

SECTION: General	
TOPIC: Library User Fees	
EFFECTIVE DATE: February 26, 2002	REPLACES:
RECONFIRMED DATE:	
REVISION DATE:	
Original signed by President + CEO	

Policy: Access to the Library by other members of the Calgary community shall be made available for a user fee.

Procedure:

1. **Community Borrower Fee – Print Collection Loan Exception**
 Payment of an annual **\$25.00** User Fee. Members of the community exempt from this fee are:
 - a) Registrants in Extension programs at ACAD;
 - b) Retired faculty and staff of ACAD;
 - c) Members of the ACAD Board of Governors;
 - d) Students currently registered at:
 - i. the University of Calgary
 - ii. Mount Royal College, and
 - iii. SAIT;
 - e) Current members of a library in The Alberta Library Consortium; and
 - f) Any person/group at the discretion of the Director, Library.

2. **Slide Collection Loan Exception**
 Borrowing from this Collection by former or current instructors for teaching a course at another institution or organization will entail a charge, which will be applied to the Slide Collection annual budget.

Fee:

 - a. A **\$50.00** per request fee, payable prior to borrowing; and
 - b. A **\$10.00** per slide tray fee, payable at time of borrowing.