

**University of Maine at Fort Kent**  
**Administrative Policy Creation/Modification Form**

Administrative Policy Type:	Academic Affairs Information Services
Initiating Department:	Library
Action Taken:	Existing Policy
Policy Title:	<b>Circulation Collection</b>
Date of Policy Development:	2008 (reviewed)
Date of Policy Implementation:	Immediately (moved into new template)
Next Policy Review Date:	Ongoing
Submitted By:	Leslie Kelly

Stated Policy:

**Purpose:** To outline the circulating parameters of the library materials and equipment in Blake Library.

### Overview

#### I. Introduction

Any student, faculty, or staff at UMFK or community patrons with library cards may borrow books and other items from the circulating collections as defined below. The Library reserves the right to recall any materials.

#### II. Standard Circulating Collection

The standard circulating collection consists of the **general collection**, also known as “Stacks”, **oversize, young adult collection**, and **Maine government documents**.

##### A. Faculty and Staff:

1. May borrow up to 50 items.
2. Have a loan period of one semester with no renewal.

##### B. Students:

1. May borrow up to 50 items.
2. Have a loan period of four weeks with a two week renewal.

##### C. Community Patrons:

1. Adults may borrow up to 10 items.
2. K-12 borrowers may borrow up to 5 items.
3. Have a loan period of four weeks with a two week renewal.

D. All materials in this category may be loaned to other libraries.

#### III. Reference Collection

A. Students and community borrowers use reference materials in-house only.

B. Special requests are considered on a case by case basis.

#### **IV. Special Collections**

- A. Students and community borrowers use Special Collections materials in-house only.
- B. Special requests are considered on a case by case basis.

#### **V. Juvenile Collection**

- A. Community Borrowers and Students: have a loan period of two weeks with a one week renewal.
- B. Faculty and Staff: have a loan period of one semester with no renewals.
- C. No materials in this category may be requested online through URSUS. Other libraries may request these materials through interlibrary loan.

#### **VI. Curriculum Collection**

- A. Community Borrowers and Students: have a loan period of one week with a one week renewal.
- B. Faculty and Staff: have a loan period of one semester with no renewals.
- C. No materials in this category may be requested online through URSUS. Other libraries may request these materials through interlibrary loan.

#### **VII. Reserves**

- A. Hard Copy Reserves: materials are kept at the main desk of the library. These materials are loaned on a restricted basis depending on the loan period determined by the course instructor. Loan periods range from 2 hours in library use to one week checkout.
- B. Electronic Reserves: articles, book chapters, and other course related documents are placed on electronic reserve only. Due to copyright rules, library staff applies a password to the course.
- C. Equipment:
  - 1. Loan periods range from two hours in library use to three days.
  - 2. For equipment to leave to the library students must have demonstrated the need is for academic purposes.
  - 3. Community patrons do not have access to these items but may refer to the audio/visual department for equipment rentals.

#### **VIII. Periodicals**

- A. Community Patrons and Students: non circulating
- B. Faculty and Staff: have a loan period of one week.

## **IX. Audio-Visual Materials**

- A. DVD's, VHS, phonographs, and CD's: have a three day loan period and no renewal for all patrons. Faculty may ask for extended time for teaching or reviewing purposes.
- B. Audio Books: have a loan period of one week with a one week renewal for all patrons.
- C. Patrons may only check out 10 A/V materials at a time.
- D. Media materials may be loaned to other libraries at the discretion of the library staff.

## **X. Requested materials from other libraries**

A. Blake Library staff follow the policies created by the UMS library consortium as well as the Maine Info Net system. Generally these include:

- 1. UMS
  - a) requested materials have a loan period of four weeks with a two week renewal.
  - b) All fines and overdue charges incurred are the responsibility of the patron. Patron's home library does not have the authority to waive charges.
- 2. Maine Info Net
  - a) Loan period may vary but will not exceed four weeks with a two week renewal. All patrons are responsible for knowing the due date.
  - b) All fines and overdue charges incurred are the responsibility of the patron. Patron's home library does not have the authority to waive charges.

## **XI. Fines and Fees**

- A. Fines are not applied to overdue items.
- B. Overdue, Lost, and Billed items:
  - 1. The replacement charge for library materials is based on the cost of the items at the time the library receives them (older items will still have \$35 as the replacement charge.)
  - 2. A \$5 processing fee and a \$5 billing fee is added to the replacement charge.
- C. Students only:
  - a) If fines and/or replacement charges are not paid within a reasonable amount of time, said charges will be transferred to the UMFK business office and placed on student's account.
  - b) Replacement charges for items not returned will have a three month delayed transfer to give students time to return the item. If action has not been taken to return the item in the allotted time, the student is responsible for the full cost of the item.