

CIRCULATION PRIVILEGES

GENERAL GUIDELINES

Access Eligibility

Central Oregon Community College
Central Oregon Community College Campus Library
Bend Oregon

Who can use the Campus Library:

The Campus Library serves primarily COCC and OSU-Cascades students, faculty, and staff. A current COCC or OSU-Cascades ID is required to check out materials.

The Campus Library is also open to the public at no charge for on-site use of collections. All Oregon residents 16 years of age or older may check out materials from the circulating collection after they acquire a library card. A photo ID and proof of a current Oregon mailing address are required for community or other Oregon patron cards. In addition, Oregon residents outside the library's immediate service area need to provide a forwarding address of a friend or family member for library mail in case the patron moves unexpectedly.

The library does not issue library cards to children younger than 16 years old unless they are currently enrolled in COCC courses.

Oregon corporations may also have up to five Oregon patron cards under the corporate name for use by employees. A completed Corporate Borrower Application, available at the circulation desk, signed by an authorized representative of the corporation is required together with a signed letter of authorization on corporate letterhead.

Tulane University
Howard-Tilton Memorial Library
New Orleans, Louisiana

Public access policies

The Howard-Tilton Memorial Library is a private library with public access whose primary mission is to serve the students, faculty and staff of Tulane University. Recognizing its value to the greater New Orleans community and its unique resources of broader interest, the Library welcomes visitors and special borrowers. Public access to the Library is not extended to visitors as a surrogate for the general use of public or other academic libraries in the New Orleans area, however.

A related Computer Use Policy applies to the computers provided for library research and as a means of access to TULANet Voyager, the Library's online catalog and digital resources.

User Groups

Services and privileges addressed in this policy include walk-in workshops, reference or point-of-use instruction, interlibrary loan and document delivery, mediated online searching, requests for in-process

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

materials, requests for on-order materials, and recommendations for item purchases. Levels of service are determined through the reference interview and are described below for the Library's user groups.

Tulane Affiliates

Tulane students, faculty, and staff are given priority assistance and are entitled to all services and privileges listed above.

Tulane students, faculty and staff affiliated with programs supported by the Tulane libraries of business, law and medicine receive priority assistance and are entitled to all services and privileges except interlibrary loan, document delivery, and mediated online searching.

Tulane alumni with alumni borrowing cards are entitled to most services and privileges except interlibrary loan, document delivery, mediated online searching, Microsoft Office and other licensed software, and off-campus access to research databases.

Visitors and Special Borrowers

Visitors and special borrowers are welcome to use the Library's General Collections, the Special Collections in Jones Hall, and the Library's Government Documents Depository. "Special borrowers" are those included with the CALL and LALINC programs, other reciprocal borrowers, and those who have purchased special borrower cards.

All borrowers with Tulane library cards or reciprocal-, alumni-, and special library cards may request in-process and on-order items and may submit recommendations for new purchases.

For use of the General Collections, visitors and special borrowers may expect basic assistance that includes a brief introduction to searching the local catalog and/or another resource most appropriate to the visitor's needs. For use of the unique materials at Special Collections, visitors and special borrowers may expect basic assistance that includes a brief introduction to searching the local catalog, onsite finding aids, and resources most appropriate to the visitor's needs. More in-depth assistance with Special Collections is available by pre-arrangement or as staff time permits.

Visitors and special borrowers served by other local libraries are expected to use their home library for in-depth instruction or detailed help with research topics. Visitors and special borrowers are identified through the initial reference interview employed with each library user who requests in-depth assistance. Instructors at other schools should not refer their students to Howard-Tilton for resources and services available at their own institution.

Pre-College Students

Use of the Library by pre-college students is not encouraged.

Use of the Library by minors below the age of 14 unaccompanied by an adult is not permitted. Service to pre-college students is generally limited to a brief introduction to the online catalog or to general reference sources such as encyclopedias and government publications, or they may be referred to a more appropriate library.

Pre-college students are not allowed in the Library during exam periods except to use the Government Documents Collection.

In cases where pre-college students report they have been sent by their teacher to the Library, the name of the teacher will be obtained and the Dean of Libraries will contact the teacher's school.

Requests for groups of pre-college students to visit the Library, accompanied by a teacher, may be considered as time permits. Unannounced visits by a teacher with a group of pre-college students are not allowed. Pre-arranged visits will generally be arranged as structured tours led by a library staff member. These visits will not involve specific instruction in the use of the collections and it should be understood that such visits are not intended to prepare pre-college students for subsequent use of the Library.

STUDENT ELIGIBILITY STATUS

Undergraduate Students

Georgetown University
Georgetown University Library
Washington, D.C

How many? You may borrow as many books as you need from the Lauinger, Blommer Science and Woodstock Theological libraries.

Loan Period. The loan period is four weeks.

All books are subject to recall after four weeks if requested by another borrower, two weeks if needed for Course Reserves.

For renewal policies, see Renewing books.

Your library record responsibilities. You are responsible for all activity that takes place on your library account record.

Report lost GOCards immediately to the GOCard office.

You must notify the Registrar of changes to your address and phone number. Notify the library of changes to your email address.

If you have any questions about your record or our borrowing policies and procedures, please ask to speak to the Circulation Desk Supervisor. You may call us or email.

Checking out books. You must present your Georgetown University GOCard every time you borrow books. Only you may use your GOCard.

Bring materials to the circulation desk of the department to check out.

Recalls. You may recall any book charged out to another patron. To recall a book use GEORGE to locate the book you want and select the option.

You will receive an email or a print notice when an item you recalled is ready for pickup.

You can check the status of your requests by selecting "Display held items" option while viewing your circulation record in GEORGE.

Remember, as a borrower, all your books are subject to recalls and holds.

You will receive an email and a print notice if a book you borrowed is recalled for another patron. Return the book by the new due date on the notice.

If you do not return a recalled item by the new due date, a block will be placed on your circulation record and you will not be able to borrow additional items or renew checked out items. Overdue recall fines are \$5.00 a day.

Searches and Paging You may request that library staff search for a book that you could not find on the shelf or have a book paged that has an "in library" status in GEORGE. To place a search or page request use GEORGE and select the option. You will be notified via email when books searched or paged are available for pickup at the location you have selected.

Items will be held at the Circulation Desk for eight days.

Off campus storage. You may request items located at the off campus storage facility to be retrieved. To place a request use GEORGE and select the option.

The material arrives within two business days.

You will receive an electronic and a print notice when the material is ready for pick-up. You may also view your circulation record to see when material arrives.

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Items will be held at the Circulation Desk for eight days.

Riggs retrieval. Items stored in Riggs must be requested through the main circulation desk of either Lauinger or Blommer Science libraries.

Request forms are kept at the circulation desk.

If you have Adobe reader, you may print the request form and submit it to the main circulation desk at either library.

Items will be held at the Circulation Desk where the request was submitted for 8 days before sent back to the Riggs library.

Renewing books. You may renew your books up to three times, if they have not been requested by another borrower.

Books can be renewed online through GEORGE at the "View Your Circulation Record" option (enter name and ID number, then click on "Items currently checked out"), by phone (202) 687-7607, in person at the Circulation/Reserve Desk, or by responding to the electronic overdue notice.

Fines will accrue on all materials renewed three days or more beyond the listed due date.

Reserves. A maximum of three Reserve items may be checked out at one time.

Reserve items are available on a first come, first serve basis. Reserve items cannot be held, recalled, or renewed.

Check the Course Reserves for items available electronically.

Electronic reserves can be accessed 24/7 by clicking on the title and then "view document".

Please report any Reserve problems to reserves@georgetown.edu or by phone (202) 687-7644.

A replacement fee of \$200.00 will be assessed after a reserve item is 4 days overdue. This amount will be adjusted to \$40.00 if the item is returned after 4 days. To avoid fines and to be considerate of other students, please return reserve readings on time.

Late fees will accrue on all late materials.

Checking out. Media items are checked out and returned at the Gelardin New Media Center's circulation desk.

Please see Gelardin's borrowing policies for a complete listing of loan periods and fines.

Media is not renewable on-line or by phone.

For more information about the Gelardin New Media Center, please visit www.library.georgetown.edu/dept/gelardin/index.htm, or call [number].

Media owned by other WRLC libraries in the WRLC Catalog, does not circulate, but you can listen to or view these materials at the owning WRLC library.

Borrowing from WRLC Libraries. You can borrow materials (excluding media) through the Consortium Loan Service (CLS) or at any of the Washington Research Library Consortium (WRLC) libraries.

Use your myALADIN account to keep track of due dates, renewals, and status of requested materials.

Use your Georgetown University GOCard to check out materials at WRLC libraries.

Complete WRLC borrowing policies can be viewed at www.wrlc.org/polill.html.

Requesting books and journal articles via the CLS Books and journal articles not available in GEORGE may be requested through the WRLC catalog. The items will be delivered via WRLC's Consortium Loan Service (CLS).

Article requests may be retrieved via web delivery if your email address is listed in your myALADIN account.

Books will be held for ten days at the Circulation Desk, 3rd floor, Lauinger Library.

To request items:

Access the WRLC catalog.

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Once a title has been selected, check that the status is “available.” Click on “request” in the dark blue tool bar located at the top of the page.

Follow instructions on screens.

Material will be delivered to Georgetown (GT) unless specified otherwise.

At the “barcode field,” enter the nine digit number located on the front of your GoCard.

Access myALADIN for account information to track the status of your request(s). Enter your email address if it is not in your MyAladin account.

Books may be returned to any WRLC library.

Complete WRLC borrowing policies can be viewed at www.wrlc.org/polill.html.

Interlibrary Loan. If a book or journal is not available in GEORGE and not able to be requested via CLS from the WRLC catalog, order via Interlibrary Loan.

Interlibrary Loan (ILL) request forms are online and accessible 24/7.

A limit of six requests will be processed per day during periods of high activity in ILL.

Borrowed items must be returned on time.

ILL cannot borrow materials that are owned by the Main Campus Libraries, regardless of whether they are checked out or currently not found on the shelves.

You will be notified by email when your material is available; the pick up location is the ILL Office on the third floor of Lauinger Library.

After office hours, ILL materials may be obtained from the Lauinger circulation desk on the third floor.

For more information about ILL, please visit www.library.georgetown.edu/service/ill.htm

Returning books. Return books to inside or outside book drops at Lauinger or Blommer Science libraries.

Do not leave books on the Circulation counters.

Do not return overdue items in outside book drops when the library is open.

You may request a receipt for books discharged from your account at the time you return them.

Returning Media. Please return media to the Gelardin New Media Center on the first floor.

Do not leave media sitting unattended on the Gelardin Service desk.

If the Gelardin Service desk is closed, please return media to the media return drop bin, located on the far right corner of the desk.

Do not return media in any book drop.

Lost or Damaged Materials Book replacement options:

1) \$57 replacement cost

30 processing fee

and any fine charges up to a maximum of \$10,

or

2) A copy of the material may be brought to the Circulation Desk (on the 3rd floor) by the patron for replacement consideration by the Library. If accepted, there will be a \$15 processing fee and any fines accrued up to a maximum of \$10.

Multimedia:

Replacement costs and options for multimedia can be found at: www.library.georgetown.edu/dept/gelardin/borrowing.htm

Reserves:

Please contact Reserves for replacement options.

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Overdue Fines. Overdue notices are sent to your Georgetown e-mail address as a courtesy. Failure to receive notices of overdue items is not grounds for dismissing fines.

Fines are levied against all overdue items.

Circulating items: \$0.25 / per day

Interlibrary Loan items: \$0.25 / per day

Media: \$1.00 / first hour; \$0.50 each additional hour

Recalled items: \$5.00 / per day

Reserve items: 2, 4 or 24 hour loan period \$1.00 / first hour; \$0.50 each additional hour

Reserve items: 3 day loan period \$2.00 / first day; \$1.00 each additional day

A block will be placed on your circulation record if you owe \$100.00 or more in fines.

All unpaid fines will be sent to Student Accounts four weeks after date of assessment.

University of Iowa

University of Iowa Libraries

Iowa City, Iowa

Undergraduates, Merit Staff, and Most Permit Holders

In all but the Hardin Library for the Health Sciences, books are due in 4 weeks, unless recalled earlier. (At the Hardin Library, these users may check out books for 2 weeks.) Renewals are unlimited. Renewals may be done from My Account within InfoHawk or requested by phone, list, or mail. (Phone renewals are limited to five or fewer items per call.) The last nine digits of the barcode number (the number beginning with 31858. . .) is what staff need for a phone or mail renewal. In addition, your University ID number (or permit barcode number) is required. A fine of \$10.00 is assessed only if a book is kept so overdue that its replacement cost must be charged. Recalled books are fined at the rate of \$2.00 per day overdue.

University of Texas at Arlington

University Libraries

Arlington, Texas

Undergraduate Students

“Undergraduate Students” are people currently enrolled at UT Arlington in an undergraduate program of study, as defined by the UT Arlington Registrar’s Office.

Undergraduates can:

- Have up to 50 items checked out at one time
- Check out books for 21 days
- Check out special materials
- Renew materials 2 times for 21 days each time, unless an item has been placed on hold for another user
- Undergraduates cannot check out current or bound periodicals

People enrolled in an undergraduate program of study at UT Arlington but who are also in the UT Arlington Honors College or the McNair Fellows Program receive the library privileges of UT Arlington graduate students, as outlined below.

Graduate Students

Binghamton University
Binghamton University Libraries
Binghamton, New York

Graduate Students: Limit of 100 items at any one time. Books, microforms, and government documents may be borrowed for one year. Bound and current periodicals are available for in-library use.

Ph.D. Students: Limit of 100 items at any one time. Books, microforms, and government documents may be borrowed for one year. Ph.D. students who have passed Ph.D. qualifying examinations and have an ID card identifying them as “ABD” may borrow bound periodicals for a three-day loan period; current periodicals are available for in-library use.

University of Iowa
University of Iowa Libraries
Iowa City, Iowa

Graduate Students

In all but the Hardin Library for the Health Sciences, books are due twice a year—on specified dates in January and June—unless recalled earlier. (At the Hardin Library, graduate students may check out books for 4 weeks and medical, dental, and pharmacy students may check out books for 2 weeks.) Renewals are unlimited but books must be brought in to one of the libraries to be renewed. Renewals begin on the first Monday in December and May. A Fine of \$10.00 is assessed only if a book is kept so overdue that its replacement cost must be charged. Recalled books are fined at the rate of \$2.00 per day overdue.

University of Texas at Arlington
University Libraries
Arlington, Texas

Graduate Students

“Graduate Students” are people currently enrolled at UT Arlington in an graduate program of study, as defined by the UT Arlington Registrar’s Office.

Graduate students can:

- Have up to 50 items checked out at one time
- Check out books for 30 days
- Check out special materials
- Check out current or bound periodicals for 2 hours, with no renewals
- Renew materials 3 times for 30 days each time, unless an item has been placed on hold for another user

Graduate students holding an appointment as a Graduate Teaching Assistant or a Graduate Research Assistant receive “Graduate Student” privileges at the UT Arlington Library.

Graduate students whose research or teaching assignments require that they receive the borrowing privileges of UT Arlington Faculty should apply for those privileges at the Central Library Circulation Desk. Contact us for more information, or print and submit the Faculty Borrowing Privileges application available here in PDF format.

Continuing Education Students

Bergen Community College
Sidney Silverman Library
Paramus, New Jersey

Students Enrolled in Non-Credit Courses
(ILIR, EOF, Continuing Ed)

Students enrolled in non-credit courses at Bergen Community College may request borrowing privileges by presenting proof of registration and another valid form of identification at the Circulation Desk.

Borrowing privileges are extended for the period of time in which an individual is enrolled in the non-credit course/program.

Periodicals, Reference works and Reserve items are for in-library use only.

There is a limit of 3 items that may be charged out to an individual at any one time.

Loan period is 14 days.

A loan may be renewed unless another borrower has requested the item; renewals may be made in person, or by calling the Circulation Desk .

Some restrictions may apply.

Bergen County residents enrolled in non-credit courses are encouraged to apply for borrowing privileges under the BCCLS reciprocal borrowing program. (BCCLS patrons have borrowing privileges for one year or the expiration date on their public library card whichever occurs sooner.)

Georgetown University
Georgetown University Library
Washington, D.C

How many? You are allowed a maximum of six books checked out to your account at any given time.

Loan Period. The loan period is four weeks.

All books are subject to recall after four weeks if requested by another borrower, two weeks if needed for Course Reserves.

If your privileges expire four weeks before the due date, your books will be due on the expiration date.

All CED privileges expire on the last day of class.

For renewal policies, see Renewing books.

Your Library Record Responsibilities. You are responsible for all activity that takes place on your library record. Notify the library immediately if you lose your Special Borrower library card.

You must inform the library of any changes to address, email, and phone number.

If you have any questions about your record or our borrowing policies and procedures, please ask to speak to the Circulation Desk Supervisor. You may call us at (202) 687-7607 or email accessservices@georgetown.edu.

Checking Out Books. You must register for borrowing the first time you borrow books from the library.

Faculty must present a letter from SSCE with start and end date of courses taught to register.

Students must present the registration form from SSCE to register.

After you are issued a Special Borrowing library card, you must present this card and a picture ID (driver's license, passport, college ID, military ID, etc.) when checking out books.

Only you may use your Special Borrower library card.

Bring the materials to the circulation desk to check out.

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Recalls. You may recall any book charged out to another patron. To recall a book use GEORGE to locate the book you want and select the option.

You will receive an email or a print notice when an item you recalled is ready for pickup.

You can check the status of your requests by selecting "Display held items" option while viewing your circulation record in GEORGE.

Remember, as a borrower, all your books are subject to recalls and holds.

You will receive an email and a print notice if a book you borrowed is recalled for another patron. Return the book by the new due date on the notice.

If you do not return a recalled item by the new due date, a block will be placed on your circulation record and you will not be able to borrow additional items or renew checked out items. Overdue recall fines are \$5.00 a day.

Searches and Paging. You may request that library staff search for a book that you could not find on the shelf or have a book paged that has an "in library" status in GEORGE. To place a search or page request use GEORGE and select the option. You will be notified via email when books searched or paged are available for pickup at the location you have selected.

Items will be held at the Circulation Desk for 8 days.

Off Campus Storage. You may request items located at the off campus storage facility to be retrieved. To place a request use GEORGE and select the option.

The material arrives within two business days.

You will receive an electronic and a print notice when the material is ready for pick-up. You may also view your circulation record to see when material arrives.

Items will be held at the Circulation Desk for 8 days.

Riggs Retrieval. Items stored in Riggs must be requested through the main circulation desk of either Lauinger or Blommer Science libraries.

Request forms are kept at the circulation desk.

If you have Adobe reader, you may print the request form and submit it to the main circulation desk at either library.

Items will be held at the Circulation Desk where the request was submitted for 8 days before sent back to the Riggs library.

Renewing Books. You may renew your books up to three times, if they have not been requested by another borrower.

Books can be renewed online through GEORGE at the "View Your Circulation Record" option (enter name and ID number, then click on "Items currently checked out"), by phone (202) 687-7607, in person at the Circulation/Reserve Desk, or by responding to the electronic overdue notice.

Fines will accrue on all materials renewed three days or more beyond the listed due date.

Returning Books. Return books to inside or outside book drops at Lauinger or Blommer Science libraries.

Do not leave books on the Circulation counters.

Do not return overdue items in outside book drops when the library is open.

You may request a receipt for books discharged from your account at the time you return them.

Using the Gelardin New Media Center. Although your Special Library card does not entitle you to check out material from the Gelardin New Media Center, with a photo ID you are welcome to view or listen to media while the center is open (please see library hours)

Please note only GU faculty, students, and staff have access to the Picchi Multimedia Room and the Audio and Video Editing Rooms.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

For more information about the Gelardin New Media Center, please visit www.library.georgetown.edu/dept/gelardin/index.htm, call (202) 687-7410, or email gelardin@georgetown.edu.

Replacement costs and options for multimedia can be found at: www.library.georgetown.edu/dept/gelardin/borrowing.htm.

Lost or Damaged Materials. Book replacement options:

1) \$57 replacement cost

\$30 processing fee

and any fine charges up to a maximum of \$10,

or

2) A copy of the material may be brought to the Circulation Desk (on the 3rd floor) by the patron for replacement consideration by the Library. If accepted, there will be a \$15 processing fee and any fines accrued up to a maximum of \$10.

What you cannot do with these borrowing privileges Continuing Education borrowing privileges do not entitle you to:

- borrow course reserves
- borrow Gelardin New Media Center material
- off-campus access to selected reference databases
- use the GU Interlibrary Loan service
- use the Picchi Multimedia Room and the Audio and Video Editing Rooms

Overdue Fines. Overdue notices are sent via e-mail (or postal mail if there is not an e-mail address on your account) as a courtesy. Failure to receive notices of overdue items is not grounds for dismissing fines.

Fines are levied against all overdue items.

Circulating items: \$0.25 / per day

Recalled items: \$5.00 / per day

A block will be placed on your circulation record if you owe more than \$25.00.

Joint Degree Programs

Bergen Community College
Sidney Silverman Library
Paramus, New Jersey

Students Enrolled in Joint Degree Programs

Non-BCC students enrolled in Degree programs offered jointly by BCC and other New Jersey community colleges may request borrowing privileges by presenting their college ID at the BCC circulation desk.

Borrowing privileges are extended for the semester in which the student is enrolled in the program.

There is a limit of 10 books which may be charged out to an individual at any given time.

Loan period is 21 days.

A loan may be renewed unless another borrower has requested the item; renewals may be made in person, or by calling the Circulation Desk.

Some restrictions may apply.

Proxy Borrowing

Northern Arizona University
Cline Library
Flagstaff, Arizona

Proxy Card Information

Northern Arizona University faculty and staff who wish to authorize their research assistants to charge out library materials for them may apply for a Cline Library Proxy Card by completing the application below. The proxy card will be attached to the instructor's or staff's personal library record and that person assumes full responsibility for all materials checked out according to the Cline Library Circulation Policy.

Each faculty or staff member may receive one or more proxy card(s) and may designate student assistant(s) to use those card(s). Materials charged out on the proxy card will receive the usual faculty or staff loan period. The faculty or staff member will receive all correspondence for the card.

The Ohio State University
The Ohio State University Libraries
Columbus, Ohio

Faculty/Staff Authorization

OSU faculty and staff may authorize one or more persons to borrow and request library materials under the authorizing person's name; the authorizing person is responsible for all transactions done by the designated individuals. To make such an authorization, print off a Faculty Authorization Request Form, supply the requested information, and submit the form to any OSU Libraries Circulation Desk. Please contact any OSU library if you have questions or would like further information.

Western Illinois University
Western Illinois University Library
Macomb, Illinois

Surrogate Checkout Procedure

Library Materials Checkout and Photocopying of Periodicals by Graduate Assistants

This is the procedure which allows faculty to appoint a Graduate Assistant to checkout library materials and photocopy library materials. It is initiated when the attached form is returned to the Access Services Librarian from a faculty member to name the Graduate Assistant and include ID numbers for both the student and professor. The student ID # is required for identification and the items are checked out to the faculty ID #.

The checkout service includes books, audiovisual materials (not equipment) and government publications in the online catalog, which may be checked out for the normal borrowing period. Periodicals may be checked out for three days only. Checkout of materials takes place at the circulation desk on the 2nd Level of the Malpass Library.

The photocopy service covers material in print format designated for Library use only. Material is to be given to staff at the Periodicals Desk located on the 3rd Level of the Malpass Library.

For requests exceeding 100 pages, the Library has the right to limit the number of photocopies, which can be accommodated on a daily basis. There is a limit of 50 pages from any one reference book. It is expected that the Graduate Assistant will complete all "Citation Slips" for the articles to be copied, as well as an Address Label. The Graduate Assistant will present a University ID, which will be checked against the letter on file. Photocopies will be returned to the faculty member's office via Campus Mail.

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STAFF AND FACULTY ELIGIBILITY STATUS

Staff and Faculty

Colorado State University Pueblo
Colorado State University Pueblo Library
Pueblo, Colorado

Faculty and administrative staff with proper identification may check out books for a semester with all items due the last day of finals. Government documents, vertical file materials and materials from any of the four high school libraries in School District 60 may only be borrowed for a three-week period. Audiovisual materials may be borrowed for a one-week period. Faculty of CSU and administrative staff who are not participants in the Colorado Library Card with proper identification may check out four items. Materials are subject to recall after three weeks. Materials not returned after recall are subject to a lost book charge.

Binghamton University
Binghamton University Libraries
Binghamton, New York

Faculty and University Staff, Clinical Campus Faculty, Emeritus/Emerita Faculty, Management Confidential, University Council, Volunteer: Limit of 100 items at any one time. Books, microforms, and government documents may be borrowed for one year. Bound periodicals may be circulated for three days; current periodicals are due at 5 p.m. the day borrowed.

Los Angeles Valley College
Los Angeles Valley College Library
Valley Glen, California

Faculty may check out books by obtaining a library card, available at the circulation desk. Books circulate for two months, but are due at the end of each semester. They may be renewed. Faculty are not subject to fines, but are held responsible for lost materials and must keep their records current.

University of North Carolina Wilmington
William Madison Randall Library
Wilmington, North Carolina

Active and retired FACULTY and STAFF, and TRUSTEES of the University of North Carolina at Wilmington may borrow materials from the collections upon presentation of a valid identification card.

We ask that you observe the following regulations:

1. Present your UNCW One Card at the Circulation Desk with the items that you wish to borrow.
2. Faculty and staff borrowing privileges are not transferable, with two exceptions.

Faculty may authorize a research assistant to check out materials for them. Contact the Circulation Desk to set up the authorization in the library's patron database. By authorizing this assistant, the faculty member assumes responsibility for the return of all materials and the payment of any charges assessed for damage. To check out materials to a faculty member's account, the authorized research assistant must present the faculty member's card and their own UNCW identification card.

Faculty and staff may add their high-school children enrolled in grades 9–12 as authorized users. Contact the Circulation Desk to add this authorization to the library's patron database. By sponsoring their child, the parent or guardian assumes responsibility for the return of all

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materials and the payment of any charges assessed for damage. To check out materials, the high school student should present their parent's or guardian's UNCW identification card and their high school identification card or driver's license.

3. Faculty and staff are responsible for each item borrowed on his/her card until the material is returned to the Library. Lost or damaged materials must be paid for. When materials are declared lost, we charge the replacement cost.
4. Borrowed materials should be returned and/or renewed at the end of each semester or second summer session. Unless overdue or requested by another user, materials may be renewed by telephone or using: <http://library.uncwil.edu>

Loan Period

The loan period is to the last day of the semester or second summer session for general collection materials and government documents; two days for bound journal volumes; and seven days for audiovisual materials. Items on reserve may be borrowed for periods specified by the course instructor. Reference materials should be used in the Library; however, faculty and staff may borrow some items for a negotiated period (please check with the reference librarian on duty).

A/V Renewals

Renewals for videos, DVDs, CDs and audiobooks are limited to two (2) per item.

Borrowed items are subject to recall when requested by another user. A revised due date will be set. As a courtesy to other library users, please return recalled items as soon as possible.

Overdue Charges

Faculty and staff are not charged for overdue materials. If items are long overdue however, you will receive a bill for the replacement cost. UNCW faculty and staff will have their borrowing privileges blocked when:

- Their debt for Randall Library materials exceeds \$100.00
- Their debt for borrowing from UNC system libraries or interlibrary loan transactions exceeds \$50.00.

We hope that you will enjoy using the Randall Library. Your suggestions concerning our services are always appreciated.

Hamilton College
Burke Library
Clinton, New York

Spouses and Children of College Employees, and Alumni

Spouses and children of college employees and Alumni have the same borrowing privileges as college employees, and may borrow up to 50 books. Fines for overdue books and recalls are the same as those for Hamilton students.

University of North Carolina Wilmington
William Madison Randall Library
Wilmington, North Carolina

Welcome to the William Madison Randall Library. Faculty/staff spouses may be issued a Borrower's Card without charge by visiting the Circulation Desk to get registered for the card.

Loan Period

The loan period is 21 days for books and government documents. The loan period for audiovisual materials is 7 days. Reserve materials, reference items, and periodicals must be used in the building.

A/V Renewals

Renewals for videos, DVDs, CDs and audio books are limited to two (2) per item.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Restrictions

Items in the Reserve Collection may not be checked out. These materials are in high demand for students enrolled in UNCW courses.

No holds (i.e. requests for items already checked out) are allowed.

You are not eligible for UNCW's Interlibrary Borrowing services. Please use your local public library for this service.

Faculty/staff spouses are not eligible for computer lab use or laptop checkout.

Overdue Charges

Overdue charges accrue at \$.25 per item per day, to a maximum of \$6.00 per item. The overdue charge for audiovisuals is \$1.00 per item per day, to a maximum of \$10.00 per item. Borrowing privileges are revoked if a user has overdue books or owes overdue charges. When borrowing materials, please observe these regulations:

1. Present your Randall Library Borrower's Card for each transaction.
2. Borrowing privileges are not transferable, with one exception. High school students enrolled in grades 9–12 may be added as an authorized user to an adult parent's or guardian's borrower's card. By sponsoring their child, the parent or guardian assumes responsibility for the return of all materials and the payment of any charges assessed for damage or overdues. To check out materials, the high school student should present their parent's or guardian's borrower card and their high school identification card or driver's license at the Randall Library Circulation Desk.
3. Borrowers are responsible for materials borrowed until they are returned to the Library. Lost or damaged material must be paid for; we charge the replacement cost and accumulated overdue fines.
4. Most materials may be renewed by bringing them to the Circulation Desk. Unless overdue or requested by another user, materials may also be renewed by telephone (962-3272), or by using the Library's online system.

The Library's catalog is available on the Web at <http://library.uncw.edu>. Access to this system provides a record of the library's collection and serves as a gateway to a wide variety of other electronic resources, including full-text article databases and indexing and abstracting services.

Please inquire at the Reference Desk for assistance in using the Library. We hope that you will enjoy using the Randall Library.

Visiting Scholars

Georgetown University
Georgetown University Library
Washington, D.C

How Many? You may borrow as many books as you need from the Lauinger, Blommer Science and Woodstock Theological libraries.

Loan Period. The loan period is six weeks

All books are subject to recall after four weeks if requested by another borrower, two weeks if needed for Course Reserves.

For renewal policies, see Renewing books.

Your Library Record Responsibilities. You are responsible for all activity that takes place on your library account record.

Report lost GOCards immediately to the GOCard office.

You must notify the library of any changes to your address, email, and phone number.

CIRCULATION PRIVILEGES

If you have any questions about your record or our borrowing policies and procedures, please ask to speak to the Circulation Desk Supervisor. You may call us at or email

Checking Out Books. The first time you borrow, you must present your University invitation letter that states the term of your contract.

You must present your Georgetown University GOCard every time you borrow books.

Only you may use your GOCard.

Bring materials to the circulation desk of the department to check out.

Recalls. You may recall any book charged out to another patron. To recall a book use GEORGE to locate the book you want and select the option.

You will receive an email or a print notice when an item you recalled is ready for pickup.

You can check the status of your requests by selecting "Display held items" option while viewing your circulation record in GEORGE.

Remember, as a borrower, all your books are subject to recalls and holds.

You will receive an email and a print notice if a book you borrowed is recalled for another patron. Return the book by the new due date on the notice.

If you do not return a recalled item by the new due date, a block will be placed on your circulation record and you will not be able to borrow additional items or renew checked out items. Overdue recall fines are \$5.00 a day.

Searches and Paging. You may request that library staff search for a book that you could not find on the shelf or have a book paged that has an "in library" status in GEORGE. To place a search or page request use GEORGE and select the option. You will be notified via email when books searched or paged are available for pickup at the location you have selected.

Items will be held at the Circulation Desk for 8 days.

Off Campus Storage. You may request items located at the off campus storage facility to be retrieved. To place a request use GEORGE and select the option.

The material arrives within two business days.

You will receive an electronic and a print notice when the material is ready for pick-up. You may also view your circulation record to see when material arrives.

Items will be held at the Circulation Desk for 8 days.

Riggs Retrieval. Items stored in Riggs must be requested through the main circulation desk of either Lauinger or Blommer Science libraries.

Request forms are kept at the circulation desk.

If you have Adobe reader, you may print the request form and submit it to the main circulation desk at either library.

Items will be held at the Circulation Desk where the request was submitted for 8 days before sent back to the Riggs library.

Renewing Books. You may renew your books up to three times, if they have not been requested by another borrower.

Books can be renewed online through GEORGE at the "View Your Circulation Record" option (enter name and ID number, then click on "Items currently checked out"), by phone, in person at the Circulation/Reserve Desk, or by responding to the electronic overdue notice.

Fines will accrue on all materials renewed three days or more beyond the listed due date.

Reserves. A maximum of three Reserve items may be checked out at one time.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Reserve items are available on a first come, first serve basis. Reserve items cannot be held, recalled, or renewed.

Check the Course Reserves for items available electronically.

Electronic reserves can be accessed 24/7 by clicking on the title and then "view document".

Please report any Reserve problems to reserves@georgetown.edu or by phone (202) 687-7644.

A replacement fee of \$200.00 will be assessed after a reserve item is 4 days overdue. This amount will be adjusted to \$40.00 if the item is returned after 4 days. To avoid fines and to be considerate of other students, please return reserve readings on time.

Late fees will accrue on all late materials.

Checking Out Media. Media items are checked out and returned at the Gelardin New Media Center's circulation desk.

Please see Gelardin's borrowing policies for a complete listing of loan periods and fines.

Media is not renewable on-line or by phone.

For more information about the Gelardin New Media Center, please visit www.library.georgetown.edu/dept/gelardin/index.htm

Media owned by other WRLC libraries in the WRLC Catalog, does not circulate, but you can listen to or view these materials at the owning WRLC library.

Checking Out Bound Periodicals. Visiting researchers may borrow up to six bound periodicals at a time for two hours.

Bound periodicals cannot be renewed.

Fines for bound periodicals will be \$1.00 for the first hour overdue and \$0.50 for each additional hour.

A notice will be sent after the first day overdue and the borrower will be billed for the replacement cost (\$100 or actual replacement cost, whichever is higher, plus overdue fines) after the fourth day.

Borrowed bound periodicals must be returned to a circulation desk staff member. You may request a receipt verifying the material has been returned.

Borrowing from WRLC Libraries.

You can borrow materials (excluding media) through the Consortium Loan Service (CLS) or at any of the Washington Research Library Consortium (WRLC) libraries.

Use your myALADIN account to keep track of due dates, renewals, and status of requested materials.

Use your Georgetown University GoCard to check out materials at WRLC libraries

Complete WRLC borrowing policies can be viewed at www.wrlc.org/polill.html.

Requesting books and journal articles via the CLS Books and journal articles not available in GEORGE may be requested through the WRLC catalog. The items will be delivered via WRLC's Consortium Loan Service (CLS).

Article requests may be retrieved via web delivery if your email address is listed in your myALADIN account.

Books will be held for ten days at the Circulation Desk, 3rd floor, Lauinger Library.

To request items:

- Access the WRLC catalog.

- Once a title has been selected, check that the status is "available." Click on "request" in the dark blue tool bar located at the top of the page.

- Follow instructions on screens.

- Material will be delivered to Georgetown (GT) unless specified otherwise.

- At the "barcode field," enter the nine digit number located on the front of your GoCard.

CIRCULATION PRIVILEGES

Access myALADIN for account information to track the status of your request(s). Enter your email address if it is not in your MyAladin account.

Books may be returned to any WRLC library.

Complete WRLC borrowing policies can be viewed at www.wrlc.org/polill.html.

Interlibrary Loan. If a book or journal is not available in GEORGE and not able to be requested via CLS from the WRLC catalog, order via Interlibrary Loan.

Interlibrary Loan (ILL) request forms are online and accessible 24/7.

A limit of six requests will be processed per day during periods of high activity in ILL.

Borrowed items must be returned on time.

ILL cannot borrow materials that are owned by the Main Campus Libraries, regardless of whether they are checked out or currently not found on the shelves.

You will be notified by email when your material is available; the pick up location is the ILL Office on the third floor of Lauinger Library.

After office hours, ILL materials may be obtained from the Lauinger circulation desk on the third floor.

For more information about ILL, please visit www.library.georgetown.edu/service/ill.htm

Returning Books. Return books to inside or outside book drops at Lauinger or Blommer Science libraries.

Do not leave books on the Circulation counters.

Do not return overdue items in outside book drops when the library is open.

You may request a receipt for books discharged from your account at the time you return them.

Returning Media. Please return media to the Gelardin New Media Center on the first floor.

Do not leave media sitting unattended on the Gelardin Service desk.

If the Gelardin Service desk is closed, please return media to the media return drop bin, located on the far right corner of the desk.

Do not return media in any book drop.

Lost or Damaged Materials Book replacement options:

1) \$57 replacement cost

\$30 processing fee

and any fine charges up to a maximum of \$10,

or

2) A copy of the material may be brought to the Circulation Desk (on the 3rd floor) by the patron for replacement consideration by the Library. If accepted, there will be a \$15 processing fee and any fines accrued up to a maximum of \$10.

Bound journals:

Patron will be charged either

1) \$100.00 plus \$60.00 processing fee and \$40.00 fine charge

or

2) actual cost of journal plus \$60.00 processing fee and \$40.00 fine charge, whichever amount is higher

Multimedia:

Replacement costs and options for multimedia can be found at: www.library.georgetown.edu/dept/gelardin/borrowing.htm

Overdue Fines. Overdue notices are sent to your Georgetown e-mail address as a courtesy. Failure to receive notices of overdue items is not grounds for dismissing fines.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Fines are levied against all overdue items.

Bound periodicals: \$1.00 /first hour, \$0.50 each additional hour, replacement charge after 4 days overdue

Circulating items: \$0.25 / per day

Interlibrary Loan items: \$0.25 / per day

Media: \$1.00 / first hour; \$0.50 each additional hour

Recalled items: \$5.00 / per day

Reserve items: 2, 4 or 24 hour loan period \$1.00 / first hour; \$0.50 each additional hour

Reserve items: 3 day loan period \$2.00 / first day; \$1.00 each additional day

A block will be placed on your circulation record if you owe \$100.00 or more in fines.

University of Washington
University of Washington Libraries
Seattle, Washington

Borrowing Information for Visiting Scholars

Getting Visiting Scholar Status

To obtain borrowing privileges as a "Visiting Scholar" individuals must be designated as such by a University of Washington academic department. See the UW's procedures for visiting scholars for information on obtaining a Husky Card, used as a library card within the University of Washington Libraries system.

Access

Most libraries and sections have open stacks with selected materials kept in closed areas, not accessible for browsing. Auxiliary and storage stacks; Special Collections, and the Media Center are examples of closed stacks, materials that are unavailable for public browsing. Most reserve materials are also in closed stacks. Access to these materials is acquired through the appropriate public service desk. Requests for storage materials may be placed online through the UW Libraries Catalog. Some materials are restricted to Library Use Only. Typical items include most reference materials, Special Collections and archival theses.

Loan Periods

Loan periods vary among libraries and may be determined by the status of the borrower, type of material and individual collection policy.

Holds, Searches and Retrieval

Any borrower may place a hold for a non-reserve item that is on loan. The item will then be recalled from the current borrower. Borrowers may initiate a search for missing materials at the appropriate circulation desk. Some libraries have remote storage facilities for less-used material. Requests for such items can be made at any circulation desk or through the online catalog.

Returning Materials

Non-reserve library materials (except for fragile items) may be returned to any UW library or bookdrop. A drive-up bookdrop is available south of the dental wing of the Health Sciences Center. Reserve items must be returned to the service desk where they were checked out.

Change of Address

Report address changes to the Library Cashier.

Fines

Circulation policies are designed to provide equal access to the collection for all University borrowers. The borrower must be aware of the policies. Overdue notices are sent as a courtesy, but the borrower is responsible for accumulated fines whether or not the overdue notice is received. Library fines may be paid online, by mail, or in person at the Library Cashier. Delinquent accounts may result in the revocation of borrowing privileges and/or referral to a collection agency.

Appeals

If a borrower feels that a fine has been levied in error, or has questions as to why a fine has been levied, he or she should contact the library unit that issued the bill. The Library Fines Appeals Committee, made up of faculty and students, meets quarterly to adjudicate any appeals of library charges. Library charges must be appealed within 6 months of the billing date.

ALUMNI

Framingham State College
Henry Whittemore Library
Framingham, Massachusetts

Alumni may obtain free borrowing privileges upon request. There is a limit of 3 curriculum library items that may be checked out at a time. There will be no expiration of alumni privileges unless the curriculum library restriction is not respected.

Georgetown University
Georgetown University Library
Washington, D.C

Alumni Borrowing

The library is pleased to offer several ways for Georgetown University Alumni to continue their lifelong studies in an environment outside the classroom.

The University collections and resources located in the Lauinger and Blommer Science libraries are available for the general public to view. Please read the Entrance and Building Use Policies for important information regarding the access to and use of materials within the Georgetown University Main Campus libraries.

Niagara University
Niagara University Library
Niagara University, New York

Alumni

You are an alumnus if you actually graduated from Niagara University. You can obtain a Library Card at the Circulation Desk that allows you to check out up to 10 books for 28 days at a time. You can also use any Library database on-site. Research Assistance is available to you, but Interlibrary Loan Services are not. If you took courses at Niagara University, but did not actually graduate, then see the Local Residents category below.

The library invites Georgetown University Alumni to become a member of the Library Associates. New alumni are offered a free, one year membership upon graduation. Membership includes borrowing privileges, invitations to special events, and an informative quarterly newsletter about the library. Please see Alumni borrowing privileges for more information.

The library also offers LibraryLink, a portal designed especially for Georgetown University Alumni, to assist with the access and use of information resources and technology.

NON-AFFILIATED ELIGIBILITY STATUS

Visitors and Community Members

Guilford College
Hege Library
Greensboro, North Carolina

Non-Guilford Patrons/Guest Patrons

PALS Consortium Institution's faculty and students—Bennett, Elon, Greensboro, and Salem College, and Salem Academy are permitted to borrow circulating materials by requesting items through the PALS system or by presenting current ID cards at the desk. The Consortium rules limit borrowing to a total of 15 items at one time from all Consortium schools and allow one renewal per item.

Students from UNCG, High Point University and NCA&T State University may borrow books with a letter or request form from their home institution's Reference Librarian.

Guests of Hege Library who have paid the \$50.00 guest fee for individual or family use (\$25.00 for Senior citizens, \$25 for Guilford Alumni) receive borrowing privileges that allow them to borrow up to ten books at one time. They may also borrow CD's, videos, recordings and Juvenile books that are circulating materials. Retired Guilford College faculty members receive the same privileges as the Guests of Hege Library. Residents of Friends Homes at Guilford may also apply and receive limited library borrowing privileges from Hege Library.

Members of the groups above are subject to the same regulations and fines that apply to all library patrons.

Colorado State University Pueblo
Colorado State University Pueblo Library
Pueblo, Colorado

Community patrons are welcome to check out books and audiovisual materials at the University Library. They may check out two (2) items with a valid driver's license or four (4) items with a public library card. Books, government documents and vertical file materials check out for a three-week period and audiovisual materials check out for one-week with renewal privileges. Library materials are subject to recall after ten (10) days.

The University Library also offers community patrons the option of purchasing a Library ID (LID) card for \$1.00, which allows the patron to check out four (4) books. The LID card also offers a patron printing privileges when money is added to the card at either of the Card Value machines in the Library. To purchase an LID card the patron must fill out an application form at the circulation desk.

University of Texas at El Paso
University Libraries
El Paso, Texas

Community User Cards

Residents of El Paso County, 18 years of age or older, may secure borrowing privileges by acquiring a Community User Card. The fee is \$50 per year. Fines are charged for books returned late, lost, or damaged. The library also honors the TexShare card, which may be obtained at the El Paso Community College, Public Library, and other Texas libraries, to borrow specific items.

Loan periods:

- Main Stack Collection: 28 days
- Documents: 28 days
- Textbook Collection: 28 days

CIRCULATION PRIVILEGES

- Loan Policies:
- Maximum number of items allowed to be borrowed concurrently: 10
- Maximum number of renewals: 3 per item
- Borrowing is not permitted from the following collections:
- Browsing, Children's, Special and Reference
- Periodicals do not circulate.

Fines:

- Overdue fines: \$.25 per day
- Recall fines: \$ 1.00 per day

Cause for suspension of library privileges:

- 5 or more items overdue concurrently
- \$25 or more owed the Library in bills or fines
- Not returning overdue items which have been recalled

Renewals

Renewals may be done through the Web, or in person at the Library. They cannot be done over the phone or by email.

Staff at the Circulation Desk on the main (2d) floor of the Library can provide detailed information concerning circulation policies, email librarycirc@utep.edu, or call 747-5672.

Interlibrary Loans

Interlibrary loan services are available to community users holding a valid Community User card. There is a handling charge of \$5.00 per transaction, in addition to any charges assessed by the sending library.

Reference Services

Reference and other information services are provided to all patrons on a first-come, first-served basis. However, at all times, priority is given to UTEP students and faculty.

Instruction

Instruction in the use of Library resources is available only to University classes. Occasionally exceptions are made for high school honors classes and groups with special needs. Class instruction is provided strictly by appointment. Contact the Reference Department (747-5643) for additional information

Telephone Queries

Short reference questions are answered by telephone as time permits. In-house users are given priority.

Electronic Resources

The equipment and services of the Collaborative Learning Center are exclusively for the use of currently enrolled UTEP students. Community users may access the Library's electronic resources using the computers in the Media & Microforms Department on the first floor.

UTEP students, faculty, and staff have priority in the use of the Library's Internet, CD-ROM and related electronic products. Community users may be asked to relinquish use of Library computers in order to allow UTEP users access. Certain databases are not available to community users due to licensing agreements. Remote access to the Library's databases is not available to community users.

Library computers must be used for their assigned purpose. Computer use is restricted to databases authorized by the Library. Web "surfing," "chatting," e-mailing, or other personal use of this equipment is not permitted.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Meeting Rooms

The Library's meeting and instruction facilities may only be used by University affiliated groups. They are not available to community groups or individuals.

Walk-in ILL

Framingham State College
Henry Whittemore Library
Framingham, Massachusetts

Students who are currently enrolled at any of the Massachusetts public institutions of higher education may borrow from the library through the W.I.L.L. (Walk-in Interlibrary Loan) program. A validated student ID with a current semester sticker must be presented in order to check out materials.

Area Colleges and Universities

Lynchburg College
Knight-Capron Library
Lynchburg, Virginia

College Students:

Students at Randolph-Macon Woman's College and Sweet Briar College are welcome to borrow materials on a reciprocal basis and to use services and materials available on-site.

Central Virginia Community College students, upon the recommendation of the CVCC librarian, may apply for loan privileges and may use services and materials available on-site.

Students at Virginia University of Lynchburg may apply for loan privileges and may use services and materials available on-site.

Students at other colleges and universities may use the library, on an occasional basis, as a resource that supplements the services and materials provided by their home institution. As such, the Lynchburg College Library does not act as their principal provider of library and information services and resources. The library does not extend borrowing privileges to this category of visitor.

Hamilton College
Burke Library
Clinton, New York

Area Residents, Area College Students and Summer Programs

Area residents, area college students and most summer program participants may check out up to 20 books for a period of 28 days. Books may be renewed twice. These patrons may not recall a book from another borrower. Fines are assessed at \$.50 per day per book up to the maximum of \$40.00 per book. Recalls are fined at \$5.00 per day per book up to the maximum (\$40.00).

University of California Berkeley
University of California Berkeley Libraries
Berkeley, California

Currently enrolled California State University or community college students who need the UC Berkeley collections for research may purchase a six-month Library borrowing privileges card by presenting a current student registration card showing an expiration date or a copy of their current class schedule. The fee is \$25.

High School Students and Youth

Niagara University
Niagara University Library
Niagara University, New York

High School Students

If you are a high school student participating in Niagara University's NUSTEP program, you can obtain a Library Card that allows you to check out a maximum of 10 books for 28 days. To do this, you must bring two documents to the Library:

- Your NUSTEP ID card, which you obtained from the NUSTEP Office. This will serve as your Library Card.
- The slip called Request for Borrowing Privileges, also obtained from the NUSTEP Office. Your teacher must sign it first, but you only need to present this slip the first time you check out books.

High School students not participating in the NUSTEP program can still use the Library but can not check out books. In either case, you can use any Library database on-site. Research Assistance is available to you, but Interlibrary Loan Services are not.

University of Texas at Arlington
University Libraries
Arlington, Texas

UTA Libraries Youth Access Policy and Consent Form

Policy:

Persons under 18 years old who are not in the University of Texas at Arlington database may get a UTA library card to check out materials, provided a Parental Consent Form form is completed and filed at the circulation desk of the UTA Central Library. A card can be acquired through:

- The purchase of a guest borrower's card
- Participation in the UTA Libraries' K12 Connections Program
- Participation in the TexShare program
- The request of a UTA faculty or staff member for their children.

Youth may check out up to 5 books at a time for 21 days with the option of up to 2 renewals if the material is not needed by someone else. Honors, Advanced Placement, International Baccalaureate Students have extended privileges.

Academic Freedom Statement:

A strong intellectual freedom perspective is critical to the development of academic library collections and services that wish to meet the needs of the entire academic community. The Libraries at the University of Texas at Arlington purchase information resources aimed at adult, university-related curricula. In the interest of research and learning, it is essential that we make available information that represents a variety of perspectives on subjects that may be considered controversial.

It is our policy not to act *in loco parentis*, in keeping with the principles of equal access to information and materials for all customers. Therefore, the UTA Libraries do not restrict any customer, including children, from access to any type or class of materials or from any information in the Libraries. If a parent or guardian does not wish his or her child to access particular materials, the parent or guardian should discuss restrictions with his or her child in the context of their parent-child relationship.

Consent:

The purpose of the attached form is three-fold:

- The parent or guardian agrees to accept responsibility for the materials checked out by their child or young adult.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

- The parent or guardian recognizes that the UTA Libraries are adult academic facilities and as such practice academic freedom of information for all registered library users and are not responsible for the topics of the materials chosen by their users.
- The parent or guardian understands that at the UTA Libraries academic freedom of information includes unfiltered and unmonitored access on the internet. For further information, see the UTA Libraries Internet Policy.

Failure to provide a completed consent form means that the youth will be unable to check out materials from the UTA Libraries.

Santa Monica College
Santa Monica College Library
Santa Monica, California

High School Students:

High school students may apply for a free courtesy library card. Application requires a signature from one parent of the applicant, and applicant must show current high school identification. Library card is valid until end of SMC's Spring semester. High school students may borrow up to five items at one time. Borrowing privileges will be terminated if fines owed to the Library exceed \$10.00.

Colorado State University Pueblo
Colorado State University Pueblo Library
Pueblo, Colorado

District 60 and District 70 high school students with proper identification may check out four (4) items. Books, government documents and vertical file materials check out for a three-week period and audiovisual materials for a one-week period with renewal privileges. Students are not allowed to check out materials on another person's ID.

District 60, District 70, and PSAS (Pueblo School for the Arts and Sciences) faculty and staff with proper identification may check out four (4) items. Books, government documents, and vertical file materials check out for a three-week period and audiovisual materials for a one-week period with renewal privileges. Faculty members are not allowed to check out materials on another person's ID. Substitute teachers and family of faculty may check out four items with a picture ID.

University of Texas at Arlington
University Libraries
Arlington, Texas

K–12 Students and Teachers

Participants in the K12 Connections program are area high school students enrolled in Advanced Placement or Honors classes and local teachers and librarians for grades K–12.

K12 Connections participants can:

- Have up to 5 items checked out at one time
- Check out books for 21 days
- Check out special materials
- Renew materials 2 times for 21 days each time, unless an item has been placed on hold for another user

FORMS**Parental Consent for Minors' Use of Library Materials**

University of Texas at Arlington
University Libraries
Arlington, Texas

The University of Texas at Arlington Libraries
Parental Consent for Youth Access to the Libraries

In keeping with increased computer security and the protection of minors in an open information environment, persons under the age of 18 who wish to access the computers in the Libraries and/or borrow books must file a completed Parental Consent Form with the Central Library Circulation Desk. This form serves as an application for a library card and gives permission for minors to register for a temporary computer account to access the Internet. Libraries' policies can be found at <http://library.uta.edu/Main/policies.uta>.

Today's Date _____

Youth's Name _____

Last First MI

Age _____ Social Security No. _____

Youth is an Advanced Placement, International Baccalaureate, or Honors Student? ☐ Yes ☐ No

Youth's School _____

City _____ State _____

Parent/Guardian Name _____

Last First MI

Parent/Guardian Address _____

City _____ State _____ Zip _____

Parent/Guardian Daytime Phone _____

Evening Phone _____

Parent/Guardian E-Mail _____

The minor above has my permission to use and check out materials owned by the UTA Libraries and to use the Internet in any of the UTA Libraries. I understand that there is a variety of information available in the Libraries and that some of that information is of an adult nature. I understand that at the UTA Libraries' policy of academic freedom means that Library use includes unfiltered and unmonitored access to the Internet. I agree that I will not hold the UTA Libraries or its staff responsible for the material my charge chooses to check out, use or view at the facilities. I also acknowledge that I am responsible for my charge's actions and for any fines or fees incurred by my charge while using UTA materials. I am aware that this form is valid for the current academic year (Fall thru Summer).

I have read the above statements and the Libraries' Academic Freedom Statement and Internet Policy on the reverse side of this document. I understand my responsibilities and the responsibilities of my charge.

Parent/Guardian Signature _____

Date _____

Present completed form along with applicant's photo ID at the Central Library Circulation Desk

You may be entitled to know what information UT Arlington (UTA) collects concerning you. You may review and have UTA correct this information according to procedures set forth in the UT System BMP#32. The law is found in sections 552.023 and 559.004 of the Texas Government Code.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Rev. 08.16.04

Staff Use Only ____ Voyager Staff Initials:

____ OIT Database Date:

____ BR06 Notes:

____ URI7

UTA Libraries Academic Freedom Statement

A strong intellectual freedom perspective is critical to the development of academic library collections and services that wish to meet the needs of the entire academic community. The Libraries at the University of Texas at Arlington purchase information resources aimed at adult, university-related curricula. In the interest of research and learning, it is essential that we make available information that represents a variety of perspectives on subjects that may be considered controversial.

It is our policy not to act *in loco parentis*, in keeping with the principles of equal access to information and materials for all customers. Therefore, the UTA Libraries do not restrict any customer, including children, from access to any type or class of materials or from any information in the Libraries. If a parent or guardian does not wish his or her child to access particular materials, the parent or guardian should discuss restrictions with his or her child in the context of their parent-child relationship.

UTA Libraries Internet Policy

Information Philosophy: The University of Texas at Arlington Libraries respect the rights of users and ensure their means to have free and open access to ideas and information, which is fundamental to the learning process and the university experience. To this end, the UTA Libraries will protect intellectual freedom, promote information literacy, encourage lifelong learning, and develop collections, resources, and services that meet the informational and educational needs of the University's diverse user community. The UTA Libraries respect the users' rights to privacy in accessing information so long as users obey applicable policies and laws.

The Internet: The Internet, as an information resource, enables the UTA Libraries to provide information beyond the confines of its own collections. It allows access to ideas, information, and commentary from around the world. While the Internet offers a wealth of material that is personally, culturally, and professionally enriching to individuals of all ages, it also enables access to some material that may be offensive, disturbing, inaccurate, or illegal under U.S. law. The UTA Libraries cannot police this global network and takes no responsibility for its content. Rather, each individual user must take responsibility for his or her own activities on the Internet.

The use of the Internet must be consistent with the mission of the UTA Libraries, the policies of the University, and the laws of the State of Texas. These policies and laws include but are not limited to:

- UTA's policy on sexual harassment, www.uta.edu/eoaa/broc.html
- UTA's computer usage policy, www.uta.edu/uta/wwwteam/citup.html
- Chapter 43, section 21, subchapter B of the Texas Penal Code, referring to the display of obscene materials, www.capitol.state.tx.us/statutes/pe/pe0004300.html#pe007.43.21
- The Digital Millennium Copyright Act (U.S. Copyright Office Summary), www.loc.gov/copyright/legislation/dmca.pdf

Access to the Internet over library computers is a privilege granted to users, and the Libraries reserve the right to suspend or amend this privilege if a user:

- Violates Texas obscenity laws
- Violates campus computer usage policies
- Harasses others including, but not limited to, sexual harassment
- Intentionally damages or destroys equipment, software, or data belonging to the Libraries or to other users, including adding, altering, or deleting files on library workstations or other library computer equipment

CIRCULATION PRIVILEGES

- Copies materials protected by copyright law beyond the bounds of fair use
- Violates software or database license agreements
- Violates or attempts to violate computer system or network integrity, including attempts to bypass network security functions, obtain restricted passwords, or alter the configuration of library workstations in any way
- Uses the Internet for any illegal activity

The decision to suspend or limit a patron's use will be made at the discretion of the Dean of Libraries. Use of the Libraries' workstations will be on a first-come, first-served basis.

Proxy Borrowing Form

Northern Arizona University
Cline Library
Flagstaff, Arizona

Required fields are indicated with an asterisk (*).

Please set up a proxy card for me:

*First Name: *Last Name:

Email:

* Library Barcode # (format 60138100-xxxxxxx):

Campus Department and P.O. Box:

Campus Telephone No.:

* Full name(s) of research assistant(s) authorized to use the card:

* Student ID number(s) of assistant(s):

The proxy card should expire on:

- ☐ Last day of Spring Semester
- ☐ Last day of Summer Session
- ☐ Last day of Fall Semester

Pick up method:

- ☐ Please mail card to my campus address
- ☐ I or my assistant will pick up card at the Circulation Desk

Questions? Contact

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Western Illinois University
Western Illinois University Library
Macomb, Illinois

Permission for a Graduate Assistant to Checkout Library Materials and Pull Periodical Articles

Please allow _____ ID# _____

(Name of Graduate Assistant)

To checkout library materials and pull periodicals to be photocopied on my behalf.

I agree to abide by the following conditions:

A. Conditions for Checkout of Library Materials

- All materials are to be checked-out in my name and I take full responsibility.
- Periodicals may be checked out for 3 days.
- Other library materials may be borrowed for the normal checkout period.
- Only circulating items are available for checkout (no Archives, Reference, etc.).
- The student will locate and bring the items to the Circulation Desk for checkout.

B. Conditions for Pulling Periodical Articles

- My Graduate Assistant will pull the volumes and bring them to the Periodicals Desk.
- My Graduate Assistant will fill out each citation slip.
- I will not submit more than 100 pages per day to be photocopied.
- My Graduate Assistant will fill out the address label.

(Photocopies will be returned via Campus Mail to the Faculty Member.)

(Faculty signature)

Name: _____
(Faculty member, please print legibly)

Date: _____ ID#: _____

Dep't: _____ Phone: _____

I understand all the above points: _____

(Graduate Assistant signature)

Send completed form via Campus Mail.

HOLDS AND RECALLS

Requests for Holds and Recalls on Material

Binghamton University
Binghamton University Libraries
Binghamton, New York

Recall Policy

Library books may be recalled, immediately, if needed for Reserve, after two weeks, if requested by another patron. A recall automatically reduces the loan period for a book and a notification of the new due date is sent to the borrower. Material must be returned by the date given on the recall notice regardless of the original due date. A \$1.00 per day fine is assessed for the late return of recalled books. The maximum recall fine per book is \$15.00.

Hudson Valley Community College
Dwight Marvin Library
Troy, New York

Holds and Recalls

Faculty may place a hold on books that have been checked out. Once the items are returned to Circulation, they will be put aside for the faculty member and that member will be notified. Books are then held for three days. If the faculty member has not picked up the items after three days they are then re-shelved. Faculty loans are subject to recall after the initial three-week checkout period.

New York University
Bobst Library
New York, New York

Holds and Recalls

If you need a book that is not currently available, you may request that a Recall be placed on the book. The user who has the book will be sent a notice alerting them that the book has been requested. When the book becomes available, we will notify you by email and hold the book for 14 days. Requests for recalls may be placed at the Express line at the Circulation desk, or directly through BobCat by clicking on the "Recall/Request" button on the left-hand side of the item record.

If you request a recall on a book that is not already due within 14 days, the book will become due in 14 days. The notice sent to the patron will specify the new due date.

Note that items that have been recalled from you must be returned by the due date specified in the recall notice, regardless of the original due date or the due date stamped in the back of the book. Recalled books which become overdue accrue fines at the rate of \$1/day and block your record so that you cannot check out or renew any books until the recalled items are returned.

Also keep in mind that you are responsible for responding to recall notices even if you are out of town or otherwise indisposed at the time that the notice is sent, or when the book becomes due. Books may be recalled between semesters and over the summer; this often occurs when a book is required for course reserve.

Remember that all books are subject to recall at any time.

Santa Monica College
Santa Monica College Library
Santa Monica, California

Holds on Students' College Records

When a student accrues over \$15.00 of charges (overdue fines and/or lost material, a hold will be placed on the student's college record, preventing the student from registering for future classes, obtaining grades, transcripts, etc. The hold from the student's record will be removed when the library materials are returned and/or fines are paid.

FINES, FEES, BLOCKS, SUSPENSIONS, AND LIBRARY CARDS

Library Cards/ID Cards

Illinois College
Schewe Library
Jacksonville, Illinois

To check out any item, you will need your student I.D. The first time you check out an item, the library staff will activate the barcode on the back of your I.D. This barcode will not only allow you to check out,

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

it will also allow you to check your own patron record at any terminal in the library. **THE LIBRARY CAN-NOT CHECK ANYTHING OUT TO YOU WITHOUT YOUR I.D.!**

New York University
Bobst Library
New York, New York

Identification Cards

You must present a current school ID card in order to check out or renew books. There are no exceptions. If your card is lost or stolen, be sure to let us know immediately. You will be held responsible for any items checked out on your card if you do not inform us that it is missing.

Any time you obtain a new or replacement ID card, you must activate it for library use in person at the library's main circulation desk.

FINES AND FEES

Binghamton University
Binghamton University Libraries
Binghamton, New York

Fines and Fees

Fine Structure:

A fine structure for the late return or Renewal of library materials has been established to assure all patrons maximum access to Library materials. Repeated, flagrant violations will be considered cause for suspension of borrowing privileges.

Circulating books: \$0.10 per day per book to a maximum of \$10.00 per item.

Recalled books: \$1.00 per day per book to a maximum of \$15.00 per item.

Reserve Material: 1-hour & 2-hour loans: \$0.02 per minute to a maximum of \$50.00 per item. 1-Day & 2-Day loans: \$3.00 per day to a maximum of \$50.00 per item.

Videos & DVD's: \$3.00 per day to a maximum of \$50.00 per item.

Interlibrary Loan Materials: \$1.00 per day per item.

La Sierra University
La Sierra University Library
Riverside, California

Regular books: When a book is 14 days overdue a bill of \$50.00 per book will be generated and sent to the user. This includes \$40.00 for the cost of the book and a \$10.00 non-refundable processing fee. In the event that the cost of an item not returned significantly exceeds the standard fee, the library reserves the right to charge a fee based on the actual replacement cost.

If materials are returned prior to the generation of the bill no charge will be incurred. This means you have a 14 day grace period, which begins on the due date. If materials are returned after the generation of the bill, the \$10.00 fee per book will stand.

Reserve materials: Fines for overdue reserve materials have increased and are as follows:

- 2 hour reserve \$1/hour or fraction thereof 15 minutes grace period
- 1 day reserve \$1/hour or fraction thereof 30 minutes grace period
- 3 day reserve \$5/day No grace period
- 7 day reserve \$5/day No grace period

CIRCULATION PRIVILEGES

Periodicals: Fines for overdue periodicals are \$1.00 an hour or fraction thereof. If fines are not paid, a bill of not less than \$5.00 will eventually be submitted to the Student Accounts Office. When materials are not returned, a bill of \$20.00 will also be included with any fine forwarded to the Student Accounts Office.

All fines: Any bill left unpaid will be posted to the user's student account 4 weeks from the generation date.

If fines are not paid, a bill of not less than \$5.00 will eventually be submitted to the Student Accounts Office.

When materials are not returned, a bill for the cost of the materials will also be included with any fine forwarded to the Student Accounts Office.

Milwaukee Area Technical College
Milwaukee Area Technical College Library
Milwaukee, Wisconsin

Library Fines

Library fines, either from overdue items or from lost materials, apply to all MATC students, faculty, and staff. To help insure that each MATC patron has equal access to library resources, return loaned materials promptly by their due date to the appropriate MATC campus library.

Fines are NOT handled by the library

When an item is overdue:

- Bring in the item(s) as soon as possible to the library.
- Ask the Circulation staff for an overdue fine slip.
- Take the overdue fine slip to the MATC campus Cashier's office to pay the fine.
- Until all fines are paid, student transcripts or grades will not be released.
- No fines are charged over weekends and holidays when the library is closed.

Overdue Fines for Books from the General Stacks

There is a one week grace period.

After the one week grace period, the overdue fine for a book is \$.40 per day, per item.

The maximum overdue fine for a book is \$10 unless the item is declared lost (see Fine for Lost Items).

Overdue Fines for Videocassettes and Reserve Items

There is NO grace period.

The overdue fine for all videocassettes and reserve items is \$1 a day per item.

The maximum overdue fee for a videocassette and reserve item is \$10.

Fines for Lost Items

Any item that is not returned five weeks from its due date is declared lost by the library. Also, any item that has been stolen is treated as a lost item. Fines for lost items are:

Books from the General Stacks:

A total of:

The current book price listed in "Books in Print" or \$35, whichever is higher

Plus a non-refundable \$10 processing fee

And the maximum overdue fee of \$10.

Videocassettes and Reserve Items: \$10.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

Refunds

Colorado State University Pueblo
Colorado State University Pueblo Library
Pueblo, Colorado

If the charge has been paid for a lost book and the book is later returned, the money will be refunded or credited to the patron's account at the accounting office, minus the fine which is computed on the basis of the day the material is returned. Maximum fines are \$15.00 for books, \$10.00 for government documents and vertical file items and \$35.00 for audiovisual materials. Fines for lost government documents and vertical file materials cannot be refunded.

Santa Monica College
Santa Monica College Library
Santa Monica, California

Refunds

If a lost and paid for item is found and returned to the Library in good condition within three months of payment, the Library will issue a refund, minus the \$15.00 processing fee. Receipt of payment must be presented to receive the refund.

Overdue Fines for Various Media

Colorado State University Pueblo
Colorado State University Pueblo Library
Pueblo, Colorado

Library Materials: Policy for Overdue and Lost Items

Library patrons will be mailed four overdue notices, a final notice, a lost notice and a billing notice.

Fines are 25 cents per day for each overdue book, government document, and vertical file item. Once an item is two weeks overdue, the fines will begin accumulating and must be collected.

Audiovisual fines are \$5.00 for the first day overdue and \$1.00 for each succeeding day.

Reserve fines are \$1.00 for the first hour and 50 cents for each succeeding hour. There is no maximum fine for reserve items. If a reserve item is overdue and it is the only copy available at the Circulation desk, the fine will be DOUBLED. Faculty and staff are not charged daily fines, although they are required to pay for lost materials. Reserve fines are non-refundable. NO patron is immune from video fines. (Additional video policies are enumerated in another document.)

Final overdue notices for all patrons are sent when an item is 60 days overdue. A lost notice is sent approximately 3 days after the final notice is sent. The billing notice is the last notice generated. The lost notice encumbers the patron with the CSU-Pueblo accounting office for the cost of replacing the item.

Houston Community College System
Houston Community College Libraries
Houston, Texas

2.108.1 Book Overdues

- 2.108.1.1 A book has a loan period of two weeks. All books become overdue if not returned or renewed by the due date.
- 2.108.1.2 Overdue notices will be sent the day following the due date and again one week following the due date if material is still not returned. When overdue letters are returned because of an incorrect address, library staff is to insert a message in the INNOPAC

- patron record that reads: Overdue Notice Returned. Verify Address—date, initials.
- 2.108.1.3 Books may be renewed within 4 days following the due date for a total of 14 days from the original due. Books can also be renewed online via the HCCS library catalog.
- 2.108.1.4 Penalties for books overdue at the end of the semester will be assessed as follows:
- cataloged book—\$40.00 per book
 - uncataloged paperback—\$8.00 per book
- 2.108.1.5 HCCS student records will receive negative service indicators for any items overdue at the end of the semester.
- 2.108.2 Audio-Visual Media Overdues
- 2.108.2.1 Media is loaned for a 4 day period to instructors and Training and Development members. Media becomes overdue if not returned or extended by the date due.
- 2.108.2.2 If not returned on the date due, the patron will be contacted immediately, followed by a written overdue letter.
- 2.108.2.3 The library reserves the right to suspend borrowing privileges for anyone who abuses the system and deprives others of their access to audio-visual materials.
- 2.108.2.4 Penalties for media materials overdue at the end of the semester will be assessed as follows:
- media—actual cost of each item
 - overdue videotapes—\$1.00 per day for overdue developmental math/algebra tapes
(The total amount due should be determined by the Library/LRC Department Chair.)
- 2.108.3 Equipment Overdues
- 2.108.3.1 If library equipment is not returned on time, a phone call must be made to check up on the return of the equipment. If still overdue a week following the telephone call, an overdue letter should be sent. If the equipment is not returned within two weeks following the letter, the circulation supervisor should make sure that a second letter is sent, with a copy to the person's immediate supervisor. If the equipment is not returned within one week of this second letter, the matter should be referred to the appropriate chair.
- 2.108.3.2 The library reserves the right to suspend privileges for anyone who abuses the system and deprives others of their access to audio-visual equipment.
- 2.108.4 Reserve Materials Overdues
- 2.108.4.1 If library reserve material is not returned on time, a phone call must be made to check up on the return of the item(s).
- 2.108.4.2 An overdue notice will be sent the day after material becomes overdue.
- 2.108.4.3 If material is not returned after 5 days a second overdue notice will be sent and the student will be blocked from further library checkouts and will receive a negative service indicator in SPIN.

Blocking Records

Hudson Valley Community College
Dwight Marvin Library
Troy, New York

Overdue Materials

At the end of each semester, faculty overdue notices are mailed to those faculty members who have failed to return books to the library. Instructors and professors are not charged fines, however faculty borrowing privileges may be suspended when materials have not been returned after one academic year. In addition, borrowing privileges may be suspended for gross failure to observe regulations.

THE ACADEMIC LIBRARY MANAGER'S FORMS, POLICIES, AND PROCEDURES HANDBOOK

New York University
Bobst Library
New York, New York

Blocks

Your account will be blocked, so that you cannot check out or renew any items, for any of the following reasons:

- You owe a total of \$5.00 or more in fines and fees.
- Any book on your record has become "lost" (50 days overdue).
- Any book which has been recalled from you has not been returned by the new due date.
- Any mail we send you is returned by the post office.

Xavier University
Xavier University Library
Cincinnati, Ohio

You may be blocked from borrowing or placing a hold for the following reasons:

- Charges to your library record have exceeded the maximum amount.
- Borrowed items exceed the maximum number of allowed.
- Holds placed exceed the maximum number of allowed.
- The item has been recalled by a Xavier or OhioLINK faculty member.

There are limits to the number of items that can be placed on hold, the amount charged to a library record, and the number of items borrowed. These limits vary for Xavier (XU) and OhioLINK (OL) materials as well as by patron type. Once these limits have been reached, your library record may be blocked from borrowing and placing holds.

University of California Berkeley
University of California Berkeley Libraries
Berkeley, California

Autoblock Policy

The Library implemented an automated blocking policy for all categories of patrons. This policy

- ensures that more of the Library's materials are available in-house for browsing, consultation and circulation,
- elicits a timely response to Library requests for return of materials from its patrons, and
- reduces administrative overhead.

Borrowers who do not return materials by their original or renewal due date are blocked from enacting any circulation functions once a grace period has expired. Notices generated by the GLADIS Autocirc System advise borrowers of pending block activity; e.g., overdue and recall notices state that failure to return items by a specified date may result in blocking of circulation privileges. Specific functions which are blocked include: checkout, recall, search, and page from storage.

Upon return of the overdue item(s), the patron is automatically unblocked and normal circulation privileges restored.

Note:

To further assist borrowers in avoiding blocks, the GLADIS circulation systems allows any patron to run an inventory of all materials charged to their library ID. (See "help inventory" on GLADIS.) In the event that a patron has already been blocked, these on-line inventories indicate which unit's materials are causing the block(s).

Automated block does not replace and is separate from a manual block input at the Library Privileges Desk in Doe Library.

Each Library unit may elect a special password enabling override of blocked status at any point.

Appeals on blocking follow regular procedures; i.e. unit head, AUL.

Replacement billing is not affected by this policy.

Payment Methods for Fines and Fees

University of South Alabama
University Libraries
Mobil, Alabama

Forms of Payment: Payments may be made by cash, check, money order, Visa or MasterCard. To obtain immediate clearance of a hold so that a transcript may be issued, payment should be made by cash, money order or credit card. A two-week delay is required when payment is made by personal check. A fee will be assessed for a returned check.

The University prohibits check cashing, and change cannot be given on checks made out for an amount greater than what is to be paid. Cash advances on credit cards are also prohibited by the University.

The Ohio State University
The Ohio State University Libraries
Columbus, Ohio

Lost and Billed Items

Long overdue items are assumed lost, and a lost item charge will be added to the borrower's record. The charges are \$140 for books and \$170 per volume for bound journals (these charges include a \$40 processing fee, plus a billing charge, which will usually be \$10 for OSU items). If the items are returned, the replacement/processing cost will be waived, but the billing fee will be retained (Note: OhioLINK books have a billing fee of \$50.00). Patrons with lost and billed items are blocked from borrowing until the charges are settled with the Library Business Office.

In lieu of Lost and Billed charges, the Libraries provide the option to accept purchase of a replacement book with payment of the processing and billing fees noted above. OhioLINK replacements must be approved by the owning institution; please contact the Library Business Office prior to purchasing a replacement book.

Items reported as returned will be searched for promptly in all library locations. If the items are not found, you will be charged a replacement cost.

Payment of Fines

All other Patron Fines and charges can be paid by cash, check (made payable to the Ohio State University Libraries), or major credit card. Payment may be made in person during regular office hours (M–F, 8:00am–4:30pm, closed holidays) at the Thompson (Main) Library Business Office, Room 107; by phone (292-2400) during office hours (credit cards only), and by mail (no credit cards) at 1858 Neil Ave., Columbus, OH 43210.

Payment plans are available; contact the Business Office for additional information.

Patrons of the Health Sciences Library, Law Library and Regional campus Libraries, should pay fines at those locations.

Appealing Suspension of Library Privileges

Ball State University
Ball State University Library
Muncie, Indiana

Appeal of Fines and Costs

Appeals of library fines and costs must be initiated within ninety calendar days following the date the borrowed material was due for return to the Library. Appeals of assessments must first be directed to the designated personnel at the service location where the material was borrowed. If unresolved at the service location level, appeals may be continued through successive levels of supervision within the Library's Public Services. If unresolved within the Library's Public Services, appeals may be directed to the University Senate Library Subcommittee. (Staff at the service location will, on request, identify the designated personnel, who will explain the route of appeal.)

Appeals once begun must proceed at the borrower's initiative in a timely and reasonable fashion. If a borrower fails to initiate and pursue an appeal within the prescribed time period, penalties approved by the Board of Trustees will result. Appeals made to the Library Committee will be judged on behalf of the University community; the Committee's judgments will be advisory to the Library administration.

The Ohio State University
The Ohio State University Libraries
Columbus, Ohio

Appealing Library Charges

Please try to resolve non-OhioLINK fine questions or problems first at the items's owning location. Request to speak to the circulation supervisor at the specific library.

Unresolved problems may be sent to the Library Business Office, Main Library. Appeals must be presented to the Business Office in person or in writing within six (6) months of the fine date to be considered and should include copies of receipts, library notices, and other useful documentation.

All reasonable concerns related to Library charges will be considered; however, the following are NOT considered reasons on which an appeal can be based:

Lack of understanding of Library policies. Circulation policies are available on the web and are the responsibility of the patron to read and understand.

Unwillingness to take responsibility for materials checked out to you which you loaned to another person or allowed others to use.

Non-receipt, late receipt, or inattention to library mail. Renewal reminders are sent as a courtesy by the Libraries; therefore, it is the patrons' responsibility to monitor their circulation records and ensure prompt renewal of items with or without these reminders. Patrons not reading e-mail due to conferences, vacations, holidays, quarter breaks, etc, are still responsible for responding. It is the patron's responsibility to make arrangements for maintenance of their account during these times of absence.

Central Oregon Community College
Central Oregon Community College Campus Library
Bend, Oregon

You may appeal COCC library charges, if you believe they have been mistakenly assessed or if extenuating circumstances may warrant reduction or cancelation of the charges. Appeals should be made within 30 calendar days of the original billing by Student Enrollment. You may complete an Appeal of Library Charges form, also available at Circulation. You will be notified of the outcome by email.

Q: What are reasons for which an appeal will be denied?

CIRCULATION PRIVILEGES

A: The following reasons are generally not regarded as valid for canceling or reducing charges:

- Lack of knowledge of library policy
- Disagreement with library fine or fee structure
- Inability to pay fees and charges
- Material loaned to a third party
- Non-receipt or late receipt of library reminder notice
- Returning items to libraries other than the COCC library
- Being out of town
- Forgetting the due date
- Term breaks, illness, leaves, vacations, exams, car problems, etc.

FORMS

Form to Appeal Lost-Book Charges or Fines

Virginia Tech
Virginia Tech University Libraries
Blacksburg, Virginia

Newman Library Fine/Book Appeal Form

Patron Information

* = Required fields

Patron ID# * (usually the ID# on your Hokie Passport, VA Drivers License or Library Borrower Card)

Name *

Address *

Phone No. E-mail *

Item(s) in Question

Call No.	Item No.	Title	Due Date	Date Returned	Fines on Item
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Why should these items and/or fines be removed from your account?

* The information I have given in this form is true to the best of my knowledge.

Submit

Reset