

# Library Circulation Policy

Roseman University of Health Sciences

## I. Borrowing Privileges for Students, Residents and Employees

Full borrowing privileges are provided to Roseman University of Health Sciences currently enrolled students, residents and employees. Nonaffiliated guests are welcome to use the collection while in the library, but may not check out items (see also Library Nonaffiliated Guest Access Policy).

The Roseman University identification card serves as the library card. The university ID card *must* be presented when checking out library materials. Checking out materials indicates acceptance of responsibility for maintaining materials in acceptable condition, returning or renewing items on time, and paying for any fees incurred. Items may not be checked out using another person's ID card.

**Students and residents** who complete the course of study or otherwise exit from the university *must* return all items and resolve any outstanding fees. Outstanding items or fees may result in a hold against graduation and/or withholding of transcripts.

**Employees** who leave the university are responsible for returning all items and resolving any outstanding fees.

## II. Check Out Time Periods

Check out time periods are set by the library and are subject to change dependent on demand for particular items.

<b>Borrower Type</b>	<b>Books</b>	<b>Journals</b>	<b>Media</b>	<b>Reference and Reserve</b>	<b>Lease Books</b>
Students, residents & interns	2 weeks	2 weeks	2 weeks unless otherwise specified	2 hour in-library use only	2 weeks
P3 Students	3 weeks	3 weeks	2 weeks unless otherwise specified	2 hour in-library use only	2 weeks
Faculty	Academic year unless item is recalled	3 weeks	2 weeks unless otherwise specified	2 hour in-library use only	2 weeks
Staff	3 weeks	3 weeks	2 weeks unless otherwise specified	2 hour in-library use only	2 weeks

### III. Number of Items that May be Checked Out

The maximum number of items that any one borrower may have checked out at any one time is twenty (20).

Item Type	Limit
Books	8
Journals	5
Media	2
Reference items/Reserve materials (In-house use only)	5

### IV. Renewals

Items may be renewed in person, online, or over the phone. It is the responsibility of the borrower to be aware of due dates and not to rely solely on emailed library notices.

Borrowers are blocked from renewing materials if they have overdue items or outstanding fees. Items can be renewed up to five (5) times. Items requested by another borrower (i.e., placed on hold) may NOT be renewed.

### V. Notices

Library notices are sent out via university email *only*. Checking out materials indicates acceptance of responsibility for returning or renewing items on time, as well as paying any fees incurred. It is the responsibility of the borrower to be aware of due dates and to not rely solely on emailed library notices.

Types of notices sent:

- Courtesy notice sent 3 days *before* the due date reminding borrower to renew or return item(s)
- First overdue notice sent 3 days *after* the due date alerting borrower of late fee accrual
- Second overdue notice sent 10 days after the due date alerting borrower of continual accrual of late fees and warning them that after the item is 21 days overdue it will be assumed lost and they will be charged a replacement fee plus administrative fee
- Lost notice sent 21 days after due date alerting borrower that item is now considered lost and borrower is responsible for replacement fee plus administrative fee

### VI. Fees

Overdue items will be charged a late fee at a rate set by the Library as approved by the Administrative Council. Borrowers owing fees are blocked from renewing or checking out additional materials until the account is settled. All payments are handled through the Bursar's Office.

Replacement fees are charged for items never returned or items returned damaged beyond simple repair. The replacement fee is set by the Library as approved by the Administrative

Council. At the Director's discretion, borrowers may provide a new copy of the lost item and pay a \$10 processing fee instead of paying the full replacement fee. It is the responsibility of the person who borrowed the material to notify the library if the item becomes lost, and make appropriate arrangements to settle the account. Refunds will not be made for any lost and paid materials which are subsequently found and returned.

### **VII. Claims Returned**

If a borrower believes he/she has returned an item that appears on their account, the borrower should immediately inform library staff. Overdue fees will be suspended for one month while the staff searches for the item. If the item is found within the library, it will be removed from the patron's record and the fees deleted. If the item is found outside of the library, the late fees will be reinstated. If the item is not found after one month, the item will be considered lost and the borrower will be responsible for replacement and administrative fees.

### **VIII. Holds**

Any borrower may request that a library item checked out to another borrower be placed on hold for him/her upon the item's return. Holds may be requested in person, online or over the phone. Items placed on hold may not be renewed by the current borrower. Only one notice will be sent via e-mail alerting the requestor that the item is ready for pick up at the library service desk. Requestors then have 3 days to pick up the held item. If the item is not picked up in that time, the hold is cancelled. Holds cannot be placed on Reference and Reserve materials.

### **IX. Recalls**

Items checked out by faculty may be recalled for circulation to other borrowers. A notice will be sent via e-mail alerting the faculty borrower that the item has been requested by someone else. Faculty borrowers are asked to return the item to the library within two (2) days from time of receipt of the notice.