



SUBJECT:	CATEGORY	NO.
External Borrowers	Academic - Programming	A-1.22

PREAMBLE

SIAS, as a publicly funded institution, is able to extend some of its regular services to the community at large. Consistent with the principle, this policy identifies and sets the terms and conditions under which library services may be made available to Saskatchewan residents.

POLICY

SIAS libraries will extend limited external borrower privileges to members of the general public who are in possession of a valid SIAS library card. External card holders will be entitled to normal borrowing privileges with the exception of reserve collections, maps, journals, audio-visual materials, and access to interlibrary loans. External borrowers will not have access from a remote location to licensed electronic resources.

Borrowing privileges will be withdrawn from any borrower who violates the regulations of SIAS libraries.

PROCEDURES

For the purpose of this policy, external borrowers will be categorized into three distinct groups. Procedures for obtaining a valid library card and privileges extended to them will be the same.

Issuance of Library Cards

Library cards will be issued to external borrowers by SIAS circulation service desk staff upon presentation of valid identification.

SIAS Alumni, Retirees and Apprentices

Graduates and retirees of SIAS, or former institutions prior to the creation of SIAS, will be able to use their alumni cards, proof of graduation or proof of retirement to register with the library for an annual fee of \$20.00. Apprentices, while not enrolled at SIAS, will be able to register with the library for a fee of \$20.00. Registration may be renewed on an annual basis.

Approved by:	Prepared by:	Date Issued:	Supersedes/New	Page
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General Public

Saskatchewan residents 18 and older may obtain a SIAST library card for an annual fee of \$50. Registration may be renewed on an annual basis.

Organizations

Members of organizations affiliated with SIAST that have made special arrangements with the library, may register at no cost. The list of organizations belonging to this category is as follows:

- ASQ (American Society for Quality, Saskatchewan Section)
- SME (Society of Manufacturing Engineers, Saskatchewan Branch)
- PMI (Project Management Institute, North Saskatchewan Chapter)
- Nursing education monitors (clinical monitors from the Saskatoon Health Region)
- Nurses who are members of Saskatchewan Registered Nurses Association
- Dental hygienists who are members of the Saskatchewan Dental Hygienists Association

External Borrower Privileges

External borrowers may:

- borrow up to three regularly circulating print materials, from SIAST libraries, for the normal loan period.
- renew those circulating items up to two times;
- return borrowed materials at any SIAST library; and
- access selected items in the e-reference collection from an on-campus library computer.

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