

MacEwan Cardholder Agreement

The MacEwan Card is issued to registered MacEwan students and to faculty and staff and is the official MacEwan identification card and library card. The Library is responsible for the production, distribution and management of the MacEwan Card. Use of the MacEwan Card is subject to the terms and conditions below, which the cardholder acknowledges upon receipt of the card.

Use and Ownership of the MacEwan Card

Your MacEwan Card is non-transferable and may be used solely by you for the purposes for which it was issued. The MacEwan Card is the property of MacEwan University and shall be returned to MacEwan University upon request at any time; such request to be within the sole discretion of MacEwan University. Your MacEwan Card shall be presented whenever requested by authorized MacEwan personnel or the designated personnel of any public authority. MacEwan Cards are issued to university staff and are valid for the duration of their employment at MacEwan.

Universal Transit Pass (U-Pass)

Your MacEwan Card with a current and valid U-Pass sticker affixed to it, is your Universal Transit Pass (U-Pass). The U-Pass is non-transferable and the participating transit authorities have the right to verify the validity of your U-Pass. U-Pass stickers are issued to eligible MacEwan students by the MacEwan Students' Association.

Lost or Stolen Cards

If your MacEwan Card is lost or stolen, you must notify the Library immediately in order to permit its cancellation. Such notification must be made by visiting the Library in person or by calling Borrower Services at (780) 497-5850. Until such notification has been received, you will be deemed responsible for all use of your MacEwan Card, whether or not such use is authorized by you. There is a \$10 replacement fee for lost or stolen cards. There is a separate fee payable to the Students' Association to replace a U-Pass sticker.

Library Charges

Library items returned late, damaged or lost, are subject to charges, materials overdue for more than 31 days are deemed lost, resulting in a charge for the cost of the item and a non-refundable \$25 administration fee. Overdue fees vary depending upon the item, see below:

Item	Loan Period	Renewals	Late Charges	Lost Charges
Books-Main Collection	2 weeks	3	\$1/day	original purchase cost + admin fee
Periodical/Journals	2 weeks	3	\$1/day	original purchase cost + admin fee
Music Scores/CDs	2 weeks	3	\$1/day	original purchase cost + admin fee
Computer Software	2 weeks	3	\$1/day	original purchase cost + admin fee
DVDs/Videos	2 weeks	3	\$1/day	original purchase cost + admin fee
Leisure Reading Collection	2 weeks	3	\$0.25/day	original purchase cost + admin fee
Reference Collection	No loan	n/a	n/a	n/a

Item	Loan Period	Renewals	Late Charges	Lost Charges
Reserve Items (Hourly)	2 or 4 hour	0	\$1/hour	original purchase cost + admin fee
Reserve Items (Daily)	1 or 3 days	0	\$1/day	original purchase cost + admin fee
Reserve Equipment (1 day)	1 day	0	\$1/day	original purchase cost
Reserve Laptops	3 days	0	\$5/day	\$1000.00
Reserve iPads	3 days	0	\$5/day	\$400.00

Freedom of Information and Protection of Privacy

The personal information collected in the MacEwan University Library Photo ID process is protected and managed according to provisions of Part 2 of the **Alberta Freedom of Information and Protection of Privacy Act**. It will be stored in an electronic database and used to produce an ID / Library Card for the student or staff Member. The data may also be exchanged with external MacEwan partners for the purpose of identity verification for the following services:

- i. providing material loan and other library services at MacEwan and partner libraries;
- ii. for access to other University facilities and services; and,
- iii. emergency and law enforcement, safety and security purposes;

Changes to the terms

The University has the right to amend these terms by posting or displaying such amendments in the Library and from the time of such posting or display, you shall be bound by such amendments.

Cardholder's Consent

By accepting a MacEwan Card, you are agreeing to the terms and conditions of the Cardholder Agreement.