

# **Procedures for applying blocks and invoicing for fines in excess of \$50 relating to the agreement to extend reciprocal borrowing privileges to library users from universities across Quebec and Canada**

Libraries subcommittee

In effect since November 2012

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## **TABLE OF CONTENTS**

1. Background .....	5
2. Terms and conditions for recalls and fines .....	5



## 1. BACKGROUND

Under the **Agreement to Extend Reciprocal Borrowing Privileges To Library Users from Universities Across Canada**, users are considered to be “delinquent” when fines or invoices are added to their files by participating BCI libraries. However, this will not affect their borrowing privileges at their home institution’s library.

In order to ensure that fines and invoices are paid by the delinquent user, section 2.5 of the BCI’s PROCEDURES FOR THE APPLICATION OF RECIPROCAL BORROWING PRIVILEGES IN QUEBEC AND OTHER UNIVERSITY LIBRARIES ACROSS CANADA provides an inter-university procedure that restricts the “local” rights of users with fines or invoices exceeding \$50 at another BCI library.

## 2. TERMS AND CONDITIONS FOR RECALLS AND FINES

Section 2.5: *Renewals, Recalls, Overdues and Fines* of the BCI’s PROCEDURES FOR THE APPLICATION OF RECIPROCAL BORROWING PRIVILEGES IN QUEBEC AND OTHER UNIVERSITY LIBRARIES ACROSS CANADA stipulates the following:

« By requesting a BCI card, the borrower is acknowledging that he/she 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, for billing of lost materials and fines as well as for any other billing fees.

Borrowers who ignore overdue notices will receive a bill notice 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 his/her 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 his/her 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 home library in order to resume his/her borrowing privileges.

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

For these measures to be applied, participating libraries planning to request that a delinquent user's home institution apply a block will need to submit this request to the contact person whose coordinates are listed in the table that follows:

CONTACT PERSON FOR REQUESTS TO APPLY BLOCKS IN QUEBEC		
INSTITUTION	CONTACT PERSON	COORDINATES
<b>Bibliothèque et Archives nationales du Québec</b>	Pascale Félixat-Chartier	<a href="mailto:pascale.chartier@banq.qc.ca;">pascale.chartier@banq.qc.ca;</a> 514-873-1101 / ext. 3267
<b>Bishop's University</b>	Daniel Bromby	<a href="mailto:daniel.bromby@ubishops.ca;">daniel.bromby@ubishops.ca;</a> 819-822-9600 / ext. 2407
<b>École de technologie supérieure</b>	Vicky Gagnon-Moutzouris	<a href="mailto:Vicky.gagnon-moutzouris@etsmtl.ca;">Vicky.gagnon-moutzouris@etsmtl.ca;</a> 514-396-8800 / ext. 7200
<b>École nationale d'administration publique</b>	Québec/ Alain Gagnon	<a href="mailto:alain.gagnon@enap.ca;">alain.gagnon@enap.ca;</a> 418-641-3000 / ext. 6473
	Hull/Johanne Bolduc	<a href="mailto:Johanne.bolduc@enap.ca;">Johanne.bolduc@enap.ca;</a> 819-771-6095 / ext. 2221
	Montréal/Jocelyn Carron	<a href="mailto:Jocelyn.carron@enap.ca;">Jocelyn.carron@enap.ca;</a> 514-849-3989 / ext. 3962
<b>École Polytechnique de Montréal</b>	Lyse Bourget	<a href="mailto:lyse.bourget@polymtl.ca;">lyse.bourget@polymtl.ca;</a> 514-340-4711 / ext. 4659
<b>HEC Montréal</b>	Louise Labelle	<a href="mailto:Louise.labelle@hec.ca;">Louise.labelle@hec.ca;</a> 514-340-6204
<b>Institut national de la recherche scientifique</b>	Marie-Eve Dugas	<a href="mailto:Marie-eve.dugas@ucs.inrs.ca;">Marie-eve.dugas@ucs.inrs.ca;</a> 514-499-4098

Télé-université	Marie-Josée Drolet	<a href="mailto:Marie-josee.drolet@telug.ca;">Marie-josee.drolet@telug.ca;</a> 418-657-2262 / ext. 5333
Université Concordia	Andréa Harland	<a href="mailto:andrea.harland@concordia.ca;">andrea.harland@concordia.ca;</a> 514-848-2424 / ext. 7702
Université de Montréal	Line Guérin	<a href="mailto:line.guerin@umontreal.ca;">line.guerin@umontreal.ca;</a> 514-343-6111 / ext. 4086
Université de Sherbrooke	Sylvie Fournier	<a href="mailto:sylvie.fournier2@usherbrooke.ca;">sylvie.fournier2@usherbrooke.ca;</a> 819-821-8000 / ext. 63556
Université du Québec à Chicoutimi	Lana Munger	<a href="mailto:Lana_munger@uqac.ca;">Lana_munger@uqac.ca;</a> 418/545-5011 / ext. 2303
Université du Québec à Montréal	Marie-Claude Béland	<a href="mailto:beland.marie-claude@uqam.ca;">beland.marie-claude@uqam.ca;</a> 514-987-3000 / ext. 3402
	Line Bourbonnais	<a href="mailto:Bourbonnais.line@uqam.ca;">Bourbonnais.line@uqam.ca;</a> 514-987-3000 / ext. 4313
Université du Québec à Rimouski	Émilie Lavallée	<a href="mailto:emilie_lavallee@uqar.ca;">emilie_lavallee@uqar.ca;</a> 418-723-1986 / ext. 1437
Université du Québec à Trois-Rivières	Joanne Lacoursière	<a href="mailto:Joanne.Lacoursiere@uqtr.ca;">Joanne.Lacoursiere@uqtr.ca;</a> 819-376-5011 / ext. 2287

<b>Université du Québec en Abitibi-Témiscamingue</b>	Manon Lapointe	<a href="mailto:Manon.lapointe@uqat.ca;"><u>Manon.lapointe@uqat.ca;</u></a> 819-762-0971 / ext. 1133
<b>Université du Québec en Outaouais</b>	Lucie Bois	<a href="mailto:Lucie.bois@uqo.ca;"><u>Lucie.bois@uqo.ca;</u></a> <a href="mailto:comptoirlb@uqo.ca;"><u>comptoirlb@uqo.ca;</u></a> Comptoir du prêt : Pavillon Taché 819 595-3900 / ext. 2370 Lucie Bois 819 595-3900 / ext. 1624
<b>Université Laval</b>	Isabelle Chabot	<a href="mailto:Isabelle.Chabot@bibl.ulaval.ca;"><u>Isabelle.Chabot@bibl.ulaval.ca;</u></a> 418-656-2131 / ext. 6829
<b>Université McGill</b>	Robert Selby	<a href="mailto:Robert.selby@mcgill.ca;"><u>Robert.selby@mcgill.ca;</u></a> 514-398-4409

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