

General

General Book Collection: 2 week loans

Reserves: Course materials, these items are on short term loan (2 hrs, 24 hrs, 3 days, 7 days)

Photocopiers: With an I.D. card

Renewals: Books not requested by another user may be renewed on the due date. No phone renewals. Late books cannot be renewed.

Holdings can be placed on books which are out on loan to another person this can be done by using the [Online Public Access Catalogue \(OPAC\)](#). Circulation staff will assist you with an assigned user number and password.

Searches: Fill out a form at the Circulation counter for books that are not out on loan but which cannot be located on the library shelves.

Recalls: When a phone call requesting the return of library material is made, the item(s) must come **back within 48 hours** or **fines will be charged**.

Overdue items: All Library material past the date or time that it was due is charged a fine. Unpaid library charges may result in:

- 1) loss of borrowing privileges
- 2) you will not be allowed to register in a new semester
- 3) you will not be able to graduate until all charges are cleared.

Overdue Fees

Books (excluding Reserves):

50 cents a day, maximum \$10.00 an item.

Reserve Material:

2-hour reserve book is 0.50 an hour, maximum \$20.00 an item (illegal removal from the library of a 2-hour book \$25.00).

24-hour reserve book is \$1.00 an hour, 3-day book is \$5.00 a day, and 7-day book is \$2.00 a day. Maximum \$20.00 an item.

CD's

\$1 per day, maximum \$20.00 an item.

Videotapes:

\$1 an hour, maximum \$20.00 an item.

Audio Visual Equipment:

\$1.00 per hour an item, maximum \$20.00 per item.

Unauthorized removal of "library use only" material:

\$25.00 an item, plus accumulated hourly fines.

Unauthorized loan period:

ie., (2 hr loan taken overnight) \$25.00.

Recalls:

Failure to return recalled material within 48 hours : \$25.00 a recall.

Vandalized or damaged materials:

\$25.00 an item; replacement costs; possibility of disciplinary action.

Lost or replacement material:

cost of item plus \$10.00 processing charge and \$5.00 billing charge.

Rules of Behaviour

- Please be considerate to all members of the Vanier Community :
 - Keep noise to a minimum so you do not disturb others.
 - Return any borrowed material on time.
 - Keep the Library clean. Only drinks in spill-proof containers are permitted in the Library. Please ensure that you clean up before you leave.
 - Respect the equipment. Follow instructions and ask for assistance.
 - Respect the space. Graffiti and vandalism on any property or material is strictly prohibited.
 - Please show respect to others. Threatening or harassing behaviour will not be tolerated.

Food and Drink

The purpose of this regulation is to ensure the protection and preservation of Library material, equipment, and furnishings, to prevent infestation of bugs, mice and other pests, as well as to provide a comfortable and appealing environment to all Library users.

Acceptable:

Drinks that are in spill-proof containers

Not Acceptable:

- Open drink containers
- Food
- Any food and drinks at computer workstations
- Food or drinks when using a laptop

Please Note:

College Security and/or Library staff will respond to complaints from others regarding disruptive food consumption.

Consequences of Eating in the Library:

Library staff reserves the right to:

- Ask the student to leave the Library
- Ask for the student's ID card, which must be carried at all times
- Report behavior to student services
- Call Security and have the student removed from the Library
- Suspend Library privileges

Please be Considerate:

We encourage you to help us monitor this regulation. Be considerate of others and clean up after yourself. Please deposit recyclable beverage containers into the nearest recycling bin.

Noise

Student success depends on having a quiet Library environment in which students can concentrate and study. However, sometimes students are required to study in groups or to consult with Library staff members, so Conversation zones are designated for silent study, for quiet study (including common areas) and for group study (including service areas).

Mutual cooperation and mutual respect between our students and staff are necessary to enrich the library environment. Any excessive noise or disruptive behaviour is unacceptable.

Conversation Zones

SILENT STUDY: (You will be asked to leave the area if you talk. No groups.)

- The Mezzanine (F-300)

QUIET STUDY: (Whispering only.)

- The Computer area (E-300)
- The 4th floor (F-400)
- Outside the classrooms (E-403 and E405)
- Common areas: Printers/Copiers, Stairwells, and Lobby

GROUP STUDY: (Normal conversation.)

- The 5th floor (F-500). This is a study area. Students must be studying or they will be asked to leave.
- Service areas: Circulation Desk, Reference Desk.

Cell phone conversations are not allowed anywhere in the Library. Please TEXT not TALK.

Consequences of noise or disruptive behaviour:

LIBRARY STAFF RESERVES THE RIGHT TO:

- Ask the student to lower his/her voice.
- Ask the student to move to another place in the Library.
- Ask for the student's Vanier ID card, which students must carry at all times.
- Ask the student to leave the Library.
- Call Security and have the student removed from the Library.
- Suspend library privileges.
- Report the incident to Student Services, resulting in long-term repercussions.

Computer Loan Regulations

1. All registered Vanier students who are library users and who do not have outstanding fines or liabilities of \$10.00 or more, may borrow a computer.
2. All users are required to have a valid Vanier I.D. card in order to borrow a computer.
3. The Library computers are reserved for research purposes only and any information entered on the computer may be recorded or monitored for security reasons.
4. Users must log on with their user name and password in order to use a computer. The users' time limit will appear on screen. Users will be logged off automatically when their time limit is reached.
5. Time limits may be extended by staff members if no one else is waiting to use a computer.
6. Computer users may not alter configurations on the hard drives, nor in any way endanger the proper functioning of the computers and the network.
7. Computer users may not download or upload any software or data onto the computers.
8. The Copyright Act of Canada must be respected.
9. No game playing, consumption of food, instant messaging or chat room activities will be tolerated.
10. Students will lose their privilege to borrow Vanier College Library computers if caught eating or drinking near a computer (from two weeks to an entire semester).
11. All computers are Deep Frozen. After being turned off or reset, the computer does not retain any data that may be saved on the computer.
12. The Library is not responsible for students' files that may become lost or corrupted during their usage of the computers.
13. Computer users must save their files on a USB drive or CD in case of power outages, the computer being reset or turned off.
14. The Faculty computer will require a User Name and Password to be accessed.

Questions, Comments or Complaints:

Questions, comments or complaints about this policy or its application should be addressed to the Public Services Librarian (514-744-7500 X8222 or Library@vaniercollege.qc.ca).

VANIER COLLEGE LIBRARY LAPTOP LOAN REGULATION

The Vanier Library has 36 laptop computers with wireless capability available for short-term loan to Vanier College students. They are available at the Circulation Desk and may NOT leave the Library. You must comply with all Vanier College policies. Following is the laptop loan regulation for this service.

Eligible Borrowers: Current Vanier students, staff and teachers.

Identification: Current Vanier ID Card, the only card accepted.

Circulation Procedures

Laptops will be available on a first-come, first-serve basis and cannot be reserved in advance. Only one computer per person will be loaned at a time. To borrow a laptop, students must present a valid and active Vanier ID card at the Circulation Desk and be in good standing with the College. Students who do not meet these requirements will not be allowed to borrow a laptop – no exceptions. Every qualified borrower must sign a first-time agreement form. Staff will inspect the laptop before signing it out to the borrower. Laptops must be returned in-person to the Circulation Desk staff and must be shut down. Students will be allowed to renew the same laptop in-person (one time only) if there is no one waiting. Borrowers will be required to wait until a staff member verifies that the laptop is in good condition when it is returned.

Copyright Statement

It is illegal to scan any images or text that is not your personal intellectual property unless you have the express written consent of the owner of that property or unless it is covered by Vanier College's agreement with Copibec. It is the responsibility of the person scanning the images or text to obtain, in writing, any required permissions.

It is likewise illegal to make copies of any digital files (software, audio compact discs, DVDs, etc.) without the express written consent of the copyright owner.

For more information, please consult *The Copyright Act of Canada* through the Department of Justice Canada (<http://laws.justice.gc.ca/en/C-42/index.html>).

Vanier College IT Usage Policy

Vanier College students are expected to read this policy in its entirety, especially the following:

The Statement of Acceptable Use clearly states that failure to use the Information Technology or Computing Resources and Computer Facilities in an acceptable manner may lead to the termination of access to computing services, shutdown of computer account(s), expulsion from Vanier computer facilities, and other possible losses of privileges as well as the possibility of further disciplinary action by the College under relevant policies such as the Zero Tolerance Policy, the Cyber-bullying Policy, or the Human Rights Policy, and/or referral to legal and law enforcement agencies.

Vanier College Library Laptop Computer Loan Regulation Frequently Asked Questions (FAQs)

Who is eligible to borrow a Vanier Library laptop?

Only current Vanier students, staff and teachers whose Library accounts are in good standing may borrow a laptop. A valid Vanier ID card is required

Where do I go to check out a laptop?

Vanier Library Circulation Desk on the 3rd floor, F 300 (Telephone: 514-744-7500 X7539)

Where can the laptops be used?

The laptop MUST STAY in the Vanier Library, but may be used on any of the three floors of the Library.

What software is on the laptop?

Microsoft Office and Internet Explorer are installed on every laptop. Do not add, delete, or change any programs, applications, files, screen savers, or bookmarks. Please see Vanier College's I.T. Usage Policy at: <http://www.vaniercollege.qc.ca/acadean/policy/7210s26.pdf>

How long can I use the laptop?

Laptops may be checked out for a maximum of two hours and are available on a first come first served basis. The laptops have only about 2 hours of battery power so if you are working on a document, you will need to save to your external drive frequently. Please be aware that the power may go off at any time. The same laptop may be renewed for an additional 2 hours if no one is waiting and other computers are available, and another laptop may be checked out for the same reason.

What hours are the laptops available?

Laptops are available whenever the Library is open, but must be returned to the Circulation Desk **one half hour before closing** regardless of checkout time. Please check the Library's hours at: <http://www.vaniercollege.qc.ca/vc-library/hours.html>. Failure to return the laptop by the deadline will be considered a loss by Vanier College and the borrower will be charged a replacement fee of \$2,000.00, and will lose the privilege to check out laptops.

What responsibilities do I have for a laptop?

Laptops must not be left unattended at any time. Vanier Library staff observing an unattended laptop will take it to the Circulation Desk. You will be charged \$25.00 and lose the privilege to check out laptops for the semester.

If there is an emergency evacuation of the building, carry the laptop with you outside and search for a Library staff member. You are responsible for the laptop.

You must immediately report any loss or damage to the Circulation Desk staff. You could be charged up to the full replacement cost (\$2000.00) if a laptop charged out to you is stolen, lost or damaged. A hold

could be placed on your Vanier student account (preventing future registration or issuing of transcripts) until arrangements are made to pay the replacement cost.

Can I book a laptop in advance?

Advance bookings/holds for laptops will not be accepted.

Are there power outlets available in the Library for using the laptop?

Yes, there are electrical outlets throughout the Library. Please do not unplug library equipment to plug in the laptop.

Can I use the laptop on battery power?

Yes, but check the battery level by clicking on the battery icon (bottom right of the screen) which indicates the remaining battery life.

Can I print from the laptop?

Yes, but it is recommended to send your document to your email or save it on an external device (ie.USB, flash drive, etc.) first.

To print:

- 1) Make sure wireless connection is turned on – click on Microsoft Explorer icon and log in with your username and password: username: e (your student number) for example: **e123456** password: van (your birthday: mm/dd/yy) for example if your birthday was on Feb. 14 1993: **van021493**
- 2) Open your document and send your print job. Note: Your document will print double-sided. If you want single-sided you must change that on your computer by clicking on Properties in the Printing menu. A box will appear asking for your username and pass word again. Enter as before and click print. A box will appear telling you how much money is left in your printing account.
- 3) Your print job can be retrieved at any printing station in the college. At the printer, log in again, click on Custom Services then on P then select your print job and click print.

How may I save documents?

All data will be removed from the laptops after each use. You will lose your work unless you save to an external drive (flash drive, thumb drive, USB drive). You may send documents to your e-mail account if that is easier for you to do.

What is the chance that my flash drive will get a virus from the laptop?

Vanier College uses updated virus checkers, but we will not be held responsible if a virus is transferred to your external drive.

May I eat food or drink beverages while using the laptops?

No. In accordance with the Vanier College Library Food Regulations, you may not eat or drink while using any of our computers and will lose the privilege of using a computer for as long as the semester.

VANIER COLLEGE LAPTOP BORROWER AGREEMENT FORM

Please **READ** and **INITIAL** each policy statement **CAREFULLY**:

_____ Library laptop computers are the property of Vanier College Library and are to be used only within the Vanier College Library. If I leave the Library, I understand that a \$65.00 fine will be charged to my account.

_____ I will not add, delete, or change any programs, applications, files, screen savers, or bookmarks residing on the borrowed computer.

_____ I understand that laptop computers are available on a first-come, first-served basis, and may be checked out for a maximum of 2 hours of in-library use. (A laptop computer may be renewed for an additional 2 hours if others are not waiting for it. Laptop computers may not be reserved in advance).

_____ I will not leave the laptop computer unattended at any time (\$25.00 fine). If I have to leave the Library, use the washroom, or search for Library material, I will bring the laptop to the Circulation Desk.

_____ I agree to pay an overdue fee of \$10.00 per hour if the checked-out laptop is not returned at the end of the two-hour borrowing period. I understand that it has to be returned one half hour before closing. The maximum fee will be \$100.00.

_____ I will be responsible for the full replacement costs if the borrowed laptop is stolen, lost or damaged. (\$2000.00 or more)

_____ I will not eat or drink any liquids near the Library computers and understand I may lose the privilege to use one for an entire semester.

_____ I will immediately report any loss or damage of the laptop or peripherals to the Vanier Library Circulation Desk staff (514.744.7500 X7539).

Laptop Computer Borrowing Agreement

I have read and I understand the Vanier College Library Laptop Computer Borrowing Policy, and I agree to abide by it in full.

Print name: _____

Signature: _____

Student Number: _____

Date: _____ Staff member: _____