



## Circulation Policy

The purpose of the Circulation Policy is to state the rules and guidelines regarding the use and borrowing of materials from the OSUIT Library. Circulation guidelines and loan periods are intended to help make materials and services available to as many Library users as possible.

### Students

#### Loan Policy

- It is preferred that students have a current ID to check out library materials.
- The current loan period for books, media and periodicals is two weeks. Reference material, material on reserve, and newspapers may not be checked out at any time, unless permission is given by the Library Director.
- A patron is limited to a maximum of ten (10) items at any one time.
- Renewals are allowed, but no renewals on HOLD materials.
- If needed material is checked out, a student can place a hold on that item. The Library will contact the student once that material has been returned.

#### Overdue Fines

- Overdue fines are .25¢ per business day.
- Overdue fines begin accumulating on the first business day following the due date.
- Overdue fines are not to exceed the cost of the book.
- A *courtesy notice* is emailed to the student a day prior to the due date. The first *overdue notice* is emailed and sent through regular mail when materials are one week overdue. A *second overdue notice* is emailed and sent through regular mail 2 weeks after the original due date. A *third and final notice* is

sent three weeks after the original due date. If the material has not been returned thirty days after the original due date, the material will be charged to the student's bursar account, along with a \$5.00 processing fee per item.

### Damaged Items

- A student who returns damaged item(s) will be assessed the cost of the item(s), any accrued fines, plus a \$5.00 processing fee. When damages are paid the student is welcome to take the item(s). Any damages not paid for by the end of the semester will result in a hold being placed on the student's record.
- Holds placed on a student's record will prevent the student from enrolling in future semesters, receiving grades, transcripts and/or diplomas. Holds will remain in effect until all items have been returned and/or monies due have been paid.

### Lost/Missing Items

- An item will be determined Lost/Missing if not returned within sixty days of the original due date. The student will be assessed the cost of the item(s), fines accrued, and a \$5.00 processing fee.
- Copies replaced by the Library may not be an exact duplicate of the original item.
- Students wishing to replace an item may do so only with the approval of the Library Director.
- No refunds will be given, after 1 year from the original due date.
- Any Lost/Missing items not paid for by the end of the semester will result in a hold being placed on the student's record.

## **Faculty and Staff**

### Loan Policy

- Faculty and staff may borrow material until the end of the current trimester.
- If material is needed longer than three months, Faculty may request that the material be housed in their department, upon approval by the Library Director. Prior to separating from OSUIT, that material will need to be returned to the Library.
- Faculty and staff may check out reference books and current periodicals with permission of the Library Director. Periodicals can be routed upon request.

### Overdue fines

- Employees are not charged overdue fines or fees.

### Damaged Items

- An employee who returns damaged item(s) will be assessed the cost of the item(s), plus a \$5.00 processing fee. When damages are paid the employee is welcome to take the item(s).

## **Courtesy Patrons**

### Loan Policy

- Courtesy patrons must be a resident of Oklahoma.
- A photo ID is required to check out library materials.
- The current loan period for books, media and periodicals is two weeks. Reference material, material on reserve, and newspapers may not be checked out at any time.
- A maximum of three items can be checked out, with one renewal on each item. (An established patron may exceed the 3 book limit and have additional renewals with the permission of the Library Director.)
- Students from other colleges and universities will be encouraged to use ILL at their college or to use the OK-Share Program, but may check out materials as a public patron.

### Overdue Fines

- Overdue fines are .25¢ per business day.
- Overdue fines begin accumulating on the first business day following the due date.
- Overdue fines are not to exceed the cost of the material.
- If a courtesy patron has an overdue item, they will not be allowed to checkout any more materials until the overdue material is returned.
- A *courtesy notice* is mailed to the patron a day prior to the due date. The first *overdue notice* is mailed when materials are one week overdue. A *second overdue notice* is mailed 2 weeks after the original due date. A *third and final notice* is mailed three weeks after the original due date. If the material has not been returned thirty days after the original due date, the material will be charged to the patron, along with a \$5.00 processing fee.

### Damaged Items

- A courtesy patron who returns damaged item(s) will be assessed the cost of the item(s), and accrued fines, plus a \$5.00 processing fee. When damages are paid, the patron is welcome to keep the item(s).

- Courtesy patrons will not be allowed to check out additional material until the damaged item is paid in full.

#### Lost/Missing Items

- An item will be determined Lost/Missing if not returned within sixty days of the original due date. The patron will be assessed the cost of the item(s), fines accrued, and a \$5.00 processing fee.
- Copies replaced by the Library may not be an exact duplicate of the original item.
- Courtesy patrons wishing to replace an item may do so only with the approval of the Library Director.
- No refunds will be given.
- Courtesy patrons will not be allowed to check out additional material until the missing/lost item is either returned or paid in full.