



Union of BC Indian Chiefs Resource Centre

User Policy

Effective 17 March 2010

Clientele

The Resource Centre serves UBCIC staff, researchers from UBCIC member communities and affiliated organizations, and outside researchers with a legitimate reason to access our collections. Due to the presence of personal and confidential information, a Band Council Resolution may be required to access to some materials. All researchers must be registered and comply with other UBCIC Resource Centre policies where appropriate, including the *Ethical Research Policy*, *Archival Handling Policy*, and the *Permissions Policy*.

Hours & Booking Equipment

The Resource Centre is open by appointment only Monday to Friday from 10am – 4:30pm. The library is closed on all regular statutory holidays and additional closure days will be posted on our webpage. Hours are subject to change at different times of the year. If you know that you need to use a microfilm/fiche machine please call at least 2 days in advance to ensure a machine will be available and to book a time. If you do not call ahead we cannot guarantee that a machine will be available for you to use.

Items *Not* Allowed in the Resource Centre

Food and beverages are not allowed in the Resource Centre. Also, please do not bring backpacks, briefcases, large bags or purses into the Resource Centre. Lockers are provided and require a refundable deposit of 25 cents for a key. LEAVE ITEMS AT YOUR OWN RISK.

Loan Periods

(applies only to those with borrowing privileges)

Books: 4 Weeks

Two 2-week renewals are allowed providing there are no holds on a book.
Books may be renewed in person or by phone or email.

AV, Maps, Photographs, Journals, and Newspapers, Special Collections, Archival & Reference Materials:
IN LIBRARY USE ONLY.

A UBCIC library card along with proof of status (ie. employee ID, current business card) must be presented each time you wish to borrow, no exceptions will be made. Please limit the number of items you have signed out of the Resource Centre at any one time to **10** items per library card. **If you have any overdue items or fines on any one library card, you will not be allowed to borrow further materials until all overdue titles are returned and fines are paid.**

Recalls

(applies only to those with borrowing privileges)

Any item out on loan is subject to a recall if it is urgently required by UBCIC staff or a community researcher from a UBCIC member community. Once notification has been given for a recall you will have 2 business days to return the item, overdue fines of \$1 per day per item will be charged if the items are not returned within those 2 days.

Overdue Fines

(applies only to those with borrowing privileges)

2 Week Loan Material: \$1.00/per day/per book

Please remember that fines have nothing to do with the cost of the material you have overdue. You are being fined for not allowing other borrowers' access to that material while you have it overdue. You **must** contact the UBCIC Resource Centre if you have a legitimate reason and can not return Library materials on time. We recommend that you do not lend library materials signed out to your name to others. You are responsible for those items if someone else loses them or does not return them.

Lost Books

(applies only to those with borrowing privileges)

Overdue notices which are not responded to with the return of the overdue item(s) within 2 weeks of the overdue notice will be invoiced for the replacement of the item(s) plus a \$30.00 non-refundable service fee.

Titles In-Print: Replacement cost of item + \$30 processing fee + outstanding fines owing to a maximum of \$10

Titles Out-of-Print: Replacement cost for similar item + \$30 processing fee + outstanding fines owing to a maximum of \$10

Holds

(applies only those with borrowing privileges)

If an item is out on loan, you may place a HOLD REQUEST with Resource Centre staff for it. When the item is returned, you will be notified by phone that your hold item is available for pick up at the Resource Centre. Items will be held in the Resource Centre for 3 business days.

Reproduction Services

	Non-Member Rates	Member Community Rates
Photocopies		
Self-serve photocopy (per page)	20 cents/single sided 30 cents/double sided	10 cents/single sided 15 cents/double sided
Staff photocopy (per page)	50 cents	30 cents
Self-serve microfilm/fiche photocopy	30 cents	25 cents
Staff microfilm/fiche photocopy	75 cents	50 cents
Photographic Prints*		
4 x 6, b&w or colour	\$10.00	\$8.00
5 x 7, b&w or colour	\$15.00	\$10.00
8 x 10, b&w or colour	\$20.00	\$12.00
Digital Images**		
Scanned image/document	\$15.00	\$8.00
Sound and Moving Images***		
DVD of previously digitized materials or VHS	\$40.00/item	\$25.00/item
Audio CD of previously digitized materials	\$40.00/item	\$25.00/item

*Photographic reproduction prints are outsourced. Prices reflect the cost of reproduction services plus administrative costs. If no negative exists, an additional \$5.00 will be charged to scan and print the image. Prints from a traditional copy negative will be made for an additional \$15.00.

**Digital images are scanned at 300 dpi. Requests for specific resolutions can be accommodated. Additional fees may apply. Images will be provided on CD or electronically.

*** Fees for reproduction of other sound and moving image recordings will be assessed according to format and length.

****There will be no charge to member communities for photos of family members.