

Circulation and Loan Policy

The SIRC Resource Centre is a public use library. Materials may be used at designated reading spaces, or photocopied onsite for personal educational use. Any materials not found in open stacks (in storage) may be requested via the SIRC Reference staff. Borrowing privileges are available to SIRC members only. Please contact SIRC for membership information.

Onsite Patrons: SIRC Members and the public are allowed unlimited use of materials within the Resource Centre. Books may only be borrowed from the Resource Centre by SIRC members.

SIRC Members: Up to 5 items may be checked out of the Resource Centre at a given time. When the loan limit is reached, the Library Catalog will block further loans until the borrower has returned materials. Members are responsible for pick-up and return of all materials.

Special collections (Reference, rare, etc.) may be consulted onsite at the library but are not available for borrowing.

Loan Periods

The loan period for all books is 1 week. All items may be renewed once and are subject to recall.

Items can be borrowed/renewed unless:

- There is a request on the item.
- The maximum renewal limit on the item has been reached.
- There is an outstanding balance on your account.
- Your membership has expired.

Renewals may be granted by contacting the Reference staff prior to the expiration of the loan period.

Requesting items from storage:

Items labeled "Storage" in the SIRC Library Catalog may be requested through the Reference staff. A storage recovery administration fee may be assessed. The borrower will be notified in advance if any fees apply.

Materials located in storage may require 2-3 business weeks for retrieval and delivery to the Resource Centre.

Returning Items:

Return checked-out items to the SIRC Reference staff or to a designated book drop.

Late Materials

An item is overdue if it is not returned or renewed on or before the due date. Overdue items are subject to late charges. The charges will be assessed at \$1.00/day up to a maximum of \$25.00.

Lost Materials

An item is declared lost by SIRC 3 weeks after it becomes overdue. The borrower will be assessed a \$25.00 fine, a \$10.00 processing fee, and the replacement cost of the book. Borrowing privileges will be restored upon receipt of payment.

Damaged Materials

If an item is damaged, damage will be assessed and the borrower may be charged a repair/replacement fee.

Recovery of Fees and Fines

If a member's account reaches \$25.00, an invoice will be sent and borrowing privileges will be suspended until all fees/fines are paid.

Notice

SIRC reserves the right to revoke borrowing privileges at any time.
SIRC reserves the right to modify or cancel services without notice.

November 1, 2009