Circulation Loan Periods

The length of time that a library user may check out library materials is determined by the type of material and the type of patron.

The table below outlines the checkout periods and other circulation guidelines for most items, with the following exceptions:

- Reference materials and periodicals may only be checked out by faculty and staff.
- Juvenile books may be checked out for 21 days with one renewal period of 7 days, regardless of patron type.
- DVDs may be checked out by:
  - Faculty for 14 days
  - Students, staff, and community patrons for 3 days
  - DVDs may not be renewed.
  o See Patron Responsibilities for Audiovisual Items for information about:
    - Publicly playing audiovisual materials
    - What to do if the audiovisual item is damaged
- Music CDs can be checked out for 14 days with no renewals, regardless of patron type.
- Circulating Software may be checked by:
  - Students and staff for 14 days with no renewals
  - Faculty for 126 days with 2 renewals.

<table>
<thead>
<tr>
<th>Patron Type</th>
<th>Loan Period</th>
<th>Renewal Period</th>
<th>Maximum Renewals</th>
<th>Maximum Items</th>
<th>Maximum Holds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Undergraduate</td>
<td>21 days</td>
<td>14 days</td>
<td>2</td>
<td>30</td>
<td>10</td>
</tr>
<tr>
<td>Graduate</td>
<td>28 days</td>
<td>14 days</td>
<td>3</td>
<td>50</td>
<td>15</td>
</tr>
<tr>
<td>Faculty &amp; Staff</td>
<td>126 days</td>
<td>14 days</td>
<td>2</td>
<td>75</td>
<td>20</td>
</tr>
<tr>
<td><strong>Community</strong></td>
<td>14 days</td>
<td>14 days</td>
<td>1</td>
<td>10</td>
<td>0</td>
</tr>
<tr>
<td><strong>OK-Share</strong></td>
<td>14 days</td>
<td>No renewal</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

Renewals

Borrowers may renew items in-person at the Circulation Desk, by phone, or online through My Library Account before the due date. Overdues, reserves, videos, and items with holds cannot be renewed. Patrons who renew over the phone must verify their identity.

Overdue and Billed Items

Overdue notices are sent shortly after an item is due as a reminder to the borrower. A bill will be sent when books are 21 days overdue or when videos and juvenile literature items are 10 days overdue. The billing cycle may vary for other types of items, such as Interlibrary Loan.
items. When possible, overdue notices and bills are sent via email. If the email is undeliverable, a notice will be mailed to the address on file. Failure to receive such a notice is not grounds for reduction or cancellation of bills.

When an item checked out to a student is billed, a hold is placed on the student’s account in the Bursar’s Office. When an item checked out to a community patron is billed, the patron loses borrowing privileges until the bill is resolved through payment at the Bursar’s Office or through a replacement copy as described in this policy. When an item checked out to a faculty or staff is billed, the Public Services Librarian works with liaison librarians to get the materials returned.

A replacement price for the item will be charged for each billed item. In addition, a $10.00 processing fee will be assessed for each billed item. If the billed item is returned in good condition, the replacement price will be removed and the processing fee can be removed at the discretion of the library. All borrowers will be blocked from checking out library materials until the bill is paid in the Bursar’s Office.

As an alternative to paying the bill, a patron may procure an equal copy of the billed item and bring it to the Circulation Desk. Any items brought in as a replacement should be the same edition as the billed item or newer. The library retains the right to refuse an item offered as a replacement for a billed item. The patron may still be responsible for the processing fee at the discretion of the library.

If a patron pays a bill for an item, and then returns the item in good condition up to 30 days later, the patron may request that the replacement fee, but not the processing fee, be refunded.

**Change of Address**

Patrons are responsible for notifying the library of any change of physical or email address. Failure to receive mail or email is not grounds for the reduction or cancellation of bills.

**Holds/Recall**

When a patron wants a book that is checked out, they may request that a hold be placed on the book. If the patron requesting the item is a student or faculty member, a recall will be placed on the item. The recall will notify the patron who currently has the item checked out to bring the item back as soon as possible. When the item is returned, the patron will be notified by email if possible. If the email is undeliverable, the patron will be notified by phone or postal mail.

**Searches**

Patrons can initiate a search for an item that cannot be located on the shelf, and is not checked out to another patron at the Circulation Desk. Please allow up to two weeks for search results.