Sault College Library
Loan Policy

1. The Sault College Library exists to provide effective access to recorded knowledge for all faculty, students, and staff of Sault College.

2. The Library’s Loan Regulations are essential to ensure all members of the Sault College community have fair and reasonable access to Library materials, services, and facilities. These Regulations are enforced through levying fines, suspending privileges, applying encumbrances, and through other sanctions specified in Library policies.

3. A valid Sault College Student or Staff card is required to borrow and renew Library materials. Alternate photo identification may be used if the individual does not have their card. Community users may purchase their own Library cards, with limited borrowing privileges. Users are responsible for all items checked out on their card. Lost or damaged Library materials may subject the user to fines, replacement fees, and/or encumbrances on their student account.

4. Library materials, services, and facilities may be accessed at the Library’s Circulation Desk during regularly posted Library hours. Registered Sault College Library users may borrow, or use in-library, items from the Library’s Stacks, Reference, Periodical, Course Reserve, Audio-Visual, Juvenile or Career Guide collections, according to their stated loan periods and usage regulations.

5. Library users may place Holds on items already on loan, and will be contacted when Holds become available. Library users may also renew items checked out to them, in person, by phone, or through the online renewal service. Materials may not be renewed if they have outstanding Holds, if the renewal limit has been reached or borrowing privileges are blocked.

6. Library materials may be returned through the Book Drop or directly to Library Staff. Materials should not be returned in any other manner, including being left on the Circulation Desk. Materials found in the stacks but still checked out are considered returned on the date found by Library staff.

7. Users with overdue items, fines, or Lost charges may receive a courtesy reminder from Library staff to ensure items are returned promptly. Contacts may be made via phone, regular mail, and Emails to student or staff accounts. Borrowers receive a date due slip
and have access to view due dates using their online Sirsi account. Lack of receipt of a courtesy reminder is not a valid reason for forgiving an amount owing.

8. Users have the right to appeal overdue fines, using the Library’s Fine / Fee Appeals Form, available at the Library and on the Library’s Web site. Appeal forms must be filled out in full and submitted in person at the Library Circulation Desk during regular Library hours. A resolution to the Appeal should be forthcoming within ten working days. Please note that the following are not acceptable reasons for appealing a fine: lack of awareness of Library policies; failure to notice due dates; failure to renew on time; or failure to receive a courtesy reminder, either electronically or by mail.