

Regina Public Research Interest Group Library Borrowing Policy

Definition of Borrower

- RPIRG Student members and opt-in members are eligible to borrow materials

Period for borrowing

- Items are due for return 4 weeks after the lending date
- Email address of the borrower must be printed CLEARLY on the sign-out form
- If 4 weeks pass and the item is not returned, an email reminder will be sent to the borrower

Renewal of material

- Items cannot be renewed if another member has requested the material
- Items can be renewed for another 4 week period, indefinitely, with the approval of the Outreach and Events Coordinator

Returning items

- Items need to be returned :
 1. To the RPIRG office during open office hours, AND
 2. To an RPIRG Staff member who can document the return.
- Any other method of return will not be considered complete until the item is in the library and documented as such.

Penalties on unreturned items

- Unreturned items need to be paid for in one of 2 ways:
 1. Borrower pays for the current cost of replacing the item using Amazon or other common price index, OR
 2. Borrower purchases the replacement item which MUST be in good condition.
- Missing items are considered to be unreturned and are the responsibility of the Borrower