

EWU Libraries' Circulation and Fines Policies

April 2011 Update

I. Introduction

The primary purpose of the University Libraries is to support the curricula of the University and the scholarly activities of its individual members, by providing access to information and to works of the intellect and imagination. The Libraries are a shared utility for the entire university community. In order to promote reasonable access for each member, the Libraries have policies for use of materials. Circulation policies govern which materials may be checked out, by whom, and for how long.

EWU University Libraries circulation policies are based on the following principles:

1. Materials should be available for the use of more than one student during an academic quarter.
2. Some categories of materials that are high-demand, expensive, and/or difficult to replace may not circulate. Library patrons use these materials in the Libraries.
3. To provide maximum accessibility to an individual title, the Libraries may, with sufficient warning, recall a circulating item requested by another library user, or not permit the current user to renew the circulation.
4. Some categories of library users may have special circumstances. For example, graduate students working on theses may need materials for somewhat longer periods, in order to complete the academic requirements at their level, than do undergraduate students.
5. The Libraries may assess service charges or fees when library users do not return materials as specified by circulation policies. The purposes of these charges are, first, to encourage compliance with the policies and thereby make the materials available to more library users and second, to recover part of the staff and supplies costs of issuing and monitoring overdue materials and replacing items not returned.
6. Library users are responsible for reading, understanding, and abiding by the University Libraries' circulation policies.

II. Loan Periods

A. Loan Periods for EWU Students and Staff

Type of Material Loan Period/Renewals

<i>TYPE OF MATERIAL</i>	<i>LOAN PERIOD/RENEWALS</i>
General stacks books	3 wk./ 2 renews
Curriculum Center materials	3 wk./2 renews
Vertical file items	3 wk./2 renews
U.S. government publications	3 wk./2 renews
CD-ROMs	3 wk./ 2 renews
CD-ROMs & comp. Disks in Per.	3 days/0 renew
CD-ROMs & comp. Disks in Ref.	1 day/0 renew
Video recordings (videocassettes, DVDs)	1 wk./0 renew (EWU students/staff only)

Sound recordings (LPs, CDs, cassettes)	3 wk./2 renews
Music scores	3 wk./ 2 renews
Media equipment (laptops)	1 day/ 3 day/ 7 day/ 0 renew (EWU students only)
Reference materials	In-library use only
Periodicals (bound)	In-library use only
Periodicals (current)	In-library use only
Special Collections	In-library use only

Reserves: SEE SECTION VI

EXCEPTION 1: If a material has a hold placed on it by another library patron, the material may not be renewed.

EXCEPTION 2: EWU graduate students currently preparing their thesis/graduate research project may check out any 3-week circulating materials until the end of the academic quarter.

NOTE: Some materials in many collections may be designated as reference and non-circulating.

B. Loan Periods for EWU Faculty

Type of Material Loan Period/Renewals

<i>TYPE OF MATERIAL</i>	<i>LOAN PERIOD/RENEWALS</i>
General stacks books	End of quarter/ 2 renews
Curriculum Center material	End of quarter/ 2 renews
Vertical file items	End of quarter/ 2 renews
U.S. government publications	End of quarter/ 2 renews
CD-ROMs	End of quarter/ 2 renews
CD-ROMs & comp. Disks in Per.	3 days/0 renew
CD-ROMs & comp. Disks in Ref.	1 day/0 renew
Video recordings (videocassettes, DVDs)	1 wk./ 1 renew
Sound recordings (LPs, CD's cassettes)	End of quarter/2 renews
Music scores	End of quarter/ 2 renews
Media equipment (laptops,)	Not available to Faculty
Reference materials	In-library use only
Periodicals (bound)	3 days/0 renew
Periodicals (current)	3 days/0 renew
Special Collections	In-library use only, except by special arrangement

EXCEPTION: If a material has a hold placed on it by another library patron, the material may not be renewed.

Note: EWU professional staff who have teaching responsibilities or who have faculty-like contact with students (for example, some individuals in Archaeological & Historical Service or in Counseling & Psychological Services) may be given faculty library privileges, if the individual's department head submits a written request to the Head of Circulation. Individuals who hold the title of Assistant Dean, Associate Dean, or Dean in Academic Affairs have faculty library privileges.

C. Loan Periods for Community Users

With appropriate identification, residents of the Cheney/Spokane area who are 18 years of age or older may check out most materials on the same basis as EWU students and staff. Community users 12 through 17 years of

age may, with the signature of their parent or guardian, check out most materials on the same basis as EWU students and staff as well, with the exception that they may not renew materials. With the exception of U.S. government publications, the Libraries do not, however, recall materials for community users.

D. Loan Periods for Cheney/Spokane Area School Students Under Age 18

Individual students, 12 through 17 years of age may, with the signature of their parent or guardian, check out most materials on the same basis as EWU students and staff, with this exception: high school students may not renew materials. The Libraries do not, however, recall materials for high school students.

When area K-12 students come to use the University Libraries as a class with their teacher, the Libraries will check out most materials on the same basis as EWU students ON A CARD ISSUED TO THE SCHOOL. The school principal or school librarian is the responsible party for these materials. The Libraries do not renew materials checked out to a school, nor will they recall materials for a school patron.

III. Sanctions and Service Charges

A. Sanctions and Service Charges on Overdue Books

There is a three-day grace period; if materials are returned during that three-day period, there is no fine. Fines are assessed retroactive to first day overdue if materials are returned beyond the grace period.

Fines for days 1 through 20 beyond the due date: \$0.50 per day, per item.

Over 20 days: all accrued charges, plus \$12.00 processing fee per item (refundable if item is returned within 6 months of due date), plus replacement costs based on the average cost of academic books (adjusted annually) per book.

The Libraries transfer all associated charges to Student Financial Services for collection.

If the item is returned within 6 months of the due date, the Libraries will remove or refund processing fees and replacement charges, if the Libraries have not already ordered a replacement.

B. Sanctions and Service Charges on Overdue Periodicals

There is a three-day grace period; if materials are returned during that three-day period, there is no fine. Fines are assessed retroactive to first day overdue if materials are returned beyond the grace period.

For periodicals, both bound and current, EWU faculty members will be assessed \$5.00 per day per item for each day the material is overdue (\$25.00 per item maximum charge).

After 5 days, all accrued charges, plus \$12.00 processing fee per item (refundable if item is returned within 6 months of due date), plus replacement charges.

C. Sanctions and Service Charges on Overdue CD-ROM's & Computer Disks in Ref.

There is a three-day grace period; if materials are returned during that three-day period, there is no fine. Fines are assessed retroactive to first day overdue if materials are returned beyond the grace period.

Fines for days 1-5 \$5.00 per day (\$25.00 per item maximum charge).

After 5 days, all accrued charges, plus \$12.00 processing fee per item (refundable if item is returned within 6 months of due date), plus replacement charges.

D. Sanctions and Service Charges on Overdue Reserve Materials

See Section VI (B).

E. Sanctions and Services Charges on Overdue Media Equipment

All fines are non-refundable.

For each day a piece of equipment is overdue, the patron will be charged \$20.00 per major item up to a maximum fine of \$140.00.

After the seven days, the patron will be charged the maximum fine of \$140.00, replacement costs, and a \$12.00 nonrefundable service fee.

If an item has been overdue for more than seven days, the charges and patron information will be sent to Student Financial Services to be billed for replacement plus all fines and the service fee.

Cords, batteries, and other accessories will also be billed if not returned before seven days of overdue status.

At the time of billing, the patron's name may be turned over to the Office of Student Rights and Responsibility as an infraction of a student's failure to comply with the policy on student behavior. The libraries restrict library borrowing privileges of any person having billed equipment.

If equipment is returned in good condition after the point of replacement billing, the replacement cost will be subtracted from the patron's record. The maximum fines and service fee will remain.

Notices will be sent as follows:

a **warning notice** after the first day overdue,
an **overdue notice** after the third day overdue,
and a **final notice** or notice of replacement billing after the eighth day overdue.

IV. Recalls of Circulating Materials

A. Request, Recall, and Return of Circulating Materials

At any time, the Libraries may recall materials which are circulating and issue a revised due date. Except in the case of materials being recalled for placement on reserve, the Libraries will generally allow one week's use of an item before recalling it.

B. Recall Sanctions

Standard fine rate is increased by \$0.50 per day, per item for recalled materials returned beyond the revised due date.

Over 20 days: all accrued charges, plus \$12.00 processing fee per item (refundable if item is returned within 6 months of due date), plus replacement costs based on the average cost of academic books (adjusted annually) per book.

The Libraries transfer all associated charges to Student Financial Services for collection.

V. Renewals

Most materials may be renewed twice, if the patron needs more time, unless the materials have a hold placed on them. If a material has a hold placed on it by another library patron, the material may not be renewed. See Section II (Loan Periods) for the exact number of renewals that are allowed for specific library materials by library user type.

Renewals may be made:

in person

by telephone to 509-359-7888, or

by email at circulation@ewu.edu, or

by self renew (link to your library record from the [EWU Library Catalog](http://libsys.ewu.edu)
<http://libsys.ewu.edu>)

When using email, please include your name, your EWU I.D. card number, and the title(s) of the material(s) you would like to renew. If you do not receive a reply within 24 hours, please contact us again.

VI. Reserve Materials

Faculty members may place materials for courses on reserve at the JFK Circulation and Lower Level Service Desks, or the Riverpoint Circulation Desk.

A. Reserve Loan Periods

The faculty member who places the material on reserve designates its loan or circulation period. The possible loan periods for Reserves are 1 hour, 2 hours, 1 day, 2 days, 3 days, and 1 week.

Faculty members may designate Reserve materials with 1- or 2-hour loan periods for in-library use only.

Reserve materials must be returned directly to the service desk where it was checked out. Materials left at copiers, on library study tables, etc., are subject to reserve charges.

B. Reserve Sanctions

Items on reserve are, by definition, high-demand materials. Overdue charges for reserve materials are, consequently, higher than for other materials.

1- or 2-hour loan period: After 1 hour, \$1.00 per hour rounded to nearest hour. Maximum \$15.00 per item.

1-, 2-, 3-day, or weekly loan period: Due at closing of date due; 1 hour grace period from opening time next day. \$5.00 per day. Maximum \$15.00 per item.

After 3 days for all Reserves: all accrued charges, plus \$12.00 processing fee per book (refundable if item is returned within 6 months of due date), plus replacement costs based on the average cost of academic books, adjusted annually, per book, \$25.00 per article.

After 3 days from due date of material, the Libraries transfer all associated charges to Student Financial Services for collection.

VII. Holds

An EWU library user who requests an item which is circulating may request that Circulation staff place a "hold" on the item. Then when the circulating item returns to the Libraries, the circulation system automatically signals Circulation staff to retain the item at the Desk and notify the patron by phone, mail, or email. Following notification, the item remains on hold at the Circulation Desk (JFK or Riverpoint) for ten days. If the library user does not retrieve the item during that time, the item is placed on hold for the next user in the hold queue; if there are no other holds on the item, it returns to the shelves.

The Libraries may cancel a hold if an item has been recalled for placement on Reserve. The Libraries may also modify the hold queue order. For example, an EWU faculty member, student, or staff member may have priority in the queue over community users, high school students, etc.

VIII. Replacement Charges

The EWU Libraries determine the replacement charge for books based on industry-wide publishers' statistics concerning average costs of academic materials. Since this charge is based on annual statistics, it changes each year.

IX. Identification Requirements

Valid identification is required to check out library materials/equipment or claim Interlibrary Loan articles or photocopies.

Identification Requirements:

- EWU Students, Faculty, Staff: **EWUID (Eagle Card).**
- Community Borrowers: **EWU Community Borrower Card AND Current picture ID.**

In the case of obscured, damaged, or missing pictures on the EWUID, an additional picture ID will be required. This additional ID will not serve as a substitute for the EWUID.

In accordance with university policy, EWU Libraries will accept only the ID of the person presenting identification. An Eagle Card belonging to someone other than the person attempting to check out materials/equipment may be confiscated and returned to the Eagle Card Office. University police may be called if the library staff suspects the card is stolen.