

**Procedures for Direct  
Undergraduate Borrowing  
Privileges in Quebec  
University Libraries,  
extending, the CREPUQ  
Agreement for Faculty and  
Graduate Students**

Sub-Committee on Libraries

June 18, 2008



**CREPUQ**  
CONFÉRENCE DES RECTEURS  
ET DES PRINCIPAUX  
DES UNIVERSITÉS DU QUÉBEC



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The granting of direct borrowing privileges to undergraduate students of Quebec Universities is based on the philosophy of sharing library resources. Those who wish to take advantage of this privilege must first exhaust the resources of their own university library.

## **1. AGREEMENT TO EXTEND DIRECT BORROWING PRIVILEGES TO UNDERGRADUATES IN QUEBEC UNIVERSITIES**

### **1.1 AIM**

This agreement gives Quebec undergraduate students the privilege of borrowing up to three items\* for a maximum of 14 days, without the option to renew, from other Quebec university libraries.

This agreement applies to all undergraduate students, full and part time, registered in a regular programme in a Quebec university.

### **1.2 PARTICIPATING LIBRARIES**

The libraries of all Quebec universities are included in this agreement as well as Bibliothèque et Archives nationales du Québec (BAnQ) via special agreements. **Appendix I** lists all participating libraries.

### **1.3 LENGTH OF THE AGREEMENT**

This agreement is in effect since June 1<sup>st</sup>, 2008 and will remain in place for as long as it suits the participating libraries.

## **2. METHOD OF OPERATION**

### **2.1 BORROWER IDENTIFICATION**

The borrower who wishes to take advantage of this agreement will identify his/her self to the lending library by means of a CREPUQ presentation card.

### **2.2 BORROWER REGISTRATION**

Each participating lending library will register the borrower according to local procedures.

When the CREPUQ card is presented, library staff will record the information in a local patron file or circulation system. Each lending library will decide if it prefers to issue a borrowing card or use the CREPUQ card.

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\* For restricted items, special procedures may apply.

It is the responsibility of the borrower to show the lending library the CREPUQ card as well as to provide appropriate personal identification (e.g., picture ID). The lending library is responsible for confirming the identity of the holder of the CREPUQ card.

Each participating library will inform its users of the conditions under which the undergraduate CREPUQ card is provided. However, it is the responsibility of each user to obtain a CREPUQ card before going to another participating library.

In no case is the CREPUQ card, issued by the home library, to be surrendered to a lending library. The CREPUQ card is to be retained by the user.

### **2.3 RETURNING BORROWED ITEMS**

The undergraduate may return borrowed items to the returns counter of the lending library or to the returns counter of his/her home library. In the latter case, after the return date is noted, materials will be forwarded to the lending library. Even if an item is returned late to the lending library, no fine will be levied due to delivery delays.

### **2.4 OVERDUES AND FINES**

In requesting a CREPUQ card, the borrower is acknowledging he/she will respect the policies and procedures of the lending library, including borrowing and fines policies.

The lending library is responsible for sending overdues notices, for billing for lost materials and overdues fines, and for any other billing fees.

The borrower with overdues who ignores notices or account information made available (e.g., on a library account to which he/she has access) will receive a bill from the lending library. When the overdues amount to \$50 or more, the home library will be advised and the latter will contact the student to be sure that the fines are attended to, even if this means suspension of borrowing privileges in the home library.

All fines, replacement costs, etc., are based upon the policies of the lending library.

The home library must be notified when the lending library bills a delinquent user.

The minimum personal information about a borrower must include name, telephone number, email address, home address, CREPUQ card number, and the amount owed.

The borrower in arrears may reestablish his/her borrowing privileges once all fines and fees are paid to the lending library. The borrower will receive a receipt for paid fines and this receipt is to be presented to the home library.

The home library has the right to apply other sanctions to their own borrowers who have fines elsewhere.

The importance of communication between the lending library and the home library about the resolution of fines is vital so that the libraries maintain correct records and users are treated fairly.

## **ANNEXE - PARTICIPATING LIBRARIES AGREEMENT ON DIRECT UNDERGRADUATE BORROWING PRIVILEGES IN QUEBEC UNIVERSITY LIBRARIES**

Bishop's University

Concordia University

McGill University

Université de Montréal

HEC Montréal

École Polytechnique

Université de Sherbrooke

Université Laval

Université du Québec

Université du Québec à Chicoutimi

Université du Québec à Montréal

Université du Québec à Rimouski

Université du Québec à Trois-Rivières

Université du Québec en Abitibi-Témiscamingue

Université du Québec en Outaouais

École nationale d'administration publique

École de technologie supérieure

Institut national de la recherche scientifique

Télé-université

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Bibliothèque et Archives nationales du Québec