

Policy on Library Book Returns and Renewals for Lecturers/Staff and Students at Cornerstone Library (Revised for 2025)

Purpose: This policy ensures the timely availability of library resources for all users and maintains a fair borrowing system for all, while accommodating lecturers' teaching and research needs.

Policy Statement: Lecturers, staff, and students who borrow library books are required to return or renew all items by their due dates. This policy applies to all library resources, including print books, journals, digital materials, CDs, DVDs, and special collections.

Policy Details:

1. Due Dates:

- All borrowed library materials have a specific return date. It is the lenders responsibility to be aware of and adhere to these due dates.

2. Renewals:

- Borrowers may renew borrowed items if there are no pending requests from other users. Renewal requests can be made at the Library on campus or through the library's online system TIDIO Live Chat available on Cornerstone Library and Digital Collections website.
- The renewals can alternatively be made telephonically or via email for greater convenience.

3. Flexibility and Exceptions:

- In case where users need an extended loan period for ongoing research or special projects, provisions for extended renewals may be made upon Librarian's approval.
- Clear guidelines for requesting extensions and appealing fines will be provided to ensure fairness.

4. Overdue Penalties:

- Items not returned or renewed by the due date may incur fines or penalties as outlined in the library's lending rules. A grace period of [1day] will be allowed before fines are applied to accommodate unforeseen delays.
- Repeated failure to comply with this policy may result in restricted borrowing privileges.

5. Accountability:

- Users are accountable for all items borrowed under their accounts until they are returned or renewed. This accountability ensures the integrity of the lending system.

6. Borrowing Limits:

- Maximum borrowing and renewal limits will be transparently communicated to users to help them manage their resource usage effectively.

7. Feedback and Communication:

- A feedback mechanism will be implemented to allow users to share their experiences and suggest improvements regarding the borrowing and renewal process.
- Orientation sessions that are conducted once per semester keep users informed about library policies and processes.

Conclusion: This policy supports equitable access to library resources for all users while accommodating the specific needs of users. Feedback channels and continuous policy reviews will ensure it remains relevant and effective.

LIBRARY COMPUTER LABORATORY AND INTERNET POLICY

The computer facilities at Cornerstone Institute are for educational purposes and for communicating in an acceptable manner with other users.

Staff and students at Cornerstone are expected to make use of the services only for educational purposes, accessing information, and constructive communication with other internet users.

The use of the computers, and the internet is a privilege and not a right, and may be revoked if abused. The Chief Executive Officer (or her/his appointed delegate) has the right to investigate computer and internet usage of any staff member or student who, in her/his opinion, has transgressed the rules. Offences deemed worthy of automatic suspension of privileges include compromising the security of a Cornerstone computer or network, accessing illicit content via the internet and abuse of time restrictions for computer laboratory usage.