

## Circulation Policy

### **Who may borrow library materials?**

Faculty members and spouses, staff and spouses, students (including IPT students), and community members (with an official photo ID and SWFLN sticker) are all welcome to borrow library materials with certain restrictions. Students of the Ave Maria School of Law may register as community members with an official photo ID and school ID. Students from the Donahue Academy of Ave Maria may check out items only with a notice from their teacher for special projects and by prior arrangement with Canizaro Library staff.

### **How long may I check out library materials?**

Faculty members may check out books for a period of 120 days.

Staff may check out books for a period of 60 days.

Graduate students may check out books for a period of 60 days.

Undergraduate students, Founders, and community members may check out books for a period of 30 days.

Audio-Visual materials may be checked out for a period of 1 week (7 days).

### **Do I need a library card?**

No. To set up an account with the library, AMU students need a valid student ID. Community members need an official photo ID and a SWFLN sticker on their library card from their home library. For a list of participating libraries see: <http://www.swfln.org/2012/11/membership-directory.html>

### **What's the maximum number of books I can have out on my account?**

Undergraduates can have no more than 20 items total at any given time. This limit can be waived upon the request of a faculty member for a particular student.

Graduate students can have no more than 50 items total at any given time. This limit can be waived upon the request of a faculty member for a particular student.

Community members and founders can have no more than five books total at any given time.

Faculty can have no more than 100 items total at any given time. The Director of Library Services, upon request, will consider lifting that limit for items a faculty member needs while engaged in research.

Staff members may have 50 items out at a time.

### **What's the maximum number of audio-visual materials I can have out on my account?**

AMU faculty, staff, and students may have no more than a total of 5 audio-visual items checked out at a time.

Community borrowers may have 2 audio-visual items checked out at a time.

### **Where can I find materials my professors have placed on Course Reserve?**

Reserve materials can be obtained at the main desk. Course Reserve items are checked out for 2 hours, 4 hours, 24 hours, 48 hours, or 1 week. Students may check out a maximum of two reserve items at a time. 2 hour and 4 hour reserve materials may be borrowed overnight at the discretion of the Canizaro Library staff. Failure to return the reserve materials on time will result in overdue fines.

Professor owned Course Reserve items are "In Library Use Only" unless they have a 24 hours or 48 hours loan period.

### **How do I renew library materials?**

Items may be renewed by using the "My Library Account" feature in the Canizaro Library catalog at <http://www.avemariauniversity.worldcat.org/>. They may also be renewed by e-mailing the library ([library@avemaria.edu](mailto:library@avemaria.edu)), calling the library (239-280-2557), or stopping by the front desk.

Items may be renewed one time.

Items cannot be renewed if a hold request has been placed for them.

Overdue items may not be renewed.

### **What if the book I want is already checked out? May I place a hold on that item?**

Yes. You will be contacted by email when the item becomes available.

Holds will not be placed on Course Reserve items.

### **Can a circulating item be recalled?**

Yes. Students and faculty may recall an item checked out to another patron.

If a circulating library resource is recalled, the patron holding the recalled item must return the material within seven days of the *original* check-out date. If the recalled item is requested after the first seven day period, the patron must return the material within 48 hours of receipt of the recall notice.

### **What materials may I check out?**

All library materials may be checked out with the following exceptions:

- \* Items designated "Reference."
- \* Magazines, journals, newspapers, and other periodicals (but articles may be copied).
- \* Items designated as "Rare Books" or as "Special Collections" may in some instances be checked out by members of the faculty (with the approval of the Director of Library Services) .

### **How can I access magazines, journals, newspapers and other periodicals?**

All periodical material cannot be checked out. New periodicals are located on the short stacks of the first floor. Back issues are located in the Bound Periodical room on the second floor. The Bound Periodical room is open to AMU faculty and graduate students with an AMU ID card. Undergraduates can place requests for specific volumes at the front desk. The library staff will notify them when the volume is pulled and available for pick up. After patrons are finished with bound periodicals they should bring them to the front desk to be reshelfed.

### **Overdue Fines**

How much do I pay for an overdue item?

Overdue fines are \$.25 per day per item.

Course Reserve items are \$.25 per hour.

Overdue fines for Interlibrary Loans are \$1 per day.

Minimum fine: \$3 per item

Maximum fine: \$10 per item

Any overdue fines will result in a stop being placed on university records.

### **What if I have lost a library item?**

Please report the loss of items to the library immediately. You will be billed \$90 for the replacement of the book. Failure to pay for a lost item will result in a loss of library privileges and a block on your university record.

Items that are more than 45 days overdue will be charged \$90.

**Where do I pay these overdue fines and charges?**

Please pay at the Library Circulation Desk.

**May I still check out items if I have overdue fees on my account?**

Students may not check out items if they owe more than \$3.00 in fines.

Community members and Founders may not check out any new items until their overdue fines are fully resolved.