

William Woods University

Dulany Library

Circulation Policy

Created: June 1997

Last Updated: July 2014

I. Purpose of the Policy

The purpose of this policy is to outline the terms, responsibilities, and conditions under which all types of materials owned by William Woods University may be borrowed from Dulany Library. It also includes the terms and responsibilities for materials borrowed from other libraries under the auspices of Dulany Library, including online patron-initiated borrowing through MOBIUS by WWU faculty, staff and students.

II. Eligible Borrowers

- Current WWU employees, including faculty, administrators, and staff
- Currently enrolled students in WWU on-campus, off-campus, and online academic programs
- WWU Faculty Emeriti

All other potential borrowers must request items from William Woods University through their local public library or the library at the academic institution with which they are affiliated using approved interlibrary loan protocols. Citizens of Fulton and Callaway County may borrow WWU library materials through the Fulton Public Library. Anyone may use library materials, excluding databases, within the library.

III. Identification Cards

Students must present a valid William Woods University student identification card in order to check out library materials. ID cards are not transferable and must be validated. Responsibility for all loans rests with the owner of the card presented.

Faculty and Staff should present a valid WWU employee identification card in order to borrow library materials; in lieu of a valid ID, library staff may allow faculty and staff they know or can otherwise identify to be looked up by name or employee ID number.

Library staff will verify that the ID card matches the person presenting it and reserve the right to refuse loan of materials when there is any question as to whether or not the ID card matches the person presenting it.

IV. Loan Periods

| | WWU Books | MOBIUS Books | Educational Videos | Popular Videos |
|---------------|-------------------------|--------------|-------------------------|----------------|
| Students | 30 days | 21 days | 7 days | 7 days |
| Faculty/Staff | End of current semester | 21 days | End of current semester | 7 days |

If the number of days left in the current semester are fewer than the regular loan period, the loan period is for the number of days left in the current semester; i.e., the items are due on the last day of the semester by 5 p.m.

Items borrowed through interlibrary loan from non-MOBIUS libraries have loan periods determined by the lending library; these will vary from library to library but will be clearly marked on the items.

Items in the Library's Reference and Periodical collection do not circulate and must be used in the library.

V. Renewals - All circulating items can be renewed (checked out for another loan period) by bringing the items to Dulany Library, calling the Library at 573-592-4289, or logging into your online account on ARTHUR at <https://arthur.searchmobius.org/patroninfo>. Only one renewal is allowed. However, an item cannot be renewed if another library patron has placed a hold on the item or, for items borrowed through interlibrary loan, if the lending library chooses not to renew the item(s).

VI. Overdue Items – Patrons who do not return Library materials by the due date will be sent two overdue notices by the library. The first notice is sent after an item is one day overdue and a second notice is sent after an item is eight days overdue.

VII. Fines - Dulany Library does not charge fines for overdue items with the following exceptions: **Students are charged overdue fines for reserve items and equipment.** The overdue fines for reserve items and equipment are **\$1 per hour** to a maximum of \$80. The fine begins accruing 1 minute after the item was due; it is not pro-rated for time periods of less than one hour. Fines must be paid at the Library's Circulation Desk either by check or in cash. All library borrowing privileges are suspended until fines for overdue items are paid. If a reserve item or piece of equipment is determined to be lost, a student will be charged the replacement cost instead of the overdue fine.

V. Lost Items - Items that are not returned after the library has issued two overdue notices are considered lost. The library sends a bill to the borrower with the replacement cost for each lost item on the 15th day overdue. Bills for lost books must be paid at the Library's Circulation Desk either by check or in cash. Refunds are not given for lost items which have been paid for and subsequently found. All library privileges are suspended until replacement cost(s) for lost book(s) are paid or the item is returned. See specific conditions for the return of lost items in the following section, Delinquent Accounts.

VI. Delinquent Accounts - A week before the end of each semester, the Library sends all unpaid library fines and fees for lost items to the WWU Business Office which are then added to each delinquent borrower's WWU account. Students are not allowed to graduate or receive a transcript until their WWU account, including library fines and fees for lost items, is paid in full.

Note the following situations specific to lost items:

- If a lost item is returned to the library after a replacement cost is sent to the WWU Business Office, and if a replacement copy has not yet been acquired by the library, the returned item may be accepted at the discretion of the library staff. If accepted by the library staff, the replacement cost will be removed from the borrower's WWU account but an overdue fine may still apply.
- If a lost item is returned to the library after a replacement cost is sent to the WWU Business Office and after a replacement copy is purchased, the item will not be accepted and the delinquent account must be settled with the Business Office.
- Library borrowing privileges remain suspended until fees for lost or overdue items are paid.

Fees for lost items including items acquired through interlibrary loan:

- Items from William Woods University or ARTHUR cluster --\$70 plus \$10 billing fee
- Items from other MOBIUS libraries--\$120
- Items from OCLC libraries--fee determined by lending library
- Equipment from WWU – Replacement cost (determined by the library staff)

VI. Damaged Items - Patrons who return items to the library in a damaged condition will be billed for repair of the item, if it can be repaired, or the actual replacement cost if the item cannot be repaired. The decision as to whether an item should be repaired or replaced rests with the library staff.

VII. Theft of Library Materials - It is a felony or misdemeanor, depending on the value of the materials, to remove library materials without checking them out or to borrow library materials with another person's ID card without their knowledge; see *Revised Statutes of the State of Missouri*, section 570.210. Punishment for theft of library materials will be determined by the Dean of Students and the Vice President for Academic Affairs.

VIII. Reservation of Equipment -The library has a limited supply of equipment available for loan to William Woods University students, faculty, and staff, including laptop computers, iPads, LCD projectors, digital video and still cameras, screens, etc. Equipment may be reserved for use by calling the main library at 573-592-4289 or stopping by the Circulation Desk. For a list of equipment available, please contact the Circulation Desk.

IX. Course Reserves - Faculty may place items on reserve at the Circulation Desk. The loan period of reserve items is determined by the faculty member placing them. Possible loan periods for reserve items include:

- Library Use Only - The item must be used in the library; the checkout period is for two or four hours.
- Overnight - The item may leave the library and is due before 9 AM the next morning.
- 1 day, 2 days, 3 days, or 7 days – The item may leave the library and is due back before the library closes either 1 day, 2 days, 3 days, or 7 days from the day it was checked out.

If the library is closed on the date/hour the item would normally be due, the date due is “bumped” to the next day the library is open and the time due is one hour after the scheduled opening time.