

	SUBJECT: Library Policies	POLICY NUMBER:	PAGE: Page 1 of 8
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	DEPARTMENT: 1300-Library	SUPERCEDES POLICY DATED:	DATE EFFECTIVE: February 6, 2019
	DISTRIBUTION: On-line/Moodle	REVIEW CYCLE: 2- years	NEXT REVIEW DATE: February 2021

1 RATIONALE

CCNM's library provides information resources (in a variety of formats), technology, people, and space to allow faculty, students, and members of the public the opportunity to pursue learning, teaching, scholarship, and research in naturopathy.

2 SCOPE

3 DEFINITIONS

3.01 *"Authorized users"* are current students and staff of the College.

3.02 *"Members of the public"* refers to anyone that is not an authorized user including but not limited to alumni of the College.

3.03 *"User credentials"* refer to username and password.

3.04 *"Users"* refers to both authorized users and members of the public when they are onsite.

POLICY

4 Accessibility

In compliance with accessibility legislation, the library provides, purchases, or borrows accessible or conversion-ready formats of materials. All materials, regardless of format, acquired for inclusion in the collection comply with accessibility legislation.

5 Circulation

To ensure the equitable use of the library's limited, in-demand print resources, the following circulation regulations have been implemented.

5.01 Accounts

All authorized users are eligible to activate a library account. Authorized users are responsible for any item checked out on their account. It is recommended that authorized users periodically review their library account online.

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5.02 Damaged or Lost Materials

Users will be charged the full cost to replace damaged or lost materials. Damaged or lost materials are to be promptly reported. Fines will be levied until the library is notified of damaged or lost materials.

5.03 Fines

A fine of \$0.50 is levied on each general item not returned by midnight on the date due. Fines of \$0.50 are levied every day after midnight on the date due until the item is returned to the library. Total fines for an overdue item are calculated once the item is returned to the library.

5.04 Loan Period, General

General materials are loaned for a period of fourteen (14) days. A user can take out fifty (50) general material items from the collection at one time.

5.06 Loan Period, Reserve

Reserve materials are loaned for two (2) hours in library use only.

5.07 Holds

Holds may be placed on general materials currently checked-out of the library. An e-mail notification will be sent when material(s) are available for pick-up. Material(s) will be held for seven (7) days after which time if the material has not been picked up the hold will be cancelled.

5.08 Notices

The library system sends out automated e-mail notices. These e-mails are a courtesy. Authorized users are expected to periodically review their library account online. Failure to receive a library e-mail notification is not grounds for relief from fees, fines, and/or the suspension of borrowing privileges.

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5.09 Payments

All library fines under \$25.00 on an authorized users account will be posted to [SONIS](#) (L2-Library Fines) at the end of each term (i.e. fall, winter, and spring). See Method of Fee Payment in the [Academic Calendar](#) for payment options.

If fines on an authorized users account exceed \$25.00 during a term, borrowing privileges on the authorized users account are suspended. The amount of fines on the authorized users account are transferred to [SONIS](#). Authorized users will need to pay off the library fines, see Method of Fee Payment in the [Academic Calendar](#), forwarding on to the library a receipt of payment before borrowing privileges will be reinstated.

5.10 Recall

General materials may be recalled at any time. Authorized users will have seven (7) business days to return a recalled item to the library.

5.11 Renewing

All general materials may be renewed, up to a maximum of three (3) times, before their due date assuming no holds have been placed on the item(s). After three (3) renewals item(s) must be returned to the library. Renewals are done online through an authorized user's library account. Materials cannot be renewed over the phone.

5.12 Reserve Materials

The library makes one (1) copy of each required course text available as a reserve item. Reserve materials can be found at the staff workstation and are loaned out for library use only.

5.13 Return Procedures

Library materials should be returned as soon as they are no longer needed so that they are available for use by other library users. General materials are to be returned to the

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library drop box by midnight on the date due. Any item not returned by midnight will be considered late and incur a fine of \$0.50 a day until returned. Reserve materials are due back to the library staff workstation two (2) hours after they have been checked-out.

5.14 Suspension of Borrowing Privileges

The ability to borrow materials from the library is a privilege. Borrowing privileges are suspended when:

- fines on an authorized user's library account exceed \$25.00.
- when an authorized user has yet to pay the replacement cost for a damaged/lost item(s).
- Repeat violation of circulation policy may result in the permanent suspension of borrowing privileges.

6 Communication

6.01 Library service alerts (e.g. library closures, disruption of services, etc.) will be posted to the library webpage.

6.02 All communications with authorized users must be from a College provided e-mail account. To ensure integrity and privacy the library will not communicate specifics about authorized user accounts over the phone.

7 Copyright

CCNM strictly observes copyright law. All materials, regardless of format, submitted to the library for inclusion in the collection comply with domestic and international copyright regulations.

Library users must comply with the stipulations of all agreements associated with licensed and subscription based materials in the library's collection.

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It is the responsibility of all library users to keep informed of and comply with copyright law.

8 Electronic Resources

8.01 Credentials

The library complies with the College's policy for the use of computing resources and corporate data. User credentials are to be kept confidential.

8.02 Licensed Resources

Electronic resources for which the College pays annual subscription fees are limited to authorized users. Licensing agreements constrain authorized users in the use of electronic resources for education and teaching purposes exclusively. Electronic resources for which the College pays annual subscription fees cannot be used for the treatment of patients in a private practice.

8.03 OPAC

The online public access catalogue, OPAC, is freely available to search from the library webpage. Vendor license agreements restrict the access to electronic resources to authorized users.

9 General

To protect library materials and maintain a clean library facility, the following regulations are in place:

9.01 Beverages

Beverages in a closed container are permitted in the library.

9.02 Earphones

All devices are to be muted unless used with headphones. The volume on headphones is to be kept low. The library has headphones available to borrow for library use.

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9.03 Food

Snacks may be consumed in the library. Meals, heated or otherwise, are to be consumed in the cafeteria.

9.04 Fragrances

The library, like the rest of the College, is a fragrance-free facility.

9.05 Health & Safety

Electrical cords should be plugged into outlets available in the top of reading tables and study carrels. Electrical cords are not to cross open spaces as they present a tripping hazard.

9.05 Hours

The library's hours of operation are posted next to the library door and on the library webpage. The library is closed on Saturdays proceeding a holiday Monday. A list of library closures can be found in the College's [Academic Calendar](#). Notice of disruption in the library's hours of operation will be posted to the library door and webpage.

9.06 Nuts

The library is designated as a nut free zone.

9.07 Personal effects

The leaving of personal effects unattended in the library has the potential to cause increased incidents of theft. Potential incidents of theft place users and library staff at risk of potential harm.

9.08 Photocopier/Printers

The library provides access to photocopy and printing technology. Funds to photocopy and print are loaded on to an identification card. Students will need to purchase a voucher from the College's Front Desk. Staff will need to contact their manager/supervisor to have funds loaded onto their identification card. Issues with

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photocopy and printing technology, including inquiries about funds, are directed to copycentre@ccnm.edu.

It is the responsibility of the user to ensure their use of photocopying/printing technology complies with copyright law.

9.09 Reshelving

Users are asked to refrain from reshelving materials. Materials can be left on reading tables/study carrels or placed in the drop box.

9.10 Study Areas

The library provides silent, quiet, and group study areas. Users are asked to be attentive to their noise level ensuring it is appropriate for the area of the library they are utilizing.

9.11 Security

Users are required to submit for inspection: library materials, backpacks, handbags, briefcases, etc. when the security gates are activated.

10 Identification Card

A College issued identification card must be presented to borrow materials from the library including reserve materials which are library use only.

11 Interlibrary loan

11.01 Article requests

While the library has taken every opportunity to negotiate licenses that encompass electronic access to the greatest possible number of peer-reviewed journals, from time to time a particular peer-reviewed article, in full-text, that an authorized user wishes to access may not be available through the negotiated licenses. In the event that access to the full-text of a peer-reviewed article in English is not available, authorized users can request access.

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12 Members of the Public

The library is open to members of the general public, including alumni of the College, who are welcome to use the library resources onsite. Members of the general public are responsible for ensuring their use of the library resources meet copyright regulations pertaining to personal education, personal research, and Fair Dealing.

The library is funded to meet the education and research needs of authorized users. Library policy, procedures, and guidelines have been created to give priority access to authorized users.