

## LIBRARY LOAN POLICY

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## LIBRARY LOAN POLICY

The “G.T. Corley Smith” Library of the Charles Darwin Foundation—which includes the institution’s historical and audiovisual archives—has as its main mission the collection, organization and dissemination of information and knowledge, especially scientific, among the community users.

The library is aware of the importance of the use and dissemination of its collection. To this end, it has implemented the *loan* service, whose purpose is to facilitate searches and enquiries both inside and outside its physical space at the Charles Darwin Research Station, allowing users to access a certain number of documents during a specific period of time.

This *Loan Policy* includes a series of rules that regulate this service from a perspective of broad, fair and equal access to information. At the same time, it makes the use of documents compatible with their conservation and maintenance, taking into account that many of them are unique and irreplaceable.

### POLICY

All the library documents can be consulted in the reading room, during business hours. Access to the documents in the historical and audiovisual archives is restricted.

Only some of the library documents can be lent for home loan, and only to some people. For other cases, there is a room consultation service, as well as the possibility of scans (at staff’s discretion) and partial photocopies (at a cost and limited by copyright laws). If digitized documents exist, they can be provided to interested users.

The library documents available for home loan are those included in the “General” collection, and those belonging to the “Galapagos” and “Darwin” collections in the case that replacement copies exist. The documents with unique copies, or those belonging to the Periodicals collection, to the special collections (“CDF”, “Galápagos” and “Darwin”), or to the Reference collections (“Referencia” and “Galápagos Referencia”), will not be provided, with very specific exceptions that will be evaluated by the library staff.

All CDF permanent staff can use the home loan service. Volunteers, visiting scientists, fellows, guest researchers, consultants, etc. (i.e. non-permanent staff) may take home books only when a permanent scientist (PI), an area coordinator, the Science Directorate or the Executive Directorate expressly takes responsibility on the loan (through the Library Loan Format, available at Human Resources, the CDF Wiki and the Library itself, and included as an annex in



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this document); in case of damage or loss, the person signing the aforementioned format will be responsible for the reposition of the material.

The same will happen with people outside the CDF (naturalist guides, workers of the Galapagos National Park, teachers, and other members of the Galapagos community in general).

The penalty for late return will be blocking (suspension of the right to borrow) for double the number of days of delay.

### SCOPE

All users of the “G.T. Corley Smith” Library of the Charles Darwin Foundation, as defined in the point #2 of this *Policy*.

### 1. GENERALITIES

The “G.T. Corley Smith” Library makes its collections available to users through the *loan* service, which includes two forms: *room consultation* and *home loan*.

The entire collections of the library and the archives are subject to loan, although access to many documents (especially in the archives) is severely restricted even for room consultation, and just part of the library collection meets the requirements for home loan. The possibilities and conditions for loan also vary according to the user's category.

Except for exceptional cases (with the express authorization of the Executive Directorate, the Science Directorate and/or the Library Coordinator), the following materials are excluded from home loan:

- a) Reference (dictionaries, encyclopedias, guides, atlases and some manuals that, due to their characteristics, must always be available for room consultation), specially those included in the “Referencia” and “Galápagos Referencia” collections.
- b) Unpublished bibliographic material and gray literature with unique copies (thesis, dissertations, reports, undergraduate papers, internal reports, etc.), generally included in the “Galápagos” collection.
- c) Archives (administrative and historical documents, audiovisual material, plans, maps, etc.)
- d) Particular documents that, due to their age, value or special features (e.g. unique material, material with no copies), are excluded from loan, including special collections “Galápagos”, “Darwin” and “FCD”, the Periodicals collection, and the collection of academic papers.



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Access to the archives' documents will also be limited to room consultation, depending on the priorities decided and maintained by the Library Coordinator, the Science Directorate and the CDF Executive Directorate.

Inter-library loans, and the search and download of articles from subscription databases, are not included among the library services.

Document scanning service will not be provided; all activities meaning any kind of violation of copyright laws, or any kind of risk to the integrity of the collection or its components, are absolutely excluded. The library provides the possibility of scans and / or partial photocopies (according to the terms of the Berne Convention) depending on the availability of time and physical resources of the library staff.

Likewise, the library provides the possibility of accessing its own digital collection; interested users may take digital documents in their own removable memories, or request delivery by mail (a service that will depend on the availability of time and technical possibilities of the library staff).

Library staff reserves the right to decide how, when, in what quantity, in what way and through what channels provide the services inherent to the library, as well as the right to impose all necessary and pertinent limits. Library staff will not provide services outside business hours, and will prefer, for all queries, the use of the CDF's official communication channels (e-mail and phone), in addition to the personal visit.

## 2. USERS

Anyone can be a user of the services of the "G.T. Corley Smith" Library, as long as it adheres to basic codes of respect and behavior within the facilities and in relation to the staff.

The home loan, however, is limited to:

- a) All permanent members of the CDF (staff).
- b) Volunteers, with prior authorization (Form in Annex 1, complete and signed) and express responsibility declaration by the PI's of their respective scientific projects or by the competent authorities (Executive Directorate, Science Directorate, Coordinators).
- c) Persons temporarily linked to the CDF (collaborators, researchers, visitors, consultants), with prior authorization (Form in Annex 1, complete and signed) and express responsibility declaration by the PI's of their respective scientific projects or by the competent authorities (Executive Directorate, Science Directorate, Coordinators).
- d) Members of other institutions with which there are signed agreements that guarantee the security of the lent documents, with prior authorization (Form in Annex 1, complete and signed) and express responsibility declaration by the competent authorities (Executive Directorate, Directorate of Science, Coordination of Inter-institutional Relations).



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- e) Any other person, with prior authorization (Form in Annex 1, complete and signed) and express responsibility declaration by the competent authorities (Executive Directorate, Science Directorate, Coordinators, PI's).

The rest of the users can use the material only under the room consultation regime.

### 3. Loans

As noted above, there are two loan categories: home loan and room consultation.

The *home loan* is the loan type through which the material leaves the library. The loan period will be of three (3) weeks. These materials may be renewed and reserved.

Except for very specific cases—which must be analyzed individually—the number of documents lent for home loans is limited to five (5).

The reason behind the return of the loans after three weeks is that the documents must spend limited periods of time outside the library environment, where the temperature and humidity are strictly controlled. This prevents damage and extends the useful life of the documents.

Room consultation can use the entire library collection (especially those copies that cannot be lent for home loans) and specific elements of the archives. The documents will be used exclusively in the library's reading room, during business hours, and must be returned before the library closes. There is no limit to the number of items to be consulted in the reading room, although it is up to the library staff to impose limits when they deem it necessary.

### 4. RESERVATIONS AND RENEWALS

*Reservation* means the possibility of requesting in advance an item that is not available at the time of catalog consultation. The library guarantees that, after the user makes a reservation, the document will be reserved for a maximum of 72 hours. If the item is not lent within that period, it will go to the next person on the reservation list or, if there is no such list, to its place in the bookshelf.

*Renewal* means the possibility of having a new three-week home loan period. Any material may be renewed up to a maximum of two (2) times (original loan plus two renewals), provided that:

- a) The material is not reserved by another user.
- b) The loan is not overdue.

It is recommended that, for renovation, the document to be renewed has to be presented, so that library staff can check its conservation status. Likewise, it is recommended that the renewal option be used only in strictly necessary cases, and not as a subterfuge.

## 5. INFRINGEMENTS

In order to ensure the proper functioning of the loan service, it is necessary to implement a procedure that corrects possible deviations, for the benefit of the entire community. Such a procedure will be applicable to all users equally.

When home loans are returned late, the user will be blocked, which entails the immediate suspension of the loan right for a period of time equal to twice the number of days of delay. In the event that there are several copies borrowed with different delay periods, the longer delay period will be applied as the basis for defining the suspension time.

The first delay claim will be made to the user by e-mail on the day after the loan term ends. In case of no response, such claim will be repeated fourteen (14) days later.

If this cycle of claims ends without the user returning the borrowed materials, a claim will be made to the signer of the authorization format, requiring the immediate return of the lent documents. If that requirement is not met within fourteen (14) days, the library will buy new copies of the documents and will charge the expenses to the area / project that authorized the loan, informing the appropriate areas (Science, Volunteers, Visiting Scientist, Inter-institutional Relations and / or Human Resources). In case of loss or deterioration (stains, dirt, noticeable humidity, tearing, shape changes, damaged binding, writing with ink, loss of pages...) of lent items, the user must replace them, preferably by a new item with the same title. If the document is unfindable, the replacement will be done with another item of similar characteristics. If the user does not replace lost or damaged copies within thirty (30) days after being notified by e-mail, the library will send the request to the signer of the loan authorization. After thirty (30) days, and if no response is obtained, the library will purchase the volumes and charge the expenses to the area that authorized the loan, without prejudice to the personal responsibilities to which it may take place.

In cases of theft or vandalism of the documents, the user must also return a copy of the affected item (following the mechanisms set out above for loss or damage), with suspension of the right to use the loan service for one year. At the same time, the case will be transferred to the Human Resources area for the appropriate purposes.

## 6. ANNEX

**Annex 1. Authorization form for home loan**  
**See below**



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## **ADMINISTRACIÓN DE CIENCIAS LIBRARY LOAN POLICY**

Realizado Por: Edgardo Civalero  
Fecha: Octubre 2019  
Próxima Actualización:

Revisado Por: Director de Ciencias  
Fecha: ??  
Próxima ??

Aprobado Por: Director Ejecutivo  
Fecha:

FORMULARIO DE RESPONSABILIDAD  
PRESTAMO DOMICILIARIO

Fecha: \_\_\_\_\_

Yo, \_\_\_\_\_, Director / Coordinador / PI  
del Departamento / Proyecto \_\_\_\_\_, au-  
torizo a \_\_\_\_\_ (Solicitante) con CI / Pasa-  
porte \_\_\_\_\_, en calidad de  
\_\_\_\_\_, con correo electrónico \_\_\_\_\_, a  
retirar de la biblioteca de la FCD, en régimen de “préstamo domiciliario”, los siguientes  
documentos:

**Documentos prestados (completado por el equipo de Biblioteca)**

Título	Código de barras	Fecha de- volución
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

En caso de daño o pérdida, los costos de reposición se descontarán del siguiente código:

Código	Objetivo	Tarea
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Este documento firmado hace responsable de los documentos objetos de préstamo domiciliario al jefe del correspondiente Departamento o Proyecto, y autoriza el descuento inmediato de fondos de su presupuesto para la reposición o reparación de materiales en caso de pérdida o daño.

Este formulario se encuentra respaldado por la Política de Préstamo Bibliotecario de la FCD (debidamente aprobada por la Dirección de Ciencias), como también por el reglamento interno.

**FIRMAS**

_____ Solicitante	_____ PI / Coordinador / Director	_____ Biblioteca
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