

Master's College and Seminary Library: Services to Patrons

Library Information Guide

Circulation Services

Borrowing Policies:

Although Master's College and Seminary is a private institution, all persons are welcome to the use of library materials. Borrowing privileges, however, are extended only to University employees and students registered for the current year.

Borrower's Responsibility:

The library will hold the borrower whose name appears on the library I.D. card responsible for all use made on the card.

Responsibilities shall include:

- Immediate notification of change of address or phone number
- Returning all materials when due
- Adherence to all library policies as stated in the *Library Information Guides*

Library privileges may be revoked and/or fines assessed for any of the following reasons:

- Attempted or actual book theft
- Failure to pay for lost books
- Failure to respond to overdue notices promptly
- Defacement of library materials in any manner (e.g., underlining, marginal comments, removing pages, ect.)

Cards:

- No library materials will be loaned to any borrower who does not present his/her identification card
- Identification cards are not transferable; only the holder of the card can check out materials on his/her card

Loan Periods:

- The standard loan period for library materials is two weeks (14 days) with two renewals, assuming no holds or recalls apply.
- Faculty may borrow materials for up to four months (120 days) with no renewals, assuming no holds or recalls apply.
- Loan periods for **Reserve Collection** materials vary:
 - 1) one hour loan;
 - 2) one day loan (due next day by 4pm);
 - 3) two day loan (due the second day by 4pm);
 - 4) one week (due one week later by 4pm)
- Videotapes and Audio are two day loans

Non-circulating:

- Reference
- Periodicals
- Newspapers
- Microforms
- 2 hour reserve materials

Limits:

- A maximum of 15 items may be signed out by one individual in total

Renewals:

- Student borrowers are permitted 2 renewal periods unless another borrower has requested the item. At the end of the 3 circulation periods the borrowed item(s) must be returned.
- There are no renewals for reserve items.
- Telephone renewals will generally be accepted.

Recalls, Holds and Requests:

- Borrowers wishing to obtain materials in circulation may place a request at one of the Library's computer catalogue terminals. Patrons can place requests up to 4 items. Requested items are held for three days. Notices are sent via campus mail when a requested item becomes available.

Requesting Materials through Inter-Library Loan (ILL):

- InterLibrary Loan is a service provided to patrons who need access to library materials beyond the Master's College and Seminary Library collection and that are not readily accessible through the academic libraries of greater Toronto. Extra charges may apply for items obtained through ILL.

Overdues and Fines:

- Borrowers are responsible to return materials by the last date stamped on the Date Due Card. Failure to do so will result in the following fines:

For circulation items:

- \$0.25 per day (beginning on the date due)
- After 30 days – cost of the item plus a \$ 5.00 processing fee. The processing fee is refunded if the item is returned

For video and audio tapes:

- \$1.00 per day

For reserve items:

- 2 hour items: \$1.00 per hour
- 1 day, two days and 1 week: \$2.00 per day

Note: Borrowing privileges are blocked when books become overdue and/or fines are not paid. Notices for overdue material will be emailed the first day after date-due. Fines are cumulative, no notices for overdue fines will be sent.

- When returned, 2 hour reserve materials are to be handed directly to circulation staff member, not placed in the return book slot.
- The library does not generally forgive fines in the case of illness. Have a friend return the item(s) or phone the circulation desk to explain the situation. In case of being out of town, overdue fines are not forgiven. Return the library item(s) prior to departure.

Loss of Materials:

- In the act of checking out any library materials, the borrower assumes full responsibility for the return or replacement of that material. Please report the loss of library property promptly.
- Those who lose items still in print will be charged replacement cost plus a \$5.00 non-refundable processing fee.

The Librarian reserves the right to make any necessary changes in these regulations throughout the year.