

Library Circulation Procedure

Controlled Document – refer to Intranet for latest version

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Responsibility: Library and Learning Manager	Date Last Reviewed: October 2016
Approval: Executive Director Student Success	Version: 16.1

Scope

These procedures address borrowing and lending library materials and apply to UCOL Library and all library users.

Responsibility

The Senior Librarian Knowledge Hub has professional responsibility for ensuring that all users' needs are given due consideration and have the discretion to implement changes to procedures as required.

Procedure

Access

1. The official UCOL staff and student ID card becomes the library user card on registration with the library. This card must be presented at the Circulation Desk for all library transactions.
2. Borrowers may not lend their ID cards or borrow material for other people.
3. Fee paying students who are not supplied with an ID card may register with the library on presentation of a receipt for their course or other proof of enrolment.
4. Borrowing rights/privileges are extended to:
 - Current students enrolled in fee paying courses offered by UCOL
 - All staff currently employed by UCOL
 - Members of UCOL Council
 - Persons or agencies granted limited access to the library's collections at the discretion of a Senior Librarian Knowledge Hub.
 - Libraries who use the interlibrary loan service

In addition the Library may be used for reference purposes by other students, members of other educational institutions and the general public.
5. At the discretion of the Senior Librarian Knowledge Hub limited borrowing rights / privileges may be offered to non-fee paying UCOL students and to others in the community in order to assist with learning initiatives and opportunities. A membership fee may apply

Loans and Lending

1. The normal loan periods are set out in library guides available from the library and on the library's web pages. The library reserves the right to restrict an item in high demand to a shorter loan period without notice, and to recall an item by issuing a recall notice giving the new date when the item must be returned.
2. There will be a maximum limit to the number of items a borrower may have on issue at any one time. The number of items a borrower may take on any one subject may also be limited.
3. Borrowers may renew items provided they are not overdue and if they have not been reserved by other borrowers. Limits to the number of renewals per item may exist.
4. Borrowers are responsible for ensuring that their library loans are returned on time and in good condition.
5. Students will be charged fines for overdue material and the replacement cost of an item if material is lost or damaged.
6. Staff will not be charged fines for overdue material but will be charged the replacement cost of any material lost or damaged.
7. A variety of material in high demand will be kept at the Circulation Desk on Desk Reserve
8. Course-related items not held by UCOL Library may be requested on interloan from another library. The supplying library will be determined by the Interloan Librarians.
9. Students are restricted to three active interloans at any one time.
10. UCOL students and staff may borrow material from all UCOL libraries, an intercampus delivery service is provided. The library will also provide a delivery service to students enrolled in courses offered by UCOL who are located outside of UCOL's region but within New Zealand.

Hours

1. The library's hours of opening will be reviewed at the beginning of each year and published in printed library guides, on the library's web pages and displayed in each library.
2. The Senior Librarian has the discretion to authorise changes to hours of opening if the need arises, in consultation with the Executive Director Student Success and to close the library for library staff development and training. Any such changes or closures will be kept to a minimum and advertised appropriately.

Related Documentation

- [Library Collection Development Policy](#)
- [Library Collection Development Procedure](#)
- [Library Circulation Policy](#)