



POLICY ON CIRCULATION AND USE OF LIBRARY MATERIALS

POLICY NUMBER:	2012-02-POL
TITLE OF POLICY:	Circulation and Use of Library Materials
DATE OF ADOPTION:	8 February 2012
COUNCIL RESOLUTION NUMBER:	2012-02-POL
SUPERSEDES:	Guidelines formerly adopted by previous Senior Teams
DATE OF IMPLEMENTATION:	8 February 2012
PROJECTED DATE OF REVISION:	1 January 2014
PURPOSE OF POLICY:	To provide an effective, efficient and equitable policy regulating the circulation of library materials to authorized patrons and the use of library and University property
REVISION NUMBER:	N/A - - New
ACCOUNTABILITY:	University Librarian
RELATED POLICY/POLICIES:	Policy on External Access to the University of The Bahamas Libraries
HISTORY:	New policy
APPENDICES:	A: University of The Bahamas Libraries Borrowing Limits and Loan Periods B: University of The Bahamas Libraries Fees and Fines Schedule

1. Authority

This policy is under the authority of the University Council. ¹

2. Overview

This policy provides guidelines for the use of the Library and the fair and equitable access to circulating and non-circulating library resources by library patrons in accordance with the mission of the Libraries and Instructional Media Services Department.

¹ See Article 8, The University of The Bahamas Act, 1995.

3. Definitions

Circulation: borrowing library materials for use outside the library

Delinquent Patron: patron with outstanding library fines or overdue Library Materials

Due Date: the date on which Library Materials shall be returned to the library without penalty

Library: any of the three library facilities (Harry C. Moore Library and Information Centre, the Hilda Bowen Library and the Northern Bahamas Campus Library) and the interior and exterior surroundings of the Libraries

Library Clearance: confirmation by circulation library personnel that UB students, faculty, staff and Member Patrons have no overdue library materials and no outstanding fines or fees

Library Materials: any print, media or electronic source of information owned by the Library.

Library Furniture and Equipment: all Furniture, Fixtures, Furnishings, Equipment effects and chattels in or around any of the University Libraries and all computers, media hardware or other devices

LIMS: Libraries and Instructional Media Services Department

Media equipment: hardware available through the Instructional Media Services Unit

Membership Fees: the fees paid by University of The Bahamas Alumni and members of the general public over the age of sixteen (16) years for use and borrowing privileges at the Libraries

Patron Accounts: Account established by the library to record patron borrowing activities

Personal use: Use of University resources, e.g., media equipment, for non-University of The Bahamas responsibilities

Reserve Collection: Library Materials placed by the Library in the Reserve University on request of a faculty or staff

Special Collection: Library Materials placed by the Library in the Special Collections Room

4. Patrons

4.1 Patrons are defined as follows:

4.1.1 UB students; and

4.1.2 Full-time, part-time, retired UB faculty and staff; and

4.1.3 UB Alumni who have paid Membership Fees (Member Patrons); and

4.1.4 The General Public, over the age of sixteen (16) years who have paid Membership Fees (Member Patrons)

4.1.5 Visiting Patrons (Non-paying)

4.1.5.1 Primary and high school students with the prior permission of the University Librarian or his/her designate

4.1.5.2 Visiting faculty, staff and students affiliated with an academic unit/department at The University, with the prior permission of the University Librarian or his/her designate

4.2 Patrons must present valid UB issued identification to:

4.2.1 Security personnel upon entering the library or upon request.

4.2.2 Any library unit that circulates library items/materials at the time of the request for use or loan of the material.

4.3 Patrons shall handle library materials (books, software, equipment, furniture and space) with care. They must not remove without proper authorization, write on, deface, damage or destroy any library material or space.

4.4 Patrons must present bags/briefcases to security personnel for inspection if requested.

5. Borrowing

5.1 Privileges

5.1.1. Only Patrons are eligible to borrow Library Materials. Borrowing limits will be assigned by the University Librarian. Visiting Patrons are not eligible to borrow Library Materials.

5.1.2. Library Materials shall be returned to the appropriate library service desk by Library Closing time on the Due Date.

5.1.3. Patrons will be held responsible for all Library Materials checked out in their names.

5.1.4. Patrons may place a hold on Library Materials that are checked out. Placing the "hold" will not change the Due Date, but will prevent the current user from renewing the item.

5.1.5. Library Materials are subject to immediate recall if they are needed for the Reserve Collection.

5.1.6. Reserve Collection materials are available for use in the library for two (2) hour loan periods only, unless otherwise specified by UB faculty or Library.

- 5.1.7. Library Materials in Special Collections are available for use in the Special Collections Room only and shall not be removed from that room.
- 5.1.8. Periodicals are available for use in the Library only.
- 5.1.9. DVDs and videos will not be loaned to students for use outside of the library. UB faculty and staff may borrow DVDs and videos for a maximum of five (5) days. DVDs and/or videos placed on Reserve for use by students during a semester will not be available for loan outside the library.
- 5.1.10. Requests for media equipment for classrooms outside of the Library must be made at least seventy-two (72) hours in advance of expected use. Media equipment may be used for a maximum of three hours.
- 5.1.11. Requests for personal use of Media Equipment are subject to the fees as outlined from time to time in the University's Fee Schedule, and are subject to the availability of resources, manpower and the borrowing limits and time periods of the specific library branch. Rental of Media Equipment is handled by the Instructional Media Services Unit at the Harry C. Moore Library and Information Centre only.
- 5.1.12. Circulation of and regulations governing interlibrary loan materials are determined by the Lending Library.

5.2 Restrictions

The total number of Library Materials that may be borrowed is subject to borrowing limits, availability and the needs of a specific branch or Library area.

5.3 Renewals

- 5.3.1 Patrons may renew Library Materials for an additional two (2) weeks after its Due Date provided there is no "hold" on the item. Library Materials returned after the Due Date may not be renewed.
- 5.3.2 Renewals may be done in person or through individual accounts via the online catalogue.

6. Overdue Materials

- 6.1 The library shall send via e-mail two (2) overdue notices, approximately one (1) month apart, to Patrons who fail to return Library Materials by the Due Date. The library shall issue receipts for overdue but returned Library Materials.
- 6.2 Patrons shall be billed for overdue Library Materials as per the Fee Schedule in effect at the time (see Appendix B).

- 6.3 Library Materials that have not been returned three (3) months after the Due Date shall be presumed "lost" and the patron shall be responsible for the payment to the Library of the replacement cost, plus the per item processing fee (see Appendix B) and all accumulated overdue fines.
- 6.4 Delinquent Patrons shall not be allowed to borrow additional Library Materials until all outstanding Library Materials are returned and/or fines/fees are paid. Repeated loss or late return of Library Materials may result in the suspension or the cancellation of the Patron's borrowing privileges.

7. Lost and/or Damaged Materials

- 7.1 Patrons must report lost or damaged (for example, soiled) Library Materials (for example, DVDs, Videos, projectors, chairs) to the library staff at the circulation desk at the library immediately.
- 7.2 Patrons must provide the Branch Librarian with a copy of the written police report documenting the theft of any Library Materials or Equipment reported to the Library as stolen.

8. Fines and Fees

- 8.1 Patrons are subject to and responsible for all fines and/or fees for Library Materials checked out under their Library Accounts that reflect overdue, lost, or damaged status.
- 8.2 Fines and fees shall be assessed for the overdue returns and for lost or damaged Library Materials as per the Fee Schedule in effect at the time (see Appendix B).
- 8.3 Fines and/or fees that are five dollars (\$5.00) or less may be paid at the Circulation Desk at the library during regular library hours; fines/fees in excess of five dollars (\$5.00) must be paid at the Business Office during normal working hours using the fine receipt supplied by the Library. Patrons shall be given a printed Library receipt upon payment. The Library does not accept personal cheques or credit cards.
- 8.4 The University reserves the right to make adjustments to Library fees and fines from time to time and any changes shall be published at the Circulation Desk at each Library and via the University's and Library's web pages.

9. Library Clearance

- 9.1 COB students
 - 9.1.1 Delinquent UB students must obtain Library Clearance before registering for classes, receiving transcripts, or collecting diplomas. Requests for Library Clearance must be made in person at the Circulation Desk at the Harry C. Moore Library and

Information Centre or the Northern Bahamas Campus Library during regular library hours.

- 9.1.2 Patron accounts will be cleared when all Library Materials have been returned to the Library and all Library fees and fines have been paid in full.

9.2 UB faculty and staff

The University shall deduct outstanding library fines and fees from the final pay cheques of faculty and staff who resign or retire from the University without returning Library Materials and/or paying outstanding fees and fines.

9.3 Member Patrons (UB Alumni and members of the General Public, excluding Visiting faculty, staff and students)

- 9.3.1 Member Patrons must obtain Library Clearance at the Circulation Desk before renewal of their membership will be considered. The stamped Library Clearance Form along with the membership fees are to be presented at the Business Office in order to have the membership renewal processed.

- 9.3.2 Member Patrons who return Library Materials after the Due Date twice during their annual membership period shall be required to pay an additional fifty dollars (\$50) to their annual membership fees that year.

10. Penalties

- 10.1 Library borrowing privileges are not transferrable; Patrons found in violation will have their library privileges suspended or cancelled immediately. Patrons who violate this Library policy may be subject to Disciplinary Action by The University. Disciplinary Action shall include but shall not be limited to the suspension of or cancellation of Library borrowing privileges, denying entry into the Libraries, criminal prosecution or civil proceedings.
- 10.2 The University Librarian will inform Patrons of any Disciplinary Action by The University by email and letter.
- 10.3 Patrons who are subject to Disciplinary Action may appeal in writing to the University Librarian within thirty (30) days of the date of the email informing them of such action. The University Librarian shall be required to consult with the Library Management Team and the University President on all Appeals. The decision of the Library Management Team and the President shall be final. Patrons who are subject to criminal or civil proceedings by The University shall have all borrowing privileges and access to the Libraries suspended pending the outcome of such proceedings.
- 10.4 The University may bring Disciplinary Action, including criminal prosecution or civil proceedings against Patrons for any actions or omissions that are deemed by The University to be contrary to the interests, integrity and safety of the Library and its Patrons and shall include but shall not be limited to the following:

- 10.4.1 Returning Library Materials after the Due Date more than three (3) times in any calendar year
- 10.4.2 Losing Library Materials
- 10.4.3 Damaging (for example, soiling or defacing) or abusing Library Materials
- 10.4.4 Violating Library policies or procedures
- 10.4.5 Failing to pay fees and fines on time
- 10.4.6 Failing to obey instructions of Library staff, including security personnel
- 10.4.7 Speaking in a tone or level above a quiet conversational level in the Library
- 10.4.8 Playing music/singing in the Library other than in permitted events
- 10.4.9 Rude, threatening, disrespectful and/or abusive behavior to library staff or Patrons
- 10.4.10 Any action or behavior in the Library of a sexual nature whether physical or verbal regardless of whether such actions or behaviour is between consenting parties
- 10.4.11 Submitting false personal information for the purpose of obtaining Library Materials or avoiding Disciplinary Action
- 10.4.12 Using another Patron's identity for the purpose of obtaining access to the Library or Library Materials
- 10.4.13 Using Library computers for any illegal purpose, for accessing pornography, or for any purpose inconsistent with The University's software licensing agreements
- 10.4.14 Violating the copyright laws or any laws protecting intellectual property of the Commonwealth of The Bahamas or that of another country

11. Implementation

The University Librarian shall be responsible for developing appropriate procedures to ensure adherence to this Policy.