

CIRCULATION POLICY

On-site borrowing privileges are available to students, faculty, staff, retired employees, and SRO members possessing a current CASC ID. A current CASC ID is required in order to check out materials, use library computers and for remote access to electronic resources. Patrons are responsible for all materials borrowed on their ID.

Loan periods:

Books21 days/1 renewal

Audio/Audiovisual Materials.7 days/1 renewal

There is a two (2) book limit on any given subject and six (6) book total limit per person or group.

Reference materials, periodicals, and newspapers do not circulate outside the library

Holds

A hold may be placed on library materials which are checked out. The Library will notify patrons when the materials have been returned and will hold them at the circulation desk for a limited time.

Renewals

Library books can be renewed one (1) time. Library books may be brought to the library for renewal or can be renewed by sending an email request to tsutton@carlalbert.edu. Library books can not be renewed if there is a hold on the book.

Interlibrary Loan

Interlibrary loan borrowing privileges are available to currently enrolled students and employees of Carl Albert State College. Charges by lending libraries for requested materials are passed along to the individual borrower. Please refer to the Interlibrary Loan Policy for more information.

Overdues and Fines/Lost or Damaged Materials

The libraries do not charge fines for overdue books. Students with overdue library materials are sent overdue notification letters to their address on file, as well as called if a phone number is available. Students who have not returned overdue library materials by the last day of each semester will have a hold placed on their account in the business office for the cost of the overdue materials. Holds remain on student accounts until the student returns the overdue materials or pays for lost or damaged materials.

Please report all lost or damaged library materials as soon as possible. Students with lost or damaged library materials are charged the cost of the materials. If the lost or damaged materials are out-of-print or the replacement cost cannot be determined, a flat rate of \$25.00 will be charged. Students who have not paid for lost or damaged library materials by the last day of each semester will have a hold placed on their account in the business office for the cost of the lost or damaged library materials.

Faculty

While faculty are encouraged to follow the above detailed circulation policy, the following guidelines are also applicable:

- A. Instructors are encouraged to return materials as soon as possible to make them available to others. There is a one-semester maximum limit on faculty checkouts. At the end of each semester, all materials are physically returned to the library.
- B. Retention of materials beyond a semester is discouraged. Instructors who need certain titles for permanent use are encouraged to purchase them for their personal library. When a student requests an item that is checked out to an instructor, it is the duty of the instructor to return that item to the library.
- C. Periodicals and reference books do not circulate outside the library. Exceptions may be made when special need is demonstrated.
- D. All library material checked out to an instructor must be returned to the library upon termination of employment at Carl Albert State College. An instructor is financially responsible for all library material checked out by him/her and must pay for their replacement upon loss.
- E. Instructors may request the library to obtain books and periodicals through interlibrary loan.