

Circulation Policies

AA_LS_LS_70

Responsible Officer

Shelby Carroll

Responsible Office

Library

Approving Body

Board of Trustees

Approval Date

2019-11

Last Revision

2019-11

Re-evaluation Date

2021

Departmental Impact

Library

Policy Statement

The purpose of the George M. Manuel Library's physical borrowing policies is to allow maximum access to the collections for all its clientele and at the same time exercise judicious control over materials.

Policy Procedures

The policies which govern the use of materials are as follows:

- To borrow: Take items to the Desk for a library employee or request [ship-to-patron](#).
- To renew: Request this from the library.
- To return: Return items to the Desk or mail them to the library.
- To pay a fine:
 - Pay with cash/check to the library
 - Pay with a card/check to the CU Business Office - *Please tell them that the payment is for a library fine or fee and bring or send the receipt to the library*
 - In-person
 - Phone: 336.714.7937
 - [Online](#)
- To be put on the waiting list for an item: Request this from the library.

General Policies

- Items may be renewed for additional borrowing periods unless someone else is on the waiting list for them. The additional borrowing periods are limited to two. If the additional borrowing periods are used up, the patron must wait until two days after the item is returned before the item can be borrowed again. If there are extra copies of the item available for borrowing, additional renewals over two may be given.
- Seven *books* on a given subject may be borrowed at one time. A maximum of eighteen *books* and thirty total *items* may be borrowed at one time. Carolina University's doctoral students may borrow up to twenty-five *books*. CU's faculty and staff have no limit but are expected not to take unfair advantage of this.
- If a desired item has been borrowed by another patron, the patron may request that he be put on the waiting list for the item so that it is set aside for him when it is returned.
- The library welcomes any who are not a part of the university family to use the library, but they must abide by library policies. Further, the library requires that those who are not part of the university family, involved in full-time Christian service, or members of a consortia library pay a one-time fee of \$5.00 as part of the application procedure to borrow items.
- Children whose parents are not patrons of the library may borrow items from the library in accordance with the following policy:
 - Children under 16 may obtain library borrowing privileges by applying for it and paying the one-time \$5 fee, if a parent or guardian signs the application.
 - They may only borrow items on their viewing or reading level.
 - They may have 2 items borrowed at a time.
- Patrons should not reshelve items. Items taken from the shelves but not borrowed should be placed on the shelf of the Desk on which the computer monitor stands. This helps to avoid the loss of items and also helps the library staff to keep statistics which are needed for reports to the government and accrediting organizations.

- A patron may not borrow items if he has an overdue item or fine. A hold on a student's portal access and other disciplinary measures may also be used for overdue items and fines.
- If an item's due date falls on a day the library is closed, the due date will be changed to the next open day.
- When a patron damages or defaces an item or returns an item which has been damaged or defaced while it was borrowed by him, he may be assessed a repair fee. In the event an item is *severely* damaged or defaced, a fee equal to its replacement value may be assessed. The item will remain the property of the library even if one of these fees has been paid.
- An item that is lost must be replaced or a replacement fee paid and, in addition, a \$5 fee paid for replacement labor. The replacement fee will be commensurate with the current replacement cost for the item.
- A \$25.00 fine may be assessed to anyone who takes out of the library an item that cannot be borrowed.