

Circulation Policies

Access

Patrons: Borrowing privileges are extended to MCAD students, faculty, staff and alumni and to the permanent staff of the MIA and approved staff of the CTC.

General Public: The Library is open to the general public for the purposes of in-house reference and research on a space-available basis. In addition, the Library will lend through interlibrary loan for the general public. We do not participate in reciprocal borrowing with Pals libraries.

Patrons

Students: Full and part-time student have borrowing privileges when presenting an MCAD Id.

Mobility students: will have full undergraduate student privileges.

Continuing Studies student: Those students enrolled for credit will be allowed borrowing privileges. Auditing students will be allowed to pay a \$20 access fee for borrowing privileges which will be valid through the course of their CS class.

PSEO patron status: PSEO students will be assigned to Continuing Studies - Students status with the exception of their expiry dates which will be set to the end of the semester.

Summer checkout: student preregistered for the Fall term will be allowed to check out material over the summer, starting the first day of summer classes.

Permanent Faculty: will have borrowing privileges anytime of the year. Those faculty on sabbatical or leave of absence have full library privileges

Adjunct Faculty: will have privileges prior to and through the semester for which they are teaching classes. If they are teaching the following semester, they will be allowed to maintain overdue material on their record between semesters.

Continuing Studies Faculty: have library privileges for the duration of their class. They must fill out a borrower application and include their home address. They will not be allowed to have long-term overdue material on their record between sessions.

MFA Mentors do have borrowing privileges.

Casual Laborers: We do not provide borrowing privileges to casual laborers. If they are alumni, we can sign them up as alumni and waive the annual fee.

Alumni: Alumni must be in good standing to be granted privileges or record renewals. They must pay off all prior fines and bills (including student record) and must be clear of outstanding debts in the Business Office

MIA and CTC staff: Permanent staff have borrowing privileges and will be assessed fines for overdue materials. MIA interns may check out materials with permission from a permanent MIA staff and with the staff member's card. MIA docents must use the group card held in the docent's office.

Items

Books

Undergraduates: 4 weeks with 1 renewal

Graduate students: 4 weeks with 2 renewals

Faculty: 6 weeks with 2 renewals

Staff: 4 weeks with 1 renewal

All other categories of users: 2 weeks with 1 renewal

Other categories of materials check out for 1 week and shorter periods, please ask at the Circulation desk.

Non-circulating materials: Faculty may check out non-circulation Reserve and Special Collection materials. Most will check out overnight. Periodicals are strictly non-circulating except for faculty to take to their class with special permission.

Fines and Bills

Overdue fines of 25 cents daily will be charged for all overdue materials with a maximum fine of \$5 per item.

Billing for Replacement: Patrons will be billed automatically by the Aleph system two days after the maximum fine has accrued

Fines over \$10 will automatically be placed on student records in the Business Office.

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