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		Senior Leadership Team	August 11, 2021
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1. Rationale

CCNM’s library provides information resources (in a variety of formats), technology, people, and space to allow faculty and students the opportunity to pursue learning, teaching, scholarship, and research in naturopathy.

2. Scope

This policy applies to all users of the library.

3. Definitions

“Authorized users” are current faculty, staff, and students, of the College.

“College” faculty, staff, and students of the Boucher and Toronto campuses of CCNM.

“Members of the public” refers to anyone that is not authorized user including but not limited to alumni of the College.

“Users credentials” refer to username and password.

“Users” refers to both authorized users and members of the public when they are onsite.

4. Responsibility

4.1 Manager, Library Services

The Manager, Library Services is responsible for ensuring that policies are updated to comply with college policies, legislation, and developments in the library profession.

5. Policy

The following are the library policies:

6. Accessibility

7. Circulation

7.1 Accounts

7.2 Cost, Damaged or Lost Materials

7.3 Damaged Materials

7.4 Loan Period

7.5 Lost Materials

7.6 Holds

7.7 Notices

7.8 Overdue Materials

7.9 Recalls

7.10 Renewals

7.11 Return Procedures

7.12 Suspension of Borrowing Privileges


8. Collection Development

9. Communications

10. Copyright

11. Electronic Resources



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- 15. Members of the Public

6. Accessibility

In compliance with accessibility legislation, the library provides, purchases, or borrows accessible or conversion-ready formats of materials. All materials, regardless of format, acquired for inclusion in the collection comply with accessibility legislation.

7. Circulation

To ensure the equitable use of the library's limited, in-demand print resources, the following circulation policies have been implemented.

7.1 Accounts

All authorized users are eligible for a library account. Authorized users are responsible for any materials checked out on their account. It is recommended that authorized users periodically review their library account online.



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7.2 Cost, Damaged or Lost Materials

To comply with accessibility and copyright legislation, the library is responsible for purchasing replacement materials. If a user has damaged or lost materials, the library will determine the cost to replace the materials. The user will be charged the full replacement cost for damaged materials.

7.3 Damaged Materials

The library will attempt to repair damaged materials. If materials are beyond repair, users will be charged the replacement cost of the materials.

7.4 Loan Period

Materials are loaned for period of four (4) weeks. A user may have a maximum of ten (10) items checked out from the collection at any given time.

7.5 Lost Materials

Lost materials are to be promptly reported to the library. The user will be charged the full replacement cost for lost materials.

7.6 Holds

Holds may be placed on materials currently checked-out of the library. An e-mail notification will be sent when materials on hold are available for pickup. Materials on hold will be placed in a designated area of the library. Materials will be held for one (1) week, after which time if the material has not been picked up the hold will be cancelled.

7.7 Notices

The library system sends out automated e-mail notices. These e-mails are a courtesy. Authorized users are expected to periodically review their library account online. Failure to receive a library e-mail notification is not grounds for relief from fees and/or the suspension of borrowing privileges.

7.8 Overdue Materials

On the first of each month the library will run an Overdue Materials report. If an authorized user has materials that are overdue at this time, the replacement cost for the material will be charged to authorized user's account. If the material is subsequently returned, the fee will be removed from the authorized user's account.

7.9 Recalls

Materials may be recalled at any time. Authorized users will have one (1) week to return recalled items to the library.



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7.10 Renewals

All materials may be renewed up to a maximum of three (3) times, assuming no holds have been placed on the materials. After three (3) renewals, materials must be returned to the library. Renewals are completed online through an authorized user's library account.

7.11 Return Procedures

Library materials should be returned as soon as they are no longer needed so that they can be used by other authorized users. Materials are to be returned to the library drop box.

7.12 Suspension of Borrowing Privileges

The ability to borrow materials from the library is a privilege.

Borrowing privileges are suspended when an authorized user has an outstanding replacement cost, because of an overdue item, and/or repeat violations of circulation policy, each of which may result in the permanent suspension of borrowing privileges.

8. Collection Development

The library's *Collection Guidelines* outline the overall approach to collection acquisition and management.

9. Communications

Library service alerts (e.g., library closures, disruptions of service, etc.) will be posted to the library's webpage.

All communications with authorized users must be from a college-provided application (i.e., CCNM email account or Microsoft Teams).

To ensure integrity and privacy the library will not communicate specifics about authorized user accounts over the phone.

10. Copyright

CCNM strictly observes copyright law. All materials, regardless of format, submitted to the library for inclusion in the collection comply with domestic and international copyright regulations. Library users must comply with the stipulations of all agreements associated with licenses and subscription-based materials in the library's collection. It is the responsibility of all library users to keep informed of, and comply with, copyright law.

The College has signed a *College Premium License Agreement* with Access Copyright.



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11. Electronic Resources

The college licenses and provides authorized users access to electronic resources both on-campus and remotely.

11.1 Credentials

The library complies with the College's policy for the use of computing resources and institutional data. User credentials are to be kept confidential.

11.2 Licensed Resources

Electronic resources for which the College pays subscriptions fees are limited to authorized users. License agreements constrain authorized users in the use of electronic resources for education, research, and teaching purposes, exclusively. Electronic resources for which the College pays subscription fees cannot be used for the purpose of private practice.

11.3 OPAC

The Online Public Access Catalog (OPAC) is freely available to search from the library webpage. Vendor license agreements restrict access to electronic resources to authorized users only.

12. Equity, Diversity and Inclusion

The library complies with the College policy on equity, diversity and inclusion.

13. General

To protect library materials and maintain clean library facilities, the following regulations are in place.

13.1 Access

Access to the library is by staff/student card and/or FOB. Authorized users are to refrain from granting access to the library to those who do not have a staff/student card and/or FOB.

13.2 Beverages

Beverages in closed containers are permitted in the library.

13.3 Earphones

All devices are to be muted, unless used with headphones. The volume on headphones is to be kept "low." The library has headphones available to borrow for library use.



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13.4 Electrical Cords

Electrical cords should be plugged into outlets that are provided. Electrical cords are not to cross open spaces, as they present a tripping hazard.

13.5 Exam periods

In support of students preparing for examinations, changes to general policies (e.g. hours of operation, food, etc.) during the examination periods may occur. Any changes to general policies during examination periods will be posted next to the library doors and on the library webpage.

13.6 Food

Snacks may be consumed in the library. Meals, heated or otherwise, are to be consumed outside of the library.

13.7 Fragrances

The library complies with the College's fragrance-free policy.

13.8 Hours

The hours of operation for library campuses are posted next to the library doors and on the library webpage. A notice of disruption in normal library hours (College-wide and/or campus specific) will be posted next to the library doors and on the library webpage.

13.9 Nuts

The library is designated as a nut-free zone.

13.10 Personal Effects

The leaving of personal effects unattended in the library has the potential to cause increased incidents of theft. Do not leave personal effects unattended in the library.

The library is not responsible for the security of personal belongings. Potential incidents of theft place users and library staff at risk of potential harm.

13.11 Photocopier/Printers

The library provides access to photocopying and printing technology to authorized users of the College. It is the responsibility of the user to ensure their use of photocopying/printing technology complies with copyright law.

13.12 Reshelving

Users are asked to refrain from reshelving materials. Materials can be left on reading tables/study carrels or placed in the drop box.



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13.13 Study Areas

The library provides silent, quiet, and/or group study areas. Users are asked to be attentive to their noise level ensuring it is appropriate for the area of the library they are utilizing.

13.14 Security

To ensure the security of both users and the library's collection the following have been put into place.

13.14.1 CCTV

Closed circuit television images are recorded within the library space.

13.14.2 RFID

Radio-frequency identification tags have been placed in all library materials.

14 Interlibrary Loan

While the library has taken every opportunity to purchase or negotiated license to the greatest possible number of resources that meet the needs of authorized users, from time-to-time the library may need to request a copy of a book chapter or journal articles from another library.

14.1 Article requests

If access to the full-text of a peer-reviewed article, published in English, is not available through a college negotiated license or subscription, an authorized users can request access.

14.2 Document Delivery

Authorized users can request access to a book chapter from a book that is held at another campus of the college or from a book that the library does not own or have a license to access.

15. Members of the Public

Members of the public may access library resources onsite at the discretion of library staff according to the designated procedure. All members of the public are required to schedule a time to access the library by emailing the library at library@ccnm.edu.