

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

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**1.0 PURPOSE**

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

**2.0 ELIGIBLE BORROWERS**

STUDENTS	Currently enrolled Walsh students
FACULTY	Current Walsh faculty and staff
AFFILIATE	<ul style="list-style-type: none"><li>• Spouse and children of Walsh faculty and staff</li><li>• Members of Walsh committees and Boards</li><li>• Retired 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>• As of January 1<sup>st</sup>, 2016 the Walsh University Library is no longer issuing community patron cards. For community members with existing cards, once the due date on the card has been reached, the card will no longer be accepted at the library.</li></ul>

**3.0 LOAN TERMS, FINES, LIMITS AND FEES**

	<b>Students</b>	<b>Faculty</b>	<b>Affiliate</b>
Fee for card	\$0.00	\$0.00	\$0.00
Loan limit	50	100	5
Overdue recall fine	\$2.00	\$2.00	\$2.00

<b>Walsh Owned Items</b>	<b>Students</b>	<b>Faculty</b>	<b>Affiliate</b>
Loan period – main books	21 days	120 days	21 days
Renewals – main books	4 times	2 times	4 times
Loan period – popular books	21 days	21 days	NA
Renewals – popular books	1 time	1 time	NA
Daily fine – books, up to 30 days	\$0.05	\$0.00 (up to 60 days)	\$0.10
Books over 30 days	\$115.00	\$115.00 (over 60 days)	\$115.00
Loan period – AV	7 days	21 days	7 days
Renewals – AV	3 times	4 times	3 times
Daily fine – AV	\$0.50	\$0.00 (up to 50 days)	\$0.50
AVs over 20 days	\$115.00	\$115.00 (over 50 days)	\$115.00

\*Walsh University Honors students are able to take out Walsh owned items for the same length as Faculty. A list of Honors students is provided by the Director of the Honors Program.

<b>OhioLINK items</b>	<b>Students</b>	<b>Faculty</b>	<b>Affiliate</b>
Loan period – books	21 days	42 days	NA
Renewals – books	6 times	6 times	NA
Daily fine – books, up to 30 days	\$0.50	\$0.50	NA
Books over 30 days	\$125.00	\$125.00	NA
Loan period – AV	7 days	21 days	NA
Renewals – AV	3 times	3 times	NA
Daily fine – AV	\$0.50	\$0.50	NA
AVs over 20 days	\$125.00	\$125.00	NA

<b>SearchOhio items</b>	<b>Students</b>	<b>Faculty</b>	<b>Affiliate</b>
Loan period – books	21 days	21 days	NA
Renewals – books	3 times	3 times	NA
Daily fine – books, up to 50 days	\$0.50	\$0.50	NA
Books over 50 days	\$50.00	\$50.00	NA
Loan period – AV	7 days	7 days	NA
Renewals – AV	3 times	3 times	NA
Daily fine – AV	\$0.50	\$0.50	NA
AVs over 30 days	\$25.00	\$25.00	NA

<b>Interlibrary loan items</b>	<b>Students</b>	<b>Faculty</b>	<b>Affiliate</b>
Loan periods – all items	Lending library determines	Lending library determines	NA
Renewals – all items	Lending library determines	Lending library determines	NA
Daily fines – all items, up to 30 days	\$0.50	\$0.50	NA
Items over 30 days	\$150.00	\$150.00	NA

<b>Equipment Loans</b>	<b>Students</b>	<b>Faculty</b>	<b>Affiliate</b>
Loan period (iPads, laptops, phone chargers, associated equipment)	2 hours or manual override	2 hours or manual override	NA
Loan period (video cameras, voice recorders, projector)	3 days or manual override	3 days or manual override	NA
Renewals	2 times	2 times	NA
Daily fine	\$1.00/hr	\$1.00/day	NA
Items over 30 days	\$1,000.00-\$1,500.00	\$1,000.00-\$1,500.00 (over 60 days)	NA
Replacement cost – major	\$1,000.00-\$1,500.00	\$1,000.00-\$1,500.00	NA
Replacement cost - minor	\$25.00	\$25.00	NA

3.1 Equipment loans, renewals, fines, and replacement costs may vary by type of equipment. (See section 4.3)

3.1.1 Patrons must sign an equipment checkout form when they check out major equipment such as laptops, iPads, 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 Brother Edmond Drouin Library collection at the Walsh library whenever possible.

4.1.1.2 Students and faculty may have items placed on hold by clicking the “Request” icon above the items 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 Items will be held at the circulation desk for 10 days before being returned to the shelf.

#### **4.1.2 Items from OPAL/OhioLINK/SearchOhio catalog**

4.1.2.1 Students and faculty may request items from OhioLINK or SearchOhio by clicking on the “Request this Item” link on the item’s record and following the direction there.

4.1.2.2 If an item is available in the Br. Edmond Drouin Library 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 will be sent to the patron’s Walsh email account.

4.1.2.5 Items will be held at the circulation desk for 10 days before being returned to the lending library.

4.1.2.6 OPAL/OhioLINK/SearchOhio fines and fees are determined by 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/SearchOhio 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 at either Walsh University or OPAL/OhioLINK/SearchOhio catalogs.

4.1.3.1.2 Requests for items that are available from the Walsh University or OPAL/OhioLINK/SearchOhio 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 from 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

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

<b>ILL-Resource Type</b>	<b>Loan</b>	<b>Fee</b>	<b>Loan Period</b>	<b>Renewals</b>	<b>Notes</b>
Books – reciprocal libraries	Yes	Free	30 days	4 times	
Books – nonreciprocal libraries	Yes	\$15.00	30 days	4 times	
Photocopies – reciprocal libraries	Yes	Free	NA	NA	Up to 30 pages
Photocopies – nonreciprocal libraries	Yes	\$15.00	NA	NA	Up to 30 pages
AV – reciprocal libraries	Yes	Free	30 days	1 time	
AV – nonreciprocal libraries	No	NA	NA	NA	

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

#### 4.1.4 Renewals

4.1.4.1 Students and faculty can renew Walsh University or OPAL/OhioLINK/SearchOhio by clicking on the “My Library 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. If renewal request is denied by the lending library, the item must be returned by the due date or fines will accrue.

#### 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 Title List 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.

### **4.3 Equipment**

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

4.3.2 Peripheral devices such as mice and power cords are available for check out.

4.3.3 Files and programs saved to equipment are subject to deletion.

4.3.3.1 Borrowers may not download apps or similar programs to equipment. However, reasonable and cost appropriate requests may be made to staff who will attempt to accommodate requests.

4.3.3.2 Jailbreaking or hacking equipment will result in the borrower being charged the replacement cost of the equipment.

4.3.4 Users of major equipment must sign the major equipment agreement form endorsing current policies and advisories.

4.3.5 A current list of advisories and 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 See section 3 for checkout times, renewals, fines associated, etc. for equipment.

4.3.7.1 Staff may manually override checkout times to accommodate extended checkouts.

4.3.7.2 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.

4.3.8 Minor equipment

4.3.8.1 Minor equipment includes head phones, mice, battery chargers, phone chargers, and other peripheral equipment as available.

4.3.8.2 Loans are on a first come, first served basis. No reservations are taken.

4.3.8.3 Items may be renewed if no one is waiting to use minor equipment.

#### 4.3.9 Major equipment

4.3.9.1 Major equipment includes laptops, digital projectors, iPads, and other equipment that may become available.

4.3.9.2 Loans are on a first come, first served basis. No reservations are taken.

4.3.9.3 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 for students is 30 days overdue (20 days for AVs), it is declared lost and invoiced. When an item for faculty and staff is 60 days overdue (50 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 charts 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, with permission, 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

## 6.0 PENALTIES

6.1 Patrons owing \$10 or more in fines or replacement costs will have privileges automatically suspended.

6.2 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.

## 7.0 GENERAL INFORMATION

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

7.1.1 Faculty and staff may authorize an assistant to pick up an item if they call in advance to inform the library staff.



7.2 Students and faculty attending or teaching at satellite campuses may have resources shipped to the School for Professional Studies (SPS) locations upon request.

7.2.1 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.

7.3 There are no charges for students and faculty to borrow resources through the library

## **8.0 LOST ID CARD**

8.1 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.

8.1.1 A new patron number will be entered into library files as soon as the library is notified that a new ID has been issued

## **9.0 REVISION HISTORY**

9.1 Reviewed: Library staff, October 21, 2003

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

9.3 Updated per OL policy and addition of popular collection July 9, 2012

9.4 Revised: Katie Hutchison, December 1, 2015

9.5 Revised: Alyssa Mitchell, October 6, 2016

9.6 Approved: Library Committee, October 27, 2016