

Guideline Title:	Circulation Guidelines and Procedure
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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.

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.

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 are 2 hours, to closing, or 24 hours, depending on the item type. Up-to-date item quantities, loan periods, and live availability can be found on the Library website under [Equipment Loans](#).

When a loan is activated, the user will receive a notice via their institutional email listing the item's title, barcode, and due date (Appendix A). Items may be renewed once, based on availability. Renewals can be performed in person, or via email or chat. Items due at closing 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 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 will automatically receive a notice via their institutional email one hour after the item's due date (Appendix B). They will continue to receive the notice once per day until the items are returned.

If items are not returned within one month, a replacement fee equal to the item's acquisition cost will be charged. Additionally, an appropriate late fee will be charged and will continue to accrue on a monthly basis until the replacement cost is paid, or the items are returned. If the combined fees exceed \$100, the user will be blocked from registering for courses and from graduating until the fees are paid.

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

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 of all fees and other actions via institutional email (Appendix C). Late fees and replacement costs will be attributed to the student's Finance account.

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: Notification of loan activation

Hello [Name],

Thank you for visiting the UNF Library.

You borrowed:

Title:

Barcode:

Due date:

Please note:

All Library materials must be returned to the Library services desk, and cannot be left in any other location on campus.

Sincerely,
UNF Library

Appendix B: Notification of Overdue Items

Hello [name],

Our records indicate that the following Library item(s) is now overdue:

Title:

Barcode:

Due Date:

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.

Sincerely,

UNF Library

Appendix C: Notification of Fees Accrued

Hello [Name],

This email is to notify you that the [items] you borrowed on [date], were not returned and are long overdue.

Late fees of [amount] have been charged as of [date], and will continue to accumulate until the items are returned. Failure to return the items will result in you being charged a replacement cost.

All charges will be applied to your Student Account. Failure to pay these charges will impact your ability to register for courses and graduate from UNF.

Thank you for your swift attention to this matter. Please do not hesitate to reach out to us at library@unfc.ca with any questions.

Sincerely,

UNF Library