CIRCULATION POLICY

Policy Statement

University Libraries’ Circulation Policy governs the use of library materials in Cook Library, McCain Library and Archives, Gulf Coast Library, Gulf Coast Student Service Center (GCSSC) Library, and Gunter Library.

Each borrower assumes full responsibility for all materials charged to his or her account and for knowledge of and adherence to library policies concerning loan periods and penalties.

Reason for Policy/Purpose

This policy is required for the effective communication of university policies regarding the circulation of library materials.

Who Needs to Know This Policy

All patrons of the University Libraries.

Website Address for this Policy

www.usm.edu/institutional-policies/policy-acaf-lib-004

Definitions

Policy/Procedures

BORROWER INFORMATION
It is the responsibility of the current student, faculty, or staff member to maintain current name, mailing address, telephone number, and email address with the university (Office of the Registrar and Department of Human Resources) and University Libraries. Community borrowers must supply current contact information upon registration as a library borrower. Please check with personnel at the circulation desk of any library to update this information with University Libraries.

BORROWER IDENTIFICATION

Identification is required for circulation privileges according to the following categories:

- **University Borrowers:** University issued identification card
- **Community Borrowers:** Current alumni card, retired faculty and staff identification card, friends of the library card, special programs and nontraditional studies verification card, temporary university personnel card, or reciprocal agreement borrowers card

CONFIDENTIALITY OF LIBRARY RECORDS

Consistent with FERPA (Family Educational Rights and Privacy Act) and Mississippi Code 39-3-365, University Libraries does not release personal information to a third party, or by telephone, without prior written consent.

CIRCULATING MATERIALS

Collections in Cook Library and the Gulf Coast Libraries can be checked out according to the following item limits.

- Undergraduate: 15 items at any given time
- Graduate: 50 items at any given time
- Faculty/Staff: 100 items at any given time
- Community Borrowers: 5 items at any given time

NON-CIRCULATING MATERIALS

Materials from the following collections cannot be checked out:

(Alphabetized list)

- Archives
- de Grummond
- Law series
- Microforms
- Mississippiana
- Periodicals (unbound)
- Ready Reference
- Special Collections
CIRCULATION PERIODS

Circulating materials have the following loan periods:

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<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td><strong>Permanent Employees</strong></td>
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</tr>
<tr>
<td><strong>Graduate Students</strong></td>
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</tr>
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</table>

**Video equipment**

VHS and DVD equipment is available for check out from the Circulation Desk for a two-week loan period.

**Dry-erase board markers**

Cook Library circulates dry-erase board markers to be used in group study rooms from the Circulation Desk. They are due by closing of the day they are checked out.

**NOTICES**

It is the responsibility of the borrower to return materials on or before the due date/time. The stamping of the due date on each item at the time of checkout constitutes formal notification of due date. Usage agreements are signed by the patron when checking out equipment, which is formal notification of the due date/time. Notice of overdue materials is provided only as a courtesy.

**For faculty, staff, and students, all library notifications are sent via email to the official university e-mail address.** The email address, email user name and initial password are available from iTech. If borrowers wish to use an email address other than the usm.edu email address, instructions to forward messages are available from the iTech website. Community borrowers must supply email addresses at the time of registration in order to receive notifications.

For online renewals, the online notification of the new due date constitutes formal notification. It is recommended that the borrower write the new due date on the due date slip provided in the item.
RENEWALS

There is no limit on the number of times an item may be renewed on site, provided a hold has not been placed by another borrower. To be renewed, both the item and borrower identification must be presented in person by the borrower.

General circulating items may be renewed two times through the online catalog. Online renewals may occur within 7 days prior to the due date for materials from the general collection. Media and Curriculum materials may be renewed online within 3 days prior to the due date. Online renewals are not available for overdue materials. Delinquent patrons (see “Delinquency” below) may not renew materials online.

Online renewals are not available for reference materials, atlases, bound journals, or equipment.

HOLDS

Holds may be placed on any general circulating material by clicking on the “Request It” link in the item record in the library catalog, or in person at the Circulation Desk at Cook Library, Gulf Coast Library, GCSSC Library and Gunter Library. Hold may also be placed at the circulation desk of any University Libraries location. Holds are not available for reference materials, atlases, bound periodicals, or equipment.

RECALLS

Due dates for recalled materials will be revised as follows:

- Materials to be placed on reserve for class assignments are subject to immediate recall.
- All Cook Library, Gulf Coast Library, GCSSC Library, and Gunter Library materials for which hold requests have been made are subject to recall after 14 days of circulation, regardless of the original due date and category of the borrower.
- Recalls cannot be placed on items with the loan period less than 15 days.

Unreturned recalled materials are subject to fines and/or suspension of borrowing privileges, based upon the revised due date. Failure to comply with request for recalled materials will result in suspension of borrowing privileges.

RETURNS

Print materials may be returned to the circulation desks or book drops at all libraries.

Non-print materials (to include but not limited to: VHS, DVD, CD, kits) should be returned to a library service desk.
CHARGES ASSESSED

Overdue fines - All borrowers are subject to fines for items returned after the date due. Fines for general circulating materials are calculated at twenty-five cents ($.25) per day, per item, for each day the library is open. Items with a circulation period of 30 days or more have a 7-day grace period. Items with a 14-day circulation period have a 2-day grace period. Items with less than a 14-day circulation period do not have a grace period. During the grace period, no fines will be assessed on items returned; however, on subsequent days, fines will be assessed for all days following the due date. Maximum fines assessed will be $50.00 per item.

Fines for overdue recalled materials, reference materials, atlases, and bound periodicals are calculated at $1.00 per day, per item, for each day the library is open. Maximum fines assessed will be $100.00 per item.

Fines for overdue recalled materials, reference materials, atlases, and bound periodicals are calculated at $1.00 per day, per item, for each day the library is open. Maximum fines assessed will be $100.00 per item.

Fines for video equipment and dry-erase board markers are calculated at $5 a day, with a maximum fine of $50.00.

Interlibrary Loan services are dependent on cooperation with other institutions. Fines for overdue interlibrary loan items are calculated at $2 a day, per item. Maximum fines are $100.00.

Returned checks
A $30.00 fee will be assessed for returned checks.

DELINQUENCY

When five items are kept beyond their date dues, library charges exceed $20.00, or a patron is over the checkout item limit the borrower’s record will be flagged as delinquent. Delinquent borrowers will not be allowed to check out additional materials or renew materials online until overdue items are returned and charges are cleared.

DAMAGED ITEMS

Charges for damaged items are determined and assessed by University Libraries’ personnel based on the extent of damage and the format. Extensive damage may require full replacement charges of item.

LOST ITEMS

Library materials declared lost or kept at least 42 days beyond the due date will be billed replacement charges as follows:
Items still available:
- list price,
- $25 non-refundable billing fee,
- $50 processing fee, and

Items no longer available:
- original purchase price if known or default replacement price of $50.00,
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Borrowing privileges will be suspended until payment is received for lost library materials.

APPEALS

All legitimate objections related to library charges will be considered. Forms are available at the circulation desk of each University Libraries location or online. Problems that do not constitute a legitimate basis for appeal are:

- Lack of knowledge of library policy
- Lack of understanding of library policy
- Disagreement with library policy
- Inability to pay fines and charges
- Failure to receive an overdue notice
- Unwillingness to take responsibility for materials loaned to a third party, for example, loaning materials charged to you to a classmate, family member, faculty member, etc.

LOST ITEMS RETURNED

Lost library materials returned within three months of charge are eligible for credit of the replacement and processing fee.

Review

The Dean of University Libraries is responsible for the review of this policy every four years (or whenever circumstances require immediate review).

Forms/Instructions

Library charge appeal forms available at the circulation desks or online at http://www.lib.usm.edu/services/forms/appeal_charges.html

Appendices

N/A
Related Information

Mississippi Code 39-3-365 can be found at the following website:
www.mscode.com/free/statutes/39/003/0365.htm

iTech website located at http://www.usm.edu/itech

History

12/01/10: Revised
11/01/11: Formatted for Institutional Policies website
11/01/12: Updated
02/18/13: Formatted for template. Minor editing throughout.

Amendments: Month, Day, Year – summary of changes
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Authorization

CIRCULATION POLICY
ACAF-Lib-004

As the Responsible Officer, I have reviewed this policy and believe it represents the current policy.

____________________________________  ____________________
Responsible Officer                    Date