



Library Borrowing Policy

Policy Area: Library Services

Approval: Executive Principal

1. PURPOSE

The purpose of this *Library Borrowing Policy* is to inform library patrons about their borrowing privileges and loan periods for regular borrowing of library items, including books, DVDs, sound records, reports, etc.

2. DEFINITIONS

- **Library patron:** an individual who is eligible to borrow and use the Sheridan Library.
- **Regular Circulating Materials:** library materials that can be borrowed regularly such as printed books, textbooks, government documents, Curriculum Material Collection (CMC), Teachers' Resources (TR), Theses Collection (TC), sound recordings, reports and DVDs.
- **Loan period:** the time period that an item can be lent to a library patron.
- **Library Use Only or Not For Loan:** an item status which indicates that the item cannot be borrowed and must be used in the Sheridan Library.

3. GENERAL BORROWING GUIDELINES

Most items within the Sheridan Library collection, unless noted as "Library Use Only" or "Not for Loan" or "Reference", are available for regular circulating/borrowing by library patrons. Borrowing policies vary based on the type of material and library patron.

4. BOOKS AND OTHER REGULARLY CIRCULATING MATERIALS

4.1. Students:

- Free membership to students studying at Sheridan Institute of Higher Education
- Students need their student card to be able to borrow materials from the library
- Please note that students will also need to provide an alternative contact person's details
- Loan period: **6 weeks (42 days)**
- Renewals allowed: **1 renewal**
- Borrowing limit: **20**
- Fines: **No fines**

4.2. Staff:

- Free membership to staff working at Sheridan Institute of Higher Education
- Please note that staff will also need to provide an alternative contact person's details
- Loan period: **6 weeks (42 days)**
- Renewals allowed: **2 renewals**
- Borrowing limit: **30**

- Fines: No fines

4.3. Public Members:

- Public membership is available to people not studying at the Sheridan Institute of Higher Education
- \$50 for 12 months
- Loan period: **3 weeks (21 days)**
- Renewal allowed: **No renewal**
- Borrowing limit: **10**
- Fines: **No fines**

4.4. Reciprocal Borrowing:

- Sheridan maintains reciprocal borrowing rights with other higher education providers

APPENDIX: DOCUMENT HISTORY AND VERSION CONTROL RECORD

Document Title: Library Borrowing Policy

Source Documents: Borrowing books and music materials. (n.d.). University Libraries. <https://library.unt.edu/policies/borrowing-regular-items/>

Associated Internal Documents: Library Collection and Development Policy
Library Printed Journal Policy

Associated External Documents

Authorised Officer: Darren Smith

Approved by: Executive Principal

Date of Approval: 6/02/2026

Date of Next Review: December 2028

Version Number	Version Date	Authorised Officer	Amendment Details
1.00	22/10/2020	Executive Principal	
1.01	8/07/2022	Executive Principal	Standard review
1.01	6/02/2026	Executive Principal	Addition of Section 4.4 Reciprocal Borrowing; minor formatting changes