

1. Guideline 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 these guidelines 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 users, 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 their university email address upon the creation of their Library account. There are no costs associated with the creation of this account. Digital representations may not be used when creating a Library 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 to library@unfc.ca. 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	12 (various types)
Laptops	24 hours	10
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
Whiteboard Marker Kits	2 hours	2

When a loan is activated, the user will receive an email listing the item's title, barcode, and due date. Items may be renewed once, 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.

6. Borrower Responsibilities and Associated Fees

Items must be returned to the Library Services Desk 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.

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. Users with overdue items may

not borrow additional items. Users with multiple overdue offenses may have their borrowing privileges revoked at the discretion of the University Librarian.

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 (see 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 be notified and sent an invoice via email within 2 days of the item's return (see Appendix C).

Users with outstanding replacement fees are not eligible to borrow additional items. Once all fees are paid, borrowing privileges will be restored.

Any charges can be paid via internal systems.

7. Revision of Guidelines

These Circulation Guidelines and Procedure 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) is now overdue:

- Title: [Item name]
- Barcode: [Barcode number]
- Due Date/Time: [Due date/time]

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.ca with any questions.

Have a good day,

UNF Library Staff

Appendix B

Replacement Cost for lost item notification sent to UNF Community members via email:

Hello [FirstName LastName],

One or more items you have currently checked out from the library are past overdue and have been declared lost. In accordance with our Circulation Guidelines and Procedure, you have been billed the replacement cost, as indicated below:

- Title: [Item name]
- Barcode: [Barcode number]
- Replacement fee: [Fee amount]

Please contact the Library at library@unfc.ca for information on payment, or with any questions.

Have a good day,

UNF Library Staff

Appendix C

Replacement Cost for damaged item notification sent to UNF Community members via email:

Hello [FirstName LastName],

The following item(s) were returned to the Library damaged. According to our Circulation Guidelines and Procedure, you have been billed the replacement cost, as indicated below:

- Title: [Item name]
- Barcode: [Barcode number]
- Replacement fee: [Fee amount]

Please contact the Library at library@unfc.ca for information on payment, or with any questions.

Have a good day,

UNF Library Staff