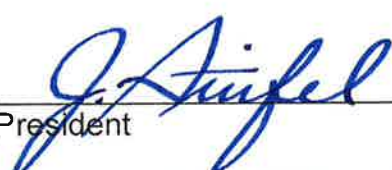




National University of Health Sciences General Policies

Title: Library Circulation	Page	1	of	6
Date Adopted: 1986	Date(s) Revised:	05/1/92, 03/17/97 5/26/99, 04/29/13, 04/3/14		
 President	Date	4-03-14		

POLICY STATEMENT

The Learning Resource Center (LRC) provides access to books, journals, audiovisuals and electronic resources to National University of Health Sciences (NUHS) students, faculty, administrators and staff and provides limited loans to outside borrowers.

I. DEFINITION OF PATRONS AND IDENTIFICATION REQUIRED

NUHS Employees (administrators, faculty and staff members): An NUHS-issued ID card is required. Signatures alone will be accepted when user is known to the LRC staff to be a current member of the faculty/staff.

NUHS Students (currently enrolled students, except residents): TA's, RA's, Fellows, etc. working directly for their faculty or staff supervisors on a project will be extended faculty privileges for that specific work. Valid NUHS ID is required.

NUHS Residents: NUHS ID with resident indicia is required.

Outside Patrons and Alumni (Residents of Illinois): An NUHS library card is required to borrow materials. The information required to register for a NUHS library card is: Proof of age over 18 and proof of residency in Illinois. A valid library card from a public library or the College of DuPage is preferred. An Alumni Association membership card is helpful to identify NUHS graduates.

II. CATEGORIES OF LRC MATERIALS AND BORROWING PERIODS

In order to assure the availability, equal access and fair use of the materials in its collections, the LRC has determined a set of procedures for lending its print and non-print collections. These procedures are available for review at the LRC during regular business hours.

Exceptions and Additional Information

Circulating Books and AV programs:

NUHS Students: May have a maximum of ten items checked out at one time. Any item requested by another patron may be recalled as soon as the three (3) week borrowing period has elapsed. There are no renewals for materials that have been requested by another patron. An item "on hold" for another patron must be returned within 24 hours of notification. If not returned, a penalty of \$2.00 per day is charged until it is returned. Circulating items checked out less than three weeks before the end of the trimester are due on the last day of the trimester. Beginning on the first day of final exams, students may check out circulating materials for the length of the trimester recess, if they provide proof of registration for the next trimester.

NUHS Faculty/Residents: May have a maximum of ten items (including print and non-print materials) checked out at one time. Any item requested by another patron will be recalled after the regular three (3) week borrowing period has elapsed. All library materials must be returned to the LRC on or before the last day of examinations for each trimester. Special arrangements must be made with the circulation manager or designee for items needed during the break.

Outside Patrons & NUHS Alumni: No more than three items may be checked out at one time. The LRC reserves the right to refuse to check out any materials in high demand by NUHS students. Reserve materials will not be checked out to outside patrons and alumni.

2-Hour Reserves: Books, folders, audiovisual programs may be placed on 2-hour reserve by faculty for use by their students.

NUHS Students: When a reserve book, folder or audiovisual program is in use and unavailable, requesting students may place their names on a reservation list and tell the circulation staff where they can be found when their turns come up. When a requestor can't be found, he/she will lose one turn but remain on the list. There are no extended loans for Reserve materials allowed during any trimester recess.

NUHS Faculty & Residents: May check out items placed on reserve in their names for three days, as long as they are the only one placing the item on reserve.

Outside Patrons: Outside patrons may not use 2-Hour reserve materials.

3-Day AV : a collection of audiovisual materials.

NUHS Students: These must be returned in 3 days. However they may be checked out for the length of the trimester recess starting three days before the first day of the recess. They will be due back the first day of classes for returning students and the regular three-day loan will resume at that time.

NUHS Faculty & Residents: Same as students.

Outside Patrons & NUHS Alumni: May not check out 3-Day AV materials.

Audiovisual Programs

Found in various locations: AV programs including CDs and DVD's are treated as other items in the same location: Reserves, 3-day AV programs, Circulating Collection and Special Collection.

NUHS Alumni: NUHS alumni may check out audiovisual materials only with permission from the LRC Director or designee.

Journals (all formats)

Faculty: Faculty may arrange to check out journals for up to three working days for instructional use.

X-Rays

In times of heavy demand, the LRC reserves the right to limit the number of packets checked out at one time by a single patron.

NUHS Faculty & Residents: May check out x-rays for use in class or small group. Films are to be taken from the LRC no more than thirty (30) minutes prior to class and are to be returned within thirty (30) minutes following the end of class.

III. DESCRIPTION OF SPECIAL SERVICES

Materials on Hold: When an item is not found on the Circulating Collection shelves, any NUHS patron may request that a *hold* be placed on it. The LRC staff will then search for the book, notify the requestor when it is available, and *hold* it at the circulation desk until it is picked up by the patron or returned to the shelves. If not picked up within three days, regular circulating materials are then returned to the shelves. If the item on hold is overdue, the current borrower will be notified that it must be returned within 24 hours of notification. After 24 hours there will be a penalty of \$2.00 per day until the item is returned.

Renewals: Students, faculty and outside patrons may renew regular circulating materials once by contacting the Circulation Desk or through the LRC website or via the library's telephone messaging service "*Shoutbomb*". No materials that are *on hold* for another LRC patron will be renewed.

IV. PENALTY FOR OVERDUE, MISSING, LOST AND DAMAGED MATERIAL

Overdue LRC Material: Overdue fines are assessed whenever LRC material is not returned on time. A list of current fines is available in the LRC. Fines are not to be assessed for days when the LRC is closed.

Except for materials checked out over break, as provided above, all materials loaned to students and residents are due back on the last day of the trimester. Materials not returned at that time will be considered lost and replacement cost plus a processing fee of \$25.00 will be charged. Fines continue to be assessed until the item is returned or the fines equal the replacement cost of the item or the item is reported as lost. The LRC may withdraw borrowing privileges of patrons who have LRC material that is overdue by one month or more. These patrons may use LRC material within the LRC only. At the end of each trimester, students who have not paid their fines and charges will not receive their grades, be allowed to register for classes and/or receive transcripts until their fines and charges are paid.

Missing LRC Material: After three attempts to have an overdue item returned, the LRC will considerate it as missing. The LRC may replace it and bill the patron of the replacement cost plus a \$25 processing fee plus overdue fines. For unpublished materials other than AV materials (i.e. reserve folders) the maximum cost is \$30.00. Fines cease to accrue when the item is reported to the LRC as lost.

Lost LRC Material: With the exception of 3-Day AV materials, a patron has two weeks after reporting the loss to find and return the lost material to the LRC. If the lost item is later found and returned, the LRC will refund the replacement cost only. Three-day AV materials are considered lost twenty four (24) hours after the due date and *non-refundable* replacement cost and processing fees are immediately due.

Damaged LRC Material: If material is returned damaged in excess of normal wear and must be restored, the patron will be assessed a fee of \$20.00. If the item must be replaced because of damage in excess of normal wear the patron will be assessed the replacement cost plus \$10.00.

Faculty/Staff: No fines are routinely charged to faculty/staff for overdue materials. Unresolved problems will be reported to the appropriate department chair and/or dean. When notified that a faculty/staff member is leaving the employment of the University, the LRC will provide him/her with a list of items still checked out. A copy (with cost of the items) will also be provided for the Business Office if the items are not returned by the last day of employment.

V. LRC SECURITY

All patrons must exit through the electronic gates at the main exit. If the buzzer sounds as a patron passes through the gates, the exiting patron must return to the Circulation Desk to investigate the problem. All backpacks, large bags, briefcases, etc. may be inspected for LRC materials before patrons exit the LRC.

VI. LOSS OF LRC PRIVILEGES

The LRC staff may ask any patron whose conduct encroaches on the rights of others to leave the premises. Campus Security *must* be informed of this action. The security logbook will thereby serve as a permanent record of the incident. If the patron refuses to leave voluntarily, Campus Security shall be expected to manage the problem. The LRC staff may summarily suspend LRC privileges to any patron. Examples warranting suspension of privileges may include, but are not limited to: disruptive conduct, suspicion of theft, and refusal to return materials or removal of LRC property without authorization. During the suspension of privileges the patron shall be denied access to the LRC until the matter has been forwarded and resolved in a timely and expeditious manner by the appropriate University official. In matters pertaining to staff members, the complaint shall be forwarded to their supervisor or the appropriate Vice President. In matters pertaining to faculty, the complaint shall be heard by the department head, appropriate dean, or the Vice President for Academic Services, using relevant portions of the Faculty Handbook as a guideline.

VII. CONFIDENTIALITY OF CIRCULATION RECORDS

The names of patrons presently holding LRC materials will not be revealed to another patron, except with the consent of the borrower or as required by law.