

Circulation Policy

The library is pleased to extend borrowing privileges to the Paul Smith's College (PSC) community and the public with the following understanding: those who use the library and its resources agree to adhere to the library's policies, including having respect for others and their rights when using the library and the library facilities and property.

Each borrower is responsible for all materials checked out in his or her name and is responsible for returning borrowed materials in a timely manner. Borrowers agree to pay all late fees and charges incurred for damage to, or loss of, library materials and property.

Library Cards

Library materials may be used by members of the PSC community and the public. When checking out books for the first time, contact information will be collected in case the library needs to contact the patron regarding overdue items; this information will include the patron's name, mailing and e-mail addresses and phone number. For information regarding the confidentiality of such information, please refer to the library's *Privacy Policy*.

Students/Faculty/Staff: Students, faculty and staff may use their employee/student ID cards to check out materials.

Public: Members of the public may obtain a library card at the circulation desk with a valid driver's license or other comparable form of identification.

Borrowing Privileges

All patrons with valid library cards or PSC ID cards may borrow circulating items. Faculty, staff, and students may check out an unlimited number of items. Public users may check out a maximum of three items at any time.

Restrictions

Patrons will not be allowed to check out materials if:

- The borrower has reached the maximum allowable checkouts.
- The borrower reached the renewal limit for an item. Currently, one renewal is allowed for all items that are not requested by other patrons.
- The borrower has one or more overdue items.
- The borrower owes a fine.
- Privileges may be suspended for recurrent policy violations.

Non-Reserve Circulation Policies

Items that circulate are expected to be returned on or before the due date as indicated on the receipt given at the time of checkout. The library sends overdue notices and tries to contact patrons as a courtesy, but is not obligated to do so. The following charts outline the library policies regarding loan periods for materials, fines for materials not returned on time, and replacement costs in the event that the items are lost or damaged.

	Loan Period				Overdue Fines	Replacement Cost
	Student	Faculty	Public	Camp		
Circulating Books	2 Weeks	1 Month	2 Weeks	1 Week	10¢/day, \$5.00 maximum per item	Actual item cost + \$40 processing fee per item
Reference Materials	Non-Circulating—In-library use only					
Periodicals	Non-Circulating—In-library use only					
Audio/Video Recordings	3 Days				\$1/day, \$50 max	
Audio/Visual Equipment	24 Hour					
Pamphlets/Newspapers/ Microfiches/ Archive materials	Non Circulating—In-library use only					

Reserve Circulation Policies

Reserve materials are often in short supply and high demand. Professors may request that items they anticipate being in high demand for classes be placed on reserve. The Reserve Request Form should be completed by faculty in order to have library materials added to the reserve collection. Unless otherwise specified, loan periods are as follows:

	Loan Period	Overdue Fines	Replacement Cost
Photocopies/Packets	2-Hour/In-library unless specified otherwise by professor	\$2.00/Day	
Books			Cost of book + \$40 processing fee
CD-Rom/Computer Software			Actual item cost + \$40 processing fee
Non-Print Materials			

Media Equipment Circulation Policies

Laptops, headphones and LCD projectors are able to be checked out for use in the library by students, faculty and staff of the College. LCD projectors may be checked out by staff and faculty only.

	Loan Period	Overdue Fines	Replacement Cost
Laptops	Students/Fac/Staff— 1 day	\$5.00 per hour	\$900 + \$250 processing fee
Headphones/Misc.	1 Day		\$15
LCD Projector	1 Day	\$2.00	\$1000

Audio/Visual Equipment Circulation Policies

Digital cameras, slide projectors and other audio/visual equipment are able to be checked out of the library. This equipment may be checked out by students, faculty and staff of PSC for same day use only. If the equipment will be needed overnight arrangements must be made with a librarian.

A form stating the same-day policy and discussing replacement costs must be signed and dated by anyone checking out audio/video equipment. This form will then be placed in a folder next to the box that holds the blue A/V cards under the circulation computer. (A copy of this form can be found in Appendix A.)

Summary of Lost and Damaged Materials Policies

Charges for Lost and/or Damaged Materials and Property	<ul style="list-style-type: none">• Accrued fines plus• Replacement cost plus• Processing fee
Charges for Lost and/or Damaged ILL Materials	<ul style="list-style-type: none">• Billed according to the policies of the lending institution
Suspension of Borrowing Privileges	<ul style="list-style-type: none">• Upon accrual of any library balance or• As deemed appropriate based on recurrence of abuse of privileges
Hold placed on college account (withholding of schedules and transcripts)	<ul style="list-style-type: none">• Failure to return materials by end of semester

Renewals

Items may be renewed once if the item is not on hold for another patron or not needed for Reserves. The renewal period length is the same as that of the original loan. Patrons can bring books into the library to be renewed or may renew books online using the Online Public Access Catalog.

Photocopies/Printers

Photocopies may be made in the library for 10¢ a copy. Printing from the library computers is free for students and faculty. Members of the public are asked to donate 10¢ per page printed.

Returning Books

It is recommended that all materials be returned to the library on time. Items may be returned at the front desk during the library's hours of operation. There is no after-hours drop box to return items.

Weill Library Hours

Fall and Spring Semesters

Monday through Thursday	7:30AM to 10:00PM
Friday	7:30AM to 9:00PM
Saturday	10:00AM to 6:00PM
Sunday	1:00PM to 10:00PM

Please call for holiday hours.

Summer Semester

Monday through Thursday	8:00AM to 08:00PM
Friday	8:00AM to 04:30PM
Saturday	9:00AM to 03:00PM

Appendix A

Agreement for use of audio-visual equipment

By borrowing a _____ from the library I understand that:

- This piece of equipment must be returned to the library before it closes on the same day I take it out unless other arrangements have been made;
- If it is not returned by closing a fine of \$2 a day will begin and continue until the equipment is returned (there will be no grace period);
- I am responsible for this equipment and in the case of damage or loss I will reimburse the library for the purchase price of a comparable replacement plus a \$25 processing fee;
- Repeated abuse of this privilege may result in the library's revoking my usage of this equipment.

Name

Date

Signature

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