



SHREVEPORT

Office of the Chancellor

POLICY STATEMENT

NO.

2 06.00

COORDINATED BY

Director of the Library

EFFECTIVE March 1, 1984

PAGE

REVISED

SUBJECT Library Circulation

I. PURPOSE

To define all policies with regard to circulation and retrieval of materials.

II. POLICY

A. Persons eligible to borrow books or other circulating materials include the following:

1. University faculty and administrative officers.
2. Students, full-time or part-time
3. Students enrolled in the extramural program from LSU Baton Rouge.
4. Students who audit courses.
5. Staff employees of the University.
6. Staff from the Agricultural Experiment Station, Agricultural Extension Service, and LSU Pecan Lab.
7. Certain persons, not connected with the University, who are engaged in serious study or research whose needs cannot be met by the local libraries. Examples of those who are eligible are teachers, city, parish and state officials, news media persons, and officials from business and civic groups. Excluded are students enrolled in other colleges or universities, high schools, middle, magnet, and elementary schools.

B. Registration

1. Faculty, staff, and students of the University are issued identification cards by the Office of Admissions and Records.
2. Part-time faculty are issued temporary cards at the Circulation Desk.
3. Arrangements are made by the Department of Extramural Teaching, LSU Baton Rouge with the Library to issue temporary cards to students enrolled in the extramural program.
4. All others apply for a "Courtesy" card to the library director's office.

C. Loan Periods

1. Regular loan materials, i.e., books that carry pockets and cards for circulation and are located in the open stack area, may be charged out for a period of three weeks.
2. Bound or unbound periodicals, reference books, microforms, books in closed collections such as Rare Book Room or Louisiana Collection, archival materials, etc., do not circulate. These materials are to be used in the library only.
3. Reserve materials are charged out for the length of time designated by the faculty member who requests that the books be placed on reserve, i.e., 1 day, 2 days, 3 days, 7 days, etc.

D. Fines, Overdues and Lost Books

1. Students are notified either by phone or by mail when books become overdue. After a book is overdue for ten days it is

considered lost and the student is charged with the price of the book plus a \$3.00 service charge. If the book is returned later, the price of the book is cancelled. All charges are submitted to the Office of Business Affairs for collection. At the end of each semester and summer term, all books that are not returned, whether ten days overdue or not, are counted lost; and the above charges are applied. All charges must be paid prior to registration and/or before grade transcripts will be released by the University. Questions regarding the validity of charges should be resolved at the Circulation Desk.

2. Charges for overdue RESERVE MATERIALS are as follows:
 - a. Overnight or less than one day: 50¢ for each hour overdue. Maximum fine is \$3.00.
 - b. Other reserve books, i.e., 1 day, 2 day, etc. \$1.00 per day for each day overdue. Maximum fine is \$3.00.
3. Lost books and books damaged beyond repair are charged to the person who checked the books out. These charges include the price of the book plus a \$3.00 service charge.
4. Faculty members are permitted to keep certain books related to their teaching or research for longer than three weeks unless the book is requested by another person. Each year during the spring semester, a notice is sent to each faculty member who has overdue books requesting that books be returned, or renewed if needed for a longer period of time. A second notice is sent before the end of the spring semester to those who have not responded to the first notice. A third notice in the form of a personal letter from the director of the library is sent early in the fall semester to those who have not responded to earlier notices. Before the end of the fall semester, charges for books that have been overdue for a year or more are forwarded to the Office of Business Affairs for collection.

5. Faculty members who leave the employment of the University by termination, resignation, non-reappointment, or retirement are expected to return all books, whether overdue or not, before departure. A clearance form should be signed by the director of the library signifying that all books have been returned.

APPROVED William A. Nevill 2-27-84 March 1, 1984
William A. Nevill Date Effective
Vice Chancellor
for Academic Affairs

APPROVED E. Grady Bugue 3/1/84 March 1, 1984
E. Grady Bugue Date Effective
Chancellor