

AURORA COLLEGE

POLICY

Aurora College shall provide library services to support programs and research at the College.

PRINCIPLE

1. Aurora College acknowledges the necessity to have accessible library resources for College Programs.

PROCEDURES

1. A qualified resource person will be designated at each College Campus to manage the library services. At each site, a person will be designated by the qualified resource person to work on his/her behalf.
2. Each lending site will establish its own managing procedures, for example; library card, loan period, borrowing limit, lending procedures, etc. (see D.17)
3. The librarian may require the borrower to produce identification ie. a library card where issued.
4. A borrower will take full responsibility for library books/materials from the time they are checked out to him/her until they are returned. Should the borrower claim to have returned the material, but the lending library has no record of that return, and the item is not on the shelf, the borrower will take full responsibility of the outstanding material and related charges.
5. The librarian will notify the campus financial manager who will then invoice the borrower for the replacement cost of any non-returned or damaged library book/material which was borrowed from that campus or on his/her behalf through interlibrary loan. Invoice revenue will be coded to the lending library. This charge is non-refundable.
6. Unauthorized removal of library material is considered to be theft and will be addressed accordingly. (see D.17)

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7. Borrowing privileges for borrowers with outstanding charges for library materials will be suspended until the materials are returned or the invoice for these materials is paid. (see C.12, C.17, C.44, C.48)
8. Resources in the College collections will be shared with all College sites, and with all residents of the North, with the first opportunity for use being reserved for students and staff as required for learning and teaching activities.
9. Each lending site may designate certain resources as “non-circulating”, such as reference material, periodicals, and reserve items. All other resources will be available for intercampus and interlibrary loan. The lending library will supply photocopies of tables of contents and articles from periodicals upon request.
10. The library will provide the following services:
 - student/staff orientation to library services
 - making available to students and staff the database of library holdings and its searching techniques as included on the NWT Libraries CD-Rom and the local catalogue
 - assisting students and staff in their information search
 - Interlibrary Loan Services
 - sending borrowing requests to the lending library
 - retrieving and returning them to the lending library
 - notifying the lending library of lost material
 - receiving and distributing library materials
 - maintaining circulation records
 - tracing overdue material
 - initiating invoicing process

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APPENDIX E.03

Examples of Book Costs*:

	<u>Cost</u>
1. Non-fiction – Flat Rate	\$40.00
2. Fiction – Flat Rate	25.00
3. Juvenile – Replacement Cost	15.00
4. Audio Visual	Replacement Cost

***Fees will be determined by each lending library, in consultation with the campus finance manager.**