

PSU Library Guidelines
Library Lending Code

100 PURPOSE

These regulations are established to govern the lending of materials from the Libraries of Pittsburg State University.

120 LIBRARY BORROWERS

Library borrowers will consist of both *PSU-affiliated* and *non-affiliated* borrowers. Non-affiliated library users may be granted borrowing privileges by the Circulation Supervisor.

The following are eligible for library borrowing privileges:

1. *PSU-Affiliated* Borrowers:

- A. Enrolled students.
- B. University faculty and staff.
- C. Visiting scholars and others affiliated with the University who have been granted borrowing privileges by the Library.

2. *Non-Affiliated* Borrowers (Community Patrons):

- A. Non-PSU affiliated residents of Kansas, Missouri, Oklahoma, and Arkansas.
- B. Other patrons who have been granted borrowing privileges by the Library who are not currently affiliated with the University.

130 IDENTIFICATION CARD/CONDITIONS OF USE

- 1. Each borrower shall have an official University ID card or a borrower's card issued by PSU Libraries and this card must be presented for each transaction.
- 2. Each borrower is responsible for materials checked out on the borrower's card.
- 3. The borrower is responsible for notifying the library of address changes.
- 4. Faculty may designate another person (proxy) to pick up borrowed material by notifying the library in writing.

140 DISCLOSURE OF BORROWERS' IDENTITY

In keeping with Library Guideline 80, "Confidentiality of Library Records," the name or address of a borrower will not be disclosed to other individuals.

150 LOAN PERIODS

1. Reserve - Reserve Collection materials are designated as having a short loan period. Such loan periods may vary from one hour to one week.
2. Reference Collections: - Reference Collection materials do not circulate.
3. General Circulating Collection:
 - A. Faculty and unclassified staff will be given an end-of-year loan.
 - B. Support staff will be given an end-of-semester loan.
 - C. Graduate students will be given an end-of-semester loan.
 - D. All other borrowers will be given a three-week loan period.
 - E. Exceptions to the circulation of general collection material may be made by a Circulation supervisor.
 - F. DVD's and other audio –visual materials will be circulated for three weeks to all patrons.
 - G. Electronic materials circulation periods are governed by the vendors' licenses and/or agreements

4. Periodical Loan Periods:

Periodicals circulate subject to the provisions below.

- A. Faculty and unclassified staff may check out periodicals for a three-week period.
 - B. Periodicals do not circulate to other classes of borrowers.
 - C. Exceptions to the above regulations regarding circulation of periodicals may be made by the Periodicals Librarian or the Reference Librarian on duty.
5. Materials circulated through Interlibrary Loan will have a uniform loan period of five weeks.

160 DATE LIBRARY MATERIAL IS DUE

1. Material is due on the date and hour specified at the time of checkout or as adjusted by recall. If the hour is not specified, material is due at closing time on the date specified.
2. Material checked out to a PSU-affiliated borrower becomes due upon written notification or upon termination of employment/affiliation with the University.

170 RETURN OF LIBRARY MATERIALS

1. Materials returned to the outside bookdrop when the library is closed are considered to have been returned as of the closing time of the previous day the library was open.

180 HOLDS AND SEARCHES

1. All borrowers may place holds on material that is checked out. Holds may not be placed on reserve, reference, periodical, or other non-circulating material.

2. Borrowers may not place holds on material checked out to themselves.
3. Library units may place holds on all material.
4. Material on hold may not be renewed.
5. A borrower may check out, for a maximum of three weeks, material on which a second hold exists.
6. Holds to place materials on Reserve will be prioritized before all other holds.
7. The order of priority of holds may be adjusted by the Circulation Supervisor.
8. All borrowers and library units may request searches for material that cannot be located.

190 RECALLS

Material on which a hold has been placed is recalled if the adjusted date due is earlier than the original date due.

1. For recalls placed on material needed for reserve, the adjusted date due is seven days from the date of the hold.
2. For recalls placed by borrowers, the adjusted date due is fourteen days from the date checked out or seven days from the date of the hold, whichever is later.
3. For holds placed by interlibrary loan and other library units, material is not recalled automatically. If recalled upon special request, the adjusted date due is the same as for recalls placed by borrowers.

200 RENEWAL OF LIBRARY MATERIAL

Renewal of library materials may be made through circulation staff or through self-renewal when available.

1. Most circulating material may be renewed up to three times, unless the material has a hold or a recall.
2. Reserve material may not be checked out successively by the same patron until an interim period of one hour has passed.
3. Periodicals and reference material may not be renewed except with the permission of the Periodicals Librarian or the Reference Librarian on duty.

210 FINES AND CHARGES - UNIFORM APPLICABILITY

1. All individuals are subject to a uniform system of fines and charges for late return of library materials and for replacement costs when required.
2. Library units are not charged fines.

220 NOTICES AND BILLS

1. Faculty who have material checked out on an end-of-year loan will receive a list of such material at least one week before the material is due.

2. At least two overdue notices for non-reserve material will be sent at least one week in advance of the billing date by e-mail for replacement charges.
3. At least two overdue notices for reserve material will be sent at least three days in advance of the billing date by e-mail for replacement charges, unless patron has been notified by staff to return materials.
4. Failure to receive a notice or bill does not exempt the borrower from charges.

230 FINES

1. Fines are only assessed days or hours when the library is open.
2. Any part of a day or hour is computed as a full day or hour.
3. All fines must be paid in full before checkout of material is permitted.
4. Fines accrue from the original date due or the recall date due, whichever is earlier.

240 REPLACEMENT CHARGES

1. A replacement charge is levied when:
 - A. Material is reported lost by the patron or declared lost by the Circulation Supervisor.
 - B. Material is returned in irreparably damaged condition.
2. The standard charge for lost material is the actual or replacement cost of the item, plus a non-refundable billing fee. If the actual cost cannot be determined, an estimated cost of material will be determined on an item-by-item basis.

250 ADJUSTMENT OF REPLACEMENT CHARGES

1. The materials cost is waived if the item is returned, or if it is replaced with a copy acceptable to the Collection Development Librarian within three months of the date billed.
2. For lost material returned within three months of the date billing and after payment of the bill, only the materials cost is refunded.
3. After 30 days overdue a recalled item will be considered lost and may be reordered to meet patron demand. Replacement charges on recalled materials will not be waived after 30 days overdue even if the material is returned, except via the appeal process.

260 REPAIR CHARGES

If an item is returned in need of repair, the borrower will be charged the estimated cost of repair.

270 APPEAL OF LIBRARY CHARGES

Except for waiver of replacement charges as defined in Section 250, library charges are non-cancelable except as determined by the appeal process, or in case of library error. The appeal process is outlined in Library

Guideline 86.

280 FAILURE TO PAY LIBRARY CHARGES

Failure to pay library charges may result in any of the following actions:

1. Revocation of borrowing privileges.
2. Holds being placed on file at the Registrar's Office on all borrowers' records.
3. Withholding of payroll for University employees.
4. Withholding of financial aid funds.
5. Referral to the University Controller for further action.

290 SCHEDULE OF FINES AND FEES

1. All materials except Reserve and Reference and recalled materials.
 - A. Fines accrue at the rate of 25 cents per item per day.
 - B. The maximum fine can go up to \$20.00 per item.
2. Reserve and Reference Materials.
 - A. Fines accrue at the rate of 25 cents per item per each hour that the library is open.
 - B. The maximum fine can go up to \$20.00 per item.
3. Recalled Materials.
 - A. Fines accrue at the rate of \$1.00 per item per day.
 - B. The maximum fine can go up to \$20.00 per item.
4. In addition to replacement charges for lost items, a \$5.00 non-refundable billing fee will be charged for each item when replacement charges are billed. The processing fee for materials lost through Interlibrary Loan will be a minimum of \$15.00 per item.
5. If the actual cost or replacement cost for an item cannot be determined, a minimum replacement charge of \$20.00 per item will be assigned.