

# Library and Archives Policy

As of September 2026

## Circulation

### 1. Circulating item check out periods

- Faculty and Staff: **4 months**
- Camosun and Postsecondary Students: **6 weeks**
- Community Students, Summer Intensive Program Students, and Public Patrons: **3 weeks**
- Former Faculty and Staff, and Alumni: **3 weeks**

For the purposes of circulation and library accounts, the *Postsecondary and Camosun Program alumni*, and *former faculty and staff* will be considered as public patrons once their connection to the Conservatory is cut. They will be represented as part of the public patrons for the rest of this document. For both Summer Intensive Program and Community Students, legal guardians may create an account in their name that would have the definitions/allowances of the relevant student account would have.

### 2. Circulating item check out limit

- Faculty and Staff: **Unlimited\***
- All Students: **10 items \*\***
- Public Patrons: **5 items\*\***

Items determined by the librarian to be 'one of a kind' or 'difficult to replace' cannot be checked out by members of the public even if they are part of the regularly circulating collection.

*\*In special circumstances, restricting the number of sources is within the librarian's judgment.*

*\*\*Exceptions for more items can be made for students and public patrons for special circumstances (ie: Items needed for a choral performance).*

### 3. Check out before leaving

All library materials must be checked out before leaving the library.

### 4. Need an account

All patrons must have an account to check out library materials. This account must include contact information.

### 5. Librarian check out responsibility

The library circulation duties (loaning, renewal, holds) and accessing the patron accounts may only be carried out by the librarian. Similarly, in the absence of the librarian these duties can be fulfilled by the staff members of the Conservatory.

### 6. Account holders borrow only

Materials may only be checked out in person for whose name they will be under. It is highly recommended that students, rather than teachers, check out their own music. Legal guardians may check out materials for minors and can have their own account with the same circulation limits as a student account.

## 7. Patron's responsibilities

Patrons are responsible for all materials checked out on their accounts, knowing due dates and returning or renewing materials on time. Patrons must agree to have their email used for Conservatory Library automated and non-automated communications (these will be used to notify of checkout, due date and overdue reminders, renewals, and returns).

## 8. Renewals

All patrons can request renewals for items up to 2 times. This will optionally provide the patrons to loan a resource up to a maximum of **9 weeks** (2 months and 1 week) for community students, Summer Intensive Programs, and public patrons, **18 weeks** (4 months and 2 weeks) for Camosun, and Postsecondary students, and **12 months** (1 year) for the faculty and staff.

These extended time periods are only valid when the patron requests a renewal before their loan period expires, otherwise after a defined grace period (**3 months**) the loaned material will fall under the long overdue/lost category and a process towards the retrieval or replacement of said material will start.

Whether or not the request for renewal will be granted is up to the discretion of the librarian. If there is a hold request for an item, it cannot be renewed and must be brought back at the end of its existing circulation period. For popular items there may be a mandatory one-week (or five business days) shelf time to allow others the chance to borrow an item after renewal has been denied.

## 9. Holds

Any library source that is requested to put on hold, will stay on hold for **1 week (5 business days)**, and will be released back to circulation if the requesting patron does not show up for check out.

# Fees and Charges

## 10. Financial responsibilities of patrons

To reduce barriers, encourage communication, and support continued access to the collection, Conservatory Libraries do not charge daily overdue fines for standard library loans. Instead, borrowers remain responsible for the full replacement cost of lost, damaged, or unreturned materials.

## 11. Borrower's responsibility towards loaned items

All patrons are responsible for returning music library materials on time and in good condition. Materials should not be transferred, loaned, or passed on to another person without library approval. The person whose name appears on the loan record remains responsible for the item until it is returned and checked in by the library.

## 12. Enveloped scores, and parts

Materials checked out in envelope(s) must be returned on time in the provided envelope(s) and materials with multiple parts and scores must be returned on time with all pieces together in the provided envelope or patron may be charged with replacement fees.

## 13. Damages

Patrons who return materials with new damage may be charged replacement or repair fees.

## 14. Don't repair

In the event of a new damage occurring during use, the patrons should never try to repair the resources themselves. Trying to fix it in a DIY manner might cause further damage to the borrowed item and repair or replacement costs may arise.

15. **Long Overdue and Lost definitions and charges**

The library will send return reminders before and after the due date. If an item is unreturned after a defined grace period (**3 months**), the item will be considered long overdue/lost and the borrower's library account may be temporarily restricted until the item is returned or the replacement charges are resolved.

The Conservatory holds the right to restrict lesson registrations for the restricted library account holders until the charges related to the library are resolved.

16. **Charges for unreturned items**

If library material is lost, damaged beyond normal wear, or not returned after repeated notices, the borrower will be charged with the cost of replacement. Replacement charges may include, and are not limited to:

- a. The current cost of purchasing a replacement copy;
- b. Shipping, taxes, currency exchange, and vendor fees where applicable;
- c. Binding, folders, parts, cataloging, processing costs;
- d. Staff time or administrative processing fee, if approved by the organization.

The Conservatory holds the right to send the replacement charges to collections.

17. **Invoicing**

The Conservatory will send an invoice to the patrons charged with any of the library related, not limited to the above-mentioned costs, at the end of **1 month** following the **3-month** grace period. The expected timeline of the process will be as follows:

- a. **Due date:** The standard deadline to return an item to the library.
- b. **Grace period:** 3-month long grace period for the patron to return the borrowed overdue item(s).
- c. **Reminders:** The patrons who pass the grace period and don't return the items will receive **2** reminder emails **2 weeks** apart.
- d. **Invoicing:** If the patron still hasn't returned the item in its borrowed condition, within normal wear, or left the reminder emails without response on the **4<sup>th</sup> week** from the initial reminder email a **third and last email** will be sent with an **invoice for a replacement copy attached**. This email might be sent from any of the relevant administrative branches of the Conservatory.

18. **Late returns**

If a lost item is returned in its original condition or undamaged beyond normal wear, within the defined grace period (**3 months**) there will be no charges. If the returned item has damage, there might be charges linked to repair costs.

19. **Replacing an item**

If an item is lost, the patron may provide an exact replacement copy (*only by direction of and after speaking with the librarian*) in place of the replacement cost. The replacement must be the same edition, instrumentation, publisher, and condition acceptable to the library. The library reserves the right to decline unsuitable replacements.

20. **Cutting ties with the Conservatory**

Any faculty or staff member leaving the Conservatory will have the cost of unreturned library material deducted from their final pay cheque.

21. **Printing at the Library**

Printing costs are 15¢ per page. This fee must be paid directly to the library desk in cash at time of printing, or by card at the front desk. The credit card payments will have an automatic 2.75% processing fee added onto the owing balance.

## New Patron Registration

### 22. Agreement/Acknowledgement

At registration or first borrowing, students, parents/legal guardians, faculty, and staff should sign or acknowledge a music library borrowing agreement. This agreement clearly states that unreturned or damaged materials may result in replacement charges and temporary suspension of borrowing privileges, as well as restrictions to Conservatory registrations.

### 23. Fair practice

The policy applies equitably to students, parents/guardians, faculty, staff, guest artists, ensembles, and any other patron type that is not listed here. For minors, a parent or legal guardian should acknowledge responsibility at registration or when borrowing materials.

### 24. Public use

The public is welcome to become a patron and borrow items from the library. The patron needs to be residing in the Greater Victoria Area, or the Capitol Regional District as a definition of being a local. Whether to strictly implement this definition of 'locality' is up to the librarian's discretion. To complete the registration of a public patron, the patron needs to fill and sign the **Conservatory Library Usage Agreement**, and provide an official photo ID (BCID, student ID, driver's license, passport, etc.)

The librarian will then process the signed document by assigning a barcode to the document, which will become the user account number on the ILS/OPAC system. Once the barcode is assigned, the user account will be created on the ILS/OPAC to complete the registration procedure.

## The Library Collection and Donations

### 25. De-accession

All library de-accessions will be determined by the librarian.

### 26. Not circulating items

Reference and restricted materials do not circulate.

### 27. Restricted items

Specially stored orchestral sets and choral sets only circulate to members of the faculty.

### 28. Respectful conduct

Appropriate conduct is expected of library users at all times. This falls under the expected behaviour of all persons at the Conservatory.

### 29. Donation-in-kind policy

We understand that there are many wonderful materials people desire to donate to our collections, however due to space, time and monetary restrictions, please be aware that at this time, the library is generally restricting most donations in-kind of property. Please be aware that some donations may require a certified third-party appraisal at donor's expense. All potential donations must be directed to and approved by the librarian prior to donation.

**Condition and type:** Items to be donated must be in **usable condition** and able to withstand regular use by students and faculty. Music-related items only, please. The library does not accept materials in poor condition (ex. crumbling, torn or molding items), photocopies, popular fiction and/or non-fiction, etc.

**Suggestions:** Newer items and items in excellent condition are greatly appreciated. The library reserves the right to dispose of any materials that do not meet collection needs. Donation items not retained by the library will be made available to students, staff and faculty of the Conservatory free-of-charge or disposed of as the library deems appropriate.

To make an in-kind donation to the library, please provide an estimated fair market value of the item(s). If this value is equal to or exceeds \$1,000, the materials must be independently appraised by a third party at the donor's expense.

This appraisal does not guarantee acceptance of materials by the library therefore you must contact the librarian prior to seeking an appraisal of the item(s) to ascertain the need for such an in-kind donation by the Conservatory.

Determining the fair market value (FMV) of property is not a simple process. Numerous facts regarding the property must be considered. One or more appraisals to establish the FMV may be required. Consideration must be given to numerous facts regarding the property. The appraised FMV can be used to calculate the eligible amount of the gift to qualify for a tax receipt, unless the deemed FMV rules apply. See Canada Revenue Agency (CRA) publication [P113\(E\) Rev. 25](#) or consult with the librarian and/or Development Office at the Conservatory.

Where the value of the gift is \$1,000 or less, CRA will generally accept a valuation made by the Librarian, Dean or a Department Head at the Conservatory providing the staff/faculty member is knowledgeable in the field and is qualified to establish the value of the gift. To meet the requirement for independence and avoid potential conflict of interest situations, the staff/faculty member should not be the sole member of the department receiving the gift.

### 30. **Librarian's discretion**

It is within the jurisdiction of the Conservatory head librarian to determine and make exceptions to any and all library policies.