

## CIRCULATION RULES

The circulation period for the majority of books and other items in the library depends on the **borrower's status**:

1. A *valid* College or Seminary ID or a *current* Outside Borrower's card must be presented at the Circulation Desk before items can be checked out.
2. Full time faculty and administrative staff may borrow items to the end of the current academic year.
3. Adjunct faculty may borrow items to the end of the current semester.
4. Seminary students may borrow items to the end of the current semester.
5. MBA and M.Ed. students may borrow items to the end of the current semester.
6. Honors students may borrow those items which they are using for their honors projects to the end of the academic year. Other items go out for three weeks.
7. All other students and support staff may borrow items for three weeks.
8. LVAIC and SEPTLA users may borrow items for three weeks.
9. Outside Borrowers may borrow items for three weeks.
10. Borrowing periods are shortened before the end of each semester so that items are due before the semester ends.
11. Items may be renewed three times. Renewals may be made in person, on the phone, or online. Items on hold may not be renewed.
12. Outside Borrowers may renew items once by phone or twice in person.
13. There is no limit on the number of items that may be borrowed except that Outside Borrowers may have only six items at a time.
14. The following people may **not borrow** items or use the databases:
  - a. Students who are on leave or not currently enrolled. (Over the summer, students enrolled for fall semester do have borrowing privileges which includes remote access to licensed databases.)
  - b. Adjunct faculty who are not currently teaching (Full-time faculty who are on sabbatical may borrow.)

Our licensing agreements with online vendors specify that only "active" borrowers may have access. Circulation policy states that a "valid" identification card must be presented.

In the following cases, circulation period is determined by the **type of material**:

1. Children's items circulate for one week. (CHI items may not be borrowed by Outside Borrowers.)
2. Educational Curriculum Material items circulate for one week. (ECMs may not be borrowed by Outside Borrowers.)
3. Best Sellers circulate for three weeks. (Best Sellers may not be borrowed by Outside Borrowers except those designated Antique or Art Show Committee Members.)
4. Videocassettes and DVDs in the Closed Stacks may be borrowed by faculty and administrative staff only. The circulation period is one week.
5. Reference works do not circulate.
6. Bound and unbound periodicals do not circulate.
7. Items in the Book Stacks stamped "Not to Circulate" may not be checked out.
8. Items which a faculty member places on a temporary "Not to Circulate" list may not be checked out.
9. Rare Books do not circulate.
10. Archival items circulate at the discretion of the Archivist.
11. Reserve items circulate for various periods of time. (Reserves may not be borrowed by Outside Borrowers.)
12. Music Department scores circulate for 3 days; CDs for 24 hours.
13. Music Department books do not circulate.
14. **Type of material** restrictions override **borrower's status**.

#### Fines and Fees

1. Overdue notices will be sent two days after the due date.
2. Fines for students and staff borrowers are five cents a day, maximum fine of \$1.00.
3. Faculty and administrative staff do not pay fines.
4. Outside Borrower fines are twenty-five cents a day.
5. LVAIC and SEPTLA students and faculty do not pay fines.
6. Transcripts will be held for students who have overdue material at the end of each semester.
7. All borrowers except faculty and administrative staff must pay for lost or damaged items plus a \$15 processing fee.

### Hold and Recalls

1. Items that are checked out may be placed on Hold. The borrower will be notified when the items are returned.
2. Items that are checked out may be placed on Recall. A notice is sent to the borrower who has the item instructing him/her to return the item within seven days. When it is returned, the borrower who requested the item will be notified.
3. Outside Borrowers may not place items on Hold or on Recall.

### Bookdrop

The bookdrop is open only during hours that the library is closed. Items should be returned to the Circulation Desk when the library is open.