Circulation, Interlibrary Loan, & Reserves Policies

This policy governs the circulation of materials from Morris Library. Reserves Policy [2] and Interlibrary Loan for Other Libraries [3].

I. Introduction

The primary mission of Library Affairs is to support the instructional, research, and service needs of Southern Illinois University Carbondale. These Library Circulation Policies are designed to support that mission by insuring that library materials are properly accounted for and are available to members of the University community and other library users on an equitable basis. Service to users is the first priority of the Library.

Exceptions to these Library Circulation Policies may be granted on a case-by-case basis if need is demonstrated.

I. Loan Periods

Books may be checked out by physically presenting them at the Circulation Desk with a valid University ID card or courtesy card. Books may be renewed in person at the Circulation Desk, online through I-Share or by telephone. Faculty may renew books by mail. All library materials are subject to recall.
<p>| Item Type          | Faculty/AP                  | Graduate Student Staff | Undergraduate Staff | Courtesy Card | LC Books | 16 weeks | Unlimited Renewals | Dewey Books | Unlimited Renewals | Government Documents | Unlimited Renewals | Music Scores | Unlimited Renewals | Media / CDs | Unlimited Renewals | Journals | 5 Days | 2 Renewals | 5 Days | 2 Renewals | Storage Journals | 5 Days | 2 Renewals | 5 Days | 2 Renewals | DVDs and Video | 3 Days | 2 Renewals | 3 Days | 2 Renewals | Music CDs | 1 week | Unlimited renewals | 1 week | Unlimited renewals | Browsing Room | 4 weeks | 2 Renewals | 4 weeks | 2 Renewals | IMC/CMC | 2 weeks | Unlimited Renewals | 2 weeks | Unlimited Renewals | Maps | Unlimited Renewals | Microfilm / Microfiche | Unlimited Renewals | Reserve Books | 2 Hours | 2 Hours | Unlimited Renewals |</p>
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I. Assessments for Overdue or Lost Library Materials.

A. Assessments.

A. OVERDUE MATERIALS.

Borrowers will be assessed daily charges for overdue material. Faculty and Administrative Professional Personnel are exempt from daily assessments except on recalled or special classes of library materials (See V.A.2., V.B., and V.C.3. for additional information).

B. RECALLED MATERIALS.
All borrowers (including Faculty and Administrative Professional Personnel) will be subject to daily assessments for failure to return recalled library material on or before its recall due date.

C. LOST, MUTILATED OR DAMAGED MATERIALS.

All borrowers (including Faculty and Administrative Professional Personnel) will be charged for replacement of lost or repair of mutilated or damaged materials. A non-refundable $5.00 processing fee will also be assessed for each item declared lost, mutilated, or damaged.

Materials overdue for twenty-eight days or longer will be declared lost, and a bill for replacement costs plus processing will be submitted to the Bursar (after the twenty-fourth day of each month) for collection in accordance with University policy and the laws of the State of Illinois.

Daily assessments accrued as the result of materials declared lost will be waived upon payment of the processing charges with the exception of Reserve materials. (See V.E. and V.F. for additional information).

B. Recalls.

Any library item is subject to recall. When an item is recalled, the due date may be adjusted and shortened. The borrower who has the item will be notified of the recall and the adjusted due date by mail or email. A borrower who keeps an item beyond the adjusted due date, regardless of his/her status, will be subject to daily assessments starting the day following the adjusted due date, and to replacement costs and processing charges starting on the twenty-eighth day.

The original borrower may place a recall on the material at the time it is returned.

C. C. Overdue Notices and Daily Assessments.

A. BOOKS.

The Library will send an overdue notice to the borrower approximately one week after the book is due. Fourteen days after the due date a second notice will be sent. All borrowers
(except Faculty and Administrative Professional Personnel) will be subject to a daily assessment for each item kept overdue from the first day overdue until the item is returned. Failure to receive an overdue notice does not relieve a borrower from the responsibility of returning a book by the due date.

Daily assessments accrue at a rate of 15 cents per day or portion of a day.

On the twenty-eighth day after the due date, if the item has not been returned, it will be declared lost, and a notice will be sent in the form of a bill (including replacement costs and a non-refundable $5.00 processing charge). Replacement costs will be canceled if the item is returned. The borrower will be held responsible for processing charges. (See V.E. and V.F. for additional information).

B. PERIODICALS.

An overdue notice will be sent to the borrower five days after a periodical is due. All borrowers (except Faculty and Administrative Professional Personnel) will be subject to a daily assessment for each periodical kept overdue from the first day overdue until the periodical is returned. Fourteen days after the due date a second notice will be sent. On the twenty-eighth day after the due date, if the item has still not been returned, a third notice will be sent in the form of a bill (including replacement costs and a non-refundable $5.00 processing charge). Replacement costs will be canceled if the item is returned. The borrower will be held responsible for processing charges.

Assessments accrue at a rate of 15 cents per day or portion of a day.

C. SPECIAL CLASSES OF LIBRARY MATERIALS.

Overdue procedures and daily assessments are identical to procedures for general overdue books (See V.C.1. for additional information) except for the following:

Recalled Materials
30 cents a day or portion of a day.
Reserve

2-hour reserve and 4-hour reserve materials--$1.00 a minute up to a $300.00 maximum. These charges are nonrefundable. Additional lost item charges may be assessed after 7 days overdue.

D. MATERIALS CHARGED OUT AT SERVICE DESKS.

Overdue procedures and fine schedules are available at the desk where the materials are checked out. These procedures are consistent with the scope of this document.

D. Maximum Accumulated Daily Assessment.

$300.00 per item.

E. Replacement Costs.

A default replacement cost of $100.00 for most books and $300.00 for most journals is assessed unless a purchase price has been included in the item record. All lost replacement assessments are subject to review by Library staff for appropriateness and may be adjusted to fair market value rather than original purchase price. Patrons may request a replacement cost adjustment review at the Circulation Desk.

F. Processing Charges.

A non-refundable processing charge of $5.00 is added to all lost book bills.

II. Suspension of Borrowing Privileges--All Library Users.

Excessive and continued abuse of library materials or services may result in suspension of library privileges. Before suspending library privileges, the library will attempt to communicate with the borrower personally using registered mail, email, telephone, or other appropriate channels, to inform him/her of the possible suspension and to try to resolve the issue. Library privileges may be reinstated when the problem is resolved. The suspension of library privileges will not cancel any charges owed to the University for
III. Circulation Identification and Correct Address.

Borrowers charging out library materials may be asked to provide verification of their current status with the University. Standard verification for students is a valid University ID card and a current class schedule. Standard verification for Faculty, Administrative Professional, or Civil Service is a valid University ID card and confirmation from Human Resources of current employment. Borrowers are responsible for all library materials charged to their ID number. Lost ID cards should be reported immediately to the Circulation Desk and to the SIUC Security Office.

It is the responsibility of the borrower to have a correct address on file with the University Personnel Office, the Office of Admissions and Records, the Circulation Desk, and other appropriate University offices. Any change of address should be reported immediately. The Library will not assume responsibility for overdue notices, recalls, invoices, or other communications sent to the wrong address.

IV. Appeals Within the Library.

Any bill for a daily assessment, replacement of lost, damaged, or mutilated materials, or processing charge may be appealed to the Circulation Services Manager or Head of Circulation Services. If the matter is not resolved, further appeals may be made in writing to the Associate Dean for Information Services, then the Dean of Library Affairs. An appeal that is not resolved within Library Affairs may go to the Associate Provost for Academic Affairs.

V. Applicability.

These policies apply to circulation of materials from Southern Illinois University Carbondale Library Affairs facilities only. The SIU School of Law Library, the SIU School of Medicine Library, and the SIU Edwardsville Library maintain their own circulation policies. The Interlibrary Loan and Circulation Sections of SIUC’s Circulation/Interlibrary Loan Department cooperate with other libraries in applying other libraries’ circulation policies to materials on loan to SIUC borrowers.

VI. I-Share Request.
Faculty, Administrative Professional Personnel, Post-Doctoral Fellows, Civil Service Staff, Graduate Students, and Undergraduate Students may request materials located in other academic and research libraries in the State of Illinois online through I-Share. The materials may be picked up at the Circulation Desk in Morris Library. The Library will also return the materials to the lending library when the borrower has finished with them. Loan periods and other policies, ie., renewals, recalls, fines, etc. are determined by the lending library. If problems occur with items charged from other libraries through I-Share, the Library’s Circulation staff will assist the borrower in resolving them, but assumes no responsibility for fines, replacement of lost books, or other charges resulting from those transactions.

VII. Interlibrary Loan.

Faculty, Administrative Professional Personnel, Post-Doctoral Fellows, Civil Service Staff, Graduate Students, and Undergraduate Students may request that materials not owned by Morris Library or available through I-Share be obtained through Interlibrary Loan. Requests must be submitted electronically via the patron's Interlibrary Loan account. Borrowers will be notified when the material arrives. Loan periods and any special use restrictions will be determined by the lending library. Renewals may be available, and should be requested before the due date to allow processing time. The borrower is responsible for any charges incurred for lost, damaged, or long-overdue interlibrary loan materials.

--Approved December 3, 1979
--Implemented February 1, 1980
--Revised July, 1983
--Revised August, 1984
--Revised July, 1986
--Revised July, 1990
--Revised July, 1994
--Revised April, 2006
--Revised January, 2009

APPENDIX

I. Procedures for Post-Doctoral Fellows and Doctoral Students Admitted to Candidacy.

Any post-doctoral fellow or doctoral student who has been admitted to candidacy is eligible for faculty circulation privileges. To receive these privileges, the individual must present at the Circulation Desk a letter from the Graduate School or his/her department chairperson certifying eligibility.
II. **Library Courtesy Cards.**

Courtesy card users must be 18 years or older or have a parent or guardian signature. Anyone who is not affiliated with the University may obtain a courtesy card at the Circulation Desk. The card will provide borrowing privileges for library materials that circulate and the ability to access online resources and the internet when visiting Morris Library.

A. **Individual Courtesy Card.**

1 month for $15; 6 months for $50; 1 year for $90

Borrowing privileges for library materials that circulate; 4 weeks loan period for books, 1 day loan period for journals. Internet access and online resource access at SIU desktop terminals inside Morris Library. **No Wi-Fi access is included.**

No I-Share borrowing privileges are included.

A. **Corporate/Research Courtesy Card**

6 months for $500; 1 year for $750

Borrowing privileges for library materials that circulate; 4 week loan period for books, 1 day loan period for journals. Internet access and online resource access at SIU desktop terminals inside Morris Library. **No Wi-Fi access is included.**

Up to 24 interlibrary loans per year; additional loans are available at a per transaction rate, but no I-Share privileges.

Up to 5 courtesy cards

Source URL (retrieved on Apr 7 2016 - 8:24pm):
http://www.lib.siu.edu/circulation-policy

Links: