Document Title: Circulation Procedures
Supports Policy Number: PS 2301: Library Holds Policy
Applies to: All Students, Faculty, Staff, Alumni, Community Users, & Reciprocal Borrowers

PURPOSE
The purpose of the procedure is to establish guidelines for circulating materials; including but not limited to: components of the circulation operation, the identification of materials, patrons, and transactions, combined with the fine and fee structure.

CONSIDERATIONS
Bellevue University Library patrons are responsible for returning all borrowed items on or before the due date in the same condition as they were received.

PROCEDURES

Classification:
1. Bellevue University Students, Alumni, Faculty, and Staff.
2. Community Users
3. Reciprocal Borrowers

General Borrowing Regulations:
1. Patrons should present a valid Bellevue University identification card in order to borrow materials. In cases of forgotten or lost cards, patrons must show photo identification to borrow materials.
2. Borrowing privileges are not transferable.
3. All borrowed materials are subject to recall and should be returned by the specified date.
4. Borrowers are responsible for materials checked out until it is returned to the Library.
5. Books, Audio Books, and DVDs may be renewed if no one else has requested them provided they are not overdue with fines exceeding $1.00.
6. Additional materials may be borrowed if the patron owes $1.00 or less on their library account.
7. Students, alumni, community users and reciprocal borrowers may have a maximum of fifteen items checked out at a time (faculty and staff are exempt from this policy and may check out more than fifteen items).
Holds:
Bellevue University students, staff, faculty, alumni, and community users may place a hold on material that is checked out on eCatalog or by contacting the circulation desk. Patrons will be notified when the material has been returned and is available for checkout.

Courtesy Reminder and Overdue Notices:
1. Courtesy reminders are emailed to patrons three days before material is due.
2. First notice of overdue material is sent when an item is one day overdue.
3. Second notice of overdue material is sent one week after the first notice.
4. Third notice of overdue material is sent two weeks after the first notice.
5. Final notice of overdue material is sent three weeks after the first notice.
6. Invoices are sent by the Student Accounts office for overdue items after one month or for fines totaling more than $10.00.

Lost or Damaged Material:
1. Lost or damaged material must be paid for or replaced by the borrower.
2. See “Lost Library Material Procedure.”

BOOKS
Book Loan Periods:
1. Books are checked out to students, community users, alumni, and reciprocal borrowers for twenty-one (21) days.
2. Books are checked out to outreach students for twenty-eight (28) days.
3. Books are checked out to faculty and staff for sixty (60) days.
4. Books may be renewed twice if:
   a. Books are not overdue with fines exceeding $1.00, or a previous library obligation of $1.00 or less is owed.
   b. Books have not been recalled.
   c. Books have not been renewed twice.
   d. Books are not on hold for another patron.

Book Fines:
- A fine of $0.10 per day is charged for each overdue book with the maximum fine per book being $15.00.

AUDIO BOOKS
Audio Book Loan Periods:
1. Audio Books can be checked out to students, staff, faculty, community users, alumni, and reciprocal borrowers for twenty-one (21) days.
2. A maximum of three Audio Books can be checked out.
3. Audio Books may be renewed once if:
   a. Audio Books are not overdue with fines exceeding $1.00, or a previous library obligation of $1.00 or less is owed.
   b. Audio Books have not been renewed once before.
   c. Audio Books have not been recalled.
   d. Audio Books are not on hold for another patron.
Audio Book Fines:
  - A fine of $1.00 per day is charged for each overdue audio book with the maximum fine per audio book being $50.00.

DVDs
DVD Loan Periods:
  1. DVDs can be checked out to students, staff, faculty, community users, alumni, and reciprocal borrowers for seven (7) days.
  2. A maximum of three DVDs can be checked out.
  3. DVDs may be renewed once if:
     a. DVDs are not overdue with fines exceeding $1.00, or a previous library obligation of $1.00 or less is owed.
     b. DVDs have not already been renewed once before.
     c. DVDs have not been recalled.
     d. DVDs are not on hold for another patron.

DVD Fines:
  - A fine of $1.00 per day is charged for each overdue DVD with the maximum fine per item being $50.00

SPECIAL EQUIPMENT
(TV Remote, Headphones, Dry-erase markers, Computer Mice, Webcams for laptops)
Equipment Loan Periods:
  1. Special equipment can be checked out to students, staff, faculty, community users, alumni, and reciprocal borrowers for 4 hours.
  2. Special equipment is not allowed to leave the library area, unless permitted by the Senior Director, Library Services.
  3. Special equipment may be renewed once if:
     a. Special equipment is not overdue with fines exceeding $1.00.
     b. Special equipment has not already been renewed once before.
     c. Special equipment is not on hold for another patron.
  4. Special equipment should always be returned to the circulation desk.

Special Equipment Fines:
  - A fine of $1.00 per hour is charged for each overdue Special Equipment item with the maximum fine per item being $15.00.

Suspensions of Borrowing Privileges:
Borrowers who have not returned overdue material(s) and/or have fines outstanding will have their borrowing privileges temporarily suspended until their account is cleared.

Exceptions to this policy are granted only with the permission of the Senior Director, Library Services.

STUDENT GRADES, TRANSCRIPTS AND/OR DIPLOMAS ARE WITHHELD FOR OVERDUE MATERIAL NOT RETURNED, FINES NOT PAID, AND LOST OR DAMAGED MATERIAL NOT PAID.
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<thead>
<tr>
<th>Supports Policy:</th>
<th>PS 2301, Library Holds Policy</th>
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<tbody>
<tr>
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<td>Contact Information:</td>
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<td>402-557-7314</td>
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<td>Approved by:</td>
<td>Robin Bernstein</td>
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<td>Senior Director, Library Services</td>
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<td>Effective Date:</td>
<td>June 14, 2018</td>
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APPROVED:

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<td>Robin Bernstein, Sr. Dir., Lib. Serv.</td>
<td>6/18/18</td>
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