

LOANS, RENEWALS, AND REQUESTS

LOANS AND RENEWALS OF MATERIAL

Standard Loan Periods

East Carolina University
Joyner Library
Greenville North Carolina

Joyner Material Types (Books, Videos, etc.) & Loan Periods

Joyner Stacks Books, Joyner North Carolina Collection Books, and Government Documents

- ECU Undergraduate students—4 weeks
- ECU Graduate students—fixed due date at the end of the semester
- ECU Staff—4 weeks
- ECU Faculty—fixed due date in May

TRC Curriculum Books

- Undergrads—2 weeks
- Grads—2 weeks
- Staff—2 weeks
- Faculty—Fixed due date in May

TRC Basal Books (NO RENEWALS TO ANYONE)

- Undergrads—2 days
- Grads—1 week
- Staff—2 days
- Faculty—1 week

Audiovisuals* (Videos, DVD's, etc.) (NO RENEWALS TO ANYONE)

- Undergrads—1 week
- Grads—1 week
- Staff—1 week
- Faculty—1 week

Joyner Reference Collection Books

- DO NOT CIRCULATE

Joyner Periodicals

- Undergrads—DO NOT CHECK OUT
- Grads—DO NOT CHECK OUT
- Staff—DO NOT CHECK OUT
- Faculty—Overnight (Current Periodicals see Reference Desk)

For material not listed as at Circulation: (252) 328-6518

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

**FINES for late Audiovisuals are \$1.00 per item, per day*

Henderson State University
Huie Library
Arkadelphia, Arkansas

What Can Be Checked Out & Length of Checkout Period

All books (except bestsellers) and music scores from the circulating collection may be checked out for 28 days. Renewals must be made in person. There are no renewals for items with a hold on them.

Bestsellers check out for 14 days. Renewals must be made in person.

Students may have a maximum of three audio books checked out at any given time. Checkout period is for 14 days. No renewals.

Henderson State University students may check out any video. Ouachita Baptist University students may check out only videos from the popular collection. Students may have a maximum of three videos charged out at any given time. Checkout period is 3 days. No renewals.

Ouachita Baptist University students who need to view educational videos may do so only in the Audio-Visual Room at Huie Library.

Videos from the Reserve Collection are checked out for the period of time specified by the instructor. All other material may not be checked out.

Henderson State University and Ouachita Baptist University students have reciprocal borrowing privileges. Henderson State University faculty may check out any book (except bestsellers) from the circulating collection for 80 days. Ouachita Baptist University faculty may check out books for 80 days.

Faculty/staff may have a maximum of three audio books checked out at any given time. Checkout period is for 14 days. No renewals.

Faculty/staff may check out any video in the collection. A maximum of three videos may be checked out at any given time. Check out period is for three days. No renewals.

Henderson State University and Ouachita Baptist University dependents may borrow books from the circulating collection for a period of 28 days. Renewals must be made in person.

Henderson State University and Ouachita Baptist University dependents may have a maximum of three audio books charged out at any given time. Loan period is for 14 days. No renewals.

Dependents may have a maximum of three videos charged out at any given time. Only videos from the popular collection may be checked out to dependents. These are videos in the bin near the circulation desk that have a plastic coated description. No renewals.

Community patrons may have a maximum of three items checked out at any given time. This can be a combination of any of the following: bestsellers, books, scores, audio books, and popular videos/DVDs.

Renewals must be made in person.

Community patrons may only check out videos from the popular collection. Popular videos are those with plastic coated descriptions that are kept in bins near the circulation desk. Any video/DVD can be viewed in the Audio-Visual room.

Checkout period for videos is three days. No renewals.

Loan Periods for Faculty

New York University
Bobst Library
New York, New York

Loan Periods

The due date will be stamped in each book at the time of checkout. Media loans will be accompanied by a printed receipt with the due date and time clearly stamped. Note that because due dates may be changed by remote renewal or when an item is recalled (see below), the stamp will not always reflect the actual due date. To check the due date of any item checked out to you, you may view your library record online (instructions on viewing your record and renewing books online). You may also request a printout of your record from the Full Service line at the Circulation desk when you visit the library.

Loan type	Standard Loan Period
General Collection	120 days
Items with Holds on them	14 days
Special loans	Set by Reference or Avery Fisher Center
Interlibrary Loans	set by ILL
Journal Loans	1 day
Leisure Collection	14 days

General Collection refers to circulating books from the stacks. Circulating books are located on floors 2, 4, 5, 7, 8, 9, and 10. Non-circulating books and bound journals, also found on these floors, may not ordinarily be checked out.

Special loans refer to non-circulating books or media items that have been approved for short-term checkout by a librarian in the appropriate reference center: General & Humanities (1st floor); Avery Fisher Center for Music & Media (2nd floor); Business & Government Documents (6th floor); or Science (9th floor). The loan period is set by the librarian, and is usually overnight or shorter. For current media loan periods see <http://library.nyu.edu/afc/faculty.html>

Interlibrary Loans may be checked out until the due date set by the Interlibrary Loan department.

Journals Loans: Bound journals may be checked out overnight.

Leisure Collection refers to the current titles in fiction and non-fiction for recreational reading, shelved on Lower Level 2.

Loan Periods for Retired Faculty

Florida International University
Florida International University Libraries
Miami, Florida

Library Services available to FIU Retired Faculty:

- Use of Library resources and services in-house.
- Use of the Intercampus Loan and Interlibrary Loan Services.
- Checking-out library materials (use your FIU I.D. card).
- Recall, Renew, and In-Process requests—both online and in person at the Circulation Desk.
- Full use of photocopiers (copy card purchase is required).
- Full use of networked printers for library computers (copy card purchase is required).
- Access to all library databases, including the library catalog and full-text resources.

Additional information:

- Your FIU ID card is your permanent library card. Please retain this card after you have retired.

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

- There is no limit to the number of checkouts you may have at any time.
- The loan period is for 3 months; renewals allowed unless there is a recall or hold request for the item.
- Audio-Visual materials are available, with some restrictions.
- Remote access to some electronic databases maybe restricted because of licensing and contractual agreements with vendors.

Questions?

Please contact the Circulation Desk.

Noncirculating Material Loans

University of Scranton
Weinberg Memorial Library
Scranton, Pennsylvania

The University of Scranton's Web site is changing, and policies will be separated from information on the updated sites.

Reference books and current and bound periodicals do not circulate. Reference books, journals, and reserves must be used in the building. "In-Library use only" materials must be returned to the Circulation Desk before the Library closes. Most media materials do not circulate and must be used in the viewing/listening area. Music CDs, if not on Reserve, may be charged out for 3 days. Students may make special arrangements to use media in classroom presentations.

Buena Vista University
University Library
Storm Lake, Iowa

Non-Circulating Materials

The following item types do not circulate (except as noted above): Reference Materials, Journals, Microforms, Special Collections.

Copies of pertinent pages can be made, but the item itself cannot be checked out. Change is available at the Circulation Desk for the library copiers. A scanner is also available.

Georgia State University
Georgia State University Library
Atlanta, Georgia

Circulation of Materials Designated as Reference and General Collection Non-Circulating Policy

Reference materials by their nature are commonly used to retrieve relatively short, specific pieces of information, rather than to be read cover-to-cover. The primary purpose of having a reference collection is to make such convenient sources of specific information readily available when needed by library patrons and by library personnel assisting patrons and carrying out other library operations. Non-circulating items in the General Collection have been designated as such in order to insure that they are available when needed by library patrons; the majority of these items are reference materials. For these reasons, reference materials and those designated as non-circulating, generally do not circulate. Any decision to allow a reference or non-circulating book to circulate is an exception to customary policy, and as such, should be made only in circumstances that warrant such an exception.

The decision to circulate a reference or non-circulating item is made according to the professional expertise of a librarian working at the reference desk. If the item is allowed to circulate, it will be authorized for a checkout period of no more than 3 hours. Only the appropriate subject librarian(s) or head of collection development can authorize a checkout period of more than 3 hours. If the subject librarian or

LOANS, RENEWALS, AND REQUESTS

head of collection development is not available to make this determination, for example on nights and weekends, a checkout period of greater than 3 hours will not be authorized.

In deciding whether or not to make an exception and allow a reference or non-circulating book to circulate, consideration will be given to faculty, staff, graduate students and undergraduate students, in that order. In addition, the following criteria will be considered:

- Can the patron's information need be met by an item in the circulating collection, such as a different book on the topic, a circulating dictionary, or a superseded edition of the same item?
- Can the need be met by an Internet site or library database?
- Is this a standard reference item that does or is likely to receive frequent or regular use and if so, should remain in the library?
- Is the item part of a set, and if removed, would negate the usefulness of the remaining items in the set?
- Is the item needed for a class assignment, so that others are likely to need the item?

University of Wisconsin River Falls
Chalmer Davee Library
River Falls, Wisconsin

Special Permission Checkout

A. Materials from the Reference Collection do not circulate outside of the library. Permission to checkout general non-circulating materials (e.g., reference books, periodicals, Curriculum Materials Center materials) to UWRF faculty, students and staff will be granted by librarians at the Reference Desk. Special permission to checkout non-circulating materials from the Reserve, Government Document and Archives collections will be granted by authorized staff in those departments.

B. The length of time that materials may be kept is determined by the librarian, based on the needs of the library user. The time period should be as short as possible.

Reference Materials Loans

Ferris State University
Ferris Library
Big Rapids, Michigan

Policy for Circulation of Reference Items

For a variety of reasons, materials designated as and housed in Reference collections represent a valuable, discrete portion of a library's overall holdings. Containing the most up-to-date statistical and informational resources, items in Reference collections traditionally do not circulate in order to help ensure access to these items by patrons at the time when they need to consult them.

Items may circulate from Reference, however, on a limited basis at the discretion of the Librarian or Library Associate on duty. Conditions which may warrant circulation of Reference materials include if a suitable substitute is not found within the circulating collection or if the information needed is too long to be photocopied easily. Whereas individual situations in which a patron may want to borrow a reference item will differ, circulation of Reference materials should remain a rare occurrence.

As a guideline, Reference materials may be checked-out to a Ferris State University faculty or staff member for a period that should not exceed an overnight or 24-hour period and to a Ferris student for a period that should not exceed 2 hours. A permission slip, delineating the duration of the check-out period and signed by a Librarian or Library Associate, is required for the Check-Out Desk to circulate Reference material.

Fines on Reference materials will be assessed at the highest rate currently allowed by the university for library items not returned on time. No "Grace Period" is accorded overdue Reference material.

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

Items located in Ready Reference and the Legal Collection, items currently in heavy demand due to a class assignment, and items which comprise part of a set should never circulate.

This policy applies to personal use by library patrons. Classroom or administrative use is considered on a case-by-case basis.

Hood College
Beneficial-Hodson Library
Frederick, Maryland

Overnight Reference Books Policy

At the discretion of the evening Reference Librarian, a reference book will be allowed to circulate one hour before the Library closes. The book must be returned one hour after the Library opens.

The following restrictions apply:

- "Ready-reference" titles kept at the Reference Desk do not circulate.
- Materials which are being heavily used for a class assignment do not circulate.
- Individual volumes from sets of reference books do not circulate.
- Students may borrow only one reference book at a time.

These books must be returned directly to a staff member at the Reference Desk. Do not place them in the outside book drop. Overdue fines will accrue at the rate of \$1.00 per hour for each hour or fraction thereof until the books are returned.

Media Loans

La Sierra University
La Sierra University Library
Riverside, California

Media Materials Circulation

Audio tapes, compact discs, video tapes, slides, and films are available from Media Services. Video and audio tapes, as well as the Music CD Library, are maintained here, and may be checked out by faculty for use on campus, and by students for use in the library and outside with instructor approval. Students may watch video tapes and listen to audio cassettes in the carrels near our department.

We wish to urge the faculty to use our video tape library to store and maintain tapes they purchase for use in their department. We wish to improve the university's collection here in the library, and these materials are most beneficial when they are available to others, here in the library, rather than stored somewhere where no one maintains them or catalogues them.

Illinois College
Schewe Library
Jacksonville, Illinois

CDs and Records

CDs are located in a cabinet across from the new book shelf, to your right as you enter the building. The cabinet is locked, so request a CD at the circulation desk. Records are housed on the lower level. You may request headphones at the circulation desk to use in the library or check the CDs or records out for three days.

Florida International University
Florida International University Libraries
Miami, Florida

LOANS, RENEWALS, AND REQUESTS

Sound & Image AV Resources—Circulation Loan Periods

Circulation Services	Faculty/Staff/Adjunct/ Grad/PhD/Honor	Undergrad	Alumni/Associates/Certificate/Seflin/ Consortium/Other SUS/UM	Elders Institute
Videos (VHS & DVD)	2 weeks/6 titles	3 DAYS—6 TITLES AT A TIME		
Laser Discs VL	2 weeks/6 titles	2 hrs. class presentations	IN-HOUSE USE ONLY NOT AVAILABLE FOR CHECKOUT	
Classroom/ Home Viewing FF	2 weeks/6 titles	3 DAYS—HOME VIEWING ONLY— NO IN-HOUSE USE		
Non- Circulating uvid,rest	2 weeks	2 hrs. class presentations	IN-HOUSE USE ONLY NOT AVAILABLE FOR CHECKOUT	
3/4” Videos VT	Sent to Classroom (UP only)	2 hrs. class presentations	IN-HOUSE USE ONLY NOT AVAILABLE FOR CHECKOUT	SENT TO CLASSROOM
AV Reserves	2 hrs; 24 hrs; 3–days	2 hrs; 24 hrs; 3–days	NOT AVAILABLE	
Distance Lear. & Feeds	N/A	2 HRS RESERVE—FOR STUDENTS REGISTERED IN COURSE ONLY		
Books-On-Tape AC or CD Kits KT	2 Weeks/2 Titles			
Films—16 mm	Sent to Classroom (UP only) or 2 weeks chkt	2 hrs class presentations	IN-HOUSE USE ONLY NOT AVAILABLE FOR CHECKOUT	SENT TO CLASSROOM
Music CDs & LPs	2 Weeks—6 Titles			
Art Slides	3 months/unlimited	3 days/25 slides	IN-HOUSE USE ONLY NOT AVAILABLE FOR CHECKOUT	
CD-ROMs	2 Weeks/2 items			
AV Desk	3 months	3 Weeks		

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

Accompanying Materials

Gen. Col.	Yes
Reference	IN-HOUSE USE ONLY—NOT AVAILABLE FOR CHECK OUT
Periodicals	IN-HOUSE USE ONLY—NOT AVAILABLE FOR CHECK OUT
Gov. Documents	IN-HOUSE USE ONLY—NOT AVAILABLE FOR CHECK OUT

Circulation Services

Holds	Yes	For Class Presentations	NOT AVAILABLE
Intercampus ICL	Yes		
Interlibrary ILL	Yes	Yes	NOT AVAILABLE (Alumni-YES)

University of Texas at Arlington
University Libraries
Arlington, Texas

Borrowing Media Items

Media items owned by the UTA Libraries are kept at the Reserves Desk, but they have different borrowing rules from Reserves items.

Media items found at the Reserves Desk are:

- Videocassettes
- Audiocassettes
- LPs
- Filmstrips
- Slides
- CD-ROMs
- Other computer disks

Media Loan Periods:

- 4 days/1 renewal for an additional 4 days

Media Overdue Fines:

- \$1.20 per day/\$30 maximum fine
- When the maximum overdue fine is reached, we will bill you for the replacement of the item.

Bill-for-replacement charges consist of 3 parts:

- The replacement cost of the item, as determined by the Libraries' Collections & Information Resources Manager
- The overdue fine
- A processing fee of \$35.00

LOANS, RENEWALS, AND REQUESTS

Renewals

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

Renewal Policies

Renewals are granted to library users unless another library patron has placed a hold on the given item.

To renew materials from either the general stacks or the reserve collection:

Bring the item(s) to the library's Circulation and Reserve desk.

Renewals are not accepted over the telephone, through regular mail, or e-mail.

To request a hold for a library item, contact the library staff in person.

New York University
Bobst Library
New York, New York

Renewal guidelines:

Books from the General Collection may be renewed remotely or at Circulation.

Special loans may not usually be renewed. To request a renewal, bring the Special Loan item to the appropriate reference department.

Journal loans and books from the Leisure collection may not be renewed.

To renew an Interlibrary Loan, log into the Interlibrary Loan system.

Books from the General Collection may be renewed in person at Circulation (to renew in person, you must bring the books to the Circulation desk) or remotely on the web. Books may be renewed as many times as you wish as long as they have not been requested by other users or for course reserve. You might not be aware that a Hold has been placed on an item until the time you try to renew it.

To avoid over dues, be sure to renew items before the due date.

Note that if you use the remote renewal systems to renew overdue books, your record will be charged the appropriate fine, if any. If the fine totals \$5 or more, it will prevent you from both renewing and checking out more books until it has been paid. (See Blocks below for information on blocked records.)

Oklahoma State University Center for Health Sciences
Medical Library
Tulsa, Oklahoma

Renewing Materials

Library items may be renewed once, providing they are not recalled, "lost," interlibrary loan materials, or reserve items. Center faculty may request a semester checkout with no renewals. Materials can be renewed via phone, fax, or in-person.

Returns

New York University
Bobst Library
New York, New York

Returns

All books borrowed from Bobst Library must be returned to Bobst on or before the due date.

Interlibrary Loans and Special Loans must be handed directly to a Circulation assistant; they may not be returned to a book return bin.

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

Other books may be placed in a book return bin or handed directly to a Circulation assistant. Books that have not been returned in one of these manners are not considered to have been returned.

You are responsible for returning your library books by the due date even if you are out of town or otherwise indisposed on that date.

Remember that books cannot be checked in if they don't come to the Circulation desk; books which are left in the library without being properly returned will most likely remain on your record, becoming overdue.

Only items belonging to Bobst Library may be checked out, renewed, and returned at Bobst. Items belonging to other libraries (including Consortium libraries) must be returned to the owning library.

Oklahoma State University Center for Health Sciences
Medical Library
Tulsa, Oklahoma

Returning Materials

Collection materials may be returned to:

Circulation desk, or outside book drop in hall near Library entrance.

All reserve materials must be returned to the Circulation Desk.

Tulane University
Howard-Tilton Memorial Library
New Orleans, Louisiana

To Return a Book

When the library is open, a book should be returned to the drop at the Circulation Desk. Ask for a receipt, as proof that you returned the book.

When the library is closed, a book depository is available to the right of the main entrance for your convenience. However, General Reserve books are still subject to fines if not returned to the General Reserve counter.

Do not return a checked-out book to the shelf or place it on any of the book trucks throughout the building as the loan record is not cancelled until the book is returned to the Circulation Desk from which it was borrowed (or until it is dropped in the after-hours Book Depository.) A book will be subject to fines for any delay involved in its return to the Circulation Desk if it has been placed incorrectly in one of these areas.

Books may be returned to the bins located in the library lobby near the photocopiers on the first floor. However, patrons are strongly urged to bring the books to the circulation desk to get a receipt. A receipt is your proof that you returned the library material. When the library is closed you may return library material in the outdoor bin adjacent to the front door of the Howard-Tilton Memorial Library. If the bin is full (especially over long weekends or holidays), do not leave the library material on the ground or garbage cans. You may return them on the next day the library is open. You will not be charged fines for such a delay.

Renewals, Returns, and Recalls for Faculty

New York University
Bobst Library
New York, New York

Renewals

Renewal guidelines:

Books from the General Collection may be renewed remotely, or at Circulation.

Special loans may not usually be renewed. To request a renewal, bring the Special Loan item to the appropriate reference department.

LOANS, RENEWALS, AND REQUESTS

Journal loans and books from the Leisure collection may not be renewed.

To request an interlibrary loan, log in to the Interlibrary Loan system.

Books from the General Collection may be renewed in person at Circulation (to renew in person, you must bring the books to the Circulation desk), by turning in a signed overdue notice or remotely on the web. Books may be renewed as many times as you wish as long as they have not been requested by other users or for course reserve. You might not be aware that a Hold has been placed on an item until the time you try to renew it.

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 mail 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 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.

Returns

All books borrowed from Bobst Library must be returned to Bobst on or before the due date.

Interlibrary Loans and Special Loans must be handed directly to a Circulation assistant; they may not be returned to a book return bin.

Other books may be placed in a book return bin or handed directly to a Circulation assistant. Books that have not been returned in one of these manners are not considered to have been returned.

You are responsible for returning your library books by the due date even if you are out of town or otherwise indisposed on that date.

Only items belonging to Bobst Library may be checked out, renewed, and returned at Bobst. Items belonging to other libraries (including Consortium libraries) must be returned to the owning library.

REQUESTS FOR MATERIALS

Materials in Process

Columbia College
Columbia College Library
Chicago, Illinois

Requesting Materials In Process

If a Columbia student or faculty member urgently needs an item that is labeled No Holdings Available—check at Circulation Desk or Order Received in our Library catalog, they may submit a request for expedited processing of the material by Library staff from our Technical Services Department.

Next Steps

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

Please complete a Request Form for Material in Process available at the Reference or Circulation Desk. Attach to it a printout from our Library Catalog for the item in question. If you need assistance with completing the form or if you have questions, please check with staff at the Reference or Circulation Desk.

Library Technical Services staff will investigate and confirm the item's actual status. If there is a problem, we will contact you right away.

Library Technical Services staff will locate the in-process item within the department.

Library Technical Services staff will process the needed material within 48 hours after the item has been located.

When processing has been completed, the item will be brought to the Circulation Desk where it will be placed on the HOLD shelf under your name. Whoever placed the request for the material will be "first in line" to consult or check out the material (if permitted). Rush processing of an item does not grant circulating status to those already classified as non-circulating.

The Circulation Desk staff will notify you that the requested item is now available for use and it will remain on the HOLD shelf at the Circulation Desk for 24 hours only.

Boston College
Boston College Libraries
Boston, Massachusetts

On Order/In Process Requests

A request placed in Quest or at a circulation desk for an item designated on-order or in-process will automatically assign a rush status to the item and processing is expedited. Delivery time varies depending on whether the item is on site or still on order with a vendor.

Materials in Book Stacks

University of Washington
University of Washington Libraries
Seattle, Washington

Access

Most libraries and sections have open stacks with selected materials kept in closed areas, not accessible for browsing. All visitors are free to use materials in the library.

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. For those without UW borrower cards, service desks accept requests for daily retrieval of storage materials. For those with UW borrower cards, requests may be placed online throughout the UW Libraries Catalog.

University of Illinois at Urbana-Champaign
University Library
Urbana, Illinois

Bookstacks Access

In the interest of preserving an environment conducive for scholarship and research, the UIUC Library limits entrance to its Main Bookstacks primarily to faculty, staff, and students currently employed by or enrolled in the University of Illinois at Urbana-Champaign. UIUC faculty, graduate students, and staff are granted entrance upon presentation of a valid I-Card; UIUC undergraduate students should request a Bookstacks pass at the Main Circulation Desk or in Room 203 Main Library.

The following types of unaffiliated users with research needs, upon presentation of appropriate identification, may be issued a pass to enter the Main Bookstacks:

LOANS, RENEWALS, AND REQUESTS

- Visiting U.S. or international scholars who are being hosted by a unit of the University of Illinois at Urbana-Champaign.
- UIUC emeritus faculty.
- Members of the University of Illinois President's Council and the University Librarian's Council.
- UIUC doctoral students who are currently not enrolled in classes.
- Faculty of other CARLI libraries in the state of Illinois.

Written requests for temporary exceptions to this policy should be addressed to Head of Central Circulation and Book stacks, Main Library.

Upon request, persons who currently hold a Book stacks pass, but who will become ineligible for entrance with this revised policy, will have their entrance privileges extended temporarily for two months from the date on which their current pass expires.

Please note that upon presentation of valid identification any resident of the state of Illinois, as well as many unaffiliated users not mentioned above, may request to have materials retrieved from the Book stacks for them. Please inquire about this service at the Main Circulation Desk or in Main Library.

Materials in Remote Stacks

University of Washington
University of Washington Libraries
Seattle, Washington

Access

Most libraries and sections have open stacks with selected materials kept in closed areas, not accessible for browsing. All visitors are free to use materials in the library.

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. For those without UW borrower cards, service desks accept requests for daily retrieval of storage materials. For those with UW borrower cards, requests may be placed online throughout the UW Libraries Catalog.

University of Illinois at Urbana-Champaign
University Library
Urbana, Illinois

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- UIUC emeritus faculty.
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- UIUC doctoral students who are currently not enrolled in classes.
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Please note that upon presentation of valid identification any resident of the state of Illinois, as well as many unaffiliated users not mentioned above, may request to have materials retrieved from the Book stacks for them. Please inquire about this service at the Main Circulation Desk or in Main Library.

Materials at Bindery

Auburn University
Auburn University Libraries
Auburn University, Alabama

Binding and Receiving: If a volume has just been sent to Binding and a patron needs it, call to ask if it has indeed been sent. If the item is still in Binding, personnel in that department will find the item in the box and bring it to the reference desk for the patron. Ask the patron to return the volume to the Reference Desk; the librarian should return it to Binding. If Binding can't find record for the item, place a missing trace on it.

Library Courier Service

Virginia Tech
Virginia Tech University Libraries
Blacksburg, Virginia

What is the Library Courier Service?

The Library Courier Service delivers materials owned by University Libraries to the on-campus Virginia Tech branch libraries.

Requests for materials that are located at Newman Library are processed by the courier service and delivered to the appropriate branch library for pick up.

Library Courier Service also retrieves books from the return bins located across campus. The bins are checked several times a day and books are checked in as they are received.

Questions, comments, or suggestions regarding Library Courier Service can be directed to delivery. . .

How Do I Request Materials?

To request items from Storage or the branch libraries, complete and submit a Library Courier Service Request Form on-line. There is a limit of 15 items per person per day that can be requested. The request will be electronically mailed to the library where the requested item is located. Once received, the item will be searched, pulled, and delivered to the library pickup location of your choice.

Who Can Use the Courier Service? / What Materials Can I Request?

The Library Courier Service is open to all patrons of the Virginia Tech Libraries. This includes all Virginia Tech Faculty, Staff, Students (Undergraduates and Graduates), Virginia Tech Extension Agents and Virginia Residents.

Library material that can be checked-out (i.e. circulates) can be delivered to you at one of the library pickup locations. Items that can be requested vary for the branch libraries and Storage, depending on which library department owns the item. The Storage facility contains books, journals, Special Collections items, and media items. Items that are currently checked-out can be requested using the Place Request feature in Addison.

How Long Does It Take? / What is the Delivery Schedule?

LOANS, RENEWALS, AND REQUESTS

Storage material requests and on-campus branch library requests usually require a 48 hour processing time to be delivered to the selected on-campus pick up location. Occasionally requests may take up to 5 business days to process due to request volume or citation problems. There are no deliveries on Saturday or Sunday. Items delivered from the Resource Center at the Northern Virginia Center in Falls Church usually take 7–10 days to be delivered to the on-campus pick-up locations.

Deliveries are made to Newman Library and the other on-campus branches once a day with all deliveries completed by 5:00 pm.

Where Can I Have My Requests Delivered To?

Courier requests can be delivered to the Circulation Desk at any of the branches listed below.

On-Campus Library Branches:

- Carol M. Newman Library. Located between the on-campus University Bookstore and Squire's Student Center on The Mall.
- Veterinary Medicine Library. Located in the Virginia-Maryland Regional College of Veterinary Medicine on Duck Pond Drive.
- Art and Architecture Library. Located in room 302 on the third floor of Cowgill Hall.

Off-Campus Library Branch:

Resource Center at the Northern Virginia Center. Located in Falls Church, Virginia. Items requested from this branch are delivered via UPS. Patrons who wish to have materials owned by other branch libraries delivered to the Northern Virginia branch need to submit their requests using ILLiad.

Information on Library Materials

Books, Journals

Books that are located at any Virginia Tech branch library and are listed as Available on Addison can be delivered from one branch library to another branch library. Items that are checked out can be requested.

Journals that are located in Newman library, the Vet-Med library, the Art/Architecture library, and the Northern Virginia Center library are not allowed to circulate. As a result, these items must remain in their respective buildings. The branch libraries do not offer a photocopy service, so patrons must use these materials at the appropriate branch library.

Storage Material

Books and journals that are located at Storage can be delivered to any University Libraries branch for checkout. For more information about the Storage Facility, please visit the Storage Facility Web page.

Special Collections Material

Items from Special Collections that are housed at Storage can be requested using the Library Courier Request Form. These items are not allowed to circulate and must be viewed in the Special Collections area.

Media Items

There are media materials such as filmstrips, multimedia kits and phono records housed at Storage. Filmstrips and multimedia kits can be requested by faculty only. Phono records may be requested by faculty, staff, and students.

University of Texas San Antonio
University Library
San Antonio, Texas

Q: What is the Courier Service?

A: The UTSA Courier Service is used to transfer library materials between the I604 and Downtown campuses. If you need materials not available at one library, you can have them transferred to the other library via the courier.

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

Q: What materials can be requested?

A: Books, videotapes, compact discs, and audiocassettes can all be requested to be transferred to either campus. Articles can be copied and sent, but you will be charged for the cost of copying. Currently this charge is \$3.00 per request for up to 20 pages and 15 cents per page thereafter.

Q: How do I request materials?

A: Materials (books and articles) can be requested from the circulation desk at either the Downtown or the 1604 campus.

For a book:

Make a printout from the UCAT, the Library Catalog that shows:

- the item needed
- its status
- and call number.

On the printout write down:

- your name
- ID number
- and status (faculty, graduate, undergraduate, staff).

For an article:

Provide the following information:

- article title
- journal name
- volume
- issue
- year
- and page numbers.

On the printout write down:

- your name
- ID number
- and status (faculty, graduate, undergraduate, staff).

Currently the charge is \$3.00 per request for up to 20 pages and 15 cents per page thereafter.

Q: Who can use the service?

A: The service is available for any UTSA student, faculty, or staff member.

Q: How long will it take?

A: The courier services runs from Monday to Friday. It will take twenty four to forty eight hours for materials to be transferred between campuses.

Searches Requests

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

Searches

Borrowers may place a search request for materials not found on the shelf and not checked out. Borrowers will be notified of the status of the search request within one to two weeks.

LOANS, RENEWALS, AND REQUESTS

Barton College
Willis N. Hackney Library
Wilson, North Carolina

Searches for Books

If you do not find a book in the stacks area, ask at the Circulation Desk. The staff will try to find out where the book is located. If the book can not be located at that time, they will assist you in placing a Search Request. Staff members will make three thorough searches for the book. You will be notified of the book's status after the first search. If the book is not found, you will be contacted only if a subsequent search is successful.

Books found will be held for one week after patron notification.

In the case that a Search Request is unsuccessful, the item will be considered for replacement at the discretion of the library director.

When dealing with items that are claimed to have been returned, and the Search Request has been unsuccessful, then the item will be designated as LOST. In this case, the patron who checked the item out will be responsible for replacement costs and billing fees or for replacing the item with an acceptable copy, unless there is a receipt stating the item was returned.

FORMS

Request Form for Audiovisual Materials

Columbia College Chicago
Columbia College Library
Chicago, Illinois

Audiovisual Reserve Form

Use this form to reserve AV materials for classroom use.

FACULTY USE ONLY.

READ THIS:

Requests for AV reserves received after 4:00PM CANNOT be processed for the next day.

ALL FIELDS ARE REQUIRED

After completing the form, please scroll to the bottom and click on "Submit."

Instructor Name:

Email:

Phone Number:

Department:

Course Title:

Course Number:

Semester:

Requested Reserve Materials

NOTE: Fields below starting with (*) are required.

Failure to fill in these fields may result in a delay or failure to fill your request.

If you would like to request more than the allotted 5 items on this form, please complete and submit an additional form.

The call number for av materials always begins with a V, VD, DVD, or FILM (i.e. DVD4571).

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

Title:
Director:
Year:
Call Number:
Date Needed:
Title:
Director:
Year:
Call Number:
Date Needed:
Title:
Director:
Year:
Call Number:
Date Needed:
Title:
Director:
Year:
Call Number:
Date Needed:

Additional Comments:

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Submit

Request Form for In-Process Materials

Columbia College
Columbia College Library
Chicago, Illinois

Request Form for Material in Process

This service is only available for the Columbia College Chicago community.

Date: _____

Title of item: _____

Please attach a printout from the **Library Catalog** of the item's full record to this form.

In order to process your request, we need the following information from you.

Your Name: _____

Your Phone Number: _____

Your Email Address: _____

Your Affiliation: ☐Columbia student ☐Columbia faculty ☐Columbia staff Library staff

The Library will contact you **as soon as possible** if we are unable to process the material. We will rush process your item **within 48 hours** after the request has been submitted, the status of the item has been

LOANS, RENEWALS, AND REQUESTS

confirmed and it has been located. You will be notified when the item is available for use. It will be placed **ON HOLD** for you at the Library's Circulation Desk for **24 hours only**.

Request for Search Form

Virginia Tech
Virginia Tech University Libraries
Blacksburg, Virginia

Library Material Search Request

Use this form if you are having trouble locating specific library items. Library staff will begin a search to locate the missing items.

Search requests may take up to 2 business days to complete. You will be notified ASAP at the completion of the search. If the item is located, it will be held for you at the circulation desk unless it does not circulate. Otherwise, it will be set to status missing, and you are encouraged to consult InterLibrary Loan. There are no searches on Saturday or Sunday.

Call Number:

Author:

Title:

Volume:

Issue/No:

Month/Season:

Year:

Location of Item:

- ☐ Newman
- ☐ Art/Arch
- ☐ Northern VA Library
- ☐ Vet Med

Type of Item: ☐ Book ☐ Bound Journal ☐ Current Periodical

Patron name:

Patron Number:

Patron type: ☐ Graduate ☐ Undergrad ☐ Faculty ☐ Staff ☐ VA Resident

Email address:

Phone: