

E.10 Library

Learning Environment
Nunavut Arctic College

Nunavut Arctic College Library

POLICY

Nunavut Arctic College shall provide library services to support the instructional programs at the College.

PRINCIPLES

1. Nunavut Arctic College acknowledges the necessity to provide accessible library resources to students and faculty in support of its programs and services.
2. Circulation of library materials is available to all students and staff of the College. Limited circulation may be available in some cases to other persons, at the discretion of the Librarian or designate.

PROCEDURES

1. Library cards will be issued to students and staff of the College when the individual borrows from the library for the first time.
2. Period of circulation will be two weeks for students and staff. The circulation period may be extended at the discretion of the Librarian.
3. The number of items circulated shall be limited to five per person at any given time. Requests for additional items may be approved at the discretion of the Librarian or designate.
4. The types of materials circulated will normally be limited to the circulating portion of the collection. Government documents and pamphlet file material may be circulated at the discretion of the librarian. Periodicals will not be circulated. *Instructors may request that they routinely receive photocopies of tables of contents of specific journals to alert them to new developments in their field.
5. Loss control will be achieved by the regular issuing of overdue notices a week after the material becomes due, and in the cases of non-return, a report will be forwarded to the Bursar or designate to either debit the student's account for the value of the book plus an administration fee, or in the case of a student having left the campus, to request that the student be invoiced for value of the book plus an administration fee. All other borrowers will be invoiced for the value of the book.
6. It is the cardholder's responsibility to report any lost or stolen cards. The individual will be held responsible for all library materials borrowed under his/her name.
7. Inter-library loans – No fee is charged for Nunavut Arctic College users where the material is for academic purposes. A fee will be charged for non-College users and non-academic loans.
8. Instructors at Campuses with libraries may request that specific journals be routinely circulated to them.