

# University Library

## *Borrowing Policy*

All Franciscan Missionaries of Our Lady University (FranU) students, faculty and staff have borrowing privileges from the University Library. Patrons are personally responsible for the safety, proper use, and timely return of all library materials charged to their account. To borrow a book, patrons should present a valid ID card at the FRANU Library Circulation desk. As part of the FMOL system, the University Library may extend borrowing privileges to Our Lady of the Lake Regional Medical Center (OLOLRMC) employees. Those employees would receive the same borrowing privileges as the FRANU Faculty & Staff.

### **LOAN PERIOD AND POLICIES**

#### *Students*

**Loan period is 28 days (or by the end of finals week, whichever comes first)**

- Can place holds
- Fines are .20/day with a maximum of \$20/item plus replacement cost for lost items\*
- Items not returned by the end of the semester will incur a replacement fee charge. Charge will be based on the current price to replace the item through a library vendor. \*
- Fine for Reserve materials is .60/hour
- Maximum of **10** items may be checked out
- Maximum of **two** renewals per item
- One overdue item will block borrowing privileges

#### *FRANU Faculty & Staff*

**Loan period is until end of current semester**

- Can place holds
- No fines; Charge replacement cost for lost items\*
- Maximum of **40** items may be checked out
- Maximum of **four** renewals per item

*\*Replacement cost is all costs that the University Library will incur to replace the item, purchasing from an approved vendor.*

### ***LOUIS/LALINC Cards***

#### **Loan period is 28 days**

- Cannot place holds/recalls
- Fines are .20/day with a maximum of \$20/item plus replacement cost for lost items
- No Reserve privileges
- Maximum of 4 items may be checked out
- Maximum of one renewal per item, must be approved
- One overdue item will block borrowing privileges

### **FINES AND CHARGES--GENERAL**

Fines may be paid at the FRANU Library Circulation/Information desk during normal operating hours. Fines accumulate each day the book is overdue. If a book is lost, the borrower is charged the cost of replacing the book plus the total fine. Failure to pay library fees will result in a student not being able to register for classes nor receive a transcript of records.

### **HOLD SERVICE**

If a book needed is not located on the shelf, check at the Circulation/Reference counter to see whether it has been checked out. If it has, complete "hold slip" at the Circulation Counter. You will be notified when the book is returned.

### **CIRCULATION OF REFERENCE MATERIALS**

The FRANU Library Reference Collections are non-circulating. Graduate students and faculty *may* use reference materials outside the library for limited periods of time at the discretion of a librarian. A librarian can use his/her professional judgment to make exceptions. This restrictive policy ensures that the material is available at all hours the library is open. Borrowing from the Reference Collections is limited to FRANU faculty and staff. Electronic reference materials are available online to all patrons, 24 hours a day.

1. In general, no Reference titles, indexes, atlases or non-cataloged materials may be circulated.
2. The librarian deciding whether or not to approve check out of a non-circulating item will consider these questions:
  - a. Is the material heavily used? How frequently is it consulted?
  - b. Is it easily replaceable?
  - c. How serious would it be if it were not returned?
  - d. Why does the user need it?
  - e. Could the user benefit from an older edition in the circulating stacks?

The librarian should specify a reasonable due date and time for the item(s).