



University
of Windsor

***Policy Title:** Leddy Library Loan Periods and Policies

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 outline Leddy Library's loan periods and policies.

Application / Scope of Policy

Loan Periods and Policies

	Loan Period	Item Limit	Cannot borrow when fines are...
Undergraduate students	14 days	25	in excess of \$10
Graduate students	28 days	50	in excess of \$10
Faculty and Staff	28 days	100	in excess of \$10
Affiliated faculty	28 days	50	in excess of \$10
Affiliated borrowers	14 days	15	existing in any amount
External borrowers	14 days	15	existing in any amount
High school students	14 days	15	existing in any amount

Loan Policies

It is the responsibility of every borrower to return library materials by the due date, to respond to Library notices, and to keep the Library informed of a current address. A notice sent by the Library to the address on file will be deemed to have been received by the borrower. The due date on the emailed receipt provided when you borrow items is the official due date. Failure to do will result in overdue fines.

Non-payment of any account may result in the referral of an outstanding account to the University of Windsor's Department of Finance for further measures. *Leddy Library reserves the right to withhold or withdraw borrowing privileges at any time.*

Undergraduate Students

- The default loan period for undergraduate students is 14 days with automatic renewals for up to 6 months, provided there have been no requests placed on the item(s).
 - Undergraduate students have an item limit of 25 items at one time.
- Students are required to respond to any request notices issued by the library, or be subject to overdue fines.

Graduate Students, Faculty, and Staff

- The default loan period for faculty and graduate students is 28 days with automatic renewals for up to 1 year provided there have been no requests placed on the item(s).
 - Graduate students have an item loan limit of 50 items at one time.
 - Faculty and Staff have an item loan limit of 100 items at one time.
- All users are required to respond to any request notices issued by the library, or be subject to overdue fines.

External Borrowers

- 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 have an item loan limit of 15 items at one time

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

Affiliated Borrowers

External Borrowers

Leddy Library Fines