

Policy Number: 54

### LIBRARY CIRCULATION

The University Library shall provide books and materials to all members of the University community according to the following circulation policies.

The Circulation Policies Committee of the Library shall be used in establishing and revising policies. Circulation of books and materials shall be the responsibility of the various units within the library. Exceptions to these policies may be authorized by the unit head or the Dean of Library Services.

The following user groups shall have access to library books and materials in the priority listed. Priority within groups has not been established.

1. Eastern students, faculty, administrators, and civil service employees.
2. Eastern retired employees.
3. Special borrowers, such as persons enrolled in workshops and conferences, Eastern alumni, area college students, local and regional residents over 18 years of age, and Friends of Booth Library. At the discretion of the Dean of Library Services, limitations of borrowing privileges may be imposed upon special borrowers.

#### Loan Periods

Loan periods are outlined on approved chart, Booth Library Loan Periods and Fines. Copies are available in Booth Library.

All materials may be renewed unless another patron has requested the use of an item by placing a "save" on it. The Library shall retain the option to recall books and materials at any time.

For Reserve material, the loan period varies according to the specifications of the individual placing the material on reserve. Reserve loan periods may not exceed the regular library designated period for that item type. Regular choices are as follows:

1. two hours with overnight (materials may be charged out one hour before library closing and are due back one hour after opening the following day.)
2. two hours - building use only
3. one day
4. three days
5. one week

There is a limit of two items per person. Items may be renewed if there is another copy on the shelf.

Faculty members may not check out materials placed on reserve by another individual for longer than the normal reserve loan period without the permission of that individual originally placing the item on reserve. If these conditions are met, the maximum loan period is one week.

### Overdue and Fine Notices

Loan periods are outlined on approved chart, Booth Library Loan Periods and Fines. Copies are available in Booth Library.

Reserve materials accrue fines at 25 cents for the first hour and 10 cents per hour for each additional hour that the library is open, to a maximum of \$10 per item.

The Library relies on the statewide library computer system to identify overdue items. Circulation Services mails overdue notices for general stacks books. Other areas of the library send overdue notices as they occur. It is the borrower's responsibility to return items on time without depending on overdue notices.

All library fines and lost book charges are reported by Circulation Services to the University Business Office, where the charges are entered into the University's billing system. Patrons must pay library debts to the Cashier in Old Main.

The Library reserves the right to suspend library privileges to patrons who do not respond to fees and charges promptly. Students' university records may be placed on hold until materials have been returned or charges paid.

The Library assumes responsibility for library books and materials claimed returned only if the borrower presents a receipt.

### Lost Books and Materials

1. An item is designated as being lost on the twenty-first day of being overdue or when it is reported lost by the patron.
2. When an item is designated as being lost, the borrower will be assessed a minimum standard replacement charge of \$50 per item or in the case of periodicals \$15 per unbound issue or \$100 per bound volume.
3. A replacement copy of a lost item, or a comparable item as determined by the Library, may be purchased for the library in lieu of the standard replacement charge, with prior approval.

4. If an item designated lost is returned, the patron is assessed the fines that have accrued to a maximum of \$10 and a \$15 processing fee will be deducted from the refund to the patron.

Faculty members who have had an item checked out and overdue for a period of one semester and have received at least three written notices requesting its return shall be denied borrowing privileges until the materials are returned or renewed, or they have paid a minimum standard replacement price of \$50 per item or in the case of periodicals \$15 per unbound issue or \$100 per bound issue. A replacement copy of a lost item may be purchased for the library in lieu of the minimum standard replacement charge, with prior approval. The third notice shall be a warning that library privileges are to be suspended immediately.

#### Unclear Records

1. Students will have their library borrowing privileges suspended and a hold placed on their academic records if materials are not returned or if fines are not paid promptly. The hold will be removed and borrowing privileges restored when all fines have been paid.
2. Any patron may have his/her borrowing privileges suspended immediately upon the request of another university library in accordance with interlibrary lending agreements, and restored when the patron has been cleared by the university requesting the block.

#### Service

Service shall cease at any of the public service desks during the final fifteen minutes before the hour of closing each day. As a courtesy, a warning bell is sounded both thirty and fifteen minutes prior to closing.

#### Returns

All materials must be returned to the desk from which they were checked out.

#### Identification Cards

Students must present an identification card with a photograph to check out library materials. A university identification card or a current driver's license is acceptable. If identification other than an official card is used the patron's signature must be obtained.

Students checking out materials to a faculty identification number must have on file the written permission of the faculty member and an identification card with a photograph.

Each patron is responsible for all materials checked out against his/her identification card unless the card has been reported lost. Individuals who lose their ID cards must report the loss to the Periodicals Desk immediately to avoid illegal use of the card. The Library is not responsible for any materials which may be illegally checked out until the card is reported stolen. A patron who has reported his/her original university photo identification card lost and has been issued a

replacement card, must present a second photo identification in addition to his/her university card.

#### Miscellaneous

1. The University shall follow the guidelines established by the [Illinois Library Association \(September 1992\), Article 16B: Protection of Library Materials](#), governing the theft and mutilation of library books and materials. The document is posted at each library exit.
2. If rebinding is necessary for a damaged item, the charge shall be the cost of rebinding.
3. All employees who leave University employment must be cleared by the library. All materials must be returned or paid for before the employee receives his/her last paycheck.
4. A patron may allow his/her spouse or child to charge materials to his/her identification number after submitting written permission to the Circulation Department. The surrogate must present an identification card with a photograph each time.

Approved:  
President  
April 28, 1995

Nomenclature Changes:  
December 13, 2001

Monitor: Vice President for Academic Affairs