

## Contents

### Circulation

Alumni Library Privileges

Reciprocal Borrowing Privileges

Guest Lecturer Privileges

Distance Education Services

Interlibrary Loan Service

Interlibrary Loan – Returning Materials

Circulation Policies Summary

Limits on Circulating Materials

Renewals

Claimed Returned

Lost Books

Hold-Recall

Overdue Materials

Reserve Collection

# Circulation

## Alumni Library Privileges

USF alumni include those who have graduated from Lutheran College of Health Professions, Lutheran Hospital School of Nursing, Saint Francis College, Saint Joseph Hospital School of Nursing and the University of Saint Francis. Alumni must register in the library for an Alumni library card in order to borrow library materials.

Alumni are allowed to borrow all materials from the regular circulating collection. These privileges do not extend to Reference or Reserve collections. Alumni may not borrow any materials that are limited to current USF students, faculty and staff by contractual restrictions.

Reference services are provided to alumni on the same basis as for students. This includes answers to basic reference questions or help in locating a specific item. Library staff will also assist alumni with suggestions and help with the basics of getting started with a search but will not do the searches for them.

Alumni are not provided with interlibrary loan services or copy services. The faculty, staff and students of the University of Saint Francis will in all cases have priority access to the services and resources of the library.

(Updated: 5/30/06)

## Reciprocal Borrowing Privileges

The University of Saint Francis has established agreements with certain other academic institutions allowing their library users to freely borrow from any of the participating libraries. The principal agreement involves the twenty-three PALNI member libraries. Any registered user at a PALNI library may borrow materials from another PALNI library with their home library card. There is one "Resource Sharing" members of PALNI: Anderson University. Because Anderson does not participate in the shared catalog, their users are not registered in the PALNI system, but do have full reciprocal borrowing privileges within PALNI.

Another similar agreement includes USF and three local academic institutions: Indiana Institute of Technology, Indiana Purdue University Fort Wayne, and Ivy Tech State College. USF also participates in the reciprocal borrowing program with Academic Libraries of Indiana (ALI). In both the local agreement and the ALI program, the member libraries issue special reciprocal borrowing cards that their own patrons may use to borrow materials at the other participating libraries.

Reciprocal users who borrow from the University of Saint Francis are allowed to borrow books from the General Collection but cannot borrow videos, journals or reserve items. Other guests, while free to use the library, may not check out materials.

(Updated: 02/18/2009)

## Guest Lecturer Privileges

The library is accessible to those with established relationships or affiliations with the University (see Library Access policy). These include guest lecturers, sometimes referred to as Associate Faculty, who act as independent contractors and are paid a fee by the University for their services. In recognition of their contribution to the teaching mission of the University, library services such as photocopying, database searching and interlibrary loan (articles only) are provided when they directly support lecture preparation. However, borrowing privileges are not extended. USF library services are not intended to be the primary information resource for these lecturers.

(Updated: 03/03/09)

## Distance Education Services

The traditional services such as reference, circulation, and interlibrary loan are provided to distance education students in a modified format whenever possible to accommodate their off-campus status.

Journal articles owned by the library will be sent via paper or electronic format. Online students may request the interlibrary loans of articles via the online form located on the library's website or via OCLC WorldCat. When possible, these items will be delivered via electronic format.

Currently, the library is unable to provide books via interlibrary loan or from the collection. The library encourages distance students to utilize their local public libraries for interlibrary loan of materials other than articles. Dependent upon their location, a reciprocal institution may be available (see Reciprocal Borrowing Privileges policy for a list of institutions).

Updated: 02/18/2009

## Interlibrary Loan Service

The Vann Library collects materials based upon academic curriculum, faculty recommendations and available budget (see the Collection Development Policy for more information). There are times when the collection will not be able to provide all of the materials needed by USF users. Interlibrary loan service ensures that users will be able to obtain information from a variety of external sources when needed. Interlibrary loan service is not provided for alumni, reciprocal borrowers or guests.

**Employees:** Interlibrary loans that incur a cost will be provided to any USF employee without charge when the information is used in relation to projects, programs or other work required by the University of Saint Francis.

**Undergraduate Students:** This service is provided to all students of the University to support the completion of assignments required in their coursework. The first three interlibrary loans per research project, which incur cost, will be paid by USF Library Services.

**Graduate Students:** Recognizing the importance of strong interlibrary loan support to graduate students doing research directed and required by USF faculty, every effort will be made to supply the materials required. The first fifteen interlibrary loans per research project, which incur cost, will be paid by USF Library Services.

Interlibrary loan service is provided to the extent that library resources allow. ILL requests are processed in the order received and as quickly as possible. USF Library Services reserves the right to further limit the number of interlibrary loan requests per user, depending upon the availability and cost of items and current budget constraints.

(Updated: 3/30/2009)

### **Interlibrary Loan – Returning Materials**

Interlibrary loan is provided to students, faculty and staff of the University. In borrowing materials that must be returned, the USF libraries agree to follow the rules of the loaning library with regard to length of loan, fines and reimbursement for lost or damaged items.

All USF library users who borrow materials through interlibrary loan are responsible for the timely and safe return of these items. Items not returned by the due date are subject to a \$1 per day fine. For overdue interlibrary loan materials, patrons will be notified regularly until the materials are returned or the account settled. The maximum overdue fine is \$10.00 per item. Damaged or lost materials will be billed by the loaning institution to the borrower.

All unpaid charges for interlibrary loans will be placed on the borrower's USF library record. Students will be denied registration for new classes, transcripts of grades, and diplomas until their records have been cleared. Those faculty and staff who have unpaid library charges at the time employment is terminated will be contacted to settle those debts.

(Updated: 02/18/2009)

### **Circulation Policies Summary**

#### **Library Access:**

The Lee and Jim Vann Library serves all of the faculty and staff of the University of Saint Francis and all of the students enrolled in its programs. The library is also accessible to alumni and those with established relationships or affiliations with the university. The general public may use the library on a limited basis.

#### **Borrowing Privileges:**

Any person who is affiliated with the University of Saint Francis as a student, faculty member, staff member, retiree or alumnus may borrow any regularly circulating materials from the library when they present a current University of Saint Francis ID, an alumni card or a retirement card.

The faculty, staff, and students of ALI or PALNI member institutions are designated as

Reciprocal Borrowers and may borrow USF materials as long as they have an account in good standing with their home institution. PALNI members must present their PALNI barcode and ALI borrowers should have an ALI card issued by their home institution. Reciprocal borrowers are given the same borrowing privileges as USF students and alumni. Other guests, while free to use the library, may not check out materials.

Access to certain materials may be restricted per faculty request for coursework.

Loan periods, item limits and renewals vary dependent upon patron status. Please refer to the table below.

<b>Patron Status</b>	<b>Loan Period Books</b>	<b>Loan Period DVD/ Videos</b>	<b>Item Limit Books</b>	<b>Item Limit DVD/ Videos</b>	<b>Renewals Books</b>	<b>Renewals DVD/ Videos</b>
Students	3 weeks	7 days	No limit	3	2	1
Future Enrollments	3 weeks	7 days	No limit	3	2	1
Alumni	3 weeks	7 days	No limit	3	2	1
Reciprocal Borrowers	3 weeks	7 days	No limit	3	2	1
Graduate Students Absent	3 weeks	7 days	No limit	3	2	1
Graduate Students	1 semester	7 days	No limit	3	1 (30 days)*	1
Honors Students	1 semester	7 days	No limit	3	1 (30 days)*	1
Physician Asst. Students	1 semester	7 days	No limit	3	1 (30 days)*	1
Faculty	1 semester	7 days	No limit	3	1 (30 days)*	1
Faculty Emeritus	1 semester	7 days	No limit	3	1 (30 days)*	1
Staff	1 semester	7 days	No limit	3	1 (30 days)*	1

Retirees	1 semester	7 days	No limit	3	1 (30 days)*	1
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\*Semester Loans cannot be renewed online, but must be renewed either in person or via the telephone.

### Renewals

Renewals are not permitted for those materials for which a HOLD or RECALL has been requested, or when a borrower has accumulated \$5.00 or more in overdue and lost item fines. Renewals may be completed in person, over the phone or via the internet. Items with a semester loan period may not be renewed online. Online renewals cannot be made on the date due or for overdue materials.

### Holds/Recalls

Patrons may place a hold request online or at the circulation desk. Items on hold cannot be renewed. The requesting patron will be notified via their USF e-mail address when the item is returned.

Circulating items are subject to a recall if needed by another patron. Patrons are guaranteed a 21 day minimum loan period before a recall can take place. A recall notice will be sent to the patron via e-mail stating the new due date which will provide a minimum of 14 days to return the item. The recall due date supersedes all previous due dates. A non-refundable \$5.00 recall fee will be added if the item becomes overdue.

### Overdue Fines and Notices

Circulating materials: \$.10 per day per item with no grace period

Reserve materials: \$1.00 per day per item with no grace period

Videos/DVDs: \$.10 per day per item with no grace period

Fines of \$5.00 or more will result in the loss of borrowing privileges. The maximum overdue fine for circulating and reserve materials is \$5.00 per item. The library can accept payments in the form of cash and personal check.

For circulating and reserve materials, notices will be mailed out approximately seven days, fourteen days, and twenty-one days after the item is due. The fourth notice is mailed approximately twenty-eight days after the material is due and is considered a cost of replacement bill. The cost of the replacement may not be the actual cost of the item but rather the cost of the newest edition or comparable item, plus a \$5.00 processing fee.

Interlibrary Loans: \$1.00 per day per item with no grace period

Fines of \$5.00 or more will result in the loss of borrowing privileges. The maximum overdue fine for interlibrary loans is \$10.00 per item.

For overdue interlibrary loan materials, patrons will be notified regularly until the materials are returned or the account settled. Damaged or lost materials will be billed

by the loaning institution.

Although faculty, staff and retirees are not charged overdue fines, they will receive notices once materials become overdue. When materials are declared lost in the library's system, the above patron will receive a lost bill notice and is responsible for the replacement cost of the item plus processing fees, as determined by the library. If the bill to a faculty or staff member goes unanswered for 30 days, the issue will be brought to the appropriate supervisor's attention.

**Claimed Returned:**

In the event that a patron claims to have returned materials which still show on his or her record, the patron will be responsible for locating and returning the materials. Patrons will be given 6 weeks or until the end of the semester (whichever is longer) to locate the materials and turn them in. The library will also conduct at least 10 searches in this time period. At that time, if the materials still have not been located, the patron will be billed the replacement cost plus a processing fee. A hold will be placed on the patron's record until the replacement costs and fee are paid or the materials are found. The patron has the option of appealing the bill with the Circulation Services Coordinator, who is in charge of circulation services. The replacement cost will be refunded if the patron finds and returns the material within thirty days of paying for the material. The processing fee is non-refundable.

**Lost Materials:**

Materials may be declared lost three ways: by the patron, after the grace period of a claimed returned process, or after four weeks overdue. Materials that are lost will be billed to the patron for both the replacement cost and a five dollar processing fee. The library can accept payments in the form of cash and personal check. Students and alumni will not be removed from hold with the registrar's office until this bill is paid or the materials are returned. If the patron returns the materials, both the replacement cost and processing fee will be waived and overdue fines will be assessed. If the patron finds the material and returns it within thirty days from the date of payment, the replacement cost will be refunded but not the processing fee

**Library Hold:**

Students and alumni will have a library hold placed on their record if they have:

Fines of \$5 or more OR

Outstanding (overdue) materials

Students and alumni with a library hold will be denied registration for new classes, transcripts of grades, and diplomas until their records have been cleared. These patrons are also prohibited from checking out new materials. Hold will be removed by a library staff member when the materials are returned and fines paid below the \$5.00 threshold.

Those faculty and staff who have outstanding materials at the time employment is terminated will be contacted to return the materials immediately or pay current replacement costs plus a processing fee.

**Reserve Collection:**

The reserve collection consists of materials requested or brought in to the library by

faculty for use by students in their classes. The faculty member sets the borrowing period and any other limitations for reserve items. Users who check out these materials are responsible for the items and fines accrued. Students must have a current USF ID card to check out material from the reserve collections. Reserve items cannot be used unless they are checked out.

(Updated: 9/30/2009)

### **Limits on Circulating Materials**

The collection is limited and the demands that are placed on materials sometimes exceed capacity. For some materials the demand is always very high. To ensure that library materials continue to be available to all users within a reasonable amount of time after they are requested, Library Services reserves the right to limit the number of materials that may be checked out in some subject or specialty areas more restrictively than in others.

Limits on Materials:

Videos and DVD check-out is limited to 3 items per patron.

(Updated: 9/30/2009)

### **Renewals**

Renewal of materials loaned from the USF collection is permitted with the exception of those materials for which a HOLD or RECALL has been requested. Items may be renewed online except those with a semester loan period which must be renewed by telephone or in person. Online renewals cannot be made on the date due or for overdue materials. Multiple renewals beyond the limits are occasionally allowed for some items at the discretion of the library staff, but not for those in high demand.

The number of renewals allowed varies according to the loan period.

<u>Loan Period</u>	<u>Renewals Allowed</u>
Semester	1 (30 days)
3 weeks	2
7 days	1

(Updated: 9/30/2009)

### **Claimed Returned**

In the event that a patron claims to have returned materials which still show on his or her record, the patron will be responsible for locating and returning the materials. Patrons will be given 6 weeks or until the end of the semester (whichever is longer) to locate the materials and turn them in. The library will also conduct at least 10 searches in this time period. At that time, if the materials still have not been located, the patron will be billed the replacement cost plus a handling fee. A hold will be placed on the patron's record until the replacement costs and fee are paid or the materials are found. The patron has the option of appealing the bill with the Circulation Services Coordinator,

who is in charge of circulation services. The replacement cost will be refunded if the patron finds and returns the material within thirty days of paying for the material. The processing fee is non-refundable.

See related policies: CIRCULATION POLICIES SUMMARY.

(Updated: 7/23/08)

### **Lost Books**

Materials may be declared lost three ways: by the patron, after the grace period of a claimed returned process, or after four weeks overdue. Materials that are lost will be billed to the patron for both the replacement cost and a five dollar processing fee. The library can accept payments in the form of cash and personal check. Students and alumni will not be removed from hold with the registrar's office until this bill is paid or the materials are returned. If the patron returns the materials, both the replacement cost and processing fee will be waived and overdue fines will be assessed. If the patron finds the material and returns it within thirty days from the date of payment, the replacement cost will be refunded but not the processing fee.

(Updated: 12/22/2008)

### **Hold-Recall**

Patrons may place a HOLD request online or at the circulation desk. Items on hold cannot be renewed. The requesting patron will be notified via their USF e-mail address when the item is available for check-out.

A RECALL can be triggered by a hold request IF the item is a semester loan. Patrons are guaranteed a 21 day minimum loan period before a recall can take place. A recall notice will be sent to the patron via e-mail stating the new due date which will provide a minimum of 14 days to return the item. The recall due date supersedes all previous due dates. A non-refundable \$5.00 recall fee will be added if the item becomes overdue.

(Updated: 9/30/09)

### **Overdue Materials**

All circulating materials may be borrowed from the library collection for the period specified by current policies (see the Circulation Policies Summary). Individuals who check materials out are responsible for their safe return by the date due. Every effort will be made on the library's part to recover unreturned materials. When overdue materials are not returned after repeated notices, the borrower will be invoiced for the replacement cost plus processing fee. The library can accept payments in the form of cash and personal check.

#### **Employees:**

The library reserves the right to contact an employee's supervisor in order to ensure the return of materials. Any faculty, staff and Emeritus Faculty of the University of Saint Francis with outstanding materials at the time employment is terminated will be required to return the materials immediately or pay current replacement costs plus a processing

fee.

**Students:**

Names of all students who have outstanding materials will be sent to the Registrar on a regular basis and at the end of the academic term. Those students with a Library Hold on their academic record will be denied current grades, registration for new classes, a transcript of grades and diploma until their record has been cleared.

**Alumni:**

Names of all alumni who have outstanding materials will be sent to the Registrar on a regular basis. Those alumni with a Library Hold on their academic record will be denied registration for USF classes and a transcript of grades until their record has been cleared.

**Reciprocal Borrowers:**

Reciprocal borrowers who borrow materials from USF library collection are responsible for their safe return on the date due. In keeping with the intent of reciprocal agreements, the borrower's home library will be notified of outstanding materials. The home library has ultimate responsibility for the recovery of or replacement of borrowed items.

(Updated: 9/30/2009)

**Reserve Collection**

In order to make required assignments readily available to all students in a class, Library Services maintains reserve collections. For each class, the instructor must provide the materials and a signed Reserve Item Request form detailing the course information, loan restrictions and material citations. An electronic version of the course syllabus may also be submitted but is not required. The materials are then assembled, labeled, and placed in the Reserve Collection.

It is the responsibility of the faculty member to ensure copyright compliance by completing the *Checklist for Fair Use* and signing the *Copyright Compliance Statement* for any items submitted for reserve prior to any material being added to the Reserves Collection. All Reserve Collection materials are automatically removed at the end of each academic term. Any materials that are to be used again must be resubmitted in a timely manner, along with any new requests.

(Updated: 02/18/2009)