

Policy Title:	Circulation Policy and Procedure

1. Policy Statement

The University of Niagara Falls (UNF) Library makes available a collection of items intended to facilitate learning, increase the accessibility of workspaces and learning environments, and enhance the overall educational experience.

2. Purpose and Scope

The purpose of this policy and procedure is to guide the circulation of Library materials and ensure items are made available in an accessible and equitable manner. It applies to all Library user, and sets the guidelines for borrowing eligibility, privileges, and responsibilities. It also describes the materials available in the Library and their loan periods.

3. Borrowing Eligibility

All active members of the UNF community are eligible to borrow Library materials. This includes students, faculty, and any staff employed by UNF. UNF identification will serve also as a Library card, and must be presented in order to borrow materials. Digital representations of UNF identification may be accepted at the discretion of the Library staff.

Borrowers will be asked to provide contact information in the form of an email address upon the creation of their Library account. There are no costs associated with the creation of this account.

4. Item Selection

Items are added to the circulating collection according to demand. Any member of the UNF community may make a request for an item to be added to the collection. Requests should be made in writing via email. Requests will be fulfilled at the discretion of the University Librarian.

5. Loan Periods

Loan periods vary depending on item type:

Item	Loan Period	Quantity
Blue Light Glasses	1 day	2
Computer Mice	2 hours	1
Headphones	1 day	4
Laptop Chargers	2 hours	4 (various types)
Large-Print Keyboard	2 hours	1
Phone Chargers	2 hours	6 (various types)
Presentation Pointers	1 day	10
Scientific Calculator	1 day	2
Sound-cancelling Ear Muffs	1 day	1

VR Headsets	2 hours	23
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Items may be renewed one time per day, based on availability and at the discretion of Library staff. Renewals can be performed in person or via email or chat. Items with a 1-day loan period are not eligible for renewal.

A hold may be placed if an item is not available. Items on hold cannot be renewed. Holds not picked up within 1 hour after the reservation time will be cancelled.

Items must be returned during the Library's opening hours. Users with overdue items will automatically receive a notice via email 1 hour after the item's due date (see Appendix A). They will continue to receive the notification once per day until the item is returned.

6. Associated Fees and Notifications

In the interest of accessibility and in creating and maintaining a positive Library experience for all users, late fees will not be charged. Users are asked to be considerate of their peers and return items on time and in the same condition as they were obtained.

In the event an item is not returned, a replacement fee equal to the acquisition cost will be charged. The user will be notified of the cost via email 1 week after the item's due date (Appendix B).

In the event an item is returned damaged, a replacement fee equal to the acquisition cost will be charged. Items will be inspected for damage upon return. Users will receive verbal notification of any charges, followed by formal notification and an invoice via email within 2 days of the item's due date (Appendix C).

Any charges can be paid via internal systems.

Any user with outstanding charges on their account will have their borrowing privileges suspended until the charge is paid.

7. Revision of Policy

This Circulation Policy will be reviewed annually to ensure its effectiveness and alignment with UNF's goals and values.

Appendix A

Overdue Notice sent to UNF Community members via email:

Hello [FirstName LastName],

Our records indicate that the following Library item(s) was loaned out to you on [Date] at [Time], and is now overdue:

- [Item name], [Barcode number]
- [Item name], [Barcode number]

Please return the item(s) to the Library at your earliest convenience so that all members of our community might have continued and equal access.

Do not hesitate to contact the Library at library@unfc.com with any questions.

Have a good day,

UNFC Library Staff

Appendix B

Replacement Cost notification sent to UNF Community members via email:

Hello [FirstName LastName],

Our records indicate that the following Library item(s) was loaned out to you on [Date] at [Time], and was not returned:

- [Item name], [Barcode number]
- [Item name], [Barcode number]

Please return the item(s) to the Library at your earliest convenience so that all members of our community might have continued and equal access. If the item(s) is not returned, a replacement cost of [\$\$\$] will be charged.

Do not hesitate to contact the Library at library@unfc.com with any questions.

Have a good day,

UNFC Library Staff

Appendix C

Replacement cost notification for damaged items sent to UNF Community members via email:

Hello [FirstName LastName],

Our records indicate that the following Library item(s) was loaned out to you on [Date] at [Time], and was returned damaged:

- [Item name], [Barcode number]
- [Item name], [Barcode number]

A replacement cost of [\$\$\$] will be charged in order to replace the item. Please see the attached invoice.

Do not hesitate to contact the Library at library@unfc.com with any questions.

Have a good day,

UNFC Library Staff