

STOCKTON UNIVERSITY



PROCEDURE

Borrowing of Library Materials

Procedure Administrator: Director of Learning Resources

Authority:

Effective Date: June 4, 1998; June 9, 1998; February 9, 2011; October 4, 2011

Index Cross-References:

Procedure File Number: 4134

Approved By: Dr. Herman J. Saatkamp, Jr., President

I. PURPOSE:

To provide for the circulation of library materials by the members of the Stockton University community, and the community at large.

II. PROCEDURES:

A. Borrowers

1. Eligibility to Borrow - Subject to guidelines in this policy, the following people may borrow materials if they possess a valid Stockton identification card:
 - a. All full-time, part-time, non-matriculated and continuing education Stockton students.
 - b. All Stockton faculty, staff, and alumni.
 - c. All citizens of New Jersey, 16 years of age or older. These are called "community borrowers."
2. Members of the Stockton University community must present a valid Stockton I.D. card to the staff member at the circulation desk. Stockton alumni may apply for borrowing privileges subject to graduation verification.
3. Library patrons, who are residents of the state of New Jersey and sixteen years of age or older, may apply for a Community Borrower's card. Two forms of valid identification are required, one of which should be state-issued, e.g., a New Jersey driver's license, to prove residency. The other identification presented must prove the borrower's social security number.

4. Library material is protected by an electronic security system and must be desensitized at the circulation desk. Material not desensitized will activate the alarm system at the library exit. If the alarm sounds, the patron is required to return to the circulation desk and allow a circulation staff member to determine whether all library material has been properly charged out and desensitized.

B. Identification Cards - The kinds of operative cards are:

1. Those issued to Stockton faculty, staff, matriculated and non-matriculated students by Student Records.
2. All others are treated as "community borrowers" and will receive an identification card from the library. Alumni borrowers may also apply for borrowing privileges from the library subject to graduation verification.

C. Borrowing

1. Library materials may be borrowed by eligible users subject to the policies listed below.
 - a. The following materials may not be borrowed except in special circumstances and with the approval of the Associate Library Director for Public Services or Public Services Librarian:
 - Reference materials
 - Archival materials
2. Restricted items such as reference materials and periodicals do not circulate to students, alumni and community borrowers. Faculty, staff and adjuncts may borrow reference materials and periodicals for a 24 hour loan.
3. Reserve items may be borrowed only by a patron with a Stockton I.D. Alumni and Community Borrower's cards are not valid for reserve loans.
4. If the material on extended loan is requested by another patron, the current borrower will be notified to return the material within three days.

D. Loan Periods and Circulation

All library materials are circulated from the circulation desk at the library entrance. Library loan periods are as follows:

Length of Loan: Stockton students

1. Books and documents may be borrowed for a period of three weeks. These materials may be renewed either in person, by telephone, or online unless they are required by another user.
2. Reserve materials may be used by students for the amount of time specified by the instructor up to a three day period.
3. Circulating media may be borrowed for a period of five days and can be renewed once in person, by telephone, or online unless they are required by another user.
4. Media Reserve may be borrowed for a 2 hour – library use only-loan.
5. The library may temporarily suspend its normal loan and renewal policy for unusual circumstances (e.g. inventory). Ample notice will be provided and-effort made to limit any inconvenience to borrowers.
6. All materials are subject to recall.

Length of Loan: Faculty / Staff

1. Faculty and staff may borrow an unlimited number of books and documents for a semester loan. Faculty and staff materials receive a courtesy renewal at the end of each semester, unless the material is required by another user. Items are not renewed beyond a two year period.
2. Faculty and staff may borrow five each from the circulating media and Media Reserve collections for a period of five days. These items may be renewed once in person, by telephone, or online unless they are required by another user.
3. Faculty and staff may borrow up to 10 periodicals and up to five reference books for a 24 hour loan with the approval of a Reference Librarian.
4. The library may temporarily suspend its normal loan and renewal policy for unusual circumstances (e.g. inventory). Ample notice will be provided and-effort made to limit any inconvenience to borrowers.
5. All materials are subject to recall.

Length of Loan: Adjuncts

1. Adjunct faculty may borrow an unlimited number of books and documents for a semester loan when teaching at Stockton. When not teaching adjuncts may apply for a community borrower card, which carries a three week loan for a maximum of five items. Adjunct materials are not automatically renewed at the end of each semester unless the adjunct's department indicates he/she is scheduled to teach the following semester.
2. When adjuncts are teaching they may borrow five each from the circulating media and Media Reserve collections for a period of five days. These items may be renewed once during the semester in person, by telephone, or online unless they are required by another user.
3. When teaching adjuncts may borrow up to 10 periodicals and up to five reference books for a 24 hour loan with the approval of a Reference Librarian.
4. The library may temporarily suspend its normal loan and renewal policy for unusual circumstances (e.g. inventory). Ample notice will be provided and-effort made to limit any inconvenience to borrowers.
5. All materials are subject to recall.

Length of Loan: Alumni

1. Alumni may borrow up to a total of ten books, documents and circulating media. Books, audio books and documents circulate for a three week loan period; circulating media has a five day loan unless the material is required by another user.
2. Alumni may renew books, audio books and documents twice in person, by telephone, or online unless they are required by another user. Circulating media may be renewed once unless they are required by another user.
3. The library may temporarily suspend its normal loan and renewal policy for unusual circumstances (e.g. inventory). Ample notice will be provided and-effort made to limit any inconvenience to borrowers.

4. All materials are subject to recall.

Length of Loan: Community and Reciprocal Borrowers

1. Community and Reciprocal Borrowers may borrow up to a total of five books and documents. Books and documents circulate for a three week loan period unless the material is required by another user.
2. Community and Reciprocal Borrowers Alumni may renew books and documents twice in person, by telephone, or online unless they are required by another user.
3. The library may temporarily suspend its normal loan and renewal policy for unusual circumstances (e.g. inventory). Ample notice will be provided and effort made to limit any inconvenience to borrowers.
4. All materials are subject to recall.

E. Renewals

1. Materials borrowed by Stockton faculty, staff and students may be renewed in person, by telephone or online. Requests for renewal must be made before the material has become twenty eight (28) days overdue. Stockton community patrons with a material more than twenty eight days overdue are billed for the item by the circulation system. It must be returned to the library in order to be checked in and checked back out to the patron, removing the billed status. No renewal is allowed if another borrower is on the waiting list for the material.
2. Community borrowers and alumni are allowed a maximum of two renewals. Materials may be renewed in person, by telephone or online if the patron has not generated late fines totaling \$5.00 or more. Patrons with late fines of \$5.00 or more must return overdue material to the library and pay late fines before material can be checked back out to them. No renewal is allowed if another borrower is on the waiting list for the material.

F. Fines and penalties

1. Fines are levied on students for reserve materials, and community borrowers and alumni for all materials if they are not returned when due.

2. There are no overdue fines for Stockton faculty or staff. Stockton students are subject to overdue fines only for reserve items. Community borrowers and alumni are subject to an overdue fine of \$0.25 per day per overdue item. The maximum overdue fine for community borrowers is \$7.00 per item.
3. As a courtesy, the library sends a series of overdue notices to the borrower whenever an item becomes overdue. Failure to receive the overdue notices does not excuse the borrower from the obligation to return the item nor from the assessment of any overdue fine or penalty.
4. Stockton students, alumni and community borrowers with any unpaid overdue fine of \$5.00 or more are ineligible to borrow material until the fine is paid in full. Payment must be made at the library circulation desk.
5. If a community borrower or alumni keeps library material overdue for four weeks or longer, that borrower is subject to a one-year suspension of library privileges in addition to the overdue fine.
6. Stockton faculty and staff are not subject to any overdue fine. As a courtesy, faculty and staff are given automatic renewals up to two years unless another patron is on the waiting list for the material. Library material may be recalled from a faculty or staff borrower before it is due if another Stockton borrower is on the waiting list for the material.
7. Stockton students are subject to overdue fines for reserve materials. The reserve fine schedule is \$0.50 per hour for items with a 4-hour or a 24-hour loan period; \$1.00 per day for items with a 3 or 7-day loan period. The maximum overdue fine for a reserve item is \$5.00. These fine amounts are subject to revision by the library.
8. If a Stockton student keeps a library item overdue for 28 days, the student is ineligible to borrow any more library material. In addition, a hold is placed on the student's record, and the student is prevented from registering for classes, receiving financial aid, obtaining a transcript, or receiving his/her degree.

G. Lost or Damaged Material

1. Library material which is lost by a borrower, or which is significantly damaged while checked out to a borrower, will be assessed a non-refundable lost/damaged item charge. All borrowers are subject to this charge.
2. The decision as to whether an item is significantly damaged will be made by the preservation librarian.

3. Items which are overdue for six months will be assumed to be lost, and the lost/damaged item charge will be assessed against the borrower by the University's collection agent, currently the Division of Taxation for the State of New Jersey. A borrower who has a lost/damaged item charge will be ineligible to borrow any more library material until the charge has been paid.
4. Payment of lost/damaged item charges must be made at the circulation desk. Checks returned for insufficient funds are assessed a returned check fee as determined by the University.
5. For items lost or damaged beyond repair, the fee will be \$45 or the actual cost of replacement if in excess of \$45. The standard charge reflects processing costs and may not necessarily reflect the cost of purchasing a replacement.
6. If the item is deemed by the preservation librarian to be repairable through rebinding, the charge will be \$25.
7. For lost/damaged equipment or computers that have been circulated, the fee will be the actual cost of replacement.
8. The lost/damaged item charge is not refundable even if the item is subsequently found and returned.

H. Privacy of Circulation Records

1. The library adheres to the New Jersey Library Association's Confidentiality of Library Records Statement and NJSA 18A:73-43:2.

I. Recall and-Holding Material

1. If an item has been checked out for less than three weeks, the library will only recall it in cases of extreme necessity.
2. If requested by a patron, a "hold" will be placed on any item in circulation. An item cannot be renewed if a "hold" has been placed on it. The borrower requesting the item will be notified when it is available.

J. Reserve Collection

The reserve collection is created as a means of assuring that certain required or recommended materials in a formal course will be readily available to the student. Materials placed on reserve by instructors for use with their classes during a particular semester may not be used outside the library except where specified by the instructor.

K. Media Materials

1. Media materials circulate through the circulation desk and are available during all library hours.
2. Community borrowers may not borrow media materials.

Approval History:

	Date
President	10/4/11