



## Library Reference Collection Policy

Policy Area: Library Services

Approval: Executive Principal

### 1. PURPOSE

The purpose of this *Library Reference Collection Policy* is to inform library patrons about their borrowing privileges and loan periods for the Reference Collection. In most cases, the reference collection is non-circulating materials.

### 2. DEFINITIONS

- **Library patron:** an individual who is eligible to borrow and use the Sheridan Library
- **Reference:** an item such as a dictionary, encyclopaedia, atlases, rare or special book. Materials are grouped together in a special section, away from the main library collection.
- **Loan period:** the time period that an item can be lent to a library patron
- **Library Use Only or Not For Loan or Reference:** 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 reference collection.

### 4. REFERENCE BORROWING INFORMATION

#### 4.1. Students:

- Free membership to students studying at Sheridan Institute of Higher Education
- Students need their student card to be able to use the reference materials within the Sheridan Library
- Please note that the status "Reference" means that the item can only be used within the Sheridan Library
- Loan period: **2 Hours (within the Sheridan Library)**
- Renewals allowed: **No renewal**
- Borrowing limit: **2**
- Fines: **No fines**

#### 4.2. Staff:

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

- Please note that the status “Reference” means that the item can only be used within the Sheridan Library
- Loan period: **5 Hours (within the Sheridan Library)**
- Renewals allowed: **No renewal**
- Borrowing limit: **5**
- Fines: **No fines**

**4.3. Public Members:**

- Reference materials can only be read in the library
- No borrowing allowed

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

**Document Title:** Library Reference Collection Policy

**Source Documents:** Borrowing reserves & laptops. (n.d.). University Libraries.  
<https://library.unt.edu/policies/borrowing-reserves-laptops/>

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

**Associated External Documents**

**Authorised Officer:** Darren Smith

**Approved by:** Executive Principal

**Date of Approval:** 6 Feb 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
1.02	6/02/2026	Executive Principal	Scheduled review. Minor changes