



# Library Printed Journals Policy

Policy Area: Library Services

Approval: Executive Principal

## 1. PURPOSE

The purpose of this Sheridan Library Printed Journals Policy is to inform library patrons about their borrowing privileges and loan periods for regular borrowing of printed journals. In most cases, journals (periodicals) are non-circulating materials. However, some journals in print form may be checked out for short periods of time according to the mentioned rules below.

## 2. DEFINITIONS

- **Library patron:** an individual who is eligible to borrow and use the Sheridan Library.
- **Journal:** a newspaper or magazine or periodical that comes out on a weekly basis, monthly, bi-monthly, quarterly or yearly. Printed journals can also be referred to as scholarly journals.
- **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. This includes Sheridan Library's printed journal collection.

## 4. JOURNAL BORROWING INFORMATION

### 4.1. Students:

- Free membership to students studying at the Sheridan Institute of Higher Education
- Students need their student card to be able to borrow journals from the library
- Please note that the status "Not for Loan" on journals means that the item can only be used in the library.
- Loan period: **5 Hours**
- Renewals allowed: **No renewal**
- Borrowing limit: **5 volume limit**
- Fines: **No fines**

### 4.2. Staff:

- Free membership to staff working at the Sheridan Institute of Higher Education

- Please note that the status "Not for Loan" on journals means that the item can only be used in the library
- Loan period: **1 day**
- Renewals allowed: **No renewal**
- Borrowing limit: **10 volume limit**
- Fines: **No fines**

**4.3. Public Members:**

- Journals can only be read in the library
- No borrowing allowed

**5. EXCEPTIONS**

- Journals that are available in microfilm, microfiche, or in an electronic format
- Journals in Archives and Rare Books

## 6. APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

**Document Title:** Library Printed Journals Policy

**Source Documents:** Borrowing periodicals. (n.d.). University Libraries.

<https://library.unt.edu/policies/borrowing-periodicals/>

**Associated Internal Documents:** Library Collection and Development Policy

**Associated External Documents**

**Authorised Officer:** Darren Smith

**Approved by:** Executive Principal

**Date of Approval:** 6/02/2026

**Date of Next Review:** Dec 2028

Version Number	Version Date	Authorised Officer	Amendment Details
1.00	23/10/2020	Executive Principal	
1.01	8/07/2022	Executive Principal	Scheduled review. No changes required
1.02	6/02/2026	Executive Principal	Scheduled review. Minor changes