

University Library

Circulation 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, borrowing privileges may be expended to OLOLRMC employees. Those employees would receive the same borrowing privileges as the FRANU Faculty & Staff.

LOAN PERIOD AND POLICIES

Students

Loan period is 14 days

- Can place holds
- Fines are .20/day with a maximum of \$20/item plus replacement cost for lost items*
- Fine for Reserve materials is .60/hour
- Maximum of 6 items may be checked out
- Maximum of two renewals per item
- One overdue item will block borrowing privileges

FRANU Faculty & Staff

Loan period is one semester from date of check out (until end of current semester)

- Can place holds
- No fines; Charge replacement cost for lost items*
- Maximum of 6 items may be checked out
- Maximum of two renewal 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/Reserve counter during normal operating hours. If a book on hold becomes overdue, the fine rate will be doubled. 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 title, 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 should 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 (not to exceed seven days) for the item(s).