

A. Books to Students (General Collection)

1. The student must present his/her library /ID card and the item(s) to the circulation attendant.
2. If the user is not in good standing with the LRC, a transaction cannot take place.
3. The library/ID card is returned to the patron after the checkout transaction.
4. The book is placed on the sensitizing-desensitizing shelf of the electronic detection system unit and moved to the left. The light blinks and a "bump" noise indicates that desensitization has taken place, and the patron can exit through the exit gate.

B. Books to Faculty and Staff (General Collection)

Follow the same procedures as outlined in student check out.

C. Reserves

1. Loans are for a two (2) hour period and usually used in the LRC.
2. Loans may be overnight or for weekends with permission from the serving faculty member.

D. Pamphlets, Vertical Files, Picture File

1. Loans are for three (3) weeks.
2. Pamphlets are catalogued and are considered part of the general collection.
3. Items located in the vertical file are catalogs and part of the general collection.
(With the addition of specialized databases, the vertical file is being phased out.)
4. Pictures in the picture file are cataloged and are considered part of the general collection.

E. Periodicals (Magazines-Newspapers)-Back Issues, Bound Issues, Microform

1. Periodicals are used in the LRC only.
2. The patron completes a call slip except for bound issues and the circulation attendant records date on call slip.
3. Material is retrieved and the call slip is placed in the out file.
4. Bound issues are used as reference books and are shelved in the open stacks.

F. Research Papers

1. Library holdings should be checked by faculty to be certain enough material is available before assigning term papers on any subject.
2. If several students are to write on the same or similar subjects, the instructor should give a list of research topics to the librarian before giving the list to the students.
3. If materials are severely limited, it may be necessary to place items on reserve.

G. Audiovisual Software

1. Student use of most audiovisual software is limited to the LRC.
2. Instructional materials are not loaned to students without faculty permission.
3. Materials must be checked out by the circulation attendant or other LRC support staff and appropriate forms should be completed.
4. Faculty and staff members borrow audiovisual software just as they do print materials, but on a first-come, first-serve basis. Hardware and software should be reserved twenty-four (24) hours in advance if possible.

H. Audiovisual Hardware

1. Audiovisual hardware is available to faculty and staff members and the appropriate form must be completed.
2. Community-civic patrons are able to borrow audiovisual hardware if items are available. The loan period is usually (24) hours, and information must be complete on checkout card.
3. A report of audiovisual equipment is made on Form H-6.
4. Students are not allowed to borrow equipment for faculty members without written permission. (Form H-7)

I. Personal Reserves

1. A personal reserve may be placed on any material that is checked out by making a request to the circulation desk attendant.
2. The person requesting the material is notified when the material is returned.
3. Material not called for in seven days is returned to the regular collection.

J. Renewing Materials

1. Materials may be renewed for an additional (21) days unless a reserve has been placed on the material.
2. Renewals can be made by phone; otherwise, the material and library ID card must be presented to the circulation attendant for renewal.

K. Overdue Materials and Fines

1. General Collection Materials

- a. A fine of \$0.05 per day will be charged for each day a book is overdue. (Form K-8)
- b. The maximum overdue fine for each book is equal to the current price listed in Books in Print.

2. Audiovisual materials

- a. A fine of \$1.00 per day is charged for audiovisual software and hardware.

3. Distance Education Materials

- a. Distance Education tapes from telecourses will be charged the same as overdue tapes for the library. An overdue set will cost \$1.00 per day.
- b. Not-returned tapes, incomplete sets, or physically damaged tapes will cost \$50.00.

L. Lost-Damaged Materials - Computation of Payment

1. Patrons are expected to pay in full for materials lost/damaged while charged to them.
2. Cost will be determined by current Books in Print, vendor catalogs, or other appropriate pricing tools.

M. Circulation Records

1. Student Circulation - At the end of the day, circulation transactions are recorded on the circulation sheet.
2. Faculty Circulation - At the end of the day, faculty transactions are recorded on the circulation sheet.
3. Reserve File - The reserve file contains only slips for reserve materials that are borrowed.
 - a. When these reserve materials are returned, the call slip is removed from the file and a diagonal line is drawn across the slip.
 - b. The call slip is then placed on the spindle file. At the end of the day, these slips are counted and recorded on the circulation record sheet.
4. Periodical File
 - a. The call slips in the periodical file are for back issues (unbound) and microfilm issues.
 - b. When these materials are returned, a diagonal line is drawn across the slip and it is placed on the spindle file. At the end of the day, these slips are counted and recorded on the student or faculty circulation sheet.
5. Audiovisual Materials File - At the end of the day, the audiovisual materials borrowed are recorded by type.

N. Lost-Damaged Materials

1. If material is reported lost or damaged, the patron must pay for it.
2. The Highland entry and accession entry must note the transaction when material is paid for. A book order card is completed for purchase of material to replace lost or damaged material.
3. An overdue slip is used to record the transaction and the proper sections completed concerning the transaction.
4. The fine slip is filed and the money is placed in the cash register.
5. The patron must sign the fine record being kept for accounting and auditing purposes. The desk attendant completes other information for this record.
6. If a clearance is needed to clear the patron's records in the Registrar's Office, the circulation attendant removes the flag from the record.