before the due date has arrived, the ACATCM member will be responsible for the replacement cost of the library material only and no overdue fee. However, if the library material is returned after being declared lost, the ACATCM member is still responsible for the replacement cost of the library material as steps have already been taken by the Library Coordinator to acquire the new material, and any overdue fines accumulated within that period;

9. Damaged Materials

The ACATCM borrower will be charged for any damage to library material incurred while the material is checked out in his/her name. Charges are assessed according to the condition of the material and may include the replacement cost of the item or any refurbishing costs such as re-binding charges.

10. Misuse of Library Resources

- a. ACATCM members contravening library policies or behaving inappropriately will be asked to present their library card to the Library Coordinator and an Incident Report will be filled out;
- b. Mutilation, defacement, or attempted theft of library materials may result in a fine up to \$100.00, and payment for the replacement of the material (if deemed appropriate). Charges will be assessed for each item depending on the circumstances;
- c. The Student Affairs Office and/or Finance and Human Resources Office will receive a copy of the Incident Report and will decide on the appropriate action required which may include the removal of library privileges. If the incident resulted in a fine, the ACATCM member will receive a letter from the Human Resources and Finances Office;
- d. All incidents will be recorded in the individual's file and may be recorded as non-academic misconduct in the case of a student and kept on record in their student file in addition to a possible course of action as defined in the college's "Student Behaviour Evaluation Policy".

11. Appeals

- a. In the event that an ACATCM member feels that the charges levied by the library are not warranted, they have the right to appeal as per the college's "Dispute Resolution Policy". ACATCM members have 30 days within which to launch an appeal and are advised to come forward as soon as possible and speak to the Library Coordinator in order to clarify the reason for the charges. At that time, if the ACATCM member is not satisfied with the explanation, he/she may make an appointment with the Dean of Students (when it pertains ACATCM students), or the Vice-President Finance and Human Resources (when it pertains to staff or faculty) to discuss the fine and/or charges. Second and all subsequent incidents may not be appealed;
- b. The member's borrowing privileges will be suspended until the fine and/or charges are paid in full, or the appeal process has been completed and a decision has been reached by the college;
- c. Fine appeals will not normally be considered under the following conditions:
 - i. Lack of familiarity with the Library Policy, as these are available at the library and posted on the ACATCM website;
 - ii. Items are not returned directly to the library by the member; that is, they are returned by mail, and/or
 - iii. Fines have occurred previously, subject to a case-by-case consideration.

12. Suspension of Borrowing Privileges

Borrowing privileges are suspended until all fines or other charges are paid. Outstanding fines are transferred to the Finance and Human Resources Office at the end of each semester. Fines must be paid before library privileges are restored. In the event that a student has outstanding fines, the college may consult its "Student Behaviour Evaluation Policy" for further action.

13. Notices

The library makes a reasonable attempt to send overdue notices, for overdue items, recalled items and items that have been placed on hold to all library users. These notices are sent by e-mail to all users. Library users are responsible for keeping the library updated about where notices should be sent. Failure to receive a notice does not excuse a fine.