



Collège Mathieu

Centre francsaskois d'excellence en éducation
Éducation postsecondaire collégiale



's Borrowing Policy

Borrower's Responsibilities:

Conform to the library's lending policy as stated below.

- ◇ Handling of resources: All resources should be handled with care to prevent loss or damage.
- ◇ Duration of the loan: the lending period is for one month.
- ◇ Resources must be returned by the date Indicated on the list of borrowed items.
- ◇ This lending period is renewable upon request. A request for a renewal of your borrowed items can be made by phone or e-mail and must be made before the return due date.
- ◇ Ensure that all resources (compact disks, sets of books) are returned in their cases.

Borrower will be responsible for the following fees:

- ◇ Shipping fees when items are not returned by the due date.
- ◇ Penalty fees for late returns. Return date is stated on the delivery documents.
- ◇ Replacement costs for all items lost, damaged or judged beyond repair as well as administrative fees of \$ 20.

To contact us
Telephone: **306-648-2240**

Or 1 800-663-5436

E-mail:

lelien@collegemathieu.sk