

Procedures for the Application of Reciprocal Borrowing Privileges in Quebec and Other University Libraries Across Canada

Libraries subcommittee

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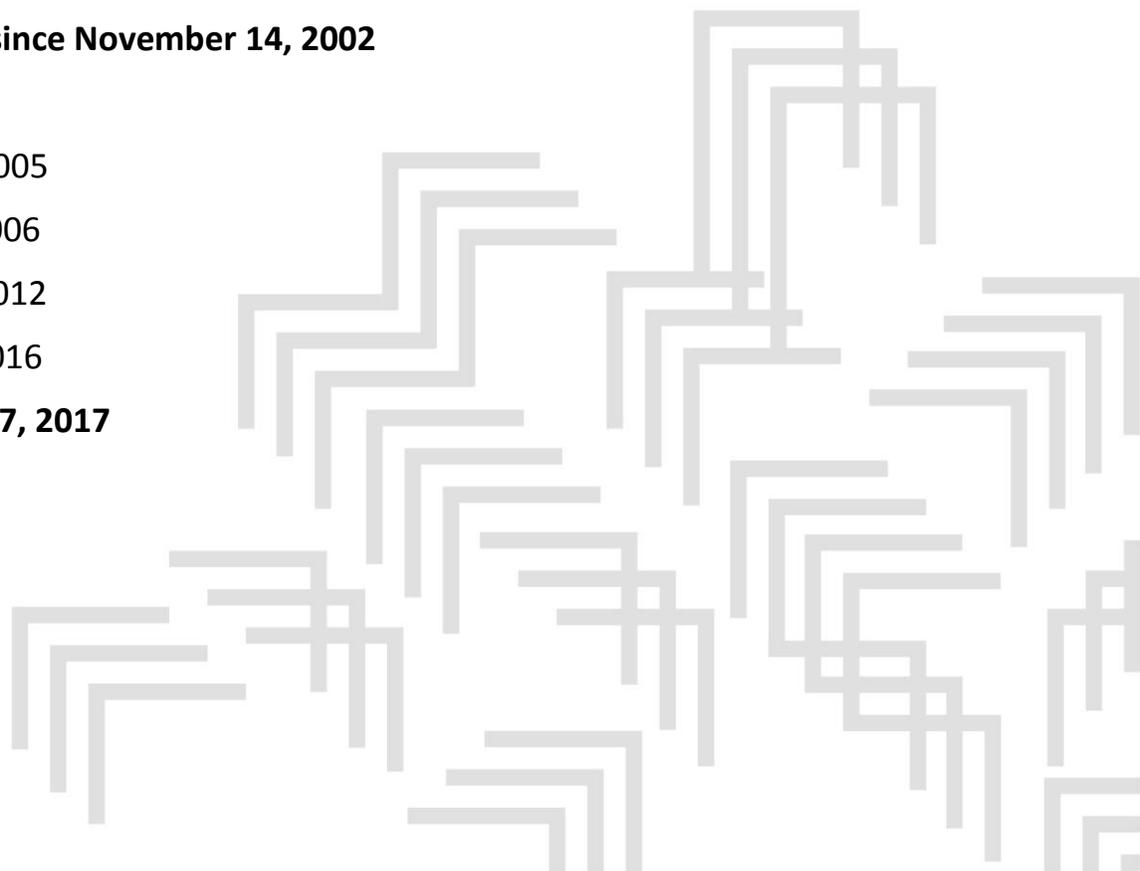


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INTRODUCTION

The granting of reciprocal borrowing privileges in Canadian university libraries is based on the principle of resource sharing. This being the case, those who wish to take advantage of direct borrowing privileges should make use of the resources of their home library before using those of other participating libraries.

1. AGREEMENT ON RECIPROCAL BORROWING PRIVILEGES BETWEEN CANADIAN UNIVERSITY LIBRARIES

1.1. OBJECTIVE

The Agreement gives full-time or part-time faculty, visiting faculty, lecturers, undergraduate students¹, masters and doctoral students (whether full-time or part-time), retired faculty, and all categories of staff of Quebec universities, including retired staff, borrowing privileges in Quebec and Canadian university libraries.

The Agreement applies equally to those who hold an introduction card issued by the Council of Atlantic University Libraries/Conseil des bibliothèques universitaires de l'Atlantique (CAUL/CBUA), by the Ontario Council of University Libraries (OCUL), and by the Council of Prairie and Pacific University Libraries (COPPUL).

Applies in Quebec only:

Borrowers from Bibliothèque et Archives nationales du Québec (BAnQ) may, upon presentation of a letter of introduction signed by an authorized person of the BAnQ, benefit from this agreement exclusively in Quebec university libraries.

Instructor-researchers from Quebec CEGEPs with a letter of authorization from the Academic Dean of their CEGEP or College, can also benefit from this agreement in Québec university libraries.²

For further information on this agreement, please visit the following address: <http://www.curba.ca/rbprov.html>.

¹ In effect since December 4, 2015 – Résolution 2015-BIBL-302-R-3

² In effect since December 2, 2010.

1.2. PARTICIPATING LIBRARIES

The libraries of all Quebec universities and of universities of other provinces of Canada are participating in this Agreement (a complete list appears in Appendix 1).

In addition, by virtue of a special agreement between the Quebec university libraries, the Bibliothèque et Archives nationales du Québec (BAnQ) is also part of the Agreement according to the conditions described in section 1.1 of this document.

1.3. LENGTH OF THE AGREEMENT

The Agreement has been in effect since May 1, 2002 and will remain in place for as long as it suits the participating consortia.

1.4. DEFINITION OF RECIPROCAL BORROWING PRIVILEGES

Borrowing privileges are granted to anyone who is eligible under the Agreement and who can go in person to a participating library to borrow.

Borrowing privileges are the same as those normally granted to undergraduate students, external users, or other categories of borrowers, whichever is appropriate.

However, for **undergraduate students at participating universities** and members of the BAnQ, this agreement gives direct borrowing privileges for up to three (3) circulating³ items for a **maximum** of twenty one (21) days, according to the policies in place at each individual library.

Charges may be levied for borrowing privileges or other library services by the lending library.

Lending libraries may also offer library borrowing privileges and other services to borrowers from Canadian university library consortia other than BCI. The policies and agreements already established among consortia will continue to prevail.

³ Special provisions for specific collections may be applied to direct borrowing privileges for undergraduates at the discretion of the lending library.

2. OPERATIONAL ISSUES

2.1. ISSUING BCI CARDS

For regular members of the university community

As means of identification, users should present their institutional ID cards when requesting a BCI card at the circulation desk of their home institution’s library. The circulation desk staff subsequently issue the user a BCI card, being careful to check off the appropriate category, i.e. **undergraduate**, **graduate** or **faculty & staff**



Should an **error be made when issuing a BCI card, the card should be destroyed and a new card issued**. This is a precaution to keep illegible or altered cards out of circulation.

For CEGEP instructor-researchers

Universities cannot issue BCI cards to CEGEP instructor-researchers. CEGEP faculty must make a request directly to the Bureau de Coopération Interuniversitaire by providing an official letter from their CEGEP’s Academic Dean authorizing them to request a BCI card. This letter can be sent by email or post and must be addressed to the attention of the BCI Research Officer in charge of libraries. CEGEP instructor-researchers are given the same privileges as *graduate students*, according to the policies in place at each participating library.

BCI cards issued to CEGEP instructor-researchers have the following characteristics:

- There should be no university identified.
- Only the “ARC/Association pour la recherche au collégial” box should be checked-off.



BCI cardholders from the CEGEP community can only avail themselves of Quebec university library resources.

For Bureau de Coopération Interuniversitaire (BCI) employees.

Historically, BCI employees can obtain a BCI card with the privileges of “**faculty and employees**”. The card is issued by a resource person at the Bureau de Coopération Interuniversitaire.

BCI cards issued to BCI employees have the following characteristics:

- There should be no university identified.
- Only the “Faculty & Staff” box should be checked-off.



For Bibliothèque et Archives nationales du Québec (BANQ) users

Bibliothèque et Archives nationales du Québec (BANQ) users who wish to avail themselves of the privileges of this agreement must present to the circulation desk of the lending library a letter of introduction issued by an authorized person of the BANQ. A borrowing card will subsequently be issued to the user by the host library. The user

must retain the letter of presentation issued by the BAnQ for access to other BCI host libraries. A BCI card will not be issued to the user.

2.2. BORROWER IDENTIFICATION

Borrowers who wish to take advantage of this Agreement at a Quebec university library must identify themselves to the lending library in one of the following ways:

- BCI introduction card. The card is valid from October 1 to September 30 of the following year.
- OCUL (Ontario Council of University Libraries) introduction card⁴, CAUL/CBUA (Council of Atlantic University Libraries/Conseil des bibliothèques universitaires de l'Atlantique) introduction card, or COPPUL (Council of Prairie and Pacific University Libraries) introduction card – (see pages 16 and 17)
- Letter of introduction from the Director of a participating Quebec library
- Letter of introduction signed by an authorized person from the Bibliothèque et Archives nationales du Québec (BAnQ).

Personal identification will also need to be presented to allow library staff from the host institution to validate a borrower's identity before issuing a borrower's card.

The BCI introduction card must be presented in order to borrow materials from other Canadian university libraries.

2.3. BORROWER REGISTRATION

Each participating lending library will register the borrower according to local procedures.

Upon presentation of the required proof of eligibility and personal identification, the lending library staff will create a new borrower's record in the circulation system. To this end, each lending library will determine which card the borrower is to present, that is, the borrower's home library card or another card issued locally by the lending library.

The presentation of a consortium card issued by BCI, CAUL/CBUA or COPPUL is to be considered the only proof of eligibility for borrowing purposes. However, it is the lending

⁴ **CAUL/CBUA**: the ASIN card (Atlantic Scholarly Network) with an expiry date;

OCUL: the IUBP card (Inter-University Borrowing Project);

COPPUL: the COPPUL card with an expiry date (grey for graduate students, faculty and staff or yellow for undergraduates)

library's responsibility to ensure the identity of a borrower who holds an introduction card.

It is incumbent upon the borrower to provide proof of eligibility to the lending library as well as all the necessary information to confirm his or her identity.

It is the responsibility of each participating library to inform its borrowers of the policies and procedures for obtaining borrowing privileges in other participating libraries.

However, it is incumbent upon the borrower to have proof of eligibility before visiting another library.

Under no circumstances, should the consortium card be surrendered to a lending library. The card, or authorization letter, is to be retained by the borrower for use in other libraries, should it be needed.

Those who hold a letter of introduction issued by the authorized person of his or her home library should present it to the Director of the lending library for approval.

2.4. RETURNING BORROWED ITEMS

Staff at the host library should inform library users about procedures for returning borrowed materials. While materials may be returned to other libraries within the same consortium, library users will be expected to return borrowed materials directly to host libraries that are part of another consortium. In the former case, after the return date is noted, materials will be forwarded to the lending library. Even if an item is returned late to the lending library, no fine will be levied due to delivery delays.

Material borrowed from other Canadian university libraries must be returned by the borrower directly to the lending library.

2.5. RENEWALS, RECALLS, OVERDUES AND FINES

By requesting a BCI card, borrowers acknowledge that they will respect the policies and procedures of the lending library, including the renewal and recall of items, and fines policies.

The lending library is responsible for sending overdue notices, and for billing for lost materials and fines as well as for any other billing fees.

Borrowers who ignore overdue notices will receive an invoice for the total amount due, according to the policies and procedures of the lending library. When the amount due reaches \$50 or more, a billing notice will be sent to the borrower's home library which

will in turn take the necessary steps to inform the borrower to resolve the situation with the lending library, including the suspension of borrowing privileges. The total amount due includes overdue fines, replacement costs, and administrative fees, all subject to the policies of each lending library.

The home library must be informed when the lending library bills a delinquent borrower.

The minimum information sent to the home library must include the borrower's address, phone number, BCI card number and the amount owed.

A borrower in arrears may reestablish borrowing privileges once fines and fees are paid in full to the lending library. In such a case, the lending library must issue a receipt for all paid fines. The borrower must present the receipt to his/her home library in order to resume borrowing privileges.

It must be noted that a delinquent borrower's home library may apply any other sanctions imposed by its internal regulations.

The importance of communication between the lending and home libraries regarding the resolution of fines is vital so that the libraries maintain accurate records.

CANADIAN UNIVERSITY RECIPROCAL BORROWING AGREEMENT

PARTICIPATING LIBRARIES (AS OF MARCH 1, 2016)

[By name of institution]

ALBERTA

Athabasca University

Concordia University College of Alberta

The King's University College

MacEwan University

Mount Royal University

University of Alberta

University of Calgary

University of Lethbridge

COLOMBIE BRITANNIQUE

Kwantlen Polytechnic University

Royal Roads University

Simon Fraser University

Thompson Rivers University (formerly University College of the Cariboo)

Trinity Western University

University of British Columbia

University of Northern British Columbia

University of the Fraser Valley

University of Victoria

Vancouver Island University

MANITOBA

Brandon University

University of Manitoba

University of Winnipeg

NOUVEAU-BRUNSWICK

Mount Allison University

Université de Moncton

University of New Brunswick

TERRE-NEUVE-ET-LABRADOR

Memorial University of Newfoundland

NOUVELLE-ÉCOSSE

Acadia University

Atlantic School of Theology

Dalhousie University

Mount Saint Vincent University

Nova Scotia College of Art & Design

Saint Mary's University

St. Francis Xavier University

Université Sainte-Anne

University College of Cape Breton

University of King's College

ONTARIO

Algoma University

Brock University

Carleton University

Lakehead University

Laurentian University

McMaster University

Nipissing University

Ontario College of Art & Design*

* Does not loan to students from other institutions, except from Ryerson and York

Queen's University

Royal Military College of Canada

Ryerson University*

* Does not loan to undergraduate students from the University of Toronto

Trent University

University of Guelph

University of Ontario Institute of Technology

University of Ottawa

University of Toronto*

* Does not loan to students from other institutions

* Fees apply for faculty, graduate students and staff from other universities

University of Waterloo

University of Windsor

Western University

Wilfrid Laurier University

York University*

* Does not loan to undergraduate students from the University of Toronto

ÎLE-DU-PRINCE-ÉDOUARD

University of Prince Edward Island

QUÉBEC

Bibliothèque et Archives nationales du Québec

Bishop's University

Concordia University

École de technologie supérieure

École nationale d'administration publique

École Polytechnique

HEC Montréal

Institut national de la recherche scientifique

McGill University

Télé-université

Université de Montréal

Université de Sherbrooke

Université du Québec

Université du Québec à Chicoutimi

Université du Québec à Montréal

Université du Québec à Rimouski

Université du Québec à Trois-Rivières

Université du Québec en Abitibi-Témiscamingue

Université du Québec en Outaouais

Université Laval

SASKATCHEWAN

University of Regina

University of Saskatchewan

PRESENTATION CARDS ISSUED BY OTHER CANADIAN ACADEMIC LIBRARY CONSORTIA

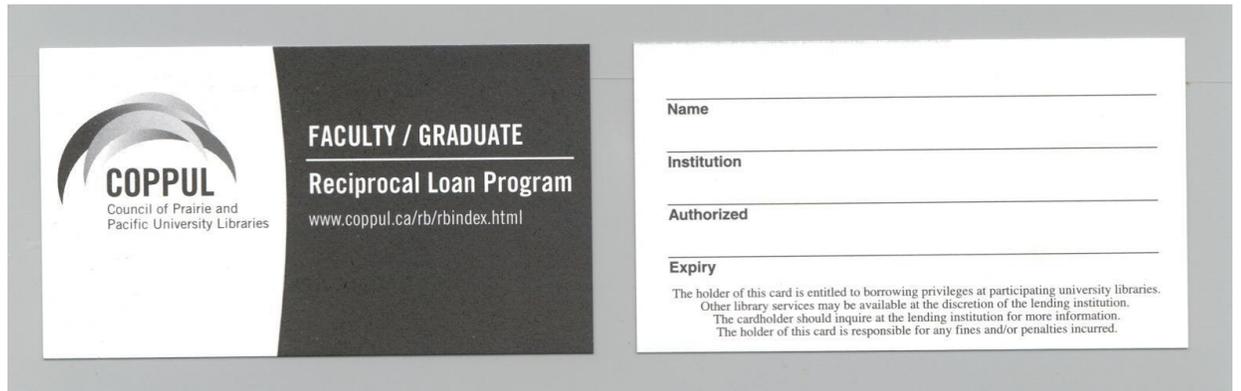
CAUL/CBUA - COUNCIL OF ATLANTIC UNIVERSITY LIBRARIES/CONSEIL DES BIBLIOTHÈQUES UNIVERSITAIRES DE L'ATLANTIQUE



Inter-University Borrowing Card Carte d'emprunt interuniversitaire

Partners in/Partenaires du CURBA: <http://caul-cbua.ca/curba>

COPPUL - COUNCIL OF PRAIRIE AND PACIFIC UNIVERSITY LIBRARIES



OCUL - ONTARIO COUNCIL OF UNIVERSITY LIBRARIES

INTER-UNIVERSITY BORROWING PROJECT
Ontario Council of University Libraries
BORROWER'S CARD

Issued to:

ID No.:

Bar Code No.:

Status:

At:

Expiry date:

Authorized by:

See Reverse Side

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