



## **CIRCULATION OF MATERIALS**

### **Mandate**

The Circulation Department's mandate is to circulate materials to patrons within the KPU Library system. Priority will be given to the borrowing needs of students, faculty, and staff before community borrowers. The Circulation Department has the responsibility for loaning materials to patrons, notifying patrons of overdue materials, creating bills for fines and replacement costs and issuing KPU Cards which serve as library cards and student/employee identification.

### **KPU Cards**

KPU Cards are issued in the library at the Service Counter. The KPU Card:

- Serves as student/employee identification
- Must be presented in order to borrow library materials and equipment
- Is required for printing/copying on campus
- Is permanent and is updated online each semester

Government issued photo identification and proof of address are required to get a KPU Card. Patrons are responsible for all materials charged out on their cards and for reporting lost or stolen cards immediately to the library. By applying for a KPU Card, patrons agree to familiarize themselves with, and abide by, library regulations. Click here for more information on the [KPU Card](#).

Library privileges vary depending on the type of library card and are detailed on the [library website](#).

### **Responsibilities of the Library and the Borrower**

The purpose of KPU Library's loan regulations is to ensure maximum accessibility and sharing of library collections by all who need them.

The library assigns loan periods, fines and item limits to particular materials in order to ensure equitable access for all users. Loan periods vary depending on the type of material and are delineated on the [library website](#).

Fines are charged for overdue materials to encourage borrowers to return items on time. For the per item amount charged on the different types of material please refer to the [library website](#). Fines are calculated twenty four hours a day on the days the library is open. Fines are not calculated for the days the library is not open.

Patrons are responsible for the return on time and in good condition of all items charged out or renewed in person or online. The due date is provided for all items borrowed and is the date by which items must be returned or renewed. The library sends all notices via email including courtesy date due notifications, overdues, fines, and lost charges.

Fines will not be forgiven for reasons such as failure to receive overdue notices, lack of knowledge of library borrowing and fines policies, forgetting due dates, or failure to renew materials on time. Fines can be contested via the Library Borrowing & Fine Disputes Form. Unusual circumstances, which prevent the return of library materials on time, will be considered individually on a merit basis and should be submitted via the online [Library Borrowing & Fine Disputes Form](#).

Failure to return material, pay the replacement cost of a lost or damaged item or pay outstanding fines may result in the loss of library privileges and, for students, the withholding of transcripts, diplomas, certificates or citations. It may also interfere with registering for courses. It is the patron's responsibility to ensure the library has a current address and/or email address on file. If patrons fail to meet their responsibilities, library services may be terminated at the discretion of the University Librarian.

### **Library Borrowing and Fine Disputes**

The library recognizes that from time to time a student may wish to query fines or overdues or other library account issues. Submit your query via the [Library Borrowing & Fine Disputes Form](#).

### **Appeals**

If you are dissatisfied with the response from the Library Borrowing & Fine Disputes Form, you may appeal to the University Librarian. If a resolution is not reached at this stage, patrons may request reconsideration of the decision using the procedures set out in KPU Bylaws and Policies [Policy AD2 Complaints About Instruction, Services, Employees, Students, or University Policies](#).

Students may view their personal library records at any time and may wish to do so when requesting reconsideration of a decision or fine. [Policy IM2 Freedom of Information and Protection of Privacy](#) as well as [Policy AR3 Confidentiality of Student Records/Files](#) will be adhered to regarding library records for the purpose of resolving appeals.