

The Library User Policies

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Description: This document outlines The Library User Policies including: our mission statement, collection policy, borrowing and donation processes, and the contact information for The Library Committee.

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Mission Statement

To foster networking and community building within the McGill Vision Research (MVR) and the Centre for Research in Neuroscience (CRN) Groups through the curation and care of The Library.

Collection Policy

To ensure the library is curated towards the interested of our groups, we have narrowed the scope of the materials the library will collect to the following listed in order of preference):

- Neuroscience/Psychology/Vision related fiction
- General fiction
- Research skills/Academic life non-fiction/Reference materials
- Neuroscience/Psychology/Vision Reference materials*

*For reference materials it would be ideal to have up to date/reliable resources and we would like to avoid having a surplus of textbooks as many charitable organizations will not accept them.

This collection policy was created based on the results of a survey sent to members of MVR and CRN in 2021 and may be updated based on user feedback to meet the needs of the group. If you would like to donate items to the library, please ensure that they fall within the scope of the collection policy.

Location

The library is located on the 11th floor of the Montreal General Hospital, at the end of the hallway which is parallel to the elevator exit on the left-hand side.



Borrowing and Returning Library Materials

The library operates on an honor system, MVR/CRN members are welcome freely borrow materials, but the expectation is that all materials will be returned so that others can enjoy them as well. Please be considerate in terms of the amount and duration of your borrowed materials.

As a guideline we recommend you return library materials **within 3 months**.

Library Organization

Books are organized into the following categories: reference materials, science, technical, general, donate/return bins and oversized materials (shelf 1 – 5 respectively). Within each category books are organized alphabetically by the last name of the author.

There is an online database on the LibraryThing website (<https://www.librarything.com/>) where you can see all available library materials. Please refer to the “LibraryThing Account Set-Up” document on how to use the LibraryThing website. You can also read and submit book reviews and participate in other social activities on our LibraryThing website.



Borrowing Procedure

To borrow a book, please fill out the circulation notebook (which is also located on the bookshelf). For the return date please write the date corresponding to 3 months from the day you are signing out the item.

NOTE: If you lend an item to another member of the community, please ensure that you return the item to the library and have them borrow it by creating a new entry in the circulation notebook.

Returning Procedure

To return a book, please fill out the remaining column of your original entry in the circulation notebook. You can leave the book in the return bin.

Donating Library Materials

If you would like to donate materials which are within the library's collection policy, you can leave them in the donation bin, along with the addition details below:

- **Name** (as you would like it to appear in the labelling of the item)
- **Contact Email** (optional; if you would like us to contact you if the item is not accepted)
- **Note** (optional; if you would like to add a comment about the item, such as a review, for the LibraryThing database)

The donated items will be reviewed by The Library Committee and accepted based on the collection policy, space available, and condition of the item. If they are added to the collection, they will be labelled with the donor's name as a thank you and to foster networking and community building. If the items are not accepted and contact information was provided, we will attempt to contact you to return the items, but we cannot guarantee that they will be returned. If you have concerns, you can contact us directly at thelibrary1010@gmail.com so we can ensure the items are kept securely and we have all the information needed to return them.

Disclaimer

Note that we cannot guarantee that donated items which the library is not using will be returned. The library is openly accessible and is not secured beyond the fact that the 11th floor has restricted access. Changes to the collection policy, turnover of library materials, damage, loss, or theft could result in the donated item leaving the library.

Retirement of Library Materials

Library materials may be removed from circulation for any of the following (but not limited to) reasons:

- Damage
- Outdated or incorrect information
- No longer falling within the scope of the collection policy
- Lack of interest from community
- Need to make room for new materials

Retired materials may be sold to provide funds for the upkeep of the library or donated to a charitable organization within Montreal (see Appendix for list of organizations). If you have suggestions for organizations these items can be donated to please contact us!

Funding The Library

To provide upkeep for the library we may have funding activities, sell donated items, accept donations from the community, apply for small grants from the Brain Repair and Integrative Neuroscience Program or other organizations.

Contact

If you have any questions, concerns, or feedback regarding the library please contact us at: thelibrary1010@gmail.com. We are also always looking for volunteers, so please reach out if you are interested in helping with the library!

Appendix

List of organizations retired library materials will be donated to

[Atwater Library](#) - Note: they do not accept encyclopedias, textbooks, out-of-date computer books or National Geographics

[CIUSSS Libraries](#)

[Concordia EPIC Used Book Fair](#)

[Concordia Community Solidarity Co-op Bookstore](#)

[Livre-Service](#) – city book exchange service

[McGill Little Free Libraries](#)

[opendoorbooks.wordpress.com](#) – books to prisoners

[Renaissance](#)

[The Annual McGill Book Fair](#) – Note: they do not accept encyclopedias, National Geographic or other magazines, dated computer manuals and textbooks, or discarded library books.