

Concordia University College of Alberta Library

Alumni Borrowing Policy

Objective

To provide to members of Concordia University College of Alberta Alumni access to and the use of materials and resources owned by Concordia University College of Alberta Library.

Fee

Currently all Alumni are eligible to register for a free library card.

Library Card

All borrowers must present an authorized card for the purpose of borrowing materials or for requesting access to other library services.

Registration Procedures

Alumni Borrowers are required to present two pieces of valid and up-to-date identification to receive and update their library card. One of the pieces must list the borrower's current address (e.g. driver's license, date-stamped envelope that the borrower recently received) and one of the pieces must be their Alumni Association card. The library card must be renewed yearly. All outstanding fees must be paid prior to card renewal.

Borrowing Privileges

Alumni Borrowers are restricted to a borrowing limit of 10 items, and are not entitled to extended loans or to the use of Reserve Collections.

Interlibrary Loans

Alumni Borrowers will be charged for Interlibrary Loan services. A \$5.00 search fee will automatically be charged for each request. Borrowers will also be charged for the cost of the item (minimum charge \$5). The search fee is not refunded if the item cannot be located or if it is not available for interlibrary loan.

Electronic Resources

Alumni Borrowers have access to licensed resources on campus only. They are encouraged to use library computers after 5 pm weekdays or on weekends. Library hours are listed on the library's website <http://library.concordia.ab.ca>

Change of Address

Borrowers are responsible for providing the Library with a current address. If an incorrect address is detected, the library card will have a stop placed on it until the address is updated. Providing an email address is also requested as that is the preferred method of delivering notices. Overdue notices and recalls are emailed to the borrower and will be received more quickly than regular mail.

Lost Card

Lost library cards must be reported immediately to the library which you normally use. This permits us to place a borrowing stop on your card to prevent another patron using it to borrow materials. There is a \$10.00 fee for replacing a lost library card.

Loan Periods and Fines

Loan periods are two weeks. Concordia library materials can be renewed online up to a maximum of four times unless a hold or recall has been placed on the item.

Fines are \$1 per day to a maximum of \$31. Items not returned after 30 days become “assumed lost” and a fee of \$150 will be charged to the borrower’s account until the item is returned.