

Borrowing Policies

Library Cards and Borrowing Privileges

- **CBU Faculty, Students, and Staff:** To borrow items at CBU, including many e-books; use interlibrary loan services; and use CBU study rooms and seminar rooms you must have a CBU library card with a 14 digit barcode. For CBU faculty, staff, and students your CBU identification card serves as your library card.

Graduate students who may be no longer registered at CBU but are working on their thesis can have library privileges extended. The decision to extend privileges to the individual is made by the **Access Services Manager** in consultation with the student's faculty adviser.

If you are an off-campus student, contact the **Access Services Manager** for information on obtaining a CBU library card. CBU library cards can also be used in conjunction with a **CAUL card** to borrow books from other Canadian academic libraries. Contact the **Library's distance services** for more information.

To ensure your account with us is accurate you must present your library card when checking out books and study and seminar rooms at CBU. Cards can only be used by the owner. They are not transferable. **More policy info on library cards, holds, recalls, fines.**

- **Off Campus Borrowers (OCB):** Nova Scotia residents 18 years or older can obtain a Novanet Off-campus borrower card to borrow books from all public and academic libraries in Nova Scotia. Application for this card can be made at CBU Library. The card is valid for one year and can be renewed by contacting the Library. Return borrowed materials to the most convenient participating library. OCB borrowers cannot sign out study rooms.

Off campus borrowers with overdue items are subject to fines, lost item charges, and fee for items that are damaged. If charges on overdue, lost or damaged items exceed \$200.00, the account will be transferred to a collection agency. The collection agency report is run each month. You can contact the CBU Library at any time to pay your account.

- **High School Students:** Students in grades 9-12 and under 18 years can obtain a borrowers card at CBU Library and can borrow up to 5 books at a time from the general collection. High school students in a local International Baccalaureate[IB] program enjoy the same privileges as an OCB with two exceptions. These students can borrow up to 15 books at a time and can borrow from St Mary's University Library and Dalhousie libraries.

Borrowing Procedures

Insert chart

Term Loans

CBU faculty and staff are entitled to term loans. The terms periods are January through to May 30; May through to September 30; and September through to Jan. 30. Items on term loan must be renewed or returned by the end of the term loan. You will be notified by email five days before item[s] are due. Overdue term loans can be renewed if the at the circulation desk even if you do not have the item with you.

Recalls

Items on term loan can be recalled as long after the twenty-first day of the loan period. Contact the **Access Services Manager** to arrange a recall.

When an item is recalled, the person with the requested item must return the book to CBU Library within 10 days of receiving notice or incur a \$1.00 per day fine for the item. If the person who initially had the recalled item wants the recalled item after it is returned by the person who placed the recall, just ask staff to place a hold on the item when it is returned.

Renewals

Members of the CBU community can renew items in person or online by going to www.cbu.ca/library and clicking "my library account". Overdue items cannot be renewed online. Books with a recall or hold placed cannot be renewed. Items can be renewed at the Circulation Desk without ID providing you have the item with you.

Items from any Novanet library can be renewed at CBU. Most libraries allow 3 renewals on books. Dalhousie's law and health sciences libraries allow 2 renewals.

Holds

A hold may be placed on a CBU book or another Novanet library book at any time during its loan period. Any item with a hold placed on it cannot be renewed. When an item on hold is returned, the item will be put on the hold shelf for pick up. An email notice will automatically be sent informing you that the hold is available at CBU's circulation desk. The item will be held for seven days. If there is more than one hold on the item, the loan period is shortened from three weeks to ten days.

Suspension of borrowing privileges

Borrowing privileges are suspended if there are fines of more than \$10. Students with overdue items from CBU or any other Novanet Library will have marks and transcripts withheld until the patron record is cleared. If items have not been returned before 60 days overdue, the patron's library privileges will be suspended at all Novanet Libraries.

This information is on RADAR and is also on the ALEPH System so it is visible to all Novanet Institutions.

RESERVES

General rules

- The loan period for reserve items is determined by course instructors.
- Fines are charged at a rate of \$1.00 per item/ per hour on Reserves signed out by the hour to a maximum of \$20.00 per item.
- Items signed out for 3 days or 7 days are charged \$1.00 per day to a maximum of \$20.00 per item.
- Patrons will be charged to replace lost or damaged items from the reserve shelves in the same manner as the charges on lost or damaged books from the general collection.

Borrowing Procedure

- Students are permitted to borrow 1 Reserve book and 2 envelopes at a time.
- Reserve material cannot be renewed.
- Unless otherwise stated, due dates are not to be altered by circulation staff without permission from the Reserves Technician.
- **The exception to renewals and due date's alterations applies to instructors requesting their OWN course materials. **
- Reserve items signed out close to closing will be due back at closing time.

Placing Items on Reserve

- Professors must submit their requests in writing on the RESERVE FORMS.
- All items placed on request for reserve must meet the CANCEOPY regulations.
- Library books to be put on Reserve must be retrieved by the Faculty member.
- Faculty members are responsible for copying articles and presenting them at Circulation Desk with appropriate forms completed.
- Reference, Periodicals, and Special Collection materials will not be placed on reserve.

Removing items from Reserve

- Items will be removed according the course end date indicated on the submitted Reserve Form.
- Faculty will be contacted by the Reserves Technician regarding outdated, duplicate, or unused reserve items.

- Reserves can be removed by Faculty members at any time by contacting the Reserves Technician (contact information on CBU Library home page)

FINANCIAL

Fines

- Overdue fines on general collection items are \$0.25 per day.
- Overdue Reserve items and Study Room fines are \$1.00 per hour, per item when signed out by the hour. Overdue Reserve items signed out by the day have fines of \$1.00 per day, per item.
- Patrons will be notified by the ALEPH system 5 days prior to the book due date as long as the patron has registered a correct email address.
- The library charges a maximum rate of \$20.00 per item.
- Patrons are suspended from borrowing when the fine is \$10.00 or more.

Items claimed as returned

If a Patron believes he/she has returned an item that is still on his/her record please follow the following instructions:

- Staff will request patron to fill in the claims returned form. This form will be located in the file drawer at the circulation desk. There will be a "Problems" file for the Access Services Manager also located in this drawer; all forms filled out during a shift must be placed in the "Problems" file.
- The Access Services Manager will check "Problem" file on a daily basis. The Access Services Manager will investigate the matter and inform the patron of the outcome. The Access Services Manager will place the cost of the book in the ALEPH system and the Patron will be informed.

Charges for lost books

If a book is not returned before it is 60 days overdue, the borrower will be assessed a charge which includes the cost of the book, a processing fee, and any late charges owing on the book.

If the book is found within 30 days and returned after payment has been received, the cost of the book will be refunded to the borrower but not the processing charge or the fines incurred.

Damaged material

Patrons will be charged for Library material returned damaged.

Circulation staff members are required to have patron complete a damaged book form (located in the file drawer at the circulation desk). The form and damaged item can be left on the desk of the Access Services Manager. If a patron signs out a book that is damaged, all Library staff are asked to put a note in

the local note area of ALEPH) Circ Staff will initialize) this will ensure the patron is cleared when the book is returned as the staff member will be alerted when checking in the item.

When books are lost or damaged, and patrons have paid for the items, the Access Services Manager will change item status on the ALEPH system and notify the subject librarian monthly.

Seminar Rooms and Study Rooms

Seminar rooms are available for booking by the CBU community on a first come, first served basis. The rooms can be used for two hours at a time and can be booked in advance. The key to a seminar room is considered an hourly Reserve item and is subject to overdue fines if not returned on time.

Seminar room 208 seats a maximum of four students at a time. Seminar rooms 209 and 210 seat a maximum of six students at a time. Seminar rooms 143A and 143B seat a maximum of eight students at a time.

Study rooms are available to the CBU community on a first come, first served basis. Rooms can be used for two hours at a time and cannot be booked in advance. The key to the study room is considered an hourly Reserve item and is subject to overdue fines if not returned on time. Study rooms 219-228 are for individual use only. Study rooms 237-242 can be used by two people at a time.

IT SERVICES

General Information

Faculty, staff, and students all have access to CBU wireless network while on campus. Your username and password is required for authentication when using all CBU

computers or your own computer.

Your student username is the beginning of your CBU email address up to the @.

Example: username: cbu10fxs

Student password is your birthdate in YYMMDD format. Example: 950229

The password for faculty and staff is your email login and password.

When Faculty, Staff and students are accessing CBU Library databases, the login is their barcode and their password is the last 4 digits of their phone number or webmail address and birthdate.

Moodle Access: link is: <http://courseware.cbu.ca/moodle> to log into Moodle use the same username and Password you use to log into the network.

To access the Student Information System for course records and financial information, you must enter your student ID and PIN number.

Public Computer use

Faculty, staff, and students all have access to CBU Library computers.

Earphones are mandatory while using audio on all CBU Library computers.

Headphones are available to be borrowed at circulation desk.

Food and drink are NOT permitted near CBU Library Computers.

Printing

In order to print, you must first prepay for printing. Faculty, students and staff can purchase Print Credits at the Circulation desk or the Help Desk at IT services which is commonly known as the Computer Center. Printing is charged at a rate of \$0.10 per page.

Print credits are non-refundable.

Non-CBU patrons may purchase a print card in \$2 or \$5 denominations at the circulation desk.

Print Credit/Cards expire one year after graduation.

Files should be saved on removal media, such as a USB drive. All CBU Public Access computers are refreshed on each reboot (at least daily), erasing any files on the PS's hard drive.

Photocopiers

The Library has three Photocopiers 2 located on the first floor of the library and one on the second floor. Patrons are requested to ask Library Staff for assistance if they wish to know how to use these machines or if the machines do not function properly.

The price of a copy is \$.15 if you use a Photocopy Card and \$.20 if you use the coin operation.

Photocopy Cards are sold at the Circulation Desk in denominations of \$5.00 and \$10.00

Photocopy Cards are not refundable.

Photocopy Cards do not expire.

The Library is not responsible for lost or damaged Photocopy Cards.

Microfilm and Microfiche

There are two Microfiche Film Reader Printing machines located on the first floor near the stair case. One Microfiche or Microfilm reel is permitted at a time.

Patrons can print from these machines for \$0.10 per copy. Payment is made at the Circulation desk.

Staff will assist Patrons in the proper use of these machines.