

Faculty & Staff Circulation Procedures:

Loan Periods

- The regular loan period for **faculty and staff** is three weeks for books and one week for DVDs. Any item may be renewed as long as no one else is waiting for it. However, items that are checked out for long periods of time must be physically presented to library staff *at least* three times per year for inventory purposes, including within one week of the end of each term (fall, spring, and summer). All borrowed materials are subject to recall by other users and must be returned as soon as possible when recalled. Faculty who do not return or renew curricular items within one month after the end of the semester will be reported to the appropriate department chair, supervisor, or dean. The appropriate chair, supervisor, or dean will also be notified if a recalled item is not returned to the library within 14 days of a recall notice.
- All borrowed materials must be returned, regardless of due date, if the borrower leaves the college.
- **Other materials:** Journals, reserve books, equipment, etc. may be loaned for shorter periods of time such as hours or days. Inquire with staff for more details.

Overdue Notices

- Overdue notices are sent the 7th day and 14th day after an item is due. Generally, these overdue notices are emailed to employees. At this time, you may call or email for a renewal if an item is still needed. Renewals can also be requested online.
- If an item has not been returned or renewed, after 7 more days a FINAL NOTICE listing replacement costs will be sent to the employee. The bill will include the replacement cost for the item(s). Seven (7) days after the FINAL NOTICE is sent, if an item (or items) has not been renewed or returned, the employee's borrowing privileges will be suspended until the item is presented in the Library for return or renewal or, if lost, replacement fees are paid.
- Although faculty and staff are not subject to overdue fines, charges for lost and damaged items will be assessed and the employee's borrowing privileges will be suspended until such charges are paid.

General Circulation Policies

- All library material must be properly checked out. Its prompt and safe return is the personal responsibility of the individual to whom it is loaned.
- Overdue notices are sent as a courtesy to remind borrowers that an item should be renewed or returned. Failure to receive a notice or be contacted by a staff person does not absolve the borrower of the responsibility to renew or return the item to the library in a timely manner.
- The borrower is responsible for notifying the Library immediately if library material is damaged, missing, or lost.