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Circulation Policy

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XAVIER
UNIVERSITY of LOUISIANA
LIBRARY *Inform • Inspire • Innovate*

University Library Policy

Circulation Policy

Effective Date

Fall 2020

Last Revision Date

08/28/2020

Responsible Party

Access Services Supervisor

Scope and Audience

This policy is applicable to the University Library and all faculty, staff, students, and authorized users of the Library.

1. Policy Purpose

The purpose of this policy is to establish and communicate circulation guidelines and procedures to provide consistent, equitable, and efficient access to library resources.

2. Policy Statement

The University Library supports the teaching, research, and learning of the University and provides clear guidelines on the circulation of library resources to provide equitable and efficient access to information.

3. Definitions

The following definitions apply to this policy document:

- **General Collection:** This collection, housed on the 1st through 3rd floors of the Library, includes the books on Open Shelves on the 3rd floor, Faculty Publications (1st floor), Leisure Reading (1st floor), Confucius Institute (2nd floor, excluding reference materials), and Folios (2nd floor)
- **Holds items:** Hold items or items placed on hold refers to library materials that have a reservation/request placed on them by a user
- **LOUIS:** A consortium of public and private college and university libraries in the state of Louisiana
- **Multimedia:** This collection includes CDs, DVDs, and VHS on the 2nd floor
- **Non-Circulating Material:** Materials available for use only within the University Library. These materials are not available for check-out. They include Print Journals located in the compact shelving on the 2nd floor, and Reference materials located in the Quiet Study area on the 4th floor, and the Confucius Institute Reference Section on the 2nd floor.

4. Responsibilities and Procedures

4.1 Xavier faculty, staff, and students

Xavier faculty, staff, and students must have a valid Xavier University ID card to check out any library material.

4.2 LOUIS Cardholders

LOUIS cards are issued to graduate students, faculty, and staff of their respective university libraries. Undergraduate students are eligible for a LOUIS card with restrictions.

LOUIS card users must have a valid ID from a Louisiana university and a current LOUIS card issued by their institution to use the Library.

4.3 Loan Periods

Loan periods and amounts vary according to the user and item type.

	Faculty (max 10 items)	Staff (max 10 items)	Graduate/ Undergraduate (max 10 items)	LOUIS cardholders (max 3 items)
General Collection	90 days	45 days	21 days	14 days
Multimedia	90 days	45 days	7 days	N/A
iPad Mini	N/A	N/A	7 days	N/A

All items should be returned to the book drop (located at the entrance of the Library).

iPad Minis must be returned to the iPad return cart outside the Research Consultation Room.

Users are responsible for the books checked out to their account until they are returned.

4.3 Renewals

General Collection, DVDs, and CDs can be renewed up to four (4) times. The loan period is the same. Materials with item hold requests may not be renewed.

4.4 Overdue Items

There are no daily accrued fees for overdue General and Leisure Collection books.

Overdue General/Leisure Collection books will incur the following notices.

# of days overdue	Type of notice user will receive
15	A reminder of the due date
30	Reminder to the due date; fees for a lost book
45	Fees for a lost book; notification of suspended library privileges at 60 days overdue
60	Notification of suspended library privileges; fees added to the student account at the end of the semester

4.5 Item Holds

Hold items will be held for one week before it is returned to circulation. If there are multiple holds on a book, they will be filled in the order the holds entered the system.

4.6 Damaged Items

4.6.1 Users are responsible for materials checked out to their account and should point out any noticeable damage to items before checking them out.

4.6.2 Users who return library items that are damaged will be charged a service fee based on the cost of repairing the item. If the book cannot be repaired, the "Lost Item" replacement charge will apply.

4.6.3 Charges will vary and payment is the responsibility of the user the damaged item has been charged to.

4.7 Lost Items

4.8.1 Items not returned will be charged with the cost of replacing the book plus a \$20 nonrefundable processing fee for each item that is not returned.

4.8.2 Users with outstanding overdue fines or lost material on their library record may be blocked from checking out items, registering for classes, or obtaining their transcripts.

5. Related Information

Document History

(This is added after policy has been approved)

Revision No.	Effective Date	Description