

LEARNING COMMONS USE POLICY			
Effective Date	October 8, 2026	Policy Type	Academic
Responsibility	Librarians	Cross-Reference	• Graduation Policy • Tuition and Fees Policy • Student Rights and Responsibilities Policy
Approver	Board of Governors	Appendices	
Review Schedule	3 years		

1. Policy Statement

- 1.1. This policy deals with use of the Northwestern Polytechnic (“NWP” or “Polytechnic”) Learning Commons, borrowing of its materials, and fines related to the late return, loss or damage of these items.

2. Background

- 2.1. The Polytechnic provides the Learning Commons and its collections in support of the Polytechnic curriculum. Students, faculty, staff, and community members are provided access to the space and collections for the purpose of advancing their academic goals of learning, teaching and research. The NWP Learning Commons expects users to behave in a manner that respects other users of the space, and that borrowed items will be returned to the Learning Commons. Users who return items late or damaged or lose items should expect to pay fines.

3. Policy Objective

- 3.1. This policy defines the conditions of use and accountability for the NWP Learning Commons space and collections.

4. Scope

- 4.1. This policy details who may use the Polytechnic Learning Commons space and collections.

5. Definitions

- 5.1. NWP Learning Commons is defined as the academic support function which includes Library services, Academic Support Services, Accessibility Services and Testing services as available on NWP campuses.

5.2. NWP Library community includes the following user groups:

5.2.1. Primary users are students, faculty, and staff of the Polytechnic locations, who hold an active NWP account.

5.2.2. Community users are members of the public.

5.3. TAL is an acronym for The Alberta Library Consortium of which NWP is a member.

5.4. Interlibrary loans are items borrowed from another library.

5.5. Recall happens when a hold is placed by a user in the library services platform to request an item that is already loaned to another user.

6. Guiding Principles

6.1. All users are required to present a valid Learning Commons barcode (NWP or TAL) when borrowing materials. Learning Commons barcodes are not transferable.

6.2. Users wishing to borrow or renew items must have an account in good standing in the library services platform. Due dates are established at the time of loan, renewal, or recall, and will be limited by the user's expiry date and term end date.

6.3. Users accept all responsibility for materials borrowed using their Learning Commons barcode.

6.3.1. All users must return library material by the due date (and time, if specified). Failure to return material will result in the application of overdue fines and sanctions.

6.3.2. When an item already out on loan is recalled by the library services platform, the return date due is shortened. Users accept all responsibility to adhere to these changes.

6.3.3. The user is responsible for the care of any material borrowed and may be charged for the replacement of lost or damaged material.

6.3.4. The user is responsible for keeping track of items checked out and their due dates. The users accept all responsibility for fines incurred.

6.3.5. Users may not use another individual's Learning Commons barcode to sign out materials without the written consent of the original user.

6.3.6. Students with overdue items and/or unpaid fines may be placed on Financial Hold and subject to the relevant terms in NWP's Tuition and Fees policy.

6.4. Some Learning Commons collections, as determined by the Chair of the Learning Commons, may not be borrowed by Community users or other libraries.

6.5. Requests for use of Learning Commons space by NWP faculty and/or staff members must be consistent with the purpose of the space and will be reviewed by the Chair of the Learning Commons.

6.6. Student users of the Learning Commons space must comply with general expectations regarding noise levels and behaviour as established by the Chair of the Learning Commons.

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- 6.7. Learning Commons staff members may, at their discretion, ask student users violating these expectations to leave the Learning Commons and/or file a non-academic misconduct in accordance with the Student Rights and Responsibilities Policy and Non-Academic Misconduct Procedure.

7. Roles and Responsibilities

Stakeholder	Responsibilities
Dean, Applied Research and Innovation	Review and formally support this policy
Learning Commons Chair, Librarian(s)	Draft, review, and formally support the policy
NWP Learning Commons Staff	At all times, adhere to the principles and requirements of this policy.

8. Exceptions to the Policy as determined by the Learning Commons Department Chairperson

8.1. Policy exceptions must describe:

8.1.1. The nature of the exception.

8.1.2. A reasonable explanation for why the policy exception is required.

8.1.3. Any risks created by the policy exception.

9. Inquiries

- 9.1. Inquiries regarding this policy can be directed to the Learning Commons via email or phone:
learningcommons@nwpolytech.ca or 780-539-2939.

10. Amendments (Revision History)

- 10.1. Revised and Recommended by Academic Council: May 11, 2023
10.2. Approved by Board of Governors: June 1, 2023
10.3. Approved by Academic Council: October 8, 2026