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Assistant  
Director of  
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Area Library

## Library Circulation Policy

### I. Borrowing Privileges

Full borrowing privileges are provided to currently enrolled students, faculty, and staff. Your Roseman University identification card serves as your library card.

Preceptors, visiting faculty, alumni, and guests may use the collection while in the library. They may also be eligible to apply for a library card. See this frequently asked question on who can use the library for more information: <https://libanswers.roseman.edu/faq/394532>.

Your Roseman University identification card must be presented when checking out library materials. Checking out materials indicates acceptance of responsibility for maintaining materials in acceptable condition, returning or renewing items on time, and paying for any fees incurred. Items may not be checked out using another person's ID card.

Students and residents who complete their course of study or otherwise exit from Roseman University must return all items and resolve any outstanding fees. Outstanding items or fees may result in a hold against graduation and/or withholding of transcripts.

Employees who leave the university are responsible for returning all items and resolving any outstanding fees.

### II. Checkout Times and Borrowing Limits

Checkout time periods and borrowing limits are set by the library and are subject to change dependent on demand for particular items. See our Access Library Resources guide for more information: <https://infoguides.roseman.edu/Access/checkout>.

### III. Notices

Library notices are sent out via university email *only*. Checking out materials indicates acceptance of responsibility for returning or renewing items on time, as well as paying any fees incurred. It is the responsibility of the borrower to be aware of due dates and not to rely solely on emailed library notices.

### IV. Fees

Overdue items will be charged a late fee at a rate of \$1.00 per day, and not to exceed the replacement cost of the materials. Borrowers owing fees over \$20.00 are blocked from renewing or checking out additional materials until the account is settled. All payments are handled through the Bursar's Office.

Replacement fees are charged for items never returned or items returned damaged beyond simple repair. The replacement fee is based on the current replacement price for the item. It is the responsibility of the person who borrowed the material to notify the library if the item becomes lost and make appropriate arrangements to settle the account. Refunds will not be made for any lost and paid for materials which are subsequently found and returned.

### V. Claims Returned

If a borrower believes they have returned an item that appears on their account, the borrower should immediately inform library staff. Overdue fees will be suspended for one month while the staff searches for the item. If the item is found within the library, it will be removed from the patron's record and the fees deleted. If the item is found outside of the library, the late fees will be reinstated. If the item is not found after one month, the item will be considered lost and the borrower will be responsible for replacement and administrative fees.

### VI. Holds

Any borrower may request that a library item checked out to another borrower be placed on hold for them upon the item's return. Holds may be requested in person, online or over the phone. Items placed on hold may not be renewed by the current borrower. Only one notice will be sent via e-mail alerting the requestor that the item is ready for pick up at the library service desk. Requestors then have 3 days to pick up the held item. If the item is not picked up in that time, the hold is cancelled.

### VII. Recalls

Items checked out by faculty may be recalled for circulation to other borrowers. A notice will be sent via e-mail alerting the faculty borrower that the item has been requested by someone else. Faculty borrowers are asked to return the item to the library within two (2) days from the time of the notice.

### All Revision Dates

02/2024, 11/2016

## Approval Signatures

Step Description	Approver	Date
Administrative Council	Renee Coffman: President	02/2024
Unit Head Approval	Tiffany Garrett: Director of Library Services	02/2024
Initial Review	Samuel Dyal: Assistant Director of Library Services	02/2024

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