

## Lancaster University Library

### New Loans and Renewals Policy from 1 August 2014

The Library has reviewed its loans and renewals policy during 2013-2014 to address areas of dissatisfaction and develop a loans model which is simpler and more equitable for all. The following key changes were introduced on 1 August 2014.

#### Fines

As a basis for policy in a modern customer-driven service environment, the Library has adopted the core principle that penalties should exist solely to discourage behaviour which inconveniences others.

You will only be charged fines on the late return of:

- books or other items which have been requested by someone else;
- High Demand books and DVDs (24-hour or 3-hour loan);
- laptops.

#### Standard Loans and Renewals

Most people prefer a longer loan period and the Library offers this wherever possible. The 7-day loan period has been abolished and standard loan periods have been extended. The new standard loan periods apply to 99% of all loans, the only exceptions being High Demand items issued on 24-hour or 3-hour loan and laptops.

As before, if a book on loan to you is requested, you will receive an email asking you to return it within 7 days, or by the due date if that is sooner. You will always be allowed to retain it for at least 7 days from when it was borrowed.

Books that are not requested by other people may be renewed as long as the total loan is no longer than 52 weeks. Books need to be returned at least once a year so that the Library, as custodian of the University's books, can check that they are still available for circulation.

The new standard loan period:

- For Undergraduates and Taught Postgraduates, this has been increased to 10 weeks, subject to recall if requested by someone else. Books can be renewed for 10 weeks at a time, up to 52 weeks from when they were issued. After this you will need to return your books but can re-issue them if still required. Requested books cannot be renewed or re-issued.

- For Research Postgraduates and Staff, this has been increased to 52 weeks, subject to recall if requested by someone else. At the end of the loan period you will need to return your books. You can re-issue them if still needed, provided they have not been requested.
- For other groups, e.g. External Borrowers, the loan period remains at 5 weeks, with renewals up to 52 weeks.

### **Long overdue books**

If your book is more than six weeks overdue (12 weeks during the summer vacation), the Library will, as previously, invoice you for its replacement.

*If you have any questions or comments, please see our [FAQs](#) or contact us:*

- At the Information Point during our [staffed service hours](#)
- Email [library@lancaster.ac.uk](mailto:library@lancaster.ac.uk)
- Phone 01524 593316