

CIRCULATION POLICIES

I. INTRODUCTION

The Circulation Desk of the library is designed to allow patrons access to resources while maintaining the control necessary to ensure that these resources will be available to all patrons. Circulating materials are available to library patrons according to established policies and procedures. Interlibrary loan is available for items that are not a part of the library collection.

Policies concerning circulation are reviewed for modification as needed.

II. GENERAL INFORMATION

Borrower Identification

All materials must be checked out with a picture ID: valid campus ID, drivers license, current TexShare card, alumni or special borrower card. Stolen or lost cards should be reported to the circulation desk and replaced before checking out materials.

TexShare, alumni and special borrower cardholders must also present a current picture ID to check out materials.

Circulation of Materials

All materials are brought to the circulation desk for checkout or re-check. Materials circulate for a loan period corresponding to the patron's status with the University and by the material type. Non-circulating items include materials from reference, periodicals, microforms and special collections. Each professor selects the type of reserve circulation for his/her materials.

Faculty members may authorize a student assistant to check out materials for him/her by sending a written authorization to the circulation supervisor. At the library, the student assistant must provide a campus ID before checking out materials for the professor. Authorizations are maintained for the current semester, but are not transferable to future semesters unless reissued by the faculty member.

Library Holds

Patrons may place holds at the public terminals for any items currently checked out. Holds cannot be placed for items listed as reserve, lost, missing or on order. Patrons are notified when the material becomes available, and books or other items waiting for pickup are held at the circulation desk for two days. Library staff may place a hold for a patron at the circulation desk, but it is preferable that patrons do so at the public terminals.

FEES POLICY

Each library user is responsible for all materials checked out in his/her name. Library borrowing privileges are suspended with outstanding fees or overdue books. Holds are placed in the Office of Student Records until all library blocks are resolved.

Fees are charged as follows:

1. Exceptions: Strict reserve items are charged at \$.50 per half-hour.
2. Replacement Fees: All patrons are liable for replacement fees on lost or non-returned items, or on items damaged while checked out to the patron. A non-returned item is considered lost 21 days after the due date. Replacement charges are calculated as follows unless otherwise noted on the item record:

Most items except Juvenile	\$40.00
Juvenile materials	\$15.00

A replacement fee plus a processing fee (\$5.00 per item) is charged. With the permission of a librarian, a patron may replace a lost or damaged book if it is a duplicate of the one lost. The patron is responsible for rebinding charges, if needed.
3. Rebinding Fees: Rebinding fees are charged at binding cost, currently \$6.00 per item. Excessive damage or other considerations may increase the binding cost charged to the patron.

IV. POLICY ON PAYMENT OF LIBRARY CHARGES

Campus faculty, staff members and all other patrons are subject to replacement charges and processing fees. Students' records must be cleared with the library before receiving grades or ordering transcripts.

V. POLICY ON REFUNDS

Patrons may, if the item has not been replaced, request a refund for replacement charges if the material is located after replacement charges are paid. Refund checks are processed through the business office and are usually mailed within 10 working days. The processing fee paid in addition to replacement charges are not refundable.

RESERVE POLICIES

I. Introduction

The reserve collection is maintained behind the circulation desk to provide materials for individual instructor's classes. Instructors may use items from the library's collection or provide his/her personal copies of items for student use. Circulation of materials housed on the reserve shelves is limited at the instructor's request. Reserve materials are scheduled for one semester and are reviewed for continuation by the circulation supervisor and the instructor.

II. Placing Items on Reserve

Each instructor must sign a reserve request form provided at the circulation desk. The form requests the instructor to indicate the length of time he/she wishes the reserve material to remain on the reserve shelf, the number of copies to be made available, and the type of circulation. The circulation supervisor will add the reserve materials to the collection within two working days of the request.

III. Removing Items from Reserve

Items are removed from reserve at the request of the instructor. At the end of the scheduled reserve time, the instructor may pick up the materials at the circulation desk, or they may be sent through campus mail. Each item is deleted from the reserve account by the circulation supervisor. At the end of each semester, a report is sent to each instructor who currently has items in the reserve collection.

IV. Reserve Types

1. Strict Reserve -- Items circulate for two hours, but do not leave the building.
Fees -- Replacement fees: \$10.00 for photocopies
Actual replacement costs for personal materials
2. One -Day Reserve -- Items circulate for one 24-hour period until closing time the following day.
Fees -- Replacement fees: \$10.00 for photocopies
Actual replacement costs for personal materials
3. Two to Six Day Reserves -- Same as above.
4. One -Week Reserve -- Items circulate for one seven day period. Same as above.