

## ***ISC/SCI Lending Library Loans Policy***

### *Eligibility for Loans:*

All members of ISC/SCI who reside in Canada may borrow items from the collection.

### *Procedure:*

- Your requested book will be sent to you within one to two weeks of the approval of your request. Please remember that this is a volunteer run program. If your requested book is unavailable, we will give you the option to go on a waiting list and will inform you when the book becomes available.
- We will send you an email when the book has been shipped.
- The borrowing period is 30 days from when the book is received by the borrower. Please email us when you have received the book.
- We will send you a reminder email a week before the book should be returned to the library.
- At the end of the borrowing period, package the book in the prepaid mail bag for return of the item and let us know when it was shipped. If you wish to extend your borrowing period, send us an email before the due date. If another member is waiting for the book, we will not be able to extend the due date.

### *Loan Period:*

Initial loans will be for 30 days beginning when the book is received by the borrower.

### *Extensions:*

Loans may be extended at the discretion of the Library Officers if the item is not on a wait list.

### *Conditions:*

- Lost items must be replaced or the value of the item repaid in full by the borrower.
- Historic texts or texts where there is no reasonable expectation to be able to replace, that are lost or damaged beyond repair, will incur an **additional** fee of \$50 CAD, in addition to its replacement cost.
- Failure to pay any library fees will result in members losing access to membership benefits such as discounts, mentorship, and webinars.