
Library Renewals and Overdue Materials Policy

Policy Sponsor:	Director, Library & Scholarly Resources
Policy Contact:	Associate University Librarian, Learning & Research Services
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Approval Group:	General Faculties Council
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Procedure:	Library Renewals and Overdue Materials Procedures

Purpose

To outline Athabasca University (the University) Library's policy regarding overdue Library Materials and extensions to borrowing Library Materials (renewals).

Definitions

Library Patron:	Members of the University community, including faculty, staff, professors emeriti, adjunct professors, tutors, students, alumni, contract staff, and community members who have a Library Patron account which allows them to borrow materials from the Library's physical collection.
Library Materials:	Items in the Library's physical collection, including, but not limited to books, audio and audiovisual materials, and maps.

Policy Statements

Library Patrons are able to renew Library Materials they have borrowed from the University Library provided the item has not been recalled or had a hold placed on it by another patron.



The Library does not renew course materials after the student's course end date unless an extension has been granted.

Most Library Materials are renewed for four (4) weeks.

AU Library does not assess daily fines for the late return of materials.

Failure to return materials to the University Library upon the receipt of overdue or recall notice will result in the suspension of University Library services to the Library Patron and may also result in the suspension of other University services.

Library Patrons who do not return materials to the Library will be invoiced for those materials.

Applicable Legislation and Regulations

N/A

Related References, Policies, Procedures and Forms

[Athabasca University Calendar](#)

[Library Renewals and Overdue Materials Procedures](#)

[Core Library Services for AU Students Policy](#)

History

The General Faculties Council, April 26, 2016, Motion # 31-03 (Approved)