



Angelo State University Library Policy and Procedure Memorandum

PPM #4: **Circulation¹**

DATE: 3 December 2016

PURPOSE: This policy delineates the rules and regulations concerning the circulation of Library materials and group study rooms.

REVIEW: This OP will be reviewed in June of odd-numbered years by the Executive Director of Library Services in consultation with University Library Committee.

I. BORROWING PERIODS AND PRIVILEGES.

A. General Provisions.²

- 1.) Angelo State University students, faculty, staff, and members of eligible affiliated groups enjoy library borrowing privileges. To be eligible for borrowing privileges, members of ASU affiliated groups must be at least 18 years of age. Borrowing privileges apply to all items from any library circulating collection and to selected items from the document collections. The circulation policies grid, maintained by the Access Services Department, outlines borrowing privileges for each category of user and type of material. The University Library Committee approves all borrowing privileges and recommendations for fines and replacement costs. (See Section V for a copy of the Circulation Policies Grid.)
- 2.) Individuals employed by any agency to which ASU outsources the performance/operation of University services have the same borrowing privileges as ASU staff members. Appropriate vice presidents will notify the Library by memo each semester of eligible individuals.
- 3.) The professional staff members of the Library, president, vice presidents, deans, and other designated administrators have the same borrowing privileges as ASU faculty members.
- 4.) Spouses (or partners) of currently employed ASU faculty, staff, or retirees are granted Library borrowing privileges. If the ASU faculty, staff, or retiree member incurs a block, spouse's (or partner's) borrowing privileges are also suspended until such time as the ASU-related member resolves any outstanding problems. The ASU faculty, staff, or retiree

¹ All fees and fines are subject to approval by the Board of Regents through the annual "Global Fee" document process.

² For provisions concerning circulation of materials to Distance Education students, please see PPM #5 "Interlibrary Loan & Document Delivery."

member is also responsible for any fines, lost book replacement charges, or damage fees incurred by his/her spouse (or partner). The ASU faculty, staff, or retiree member's borrowing privileges will be suspended until restitution is made to the Library.

- 5.) Upon payment of a non-refundable fee, non-ASU affiliated individuals may obtain borrowing privileges. The privileges must be renewed on an annual basis. The "fee paying borrower" category is not open to anyone under the age of 18.
- 6.) The Library guarantees any borrower at least 21 days of access to regular circulating items. After the initial 21 days of the check-out period, any item is subject to recall by an ASU student or member of the faculty or staff. A recalled item must be returned to the Library within 7 days of the recall request. Users wishing to renew eligible items may do so in person or online using the appropriate features in the Library's online catalog. Overdue materials may not be renewed online.
- 7.) The term "blocking" refers to the loss of borrowing privileges from any library collection and circulating items through interlibrary loan as well as the issuing of a TexShare borrowing card. A user with a block cannot acquire borrowing privileges by joining another user category.
- 8.) All circulating library materials should be returned to the Circulation Desk in the Learning Commons or to the appropriate outside return box (located on the east and west sides of the building).
- 9.) Non-circulating Government Documents include microfiche, designated optical disc titles, items in fragile condition, items considered to be rare, and items designated as reference materials. Non-circulating items are marked with a red label and/or are stamped "Non-Circulating."
- 10.) The following types of Government Documents will not be lent through Interlibrary Loan: maps, documents available online, "rare," "fragile," and reference items, and optical discs. Decisions concerning the lending of document items through Interlibrary Loan are at the discretion of the designated collection manager, Director, or designated replacements.

B. Special Provisions.

- 1.) Lending periods for materials sent out on Interlibrary Loan are included in the Circulation Policies Grid (see Section V). Lending periods for materials borrowed for ASU users through Interlibrary Loan are at the discretion of the lending library. For additional information concerning Interlibrary Loan policies, please refer to PPM #5.
- 2.) Reference, Curriculum Collection, and non-circulating Government Document materials cannot generally be checked out. ASU Faculty, students, and staff members may request permission for a special loan of these items. Approval is given by a librarian on duty, and the actual online circulation transaction must be executed by a Circulation

supervisor. The default loan period is for three days. The Circulation Desk maintains records of all special loan transactions. All other exceptions are at the discretion of the designated collection manager, Director, or designated replacements.

- 3.) Periodicals cannot generally be checked out. Special permission may be requested from a librarian on duty. The Circulation Desk maintains records of all special loan transactions.

C. Holds and Recalls.³

- 1.) A “hold” may only be placed on an item already checked out. The hold does not change the due date, but does prevent the item from being renewed. When the item is returned to the Library, the hold guarantees that the person placing the hold will receive access to the item. A hold may be requested by any authorized ASU Library user. The individual requesting the hold will receive email notification of the item’s availability.
- 2.) A “recall” placed on an item currently checked out may actually change the due date of the item. Borrowers are guaranteed 21 days access to any regularly circulating item. An exception is renewed items. Recalls on renewed items require that the requested materials be returned within seven days from the date that the recall was placed. Borrowers with recalled items will be notified by the Library. Only ASU students, faculty, and staff members may place recalls. The individual requesting the recall will receive email notification of the item’s availability.

D. Reserves.⁴

- 1.) To support academic instruction, instructors may place materials (Library or personal) on Course Reserve for use by students. The University’s administration may place materials on Course Reserve for general access by the University community and others. Library staff members may place Library materials on Course Reserve to control or protect vulnerable materials and those items consistently in heavy use. Because the Library is considered an extension of the classroom, access to Course Reserve materials is by course number and the instructor’s name only. Course Reserve materials are available only for the semester in which the class is taught.
- 2.) To facilitate maximum access to Course Reserve material for all students, no renewals are permitted for the items placed on Course Reserve. Students also are asked to observe a limit of two items at a time per course. Faculty members designate the loan periods. If the Course

³The “Holds and Recalls” Policy applies only to items that circulate for a minimum of 21 days. Juvenile and Media Collection items are subject to holds but not recalls.

⁴ Please refer to PPM #8 for compliance with provisions of the US Copyright Law. Authorized users may also utilize the e-reserve option for some types of materials.

Reserve item is not owned by the Library (i.e., is owned by the faculty member), the Course Reserve item can only be placed on two hour closed reserve.

- 3.) Faculty must submit items to be placed on Course Reserve to the Circulation Desk at least one working week prior to the date on which the materials are needed by their students. Course Reserve items will be processed in the order received. During certain periods, the demand for this service is extremely heavy. A properly completed Course Reserve Request Form must accompany each item that is to be placed on Course Reserve in the Library.
- 4.) Most Library and personal materials may be placed on Course Reserve. The following types of materials generally will not be accepted for Course Reserve use: reference works, library copies of periodicals, and non-circulating items from special collections. Personal items may be placed on Course Reserve (“closed reserve” only) with the understanding that they will be physically processed for use (which may include application of bar code labels, loan period labels, and copyright compliance stamp, as well as tagging for the security system). The Library will take suitable precautions for protecting personal materials placed on Course Reserve, but is not responsible for their loss or damage.
- 5.) On reading lists given to students, instructors should clearly indicate the items on Course Reserve and the data elements necessary to enable students to find the materials.
- 6.) Removing materials from Course Reserve.
 - a.) It is the responsibility of the instructor to notify the Course Reserve supervisor before the end of the current semester if items are to remain on reserve for the succeeding semester. The process for removing items from Course Reserve begins immediately after the end of the semester.
 - b.) Materials may be temporarily released from Course Reserve providing that permission is obtained from the instructor(s) who reserved the materials and at the discretion of the Course Reserve supervisor.
 - c.) Instructors will be notified when they are to retrieve personal materials no longer needed for Course Reserve.
 - d.) Course Reserve materials not picked up will be returned by delivery to academic department offices.

II. FINES.

A. General Provisions.

- 1.) The Circulation Policies Grid (see Section V) contains information for fine rates by type of item and borrower category.
- 2.) With the exception of fines for overdue ILL materials and IT equipment, currently employed faculty and staff members are exempt from overdue fines. There is no maximum fine accumulation for ILL materials.
- 3.) There is a 72 hour grace period for returns on materials from the circulating book collection,⁵ after which the fine is applied to each day past the actual due date/time. There is a 24 hour grace period for returns on materials from the Juvenile and Media Collections, after which the fine is applied to each day past the actual due date/time.
- 4.) For any user category, borrowing privileges will be suspended when a maximum number of overdue items and/or fine amount is reached for a particular user category. (See Section V for a copy of the Circulation Policies Grid.)

III. REPLACEMENT OF LOST OR DAMAGED ITEMS.⁶

A. Print, Microform, and Interlibrary Loan Items.

For a lost or irreparably damaged item, the Library will charge the user the replacement price cited by the appropriate source. The user will also incur a non-refundable processing fee⁷, as well as any applicable overdue fines. If the user pays the replacement cost for an item declared lost, but then finds the item within four months of the item's original due date, the replacement fee is refundable, but not the processing fee. (Student charges are transferred to the Bursar's Office for billing. Consequently, replacement charges will not be reversed or refunded beyond four months from the item's due date.) Once an item is 100 days overdue, the automated system declares the item to be "Lost." At that point, the nonrefundable processing fee is posted to the patron's record and the user's borrowing privileges are suspended. For additional information on loss of borrowing privileges, see Section V, Circulation Policies Grid.

If the user damages library material and the item can be repaired, the Library assesses the user a damage fee of \$30.00. This money will be used to rebind the material or otherwise implement such repairs as are possible, and is intended as a deterrent to careless and/or malicious treatment of library materials. Materials

⁵ The grace period does not apply to materials on special provision check outs or Course and Permanent Reserve materials.

⁶ Examples of appropriate sources for determining the cost of a replacement item are covered in Section IV, Approved Replacement Sources.

⁷ The processing fee is a small charge to help cover the costs associated with updating the online catalog, ordering the replacement item, and/or preparing the item for return to the appropriate collection. The amount of the processing fee can be found in Section V, Circulation Policies Grid.

returned in such damaged condition that replacement is required will be subject to the same charges as lost or unreturned items. The total fine, replacement, and/or damage fee amounts are subject to change, due to extenuating circumstances, at the discretion of the Director or designated replacement.

For materials obtained by the ASU Library through Interlibrary Loan, non-returned or lost items will be assessed the replacement fee assigned by the lending institution. Any applicable overdue fines will be charged to the borrower. No processing fee will be assessed in this situation.

For materials from the “Paperback Book Collection” (designated in the online catalog as “PBK”), non-returned or lost items will be assessed a flat loss fee of \$10.00. The lost item replacement fee may be increased or decreased at the discretion of the Director. Any applicable overdue fines will be charged to the user. No processing fees will be assessed in this situation. If the user pays the flat loss fee but then finds the item within four months of the item’s original due date, the lost item replacement fee is refundable. Materials from the Paperback Book Collection returned in irreparable condition due to careless, or malicious treatment will be subject to the same charges as lost or unreturned items from the collection, as previously described. If the damage is deemed to have resulted from the accumulated wear and tear of normal but heavy use, the most recent patron is not to be held accountable for replacement.

Designated Library staff members will research the appropriate repair and/or replacement fees for lost and damaged library materials. In most cases, information will be available within four hours during weekday business hours (i.e., 8:00 a.m. to 5:00 p.m.). Items brought in after 5:00 p.m. on weekdays or any time on weekends will not have a decision until the following Monday (or next day the Library is open for weekday operations).

B. Learning Commons Equipment.

If the equipment is lost, stolen, or irreparably damaged, the Library, on behalf of Information Technology (IT), will assess the user a replacement fee equivalent to the price paid by ASU, in addition to applicable overdue fines. At that point, the nonrefundable processing fee is posted to the patron’s record and the user’s borrowing privileges are suspended. In cases of damage where repair is possible, IT will determine damage fees. Once an item is seven days overdue, it will be declared “Lost.” At that point borrowing privileges are suspended for the user. Faculty and staff users will be assessed the appropriate replacement cost for each item not returned at the time the item is declared lost. If the user pays the replacement cost for an item declared lost, but then finds the item within four months of the item’s original due date, the replacement fee is refundable, but not the processing fee.-For additional information on loss of borrowing privileges, see Section V, Circulation Policies Grid.

C. Government Documents.

For a lost or irreparably damaged item, the Library will charge the user the replacement price cited by the appropriate source. The user will also incur a non-refundable ~~\$10.00~~ processing fee, as well as any applicable overdue fines. If the

user pays for a replacement item but then finds the item within four months of the item's original due date, only the replacement fee is refundable. Once an item is 100 days overdue, the automation system automatically declares the item as "Lost." At that point, the nonrefundable processing fee is posted to the patron's record and borrowing privileges are suspended for the user. For additional information on loss of borrowing privileges, see Section V, Circulation Policies Grid.

All government publications received through the Texas State Publications Depository Program and the Federal Depository Library Program, regardless of their collection location in the Library, are the property of the Texas and United States governments. Therefore, after a user pays for a replacement copy and the Library receives and processes the replacement, the damaged and/or irreparable item will not and cannot be returned to the user. Such an item must be disposed of in the approved manner as determined by the regulations and procedures of the appropriate program.

Designated Library staff members will research the appropriate repair and/or replacement fees for lost and damaged library materials. In most cases, information will be available within four hours during weekday business hours (i.e., 8:00 a.m. to 5:00 p.m.). Items brought in after 5:00 p.m. on weekdays or any time on weekends will not have a decision until the following Monday or next day the Library is open for weekday operations. The total fine, replacement, and/or damage fee amounts may be subject to change, due to extenuating circumstances, at the discretion of the Director or designated replacement.

D. Media Items.

For a lost or irreparably damaged item, the Library will charge the user the replacement price cited by the appropriate source. The user will also incur a non-refundable processing fee, as well as any applicable overdue fines. If the user pays for a replacement item but then finds the item within four months of the item's original due date, the replacement fee is refundable. For additional information on loss of borrowing privileges, see Section V, Circulation Policies Grid. The total fine, replacement, and/or damage fee amounts are subject to change, due to extenuating circumstances, at the discretion of the Director or designated replacement.

IV. REPLACEMENT COSTS.

Library staff will endeavor to use appropriate websites and other related support materials to locate reasonable replacement costs for any lost or non-reparable items regardless of format. Under most circumstances the Library will not accept user-provided replacements. Damaged items that are beyond repair for which the responsible party pays a replacement cost remain the property of the Library.⁸

V. CIRCULATION POLICIES GRID.

[Please see separate file.]

⁸ For information concerning document materials, see Section III. C.