



Library Borrowing Policy

Policy Area: Library Services

Approval:

Signature:

Date:

1. PURPOSE

The purpose of this *Library Borrowing Policy* is to inform library patrons about their borrowing privileges and loan periods for regular borrowing of library items, including books, DVDs, sound records, reports, etc.

2. DEFINITIONS

- **Library patron:** an individual who is eligible to borrow and use the Sheridan Library.
- **Regular Circulating Materials:** library materials that can be borrowed regularly such as printed books, textbooks, government documents, Curriculum Material Collection (CMC), Teachers' Resources (TR), Theses Collection (TC), sound recordings, reports and DVDs.
- **Loan period:** the time period that an item can be lent to a library patron.
- **Library Use Only or Not For Loan:** an item status which indicates that the item cannot be borrowed and must be used in the Sheridan Library.

3. GENERAL BORROWING GUIDELINES

Most items within the Sheridan Library collection, unless noted as "Library Use Only" or "Not for Loan" or "Reference", are available for regular circulating/borrowing by library patrons. Borrowing policies vary based on the type of material and library patron.

4. BOOKS AND OTHER REGULARLY CIRCULATING MATERIALS

4.1. Students:

- Free membership to students studying at Sheridan Institute of Higher Education
- Students need their student card to be able to borrow materials from the library
- Please note that students will also need to provide an alternative contact person's details
- Loan period: **6 weeks (42 days)**
- Renewals allowed: **1 renewal**
- Borrowing limit: **20**
- Fines: **No fines**

4.2. Staff:

- Free membership to staff working at Sheridan Institute of Higher Education
- Please note that staff will also need to provide an alternative contact person's details
- Loan period: **6 weeks (42 days)**
- Renewals allowed: **2 renewals**
- Borrowing limit: **30**

- Fines: No fines

4.3. Public Members:

- Public membership is available to people not studying at the Sheridan Institute of Higher Education
- \$50 for 12 months
- Loan period: **3 weeks (21 days)**
- Renewal allowed: **No renewal**
- Borrowing limit: **10**
- Fines: **No fines**

APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title: Library Borrowing Policy

Source Documents: Borrowing books and music materials. (n.d.). University Libraries. <https://library.unt.edu/policies/borrowing-regular-items/>

Associated Internal Documents:

Associated External Documents

Authorised Officer: Lizelle Smith

Approved by: Executive Principal

Date of Approval: 22/10/2020

Date of Next Review: October 2022

Version Number	Version Date	Authorised Officer	Amendment Details
1.00	22/10/2020	Lizelle Smith	