

## **Circulation Policy**

### **STUDENTS**

A valid Nichols College I.D. is required to check out any circulating or Reserve items.

The loan period for:

- Books from the regular collection - 21 days
- Misc. Technology (headphones, chargers) - 4 hour in-library use
- Reserve items – 2 hour in-library use

### **FACULTY/STAFF**

The loan period for:

- Books from the regular collection - 42 days
- Reserve items – 2 hour in-library use (\*extended time permitted)
  
- Reference books and periodicals generally do not circulate but may be loaned under special circumstances at the discretion of the Library Director.
- Patrons can return books to the circulation desk during regular business hours or any other time by using the book drop, located at the main entrance of the Library.

### **RENEWING AN ITEM**

Items may be renewed if no one else has recalled or placed a hold on the item(s). Items may be renewed by signing into your library account via the online catalog and renewing on or before the item due date. Patrons can also renew items by visiting the circulation desk during regular business hours.

### **RESERVES**

#### **Course reserves:**

- Reserve materials are placed at the Circulation desk for use by students in those courses. Most course reserve items are for 2 hour in-library use only, but may be renewed at the circulation desk for an additional 2 hours.
- Student ID will be held until items on 2 hour in-library use are returned to the circulation desk.
- Patrons can borrow one reserve item at any one time.

#### **Textbook reserves:**

- Textbooks costing over \$40 are purchased by the library and are placed at the Circulation desk for use by students enrolled in courses.
- Textbooks are for 2 hour in-library use and may be renewed at the circulation desk for an additional 2 hours.
- Due to high demand of these items, there is a \$2/hour fine for the late return of textbooks on reserve. A \$2/hour fine will accrue up to 24 hours, after which time the student will be billed for the replacement of the item.
- Students will receive notice via email informing them that the item is overdue.

## **OVERDUES**

No daily fines are collected for overdue 21-day circulating material. When an item owned by Conant Library is overdue:

- A first notice informing the patron of the overdue status and providing an opportunity to renew the material is issued via campus email 7 days after the due date.
- If there is no response 14 days after the due date, a second notice is sent.
- When an item is overdue 21 days a third “long overdue” notice is sent, with a caution that failure to return the item within 7 days will result in a “presumed lost” status with an explanation of the consequences of this status (borrower will be charged a non-refundable replacement cost of item plus a \$10 processing fee).
- If a patron fails to respond to the previous “long overdue” notice within the time period specified (7 days), and after the shelf location has been searched, the patron is sent a final “lost” notice informing him or her that the item is considered lost and he or she will be charged a non-refundable replacement cost of the item plus a \$10.00 processing fee. Notice is sent to the Student Accounts Office and until the item and fee are paid the borrower will be unable to register for classes or obtain transcripts. After this date, return of the item will not negate the posted costs.