

THE
LeMoyné-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Circulation (Library)	Effective Date: July 2011	Policy Number: 01-2-003
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Librarian/Library Staff	

I. Purpose and statement of operational policy underlying the procedure.

Circulation service is provided to lend and borrow to registered library users for fair equitable use of library resources. Reciprocal faculty, students, and staff are eligible for borrowing books on-site.

Resources available for circulation:

1. General Books: 28 days; renewed one time, may be recalled.
2. Special Collection: 7 days; renewed one time, may be recalled.
3. Recordings: 7 days cannot be renewed.
4. CD's and DVD's : 2 days cannot be renewed.
5. Laptop computers: 2 days cannot be renewed.
6. Reference books and periodicals used only in the library.
7. Equipment: 2 hour
- 8.

The Library Staff will charge applicable fines for late, lost and mutilated items.

II. Applicability/Scope

Students, faculty, staff, administrators, alumni and reciprocal borrowers.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Library Staff	Circulate and provide assistance in the use of resources.	On-going
Users	Borrow and return materials on the due date.	End of loan period.
Library Staff	Register borrowers, library card, check out periods, loan limits, renewals, lost and damaged materials and collect overdue fines.	On-going
Library Staff	Retrieve items for users.	Library hours
Library Staff	Maintain statistics for library use.	On-going
Library Staff	Shelf maintenance for all resources.	Daily and during semester breaks.
Users	Pay library fines and replacement cost for items lost and/or mutilated.	28 days before the end of semester.
Faculty	Use books, journals and databases for class assignments and research	On-going
Library Staff	Library orientation to new students.	Beginning of each semester.

IV. Related policies/References for more information

See Circulation Manual

Authorizing Official: <u>Barbara J. Jankell</u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	