2.1. Campus library collections fall into three categories, based on how they circulate:

Regular, Special and Non-Circulating. The following chart provides a more detailed breakdown.

Library Collections Chart

Regular - 14 day loans - max. 2 renewals	STACKS

5.2 Items that have been returned and are being held,

6.7 Given the high demand nature of reserve collection items,

failure to return overdue reserve items within one day of being contacted will result in the cancellation of borrowing privileges until such time as all items have been returned.

No.7: Overdues
Effective Date: 10/87
Revised: 09/00

7.1 Borrowed items are considered to be overdue

when they have not been returned by the due date/time.

7.2 Fines are charged for overdue items, at the rate of

25 cents/day on regular loans
25 cents/hour on reserves

7.3 Fine limits:

Each different category of user has a fine limit

Paperbacks Collection Items: $10.00 They may be replaced by a comparable substitute: i.e. any other fiction paperback in good condition. If the patron brings in an acceptable replacement, their invoice will be cleared and no fines will be charged.

Supplies that are loaned: Scientific Calculators $40; Simple Calculators $10; Scissors $20; Flash drives $10

8.3 Failure of any CNC borrower to return overdue materials

or make restitution for lost materials will result in suspension of all borrowing privileges.

8.4 Failure of CNC students to return overdue materials

or make restitution for lost materials will result in suspension of all borrowing privileges and eventual withholding of their transcripts at the end of term.

The Library accepts payment by debit card, credit card, cash or cheque. Post-dated cheques are not accepted. There is an NSF charge of $25.00 on all returned cheques.

8.5 Any borrower who has over $200 owing on their account,

or who has not returned the material or paid the invoice within 30 days of being invoiced, will be referred to the College's Collection Agency.

8.6 If a borrower pays for a lost item and then returns it, in good condition,

within one year, the borrower may request a reimbursement. The reimbursement will not be for the full invoiced amount. It will be for the invoiced amount minus the maximum overdue fine for that item.

8.7 Any borrower who deliberately damages an item

will have an immediate suspension of all borrowing privileges. The borrower's name may be forwarded to Administration for further disciplinary action.

No.9: Interlibrary Loans
Effective Date: 10/87
Revised: 10/21

9.1 Loans from the CNC Collection to Regional and Non-Regional Borrowers

9.1.1 All residents of the College region may gain access to CNC Library collections

through CNC regional offices or through local public, secondary school, or special libraries.

9.1.2 Residents outside of the College region may gain access to CNC Library collections

by requesting materials on interlibrary loan, through their local library.

Interlibrary Loan Charges Chart

BORROWER CATEGORY	Charge for Loans from CNC Collections: PHOTOCOPIES	

No.10: Gifts and Donations
Effective Date: 10/87
Revised: 10/21

10.1 The Library welcomes gifts of books or other library related materials.

Textbooks must be published in the last five years. Other materials do not have a date restriction.

The library reserves the right to later dispose of items that are found to be duplicated or considered to be unsuitable for the collection.

11.4 To reserve a suitable display space and time, the Library Director should be contacted.

Complete the Library Display Form, listing a description of the display, display period and person responsible for the display. The normal display period is two weeks.

11.5 Items to be displayed must be suitable for the areas available.

Putting items on display and removing them is the responsibility of the group or person in charge of the display.

11.6 The Library is not responsible for loss or damage of items while they are on display.

Those who display must provide their own insurance for items on display.

College of New Caledonia Library Display Form

Please fill in entire form

Description of display:

_____

_____

_____

Items to be displayed:

_____

_____

Will library materials (books, magazines etc.) be used to supplement the display?

_____

Display period from _____ to _____

Person responsible for display _____ Phone _____
(set-up and removal)

Name of class or organization _____

Date of request _____

14.6 Change

Change is generally available at the Circulation Desk for amounts up to $10.

If a person needs change while paying for any service (photocopying, laser printing, fines etc.) the $10 limit does not apply. We will give change, if we have the change on hand.

14.7 Photocopiers

The charge for copying is 10 cents/page for regular and legal size paper and 20 cents/page for oversize 11 x 17" paper. Charges may be billed back to an employee's department if the copying is for instructional or college business use.

Colour copying/laser printing is available in Media Technology Services; costs are itemized on the forms next to printers.

14.8 Microform reader/printer

The charge for printing is 10 cents/page. CNC employees may request a departmental charge-back if printing is for instructional or college business use. Requestors may be invoiced if printing is done for them by library staff. External groups may be invoiced if prior arrangements have been made with the Library.

14.9 Fax machine

The fax machine in Media Technology Services is

Wireless access is available in the library. Users need a CNC account to login to the network.

Free Wireless ‘visitor’ logins are available at the circulation desk for
- out of town visitors to Prince George
- out of town people staying in residence on a temporary basis.
- temporary guests of CNC who may be using our library meeting rooms and may require an on-site login. Network plug-in ports are available in each of the study rooms, and if users require a cable they may borrow one at the circulation desk
- temporary guests of CNC in other special situations, login pre-approved by Library Director or VP Student Services
- Note: users who wish to pay for access to network stations are covered under Student Lab #1 above.

The Library is not responsible for the maintenance of machines or for software reliability. Equipment and software problems are referred to Information Technology Services staff.

14.11 Media equipment

A TV/VCR/DVD/Blu-Ray unit is available in the library. Users are asked to supply their own headphones. This equipment is available on a first come, first served basis and may not be reserved or booked in advance. Circulation staff reserve the right to “bump” a person from a machine after extended use, or if there is a waiting line for the machine, or in other special circumstances. Study-related use takes priority over recreational use. In addition to these units, a variety of other equipment is available for booking in Media Technology Services.

14.12 Holding Personanq(-2 792 reW*nBT/F2 9f1 0 0Dsp4ority o7 g0 G[M5n)5(l)-6(ab)-7(l)5(e oq 0up1 464.38 431.23 Tm0

No.15: Seminar Rooms
Effective Date: 10/87
Revised: 10/21

15.1 Rooms are available for booking to any registered library patron.

15.2 Size

In the library, there are 8 seminar rooms available for booking. Seven small rooms are suitable for groups of 1-5 people; one large room is for 1-12 people

Single-person use: Rooms can be booked for single-person use, except during Exam Weeks.

In Media Technology Services, there are 2 equipment rooms available for booking. The small meeting room (2-713, for 4 people) is equipped with a DVD/VCR unit. The large meeting room (2-714, for 8 people) is equipped with computer presentation equipment (computer, speakers,

@ hour	$30.00+1.50 GST=$31.50
@ half day up to 4 hour	$60.00+3.00 GST=$63.00
@ day	$120.00+6.00 GST=$126.00

These charges are based on current College Room Rental Rates Schedule.
The person who books the room should fill out a Room Booking Form
(copy 1-2 to Library Assistant, Office – c.3 to Applicant)

No.16: Lost and Found
Effective Date: 12/04
Revised: 09/20

16.1 The PG Campus Lost and Found is located in the Security Office.

People who find items can drop them off at the Security Office or (optionally) at the Library, for referral to Security.

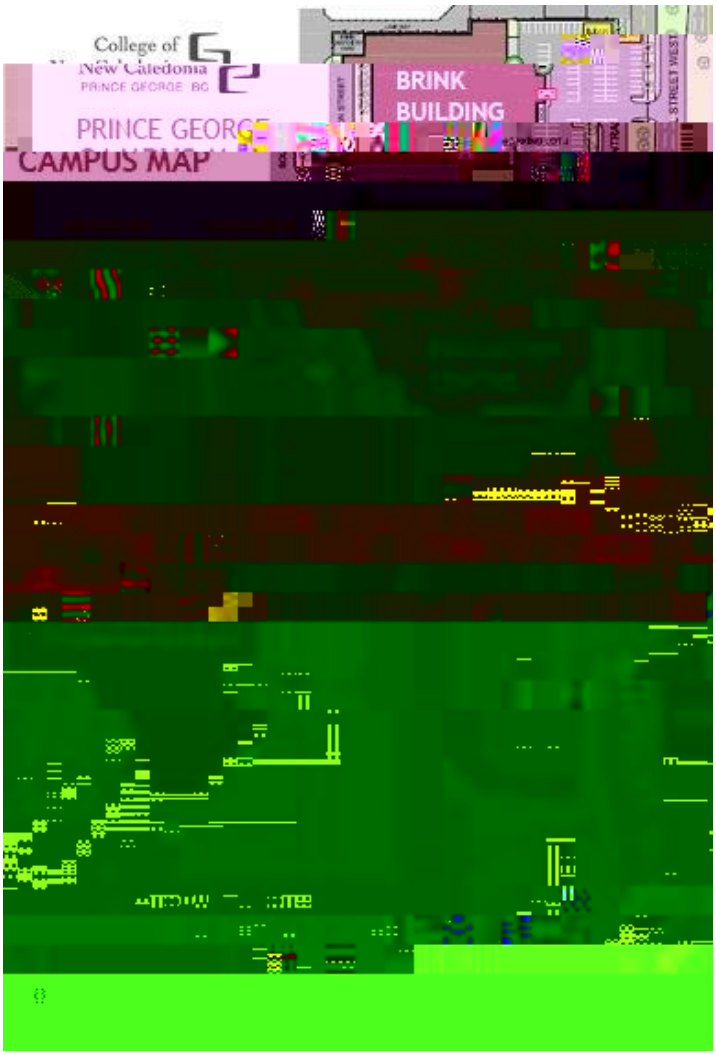
16.2 If items are dropped off at the Library, we follow these procedures:

DISCARD

No.17: Fire Safety and Evacuation
Effective Date: 10/87
Revised: 10/18

In the event of a fire or safety drill, a voice announcement will tell us to evacuate. Library staff are asked to open the emergency exits and direct patrons through these doors, to the assembly points shown on the map below.

Staff in the back room are asked to go out the emergency exit door located next to the periodical lounge



Evacuation in other situations

Power failure:

If there is a power failure, the generator will kick in. We generally wait for power to return; but if it is still out after two hours, the library and Media Technology Services should be shut down and people sent home. This direction will usually come from the Library/Media Technology Services Director or from a senior executive member or Facilities/Security personnel. However, in the absence of any direction (e.g. off-hours, on weekends) staff can close the service after two hours and simply notify Facilities/Security and Library/Media Technology Services Manager after the fact.