



Education Resource Centre (ERC)

York University Keele Campus
4700 Keele St.
Technology Enhanced Learning (TEL) 3144
<http://edu.yorku.ca/erc.html>
416-736-5259 / erc@edu.yorku.ca

Circulation Policy

Borrower Privileges

Borrowing privileges are restricted to currently enrolled Faculty of Education students and course directors. The YU card serves as the library borrower's card for the ERC. Seconded course directors must obtain a library card at the Scott Library circulation desk.

Faculty of Education Satellite Sites

The off-campus satellite site collections are overseen by a staff member and may only be borrowed by consecutive students registered at the site. All materials must be returned to their respective sites.

Borrowing Rules

- ◇ The general loan period is 2 weeks for books and 1 week for non books.
- ◇ Education Resource Centre materials must be returned directly to the Education Resource Centre, not to another library or an Education satellite site.
- ◇ Deaf Education materials may only be borrowed by students in the Deaf Education program.
- ◇ The total number of ERC items which can be borrowed under one card is **40**. The following limits apply: 8 ITEMS PER TOPIC, 8 ACTIVITY FILES, 6 MANIPULATIVES, 3 ITEMS FOR HOLIDAYS OR SPECIAL YEARLY EVENTS.
- ◇ **Renewals:** 6 renewals are allowed barring any holds placed by another patron, and provided that outstanding fines do not exceed \$25.00.
- ◇ **Checking Contents:** Patron is responsible for ensuring contents are complete for items comprised of multiple parts or pieces (manipulatives, binders, activity files, etc.). The borrower is liable for the cost of replacing any missing or damaged pieces. NOTE: missing parts or pieces or damage may result in charges for the full replacement cost of a kit or other item.
- ◇ **Teaching Block Extended Loans:** Patrons may borrow materials for the entire length of their 2 to 4 week teaching block provided items are not on hold for another patron. The following steps must be followed EACH TIME items are borrowed for a teaching block extended loan. Patron must speak to an ERC circulation staff member to obtain a block loan (not via Internet or e-mail) up to 3 business days prior to the start date. Circulation staff must be clearly told that materials are intended for a teaching block and the start date and end date must be provided. Renewals are permitted after the block loan barring any holds, and will then be renewed according to regular loan periods. It is the borrower's responsibility to confirm due date of block loan materials.

Fines

- ⇒ Fines are: \$0.50 per item per business day to a maximum of \$25.00 per item on regular loans; \$3.00 per hour or part of hour on reserve materials to a maximum of \$100.00 per item.

Lost or Damaged ERC Items

- ⇒ Lost or damaged materials from the Education Resource Centre collection must be reported to the ERC circulation desk. Materials are assumed lost when they are overdue for 50 days and replacement charges are levied. Replacement charges may also apply to damaged materials. The charges include a \$60.00 replacement charge, unless the replacement cost exceeds this amount in which case the higher amount will apply; a \$15.00 non-refundable processing charge; plus any outstanding overdue fines to a maximum of \$25.00 per item for regular loan materials and \$100.00 per item for reserve materials.
- ⇒ Patrons are responsible for keeping track of due dates and may check their library account online via the Internet.
- ⇒ Overdue notices, fines, billings are sent by e-mail to patrons.
- ⇒ Borrowing privileges are suspended for patrons with cumulated fines of \$25.00 or more.
- ⇒ Students must return all materials and pay fines before graduating. Having outstanding fines or materials may result in withholding recommendation to the Ontario College of Teachers, and withholding diploma.

Theft or Damage

The theft, defacement or damage of Education Resource Centre materials is a serious offense. If a patron is found to have removed any materials without authorization or damaged them in some way, charges and/or fines will be levied for their replacement. ERC privileges may be withheld as a result of such actions.

Appeals

Patrons who wish to appeal charges or fines must submit relevant documentation to the ERC Coordinator or delegate for consideration.

GENERAL RULES / INFORMATION

- ❖ Academic term hours: **Monday - Thursday 8:30 - 6:30; Friday 8:30 - 4:30** (closed weekends)
- ❖ You must use your Passport York and YU card to print in the ERC (TEL 3144 and 3146)
- ❖ You must purchase a photocopy card at the ERC circulation desk to use the ERC photocopier.
- ❖ No food or drink in the ERC.
- ❖ No talking on cell phones.
- ❖ When exit alarm sounds, please return to the ERC circulation desk.
- ❖ Patrons may be requested to open bags, backpacks, etc. at exit.