 <p><b>POLICY</b></p> <p>WRH Universal (WRU)</p>	<b>Document Title:</b> WRH Health Sciences Library Circulation		<b>Policy Number:</b>
	<b>Department:</b> Library Services		<b>Page 1 of 3</b>
	<b>Author:</b> Toni Janik (Library Services Coordinator)	<b>Authorized By:</b> Linda Morrow (Manager) Sharon Morris (Director)	<b>Effective Date:</b> 02/14/2014 <b>Next Review Date:</b> 02/14/2019 <b>Revision/Creation Date:</b> 02/14/2014 <b>Origination Date:</b> 10/20/2014

## WRH Health Sciences Library Circulation

### Policy:

The Health Sciences Library allows the borrowing of specified material from its collection. Circulating materials are loaned for a period of two weeks. Selected high use items have a loan period of one week. Some materials are Reference only and are not available for loan.

### Purpose:

The borrowing of library resources is intended to support the information needs of staff towards the care of WRH patients, and also their own continuing education.

### Scope:

The WRH Health Sciences Library collection is for the use of all employees of WRH, all medical staff (e.g. physicians), and Board of Directors affiliated with the Hospital. Residents and nursing students are not permitted to borrow from the Library's collection, although Schulich School of Medicine & Dentistry Students may borrow items from the designated Schulich Collection of texts.

### Process:

All WRH staff, physicians, and board members are invited to sign up for Health Sciences Library borrowing privileges. Personal information will be required to activate the online circulation system module for borrowing library materials. This information will also generate overdue notices and notification of requested materials available for borrowing. This information will only be used by the Library for circulation functions unless otherwise specified by the requestor for other used within the library.

All WRH staff, physicians, and board members registering for library borrowing privileges will receive a barcode which will be attached to the back of their WRH employee badge. This barcode enables borrowing to occur within the Health Sciences Library's automated EOSi library system.

Staff, physicians, and board members must show proof of employment/hospital privileges by providing their WRH employee/physicians privileges badge.

Personal information is then collected, so that the appropriate screens are able to be completed within the online library circulation module (please refer to the attached form). A barcode is then attached to the patron's WRH badge by the library staff.

In order to borrow materials, the patron must first provide their WRH badge to library staff and present the books they wish to borrow.

When borrowing, the library staff will input the patron's library barcode number into the borrowing module of the online system to retrieve their personal information. Secondly, the library staff will input the barcode number of the item(s) to be borrowed into the borrowing module. This action attaches the borrower's name to the item(s) being checked out and creates the patron's borrowing record.


When the patron returns the borrowed material(s), the library staff will input the barcode number of the item(s) borrowed which will then clear the patron's borrowing record for said item(s).

### Overdue Materials:

The Library policy is to send out **first** overdue notices when the item(s) borrowed have not been returned by the due date. If the item(s) are not returned after an additional four weeks, a **second** overdue notice with invoice for the price of the item(s) plus a \$10.00 (ten dollars) administration fee will be sent to the borrower, and their borrowing privileges will be suspended until the items are either returned or the invoice is paid directly to the Library.

In the case of an employee, if the item(s) continue to be outstanding after an additional four weeks, the Human Resources Department will then deduct the replacement value of the book(s) plus a \$10.00 (ten dollars) administration fee from the employee's next paycheque.

In the case of a physician or board member, if the item(s) continue to be outstanding, their borrowing privileges will be suspended until such time that the items are either returned or the invoice is paid directly to the Library.

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**Overdue Notices:**

Step One

If the patron fails to return the borrowed item(s) on time, the circulation module of the EOSi library system will produce a first overdue notice. The first notice will identify the patron and the item(s) borrowed by the patron, which are now overdue. These notices will be sent out to the address/email chosen by the patron at the time they registered for library borrowing privileges.

Step Two

If the patron still has not returned the overdue item(s) after another four weeks, a second overdue notice with an invoice will be issued to the patron.

Step Three

When the item(s) are eight weeks overdue, and not action has been taken by the borrower to either return the item(s) or pay for the replacement, the Human Resources Department will deduct the replacement value of the item(s) plus the \$10.00 (ten dollars) administration fee from the patron's next paycheque. If the patron returns the borrowed item(s), their name is cleared from the overdue list. They are now able to again borrow material.

HEALTH SCIENCES LIBRARY EMPLOYEE / PHYSICIAN  
CIRCULATION SIGN UP FORM

**For Library Use Only**

Patron ID: P \_\_\_\_\_ Employee Badge / ID # \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_ Department: \_\_\_\_\_

Metropolitan Campus

Ouellette Campus

Work Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: Ontario Postal Code: \_\_\_\_\_

Work Phone/Ext.: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address (preferred): \_\_\_\_\_

It is library policy to send out an overdue notice when items borrowed have not been returned by the due date. If the item(s) are not returned after an additional four weeks, a second overdue notice with invoice for the price of the item(s) will be sent to the borrower, and their borrowing privileges will be suspended until the items are either returned or the invoice is paid.

In the case of an employee if the item(s) continue to be outstanding after an additional four weeks, the Human Resources department will then deduct the replacement value of the book(s) and a \$10 (ten dollars) Administrative fee from the employee's next paycheque.

I have read the above library policy and agree to have the replacement costs deducted from my paycheque if I fail to return my book(s) in a timely manner.

I also understand that my borrowing privileges will be suspended, if I fail to return my book(s) in a timely manner, until such time that the items are either returned or the invoice is paid directly to the library.

In the case of a physician if the item(s) continue to be outstanding their borrowing privileges will be suspended until such time that the items are either returned or the invoice is paid directly to the library.

I do hereby affirm that the information provided above is accurate, complete, and true to the best of my knowledge.

**Employee / Physician Signature:** \_\_\_\_\_