



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