



Title	Use of Library Resources
Policy No.	D.1.5
Approval Body	Board of Governors with Education Council advice
Policy Sponsor	Vice President, Academic & Research
Effective Date	November 24, 2021
Next Scheduled Review	November 24, 2026

GENERAL

1. Any person may enter the Library to use the print materials within the Library (such as books, magazines and newspapers) and may consult with Library staff for assistance in filling an information need.
2. Limits on the use of some Library resources by the general public may be imposed due to licensing agreements or availability and are outlined on the Library website.
3. There are four (4) categories of people who can borrow material from VCC Library:
 - a. Current students of VCC;
 - b. Current employees of VCC;
 - c. Current students and employees at other publicly funded BC post-secondary institutions, or any other institution where VCC has a reciprocal borrowing agreement; and
 - d. Alumni and community borrowers.
4. VCC Library maintains reciprocal borrowing agreements with other BC post-secondary institutions and other relevant institutions to allow students and employees to borrow material from other institutions. A list of all reciprocal borrowing agreements is available on the Library’s website.
5. A valid VCC library card must be presented each time resources or equipment is borrowed. The VCC ID card is the library card for current students and employees. Cards are provided for other BC post-secondary students/employees, alumni and community borrowers.

USING LIBRARY RESOURCES

6. The Library privileges for the different categories of borrowers are outlined on the Library website. This includes the following:
 - a. Maximum number of items that can be checked out to a borrower at any given time;
 - b. Length of loan periods for different types of resources;
 - c. Number of renewals per item;
 - d. Number of requests allowed;
 - e. Overdue fine rate and maximum fine per item;

- f. Booking of equipment, audio-visual material or study rooms;
 - g. Access to Library computers;
 - h. Access to e-resources and any material subject to a license agreement;
 - i. Access to interlibrary loan services; and
 - j. Any additional restrictions to borrowing materials or use of Library resources.
7. Borrowing privileges of students begin when they pay the fees to the College for their program and/or course.
 8. Borrowing privileges for students expire one (1) month after the end date of their course or program.
 9. Borrowers must return or renew materials by the due date. If materials are damaged, lost or returned late, borrowers may be required to pay overdue, replacement or damage fees.
 10. For lost or damaged items, borrowers are normally charged:
 - a. The cost of replacing the item; and
 - b. Any overdue fines.
 11. Current employees are not charged overdue fines but must pay to replace any item damaged or not returned within twelve (12) months.

SUSPENSION OF LIBRARY PRIVILEGES

12. Library privileges may be suspended if a user is found to have violated the College's policies concerning conduct and respectful behaviour.
13. Library privileges are blocked if a borrower owes \$20 or more in fines. This will prevent borrowing of additional material until the amount of fines owed is under \$20.
14. If a student owes \$20 or more in fines, blocks are placed on the student accounts in the Registrar's Office. Final grades and transcripts will not be issued to students until billed materials have been returned and/or paid for; students will not be able to register for other courses. The block is removed when the amount owed is under \$20.

COMMUNICATION WITH USERS

15. Library notices and communications are sent by email.
16. The Library proactively notifies the user of fines or other penalties on their record. Non- receipt of such notices does not relieve the user from responsibility for fines or penalties.

USE OF COMPUTERS

17. Library computers are available for current students and employees at all Library locations. Users must log in using their own College network login.
18. Computers may be made available to other users based on availability and criteria listed on the Library website.
19. All users who access and use the Library computers are required to use them appropriately and responsibly as defined in Policy B.5.2 Appropriate and Responsible Use of Educational and Information Technology.

USE OF LIBRARY FACILITIES

20. The Library will maintain guidelines on its website regarding the appropriate use of Library facilities and equipment to ensure the use of shared space is fair, equitable

and respectful for all users.

21. Recognizing that the Library is used for both quiet study and collaborative work, the Library will identify acceptable noise levels for different areas of the Library.
22. Employees, students, and visitors are encouraged to voluntarily reduce or eliminate the use of scented products at VCC Library locations.
23. Children may not be left alone or unsupervised in the Library. Library staff cannot be responsible for the safety of unattended children.

PRIVACY

24. The Library does not release information about Library users or material used to any other person, institution, agency or association except for reporting charges regarding Library materials to the Registrar's Office, or as required by law.
25. VCC will inform the user if a court order has been served and that it intends to comply.

SAFETY

26. In cooperation with appropriate College departments, the Library seeks to provide a safe and secure environment for everyone.
27. Personal items left unattended in the Library are taken to the Security Office and may be claimed there.
28. Library users are encouraged to alert Library staff if they feel uncomfortable or unsafe in the Library.

INTERLIBRARY LOAN

29. Through interlibrary loans, the Library will endeavor to borrow Library material not owned by VCC in support of VCC coursework, research or College operations, and to lend material to other institutions.
 - a. High demand items may not be eligible for ILL (e.g. Reserves).
 - b. Licensing agreements may also limit what is eligible for ILL (e.g. Articles from certain databases).
 - c. VCC only interlends ILL material from Canadian libraries.
30. ILL is only available to current students and employees with valid Library privileges.
31. Material borrowed through ILL is subject to the loan policies and fees set by the lending library, which may differ from those of VCC Library.
32. ILL material may be renewed, depending on the policy of the lending library and is subject to recall by the lending library.
33. VCC Library will not attempt to borrow through ILL the following types of material:
 - a. Material already held at VCC Library;
 - b. Articles available in VCC Library's online databases or e-journals; and
 - c. Materials limited by copyright or licensing agreements.
34. Due to budgetary limitations, the number of interlibrary loan requests processed for any one user may be restricted. The user will be informed by email.

RELATED POLICY

Refer to D.1.5 Use of Library Resources Policy.