

## 1 GENERAL POLICIES

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Access privileges for Library Learning Commons [LLC] users vary according to user category and are granted subject to the continued adherence to the established LLC regulations and College policy. Loan periods, borrowing privileges, and other policies are written with the intent of giving users fair access to LLC materials. In this regard, all active students, faculty members, and staff of George Brown College have priority access to Library Learning Commons' collections with full borrowing privileges.

### 1.1 Requirements

A borrower's card is required to sign out materials and to use reserve material in the Library Learning Commons. Full-time students, faculty, and staff use their College photo identification card as their borrower's card. Part-time, Continuing Education and other authorized users may obtain a generic borrower's card or buy a photo identification card from the LLC upon showing proof of registration. The card is not transferable.

All borrowers are responsible for *all* transactions made on their borrower's card and are subject to overdue fines and/or the payment of the full replacement costs for all lost materials and vandalism charges for damaged materials, in addition to the applicable fine. A schedule of late fees and other costs will be posted on the LLC Website and will be updated from time to time.

Borrowing privileges are suspended while fines in excess of \$10 are outstanding. Transcripts may be withheld until the user's record is cleared of fines and other outstanding charges.

### 1.2 Access Rights – Category of Users

- a) Active students, staff, faculty
- b) Active students and faculty from other colleges
- c) Alumni
- d) Retired Staff
- e) General Public

#### 1.2.1 Access Rights – Students, Staff, and Faculty

Students, staff, and faculty members of George Brown College have priority access to the resources housed in the Library Learning Commons.

#### 1.2.2 Access Rights – Students of Other Colleges

George Brown College's Library Learning Commons is currently a signatory to the Ontario Community College Libraries Resource Sharing-Direct Borrowing Agreement. Under this agreement staff, faculty and students who are currently employed at or registered in a program at any Ontario College of Applied Arts and Technology may borrow circulating materials on condition that the individual borrower is responsible for the safe return of all materials borrowed or for the replacement costs and all other charges that may be incurred.

### 1.2.3 Access Rights – Alumni

Alumni [former students who have graduated from a diploma, certificate or degree program from George Brown College] must register with the Alumni Office in order to take advantage of Library Learning Commons privileges. The Alumni Card will be required as identification for Alumni to update their Library/Student ID for Library Learning Commons access. Alumni will have access to the following resources free of charge. A generic borrower card will be issued to Alumni who no longer have their student photo ID card.

Alumni Privileges include:

- Access to the Library's general collections, reference materials and in-library use of video/DVD collections
- Access to specified computers and most databases (except where licensing prohibits) **upon sign-in each visit** in order to obtain the required temporary user-ID.
- Borrow a maximum of 2 books for the regular 2-week loan period; a maximum of 2 renewals are permitted if made in person or over the phone.
- Computer printing and use of photocopiers on a cash basis

Alumni Privileges exclude:

- Interlibrary loans
- Access to the Library's reserve and other special collections as well as 1-day, 3-day or 7-day loan items
- Access to databases using remote authentication
- Wireless access

### 1.2.4 Access Rights – Retired Faculty and Staff

Retired faculty and staff continue to have access to the Library's resources, including borrowing privileges subject to holds placed on resources by active students, staff and faculty. Access to the Library's research computers and most databases (except where licensing prohibits) in the Library Learning Commons is permitted **upon sign-in at each visit** in order to obtain a temporary user ID.

### 1.2.5 Access Rights – Members of the Public

Users from the general public are limited to the in-library use of books, periodicals, magazines, and newspapers only. Use of media and reserve collections is restricted. Use of LLC computers by community users is permitted for the purpose of locating information for use in the LLC only. Please note that users from the general public are restricted to using only those computers that do not require a personal login that are designated for this purpose. Also note that licensing agreements preclude community access to research databases and other electronic resources.

For the annual payment of an external borrower fee, members of the public may borrow up to two 14-day loan items at any given time.

**1.3 Use of Resources**

The primary use of all resources, including hardware, software, audio, video, and textual resources, is for academic purposes.

Users have the right to consult and borrow resources without prejudice. While the obligation of sharing resources is governed, in part, by College codes of conduct, information about the activities of individual borrowers – including materials used – is not released to any person, institution, or agency, except as may be required in the application of sanctions or as required in matters of law enforcement or under the provisions of the Freedom of Information and Protection of Privacy Act [F.I.P.P.A]

**1.4 Security**

Library Learning Commons staff reserve the right to request identification from any user – in particular, those users who have set off the security alarm when entering or leaving the LLC, those users who are deemed to be using resources and technology inappropriately, and those users whose behaviour is deemed to be disruptive or contrary to College or LLC policy. Users who refuse to provide identification when requested will be asked to leave the premises. Likewise, users who fail to adhere to College codes of conduct and LLC policies may have their privileges suspended pending disciplinary action by their academic Chair or Dean.

**2 FINES SCHEDULE**

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A schedule of all late fees and other charges will be posted on the LLC Website and will be updated from time to time.

**George Brown College – Academic Policies and Guidelines**

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**3 LOAN PERIODS**

ITEM	PERIOD OF LOAN
Books/ and other materials.	<p><u>Students</u> – 14 days with 2 renewals made in person, online or by telephone. The maximum number items that can be loaned concurrently is 25.</p> <p><u>Students with disabilities</u> with an accommodation profile may borrow materials for 28 days with a maximum of 1 renewal of 28 days by phone, online or in person. The maximum number of items that can be loaned concurrently is 25.</p> <p><u>Faculty/Staff</u> – 28 days with 2 renewals made in person, online or by telephone. The maximum number items that can be loaned concurrently is 25.</p> <p><u>Students of Other Colleges</u> – Subject to the terms of the Direct Borrowing Agreement [Section 6]. Loan period is subject to material type and internal user demand</p> <p><u>Alumni</u> – Maximum of 2 items for 14 days with 2 renewals made in person or over the phone</p> <p><u>Retired Faculty or Staff</u> – Maximum of 2 items for 14 days with 2 renewals made in person or over the phone</p> <p><u>Member of General Public with Borrower Card</u> – Maximum of 2 items for 14 days without renewal.</p>
Reserve Materials	Some specially marked, heavily-used, required-reading materials may be signed out for 2 hours, 1-day, 2-day or 7 day loans by active students only.

#### 4. LLC ACCEPTABLE USE POLICY

The George Brown College Acceptable Use Policy for Students governs the use of LLC information systems and resources. It describes the responsibility of the student in regard to the proper use of GBC information systems and resources, including those made available through the LLC.

- The use of information systems and resources by students is also governed by the Code of Student Conduct, the Ontario Human Rights Code, and the College Prevention of Discrimination Policy.
- Access to college information systems is a privilege. Access may be revoked if students misuse or abuse College and LLC systems. The College reserves the right to control excessive use of computing resources to ensure equitable access by all users of the service. During peak periods, the LLC may place time limitations on the use of LLC technology and place restrictions on specific uses/applications, e.g. recreational web-browsing, chat, etc.
- Students must comply with legislation regarding copyright, trademark and licensing agreements. This legislation applies to printed, audio and visual materials, information accessed via the Internet, and software applications. [See also College Copyright Policy.] Only software that has been authorized for use within the college may be installed on LLC systems. The installation of peer-to-peer software is not authorized nor permitted.
- All information systems and technology are to be used in an ethical and legal manner [including e-mail and Internet use]. Information systems cannot be used to: facilitate the defamation or degradation of individuals, infringe upon copyrights, conduct or participate in criminal activity, or in any way that might assist in the creation of a hostile, discriminatory or harassing environment for other users. Harassment includes, but is not limited to, displaying or printing sexually offensive material and displaying hate literature or symbols (see *Prevention of Discrimination and Harassment Policy* at George Brown College).
- LLC information systems and technology may not be used for personal business or commercial enterprises.
- Users must not disable or circumvent any security mechanism or device that is connected to the network. Use of network mapping software is specifically prohibited.
- LLC hardware and software are not to be removed, changed or reconfigured. Theft of college equipment and resources is a criminal offence that will be reported accordingly.
- Passwords and other authentication credentials cannot be shared. Users should select strong passwords as a safeguard against unauthorized access to information. Users who suspect that their password has been compromised, should change their password immediately. Users who reveal their password to the Help Desk for support purposes should change it immediately.
- Users are responsible for the security and safekeeping of their own information. This includes coursework and documents created in the course of academic studies at the College. Students are responsible for making their own backups and protecting their own information. Personal files are not to be stored on LLC computing resources. The College is not responsible for the loss or damage to user information under any circumstances.

- Users who connect their own computing equipment to the GBC network do so at their own risk. Users are advised to utilize anti-virus software and personal firewalls to protect their own machines.
- .George Brown College cannot guarantee the security, privacy and confidentiality of e-mail sent through the College network. The use of e-mail for academic purposes is at the discretion of the Faculty in which it is used. Students should be cautious of sending personal and private information via the college network or the Internet. Students should be aware that information that they choose to share through social networking websites may be accessible to members of the public or potential employers. Students should not post personal information that may put themselves at risk,
- Users who suspect that a security incident has occurred [such as a virus outbreak, equipment theft, or the unauthorized disclosure of information] should report it to the LLC Help Desk immediately.

Please note: GBC has the right and responsibility to monitor information systems and network usage for the purpose of making sure that it is adequately protected, available for use and not being misused.

## **5. Sanctions**

Violations of this policy will result in consequences which may include: a formal warning, loss of LLC privileges, suspension, or expulsion from the college. In some situations, such as illegal acts, the College may be required to report the activities to the Police.

Sanctions for violations of the policy will be applied in accordance with the College's Academic Policies, Non-academic Discipline Policy and the Codes of Conduct.

## **6. Ontario Community College Libraries Resource Sharing-Direct Borrowing Agreement**

### Principles of Agreement

As long as this agreement remains in force, College staff, faculty and students may borrow in person from any Ontario College of Applied Arts and Technology Library with the following provisions:

1. Each borrower is responsible for the safe return or replacement of material borrowed or for any charges incurred.
2. Only circulating material as defined by the lending library may be borrowed.
3. Only college staff, faculty and students who are currently employed or registered are eligible to request a Direct Borrower's card.

### Policies and Procedures - Proof of Registration

The prospective borrower must have a current identification card that has been issued to the borrower by the home college. The borrower must present this card to the circulation desk at the lending library for validation and fill out any registration forms to establish a local address. Collateral identification and/or a refundable deposit may be required. If

no expiry date is shown on the home college ID, the lending library may request verification of current status.

Length of Loan

The initial loan period and any subsequent renewals are at the discretion of the lending library.

Fines and Overdue

Borrowers will be responsible for all fines incurred. The lending library may request the assistance of the home library with overdue items and fine collection. Borrowing privileges at the home library may be suspended until the obligations of the lending library have been met. Other penalties such as withholding of marks may be applied by the home library.

Damaged and Lost Library Materials

Borrowers are responsible for all material borrowed in their name. Lost items must be reported promptly to the lending library's circulation department. Borrowers who lose or fail to return library materials will be charged replacement costs as determined by the lending library. The borrower may also be invoiced by the lending library for library materials that were returned in a damaged condition.

Sanctions

The lending library may withdraw borrowing privileges from any borrower who abuses the provisions of the Direct Borrowing Agreement. All Ontario Colleges of Applied Arts and Technology Libraries are participating in the Direct Borrowing Agreement as of September, 2007

**7. Alumni – Terms and Conditions for Alumni use of LLC Resources**

- The client's borrower card must be activated annually.
- To have his/her borrower card reactivated, the client must be in good standing in order to maintain his/her borrowing privileges. A history of overdue fines, for example, will result in restrictions/limitations being placed upon the client's privileges.
- The client agrees to pay all overdue fines, replacement and other charges that have been levied for failure to return materials and for lost or damaged library materials.
- The client must immediately notify the Library Learning Commons of the loss of his/her borrower card, or of any change of address or other contact information.
- The client is required to sign-in at the Help Desk each time [s]he wishes to use a Library Learning Commons computer – catalogue stations excepted. The client will be given a daily password and service account to login to the computer.
- The client agrees to abide by all College and Library Policies including the Library Learning Commons Computer Use Policies and Guidelines and the College's Information Technology User Policy.