

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.

110 Implementation

1. All guidelines subject to temporary change or adaptation in the case of outstanding circumstance by decision of the Dean of Library Services, the Public Services Librarian, or the Circulation Supervisor.
2. This code shall apply only to material checked out or renewed after the effective date.

120 LIBRARY BORROWERS

The following are eligible for library borrowing privileges:

- A. Enrolled students.
- B. University faculty and staff.
- C. University and library units.
- D. Visiting scholars, retired faculty, alumni, and others affiliated with the University.
- E. Community Patrons can be residents of Kansas, Missouri, Oklahoma, and Arkansas.
- F. Other patrons who have been granted borrowing privileges by the Library who are not currently affiliated with the University.

130 IDENTIFICATION /CONDITIONS OF USE

1. For each transaction, a library borrower shall show an official form of University identification or a borrower's card issued by PSU Libraries.
2. Each borrower is responsible for materials checked out on their account.
3. The borrower is responsible for notifying the library of address, phone, and email changes.
4. Faculty may designate another person (proxy) to pick up borrowed material by notifying the library in writing in advance. The proxy must present their own valid University identification.

140 LOAN PERIODS - Exceptions may be made by a Circulation supervisor.

1. Reserve – The Reserve Collection is specific material that is designated as having a different loan period. Such loan periods may vary from one hour to one semester.
2. Reference Collections: Reference Collection materials do not circulate.

3. General Circulating Collection:

- A. Faculty and unclassified staff are given an end-of-school-year loan.
- B. Support staff are given an end-of-semester loan.
- C. Graduate students are given an end-of-semester loan.
- D. All other borrowers are given a three-week loan period.
- E. DVD's and other audio-visual materials will be circulated for three weeks to all patrons.

4. Technology Equipment:

- A. Semester-long checkout of technology is for currently enrolled students only. Enrollment will be verified before checkout.
- B. Other technology loan periods and privileges will be determined by the Public Services Librarian or Circulation Supervisor.

5. 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.

6. PSU Library Services materials circulated to University and Library units will have a uniform loan period of five weeks. Exceptions may be made by a Circulation supervisor.

150 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 employee becomes due upon written notification or upon termination of association with the University. Retirement does not qualify as termination of association.

160 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.

170 HOLDS AND SEARCHES

- 1. All borrowers may place holds on material that is checked out. Holds may not be placed on reserve, reference, periodical, laptops, or other non-circulating material.
- 2. Borrowers may not place holds on material checked out to themselves.
- 3. University 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 University units may request searches for material that cannot be located.

180 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 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.

190 RENEWAL OF LIBRARY MATERIAL

Renewal of library materials may be made by 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.

200 FINES AND CHARGES - UNIFORM APPLICABILITY

1. All individuals are subject to a uniform system of fines and replacement costs when required.
2. University units are not charged fines.

210 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 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 for replacement charges.
4. Failure to receive a notice or bill does not exempt the borrower from charges.

220 FINES

1. Fines are only assessed days on 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.

230 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. If the actual cost cannot be determined, an estimated cost of material will be determined on an item-by-item basis.

240 ADJUSTMENT OF REPLACEMENT CHARGES

1. The materials cost is waived if the item is returned, or if it is replaced with an acceptable copy within three months of the date billed.
2. After 12 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.

250 REPAIR CHARGES

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

260 APPEAL OF LIBRARY CHARGES

The appeal process is outlined in Library Guideline 86.

270 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 of the borrowers' records.
3. Withholding of payroll for University employees.
4. Referral to the University Controller for further action.