POLICY

Title: Borrowing  
Date: August 16, 2011

Purpose: To allow access to the Okanagan College (OC) Library collection. This policy states the borrowing expectations of both the Library and users (students, faculty and staff, and community members) to ensure this collection access.

Applicable to: Okanagan College (OC) students, faculty and staff, and community borrowers. [linked definitions for each group].

Definitions: Okanagan College student, faculty/staff, Community borrower, FOIPPA, CPSLD

Related agreements:
- FOIPPA (Freedom of Information and Protection of Privacy Act) BC
- Council of Post-Secondary Library Directors Reciprocal Borrowing Policy [CPSLD]

Related policy:
- OC Library policies: Interlibrary loans, Reserves, Conduct, Confidentiality & Privacy [Link – titles may vary]
- OC policies: Use of Information Technology Resources, Student Non-Academic Conduct

Related procedure: Borrowing: Fines and fees schedule

Policy statement:
OC Library borrowing privileges are available to all current Okanagan College students, faculty/staff, as well as community members.

Borrowing privileges and loan periods vary according to the status of the borrower.

Borrowers agree to familiarize themselves with and abide by these rules.

Borrowers are responsible for the care of borrowed material and return of the borrowed material to OC Library according to the due date.

OC Library retains the right to recall borrowed material.

OC Library retains the right to apply rental fees for specified material types.

Borrowers will be charged fines for overdue items, according to the Okanagan College Library’s fines and fees schedule.

OC Library retains the right to charge any fees for loss or damage of borrowed materials.

OC Library retains the right to deny borrowing privileges for outstanding fines or fees or failure to comply with either OC policies or the law.
Borrowers have the right to appeal OC Library decisions. [Link]

Development responsibility: Public Services librarians
Approval responsibility: Library Management Committee