

## **Circulation Policy Patrick Power Library Saint Mary's University**

A significant portion of the collection at the Patrick Power Library at Saint Mary's University is available to be borrowed. Most of our books and periodicals, and some special collections such as government documents and multi-media collections, may be signed out under our borrowing rules.

Students, staff and faculty at all Nova Scotia post-secondary libraries, some high school students, and adult members of the general public are eligible for borrowing privileges at the Patrick Power Library. Most of those associated with universities and colleges automatically have borrowing rights; other categories of borrowers must apply for privileges. In most cases, members of the public need only present an official picture ID, such as a driver's license, for privileges to be granted right away.

Our general loan period is three weeks for books, and one week for periodicals. Some categories of borrowers, such as faculty and graduate students, are eligible for longer book loan periods. Once borrowed, items may be renewed up to three times.

All material is subject to recall, when required by another borrower. A recall frequently results in a shortened loan period, and recalled items cannot be renewed.

Overdue material is subject to fines. Overdue fines are 25 cents/day/item, unless an item is recalled (when the fines are more severe) or unless the item is part of our short-loan Reserve collection. Once borrowed, an item may be returned to most post-secondary libraries and any public library in Nova Scotia.

Patrons of the Patrick Power Library are entitled to courteous and consistent service. The personal information that you provide us is confidential, and is only used for the management of our circulation system. Likewise, information about the material that you borrow is held in confidence.

All library staff members welcome your inquiries concerning our policies and procedures. For more complete information about our services, please contact us at the Circulation Desk or phone 420-5547.

