

Obtain Material

Overview –

Type of Material	Kwantlen Books	Kwantlen Videos/DVDs	Journal Articles
Loan Period	4 weeks including mailing time	10 days including mailing time	Do not need to be returned
Renewals	Renew materials online for 3 weeks (unless on recall for another person).	Cannot be renewed	
Recalls	Books recalled from you, on behalf of another borrower must be returned within 7 days of the recall notice. A fine is incurred after 7 days		
Late Return of Items & Overdue Fines	Please return all items promptly as others may be waiting to use them. Fines of \$2.00 per day per item if item is recalled	\$2.00 per day	Not applicable
Lost & Damaged Items	If you lose or damage any library items, you will be required to pay replacement costs for these items		
Delivery Method	Canada Post "Library Book Rate". Prepaid book rate return mail label will be included. Mail restricted to within B.C.	By courier to an address, not a post office box number. Location must be served by Purolator Couriers.	Canada Post. Fax delivery may be arranged upon request. Photocopied articles do not need to be returned. Not restricted to within Canada.
Photocopying	Staff will photocopy sections from a Reference Book or a book from the Reserves area (up to 10% or 1 Chapter.)	Not applicable.	Staff will photocopy articles from Kwantlen Journals. Up to 10% of a single issue or a single article.
Not Available for Loan	Reference Reserves	Reserve videos/dvds and Temporary Reserve Videos/Dvds	Entire issues of a Journal. If an article is available from a full-text database accessible from

			home, students will be instructed on how to locate and print the article.
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