

**Brother Edmond Drouin Library  
Walsh University  
Policy 10 Circulation**

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**1.0 Purpose**

1.1 This policy spells out who may check out materials through the Walsh University Library, length of loan periods, fines levied for late returns, and charges for lost or damaged items.

**2.0 Eligible borrowers**

2.1 Borrowers must present a valid Walsh ID for students to be able to check out materials

2.1.1 If an ID is not available, library staff may checkout materials to borrowers they know or to others who can show an additional form of ID.

STUDENTS	Currently enrolled Walsh students
FACULTY	Current Walsh faculty and staff
AFFILIATE	<ul style="list-style-type: none"> <li>• Spouse and children of current Walsh faculty and staff</li> <li>• Members of Walsh committees and Boards</li> <li>• Former Walsh faculty and staff</li> <li>• Employees of Catholic institutions</li> <li>• Clergy of all faiths</li> <li>• Alumni</li> </ul>
COMMUNITY	<ul style="list-style-type: none"> <li>• Individuals 18 and over with proper identification (non high school students) (\$5 one-time fee for borrowers card)</li> <li>• High school students with written permission from their parent or guardian (see application form) (\$5 one-time fee for borrowers card)</li> <li>• Neighbors (within 2 mile radius) \$5 fee waived for borrower, paid by Advancement Office</li> </ul>

### 3.0 Loan terms, fines, limits and fees

	<b>Students</b>	<b>Faculty</b>	<b>Affiliate</b>	<b>Community</b>
Fee for card	\$0.00	\$0.00	\$0.00	\$5.00
Loan limit	50	200	10	5
Overdue recall fine	\$2.00	\$2.00	\$2.00	\$2.00

<b>Walsh owned items</b>	<b>Students</b>	<b>Faculty</b>	<b>Affiliate</b>	<b>Community</b>
Loan period- books	21 days	120 days	21 days	21 days
Renewals-books	4 times	2 times	2 times	2 times
Daily fine-books, up to 30 days	\$0.05	\$0.00	\$0.10	\$0.10
Books over 30 days	\$115.00	\$115.00	\$115.00	\$115.00
Loan period-AVs	7 days	21 days	7 days	7 days
Renewals-AVs	2 times	4 times	2 times	2 times
Daily fine-AVs	\$0.50	\$0.00	\$0.50	\$0.50
AVs over 20 days	\$115.00	\$115.00	\$115.00	\$115.00

<b>OhioLINK items</b>	<b>Students</b>	<b>Faculty</b>	<b>Affiliate</b>	<b>Community</b>
Loan period-books	21 days	21 days	NA	NA
Renewals-books	4 times	4 times	NA	NA
Daily fine-books, up to 30 days	\$0.50	\$0.50	NA	NA
Books over 30 days	\$125.00	\$125.00	NA	NA
Loan period-AVs	7 days	7 days	NA	NA
Daily fine-AVs	\$0.50	\$0.50	NA	NA
AVs over 20 days	\$125.00	\$125.00	NA	NA

<b>Interlibrary loan items</b>	<b>Students</b>	<b>Faculty</b>	<b>Affiliate</b>	<b>Community</b>
Loan period--all items	lending library determines	lending library determines	NA	NA
Renewals-all items	lending library determines	lending library determines	NA	NA
Daily fine-all items, up to 30 days	\$0.50	\$0.50	NA	NA
Items over 30 days	\$125.00	\$125.00	NA	NA

<b>Equipment loans</b>	<b>Students</b>	<b>Faculty</b>	<b>Affiliate</b>	<b>Community</b>
Loan period	2 hrs. or manual override	2 hrs. or manual override	NA	NA
Renewals	2 times	2 times	NA	NA
Daily fine	\$1.00/hr.	\$2.00	NA	NA
Items over 30 days	\$1,000.00	\$1,000.00	NA	NA
Replacement cost-major	\$1,000.00	\$1,000.00	NA	NA
Replacement cost-minor	\$25.00	\$25.00	NA	NA

- 3.1 **Equipment loans, renewals, fines and replacement** costs may vary by type of equipment. (See under section 4.3)
  - 3.1.1 Patrons must sign an equipment checkout form when they check out major equipment such as laptops and digital projectors.
  - 3.1.2 Replacement costs, fines and renewals for major equipment will be stated on the form the patron signs.

## 4.0 Requesting, receiving and renewing Items

### 4.1 Books and Media

#### 4.1.1 Items from the Walsh University catalog

- 4.1.1.1 Patrons should pick up items available in the Walsh University Br. Edmond Drouin collection at the Walsh library whenever possible.
- 4.1.1.2 Students and faculty may have items placed on hold by clicking on the "Request" icon above the item's record in the online catalog. Items that are checked out with more than a week before the due date may not be able to be requested. Only one hold can be placed on an item.
- 4.1.1.3 Books will be held at the circulation desk for 10 days before being returned to the shelf. AVs will be held for 7 days.

#### 4.1.2 Items from the OPAL/OhioLINK catalog

- 4.1.2.1 Students and faculty may request items from the OhioLINK catalog by clicking on the "Request this item" link on the item's record and following the directions there.
- 4.1.2.2 If an item is available in the Br. Edmond Drouin collection, patrons should obtain that item.
- 4.1.2.3 Items that are checked out with more than a week until the due date may not be able to be requested. Only one hold can be placed on an item.
- 4.1.2.4 Notification of receipt of items will be sent to the patron's Walsh email account.
- 4.1.2.5 Books will be held at the circulation desk for 10 days before being returned to the lending library. AVs will be held for 7 days.
- 4.1.2.6 OPAL/OhioLINK fines and fees are determined by the consortia and cannot be waived or negotiated.

#### 4.1.3 Interlibrary Loans

- 4.1.3.1 For items not available in the Walsh University or OPAL/OhioLINK catalogs:

- 4.1.3.1.1 Students and faculty may use the "interlibrary loan" link on the library homepage to access the appropriate form for book or media requests for items that are not available from either the Walsh University or OPAL/OhioLINK catalogs.
- 4.1.3.1.2 Requests for items that are available from the Walsh University or OPAL/OhioLINK catalogs will be returned to the requestor with directions on how to request.
- 4.1.3.1.3 Notification of receipt of items will be sent to the patron's Walsh email account.
- 4.1.3.1.4 Items will be held at the circulation desk for 10 days before being returned to the lending library.
- 4.1.3.1.5 There is no charge for interlibrary loans for students or faculty.

- 4.1.3.2 For items requested by other libraries:

4.1.3.2.1 The Walsh University Library accepts requests for interlibrary loans from OCLC, Docline, fax, mail, and email from other libraries.

4.1.3.2.2 The Walsh University Library sends books, articles and AV items to other libraries in response to their interlibrary loan requests as follows:

ILL-Resource Type	Loan	Fee	Loan Period	Renewals	Notes
Books-reciprocal libraries	yes	\$ -	30 days	1 renewal	
Books-nonreciprocal libraries	yes	\$15.00	30 days	1 renewal	
Photocopies-reciprocal libraries	yes	\$ -	NA	NA	up to 30 pages
Photocopies-nonreciprocal libraries	yes	\$15.00	NA	NA	up to 30 pages
AVs-reciprocal libraries	yes	\$ -	7 days	0	
AVs-nonreciprocal libraries	no	NA	NA	NA	

4.1.3.2.3 Walsh University reserves the right to not circulate resources that are used for reserves or that we anticipate local use of during an academic term.

#### 4.1.4 Renewals

4.1.4.1 Students and faculty can renew Walsh University or OPAL/OhioLINK items by clicking on the "My Account" link on the Walsh library homepage and following directions there.

4.1.4.1.1 A hold placed by another patron may block a request for renewal.

4.1.4.1.2 Items already overdue may not be renewable.

4.1.4.1.3 Items may be recalled for course reserves at any time.

4.1.4.2 Interlibrary loan items are not renewable except with the permission of the lending library. Students and faculty must contact the Walsh circulation supervisor who will request permission for a renewal.

#### 4.2 Journals

4.2.1 Journals do not circulate except to faculty for 3 days and require library staff to override the transaction.

4.2.2 Journal articles are available online in a variety of databases and in hard copy in the library. Articles that are not available through databases or in the Walsh Library may be requested using the interlibrary loan link on the library homepage to access the appropriate form for journal articles. Journal interlibrary loans do not have to be returned to the library.

4.2.2.1 Patrons should check the availability of journal articles by using the Walsh Journal Finder on the library homepage. Requests for articles available online or in the library will be returned to the requestor with information about local holdings.

4.2.2.2 Articles received electronically will be sent to the patron's Walsh email account if possible or faxed to SPS students if necessary. In other cases the patron will receive an email notifying them to pick up the article in the library where it will be held for 10 days or the patron will be given instructions for picking up the article electronically.

#### 4.3 Equipment

4.3.1 Current Walsh University students, faculty and staff members may borrow equipment from the library at the checkout desk.

- 4.3.2 Peripheral devices such as mice and power cords are available for checkout.
- 4.3.3 Files and programs saved to the laptop are subject to deletion.
- 4.3.4 Users of major equipment must sign the major equipment agreement form endorsing current policies and advisories.
- 4.3.5 A list of current advisories for equipment will be listed on the major equipment agreement form.
- 4.3.6 Equipment must be turned in 10 minutes before the library closes.
- 4.3.7 All equipment checks out for 2 hours, but staff may manually override checkout times to accommodate a 7 day checkout.
  - 4.3.7.1 Fines, overdues and replacement costs will be figured automatically by the circulation system for major and minor equipment at the minor equipment rate, but major equipment costs will be figured manually according to the policies on the major equipment agreement form which is signed by the borrower.
- 4.3.5.1 Minor equipment
  - 4.3.5.1.1 Minor equipment includes headphones, mice, jump drives, battery chargers and other peripheral equipment as available.
  - 4.3.5.1.2 Loans are on a first come, first served basis. No reservations are taken.
  - 4.3.5.1.3 Items may be renewed if no one is waiting to use minor equipment.
- 4.3.5.2 Major equipment
  - 4.3.5.2.1 Major equipment includes laptops, digital projectors and other equipment that may become available.
  - 4.3.5.2.2 Loans are on a first come, first served basis. No reservations are taken.
  - 4.3.5.2.3 Items may be renewed if no one is waiting to use major equipment.

## 5.0 Overdue, lost or damaged items

- 5.1 **Overdue items**-when an item is 30 days overdue (20 days for AVs), it is declared lost and invoiced.
  - 5.1.1 If a damaged item is not repairable, it must be replaced as if lost. Replacement charges for most items are detailed in the chart above.
  - 5.1.2 Replacement charges will be higher for equipment and will be charged at the rate detailed on the sign out form.
  - 5.1.3 A borrower may, within 14 days of the invoice date, replace a lost or damaged copy with a copy **acceptable to the library** plus a \$25.00 processing fee.
  - 5.1.4 A borrower may appeal the standard replacement cost if a suitable substitute is available at a lower cost. Completion of the appropriate form, available from the circulation department, is required for this appeals process. A final appeal may be made to the Library Committee.

## 6.1 General Information

- 6.2 All resources must be picked up at the library circulation desk in person and checked out only to that person.

- 6.2.1 Faculty and staff may authorize an assistant to pick up an item if they call in advance to inform the library staff.
- 6.2 Patrons owing \$10 or more in fines or replacement costs will have privileges automatically suspended.
- 6.3 Student debts must be cleared at the end of each semester. Student transcripts are withheld for unreturned books, unpaid fines, and replacement costs for lost or damaged books.
- 6.4 Students and faculty attending or teaching at satellite campuses may have resources shipped to their home, work or school address with return shipping prepaid.
  - 6.4.1 Students and faculty attending or teaching at the North Canton campus must pick up resources in person at the library circulation desk if not available electronically.
- 6.5 There are no charges for students and faculty to borrow resources through the library.

### **6.3 Lost or replaced ID card**

- 6.4 Individuals who lose an ID card should follow university procedures for replacing ID cards and should notify the library (330 490-7185) as soon as possible so borrowing on the lost card can be suspended.
  - 6.4.1 A new patron number will be entered into library files as soon as the library is notified that a new ID has been issued.

### **8.0 Revision history**

**Reviewed: Library staff, October 21, 2003**

**Approved: Committee on the Library, October 30, 2003**