



University  
of Windsor

**\*Policy Title:** External Borrowers

**Policy Number:**

**\*Date Established: [original date of approval]** July 1, 2019

**\*Office with Administrative Responsibility:** Leddy Library

**\*Approver:** Leddy Library

**\*Revision Date(s): [fill this in each time an amendment is approved]**

#### *Introduction / Background / Purpose*

To provide information and to explain the procedure for processing a patron record and card for an external borrower.

#### *Application / Scope of Policy*

An External Borrowers Card allows people not affiliated with the University of Windsor to borrow books and videos from the Leddy Library.

**Who can apply:** External Borrowers Cards are available at no cost to the following groups, with the presentation of appropriate identification:

- University of Windsor Alumni
- Canadian University faculty, students and staff
- U of W Giving Campaign members
- Visiting Professors and Post-Doctoral Fellows of Canadian institutions
- St. Clair/Lambton College faculty only
- Wayne State University faculty

#### **How to apply:**

Application for an External Borrowers card must be made in person at the Leddy Library Circulation Desk and must be accompanied with photo-identification and proof of address.

**External Borrowers only have access to databases via the public access (stand-up) computers. They cannot log into the sit-down computers and they do not have remote access to databases. To have access to the sit-down computers, alumni borrowers may request a reactivation on their UWin email address (see Alumni Borrowers and Computer Access).**

(a) **University of Windsor Alumni**

- Patron must fill out an External Borrowers Application form and show photo identification with proof of address.
- Proof of graduation must be established either by the patron, via the on-line alumni list, or by calling the Registrar's Office.
- Borrowing cards for alumni of the University of Windsor are free.

(b) **Community Members who are not U. of W. Alumni**

- Patron must fill out an External Borrowers Application form and show photo identification with proof of address.
- The cost of the card is \$20 for a 4-month card or \$50 for a 1-year card.

The default loan period for external borrowers is 14 days with automatic renewals for up to 2 months, provided there have been no requests placed on the item(s).

External Borrowers will be held financially responsible for any damage to Library materials. External Borrowers are subject to Leddy Library Loan Periods and Policies, and will not be issued a new library card until all outstanding charges have been paid.

*Cross References (May include Procedures and Forms Related to the Policy^)*

Leddy Library Loan Periods and Policies

Alumni Borrowers and Computer Access

Public Access Computers and Workstations