Iowa State University Library Lending Policy

Rev. 11/4/2012

1. Borrowing Privileges at the Iowa State University Library

Faculty, students, and staff of Iowa State University (ISU) use the standard University ID (ISUCard) to borrow items from the ISU Library collections. This card is issued by the ISUCard Office. This card must be presented at the appropriate service desk each time the patron wishes to borrow items from any collection in the ISU Library.

In addition to current ISU students, faculty, and staff, the following categories of patrons may borrow from the collections of the ISU Library:

A. ISU emeriti/emeritae.
B. Retired ISU faculty/staff.
C. Visiting scholars, scientists, and faculty.
D. Ames Laboratory employees (Administrative and P&S).
E. United States Department of Agriculture (USDA) Collaborators, ISU Research Park, ISU Foundation and ISU Center.
F. Post-doctoral students.
G. Spouse/dependent of ISU student, staff, or faculty member.
H. ISU alumni/alumnae and/or members of the ISU Alumni Association.
I. Faculty and students from the University of Northern Iowa and the University of Iowa.
J. Faculty from institutions participating in the OCLC Reciprocal Faculty Borrowing Program.
K. Other individuals with continuing research needs that cannot be filled by a local library, by using the ISU Library collection on-site, or by interlibrary loan.

Patrons in categories A-G are eligible to receive an ISUCard from the ISUCard Office. Patrons in categories H-K should apply for an ISU Library Visitor Card at the Circulation Desk, 102 Parks Library, Monday through Friday, 8:00 a.m. to 5:00 p.m. Applicants should bring a valid form of photo identification (e.g., driver's license, Non-Driver Identification Card, etc.).

2. Parks Library General Collection

2.1. Circulating Books/Government Publications

Loan periods: For currently registered undergraduate students (except those enrolled in the Honors Program or a course numbered 500 or higher), special students, classified staff, and extramural borrowers, the standard loan period is four weeks.

For faculty members, professional and scientific (P&S) staff, currently enrolled graduate students, University Honors Program students, undergraduate students enrolled in a course numbered 500 or higher, and research associates, the standard loan period is one academic

year. The due date for these extended loans is set each year on the final day of the Spring Semester.
Regardless of the borrower's status and length of the original loan period, all items are subject to recall when needed by another patron or by Reserve. (Policies governing recalled items appear below.)

For all items with a loan period of one week or more, a reminder ("courtesy") notice is sent three days prior to the due date.

For all items (regardless of loan period) that become overdue, an overdue notice is sent one day after the due date.

Renewals: All items may be renewed unless a recall or hold has been placed on the item by another patron or by Reserve. Items can be renewed either in person or online, although limitations apply to online renewals (see next paragraph). To renew an item in person, the patron should bring the item to a library circulation desk, along with his or her ID card. Telephone renewals are not possible.

All items loaned for one day or more can be renewed online. Online renewal is blocked if an item is overdue, or if another user has placed a recall or a hold on the item.

Overdue fines: Fines are assessed at the rate of $.50 per item per day (or portion of a day), can accrue to a maximum of $10.00 per item, and are billed via ISU Accounts Receivable.

Billed books: Once the maximum fine has accrued on an overdue book, the book is subject to billing (for replacement). The patron will be charged a $13.00 processing fee (per book) in addition to the overdue fine, plus the replacement cost of the book.

Credits: Patrons returning billed books to the Library may have the replacement cost credited and refunded, if the Library so chooses. The Library reserves the right to reject such items if the billed item has already been reordered or replaced, or is no longer needed in the collection, or if the billing date is more than two years old. The overdue fine and processing fee are not refundable.

Recalled items and recall fines: All items are subject to recall when needed by another patron. A recall notice will be sent to the original borrower, establishing a new due date. This due date will ensure a minimum two-week loan for the original borrower.

Recall notices are sent by email. Patrons who expect to be absent for extended periods of time--sabbaticals, break periods, vacations--should make the necessary arrangements to ensure that library materials can be located and returned to the Library in their absence.

Recalled items are subject to a fine of $4.00 per day (or portion of a day) overdue. Fines begin to accrue on the first day after the recall due date, can accrue to a maximum of $40.00, and are billed via ISU Accounts Receivable.

Once the maximum fine has accrued on a recalled item, the item is subject to billing. The patron will be charged a $13.00 processing fee (per item) in addition to the $40.00 fine, plus the replacement cost of the item.

Patrons returning billed recall books to the Library may have the replacement cost credited and refunded, if the Library so chooses. The Library reserves the right to reject such items if the billed item has already been reordered or replaced, or is no longer needed in the collection, or if the billing date is more than two years old. The overdue fine and processing fee are not refundable.

2.2. Periodicals (journals, magazines, etc.)

Loan periods: Unbound periodicals may be borrowed for one day for use outside the Library. Exceptions to this policy may be granted only by supervisory staff at the Circulation Desk.

Bound periodicals shelved in the general collections of Parks Library and the branch facilities may be borrowed for one week. Bound periodicals shelved in the Library Storage Building may be borrowed for four weeks. Exceptions to these policies may be granted only by supervisory staff in the corresponding units.

Overdue fines: For unbound periodicals, fines are assessed at the rate of $1.00 per item per day (or portion of a day), can accrue to a maximum of $10.00 per item, and are billed via ISU Accounts Receivable.

Bound periodicals borrowed on one-week loan are subject to an overdue fine of $1.00 per day. Bound periodicals borrowed on 4-week loan (or special exception basis) are subject to a fine of $0.50 per day. In both cases, fines can accrue to a maximum of $10.00 per item and are billed via ISU Accounts Receivable.

Billed periodicals: Once the maximum fine has accrued on an overdue periodical, the item is subject to billing. The patron will be charged a $13.00 processing fee (per item) in addition to the fine, plus the replacement cost of the item.

Credits: Patrons returning billed periodicals to the Library may have the replacement cost credited and refunded, if the Library so chooses. The Library reserves the right to reject such items if the billed item has already been reordered or replaced, or is no longer needed in the collection, or if the billing date is more than two years old. The overdue fine and processing fee are not refundable.

3. Leisure Reading Collection

Loan periods: Books in the Leisure Reading Collection circulate for four weeks only, regardless of the patron's status. These items may be renewed unless a recall or hold has been placed on the item by another patron or by Reserve. Items can be renewed online or at any library circulation desk. Telephone renewals are not possible.

Overdue fines, recalls, and billed books: The overdue, recall, and billed book policies governing the Parks Library General Collection apply to the Leisure Reading Collection as well.

4. New Books

Books newly-acquired by the Library are placed temporarily on display shelving, and can be checked out at the Parks Library Circulation Desk at any time. Routine loan periods apply, based on the book's permanent location and the borrower's status.

5. Reference Collection

Loan periods: Items in this collection are non-circulating. Exceptions to this policy may be granted only by staff at the Help & Information Desk.

Overdue fines and billed items: Items borrowed (by special request) from the Reference Collection are subject to an overdue fine of $4 a day. Fines accumulate to a maximum of $40.00 per item, and are billed via ISU Accounts Receivable.

Once the maximum fine has accrued on an overdue Reference item, the item is subject to billing. The patron will be charged a $13.00 processing fee (per item) in addition to the fine, plus the replacement cost of the item.

Credits: Patrons returning billed Reference materials to the Library may have the replacement cost credited and refunded, if the Library so chooses. The Library reserves the right to reject such items if the billed item has already been reordered or replaced, or is no longer needed in the collection, or if the billing date is more than two years old. The overdue fine and processing fee are not refundable.

6. Map Collection

Loan periods: Books in the Map Collection circulate on the same basis as books in the Library's general collection, i.e., four-week or extended loan, depending on the status of the borrower. Most folded and sheet maps are eligible for four-week loan only. Some items in the Map Collection are designated as non-circulating, and intended for in-room use only. Exceptions to these policies may be granted only by supervisory staff in the Media Center.

Overdue fines, recalls, and billed items: The overdue, recall, and lost item policies governing the Parks Library General Collection apply to the circulating Map Collection as well. Additionally, for Map Collection materials that are damaged by a patron and cannot be repaired in-house, the patron will be billed the current replacement cost plus a $13.00 processing fee per damaged item.

7. Microforms Collection

Loan periods: Most microforms are non-circulating, and are intended to be used within the Media Center, where they are housed. Selected items circulate outside the Library for a

four-week period. Portable microfiche readers can also be borrowed on a four-week loan. All items must be returned directly to the Media Center. Exceptions to these policies may be granted only by supervisory staff in the Media Center.

Overdue fines, recalls, and billed items: The overdue, recall, and lost item policies governing the Parks Library General Collection apply to the circulating Microforms Collection as well, with the following addition. Fines for portable microfiche readers are $1.00 per day with a maximum fine of $20.00. Microfiche readers more than 20 days overdue will be billed as lost. The patron will be charged a $13.00 processing fee plus the current replacement cost of the microfiche reader. If microforms or readers are returned after billing, the borrower will be credited for replacement costs only.

8. Media Center

Loan periods: Videos (in DVD or VHS format) circulate for one week, regardless of the status of the borrower. Most other items in the Media Center (including music CDs, non-music audiocassettes, computer diskettes, and accompanying study guides) circulate for four-weeks or extended loan, depending on the status of the borrower. All items are subject to recall.

Overdue fines: For videos (in DVD or VHS format), an overdue fine of $1.00 per day is charged, to a maximum of $10.00 per item. For most other items in the Media Center (including music CDs, non-music audiocassettes, computer diskettes, and accompanying study guides), an overdue fine of $.50 a day is charged, to a maximum of $10.00 per item, billed via ISU Accounts Receivable.

Billed items: Once the maximum fine has accrued on an overdue item, the item is subject to billing. The patron will be charged a $13.00 processing fee (per item) in addition to the fine, plus the replacement cost of the item.

Credits: Patrons returning billed material may have the replacement cost credited and refunded, if the Library so chooses. The Library reserves the right to reject such items if the billed item has already been reordered or replaced, or is no longer needed in the collection, or if the billing date is more than two years old. The overdue fine and processing fee are not refundable.

9. Reserve Collection

Loan periods: Items in the Reserve Collection have been designated by instructors to circulate on a two-hour or three-hour basis, *in-library only*. Items may be renewed at the Media Center Service Desk, unless they are needed by another borrower. Telephone or online renewals are not possible.

Overdue fines: For items in the Reserve collection, an overdue fine of $2.00 per hour (or portion of an hour) is charged. Fines accrue to a maximum of $40.00 per item, and are billed via ISU Accounts Receivable.

Billed items: Once the maximum fine has accrued on an overdue item, the item is subject to billing. The patron will be charged a $13.00 processing fee (per item) in addition to the fine, plus the replacement cost of the item.

Credits: Patrons returning billed material may have the replacement cost credited and refunded, if the Library so chooses. The Library reserves the right to reject such items if the billed item has already been reordered or replaced, or is no longer needed in the collection, or if the billing date is more than two years old. The overdue fine and processing fee are not refundable.

10. Special Collections Department/University Archives

Loan periods: All items in the Special Collections Department are non-circulating. Exceptions to this policy may be granted only by the head of the department.

Overdue fines and billed items: Items borrowed (by special request) from the Special Collections Department are subject to a fine of $.50 per item for each hour (or portion of an hour) overdue. Fines accrue to a maximum fine of $10.00 per item, and are billed via ISU Accounts Receivable.

Once the maximum fine has accrued on an overdue item, the item is subject to billing. The patron will be charged a $13.00 processing fee in addition to the fine, plus the current replacement cost of the item (as determined by the Head of Special Collections).

Patrons returning billed material to the Special Collections Department may have the replacement cost credited and refunded, if the Library so chooses. The Library reserves the right to reject such items if the billed item has already been reordered or replaced, or is no longer needed in the collection, or if the billing date is more than two years old. The overdue fine and processing fee are not refundable.

11. Veterinary Medical Library

With regard to loan periods, renewals, recalls, and bill and fine procedures, the policies governing Parks Library (General Collection Books and Periodicals; Reference; and Reserve) apply to the Veterinary Medical Library as well. Exceptions to these policies may be granted only by supervisory staff at the Veterinary Medical Library.

12. Design Reading Room

With regard to loan periods, renewals, recalls, and bill and fine procedures, the policies governing Parks Library (General Collection Books and Periodicals; Reference; and Reserve) apply to the Design Reading Room as well. Exceptions to these policies may be granted only by supervisory staff in the Design Reading Room.

13. Books Borrowed Through Interlibrary Loan

ISU patrons borrowing books and other items through Interlibrary Loan are subject to the policies of the libraries from which items are borrowed. Loan periods, overdue fines, and lost item charges may vary considerably from library to library.

14. Revocation of Borrowing Privileges

Borrowing privileges of University patrons may be revoked due to non-payment of fines or lost book charges exceeding $150.00. Borrowing privileges will be reinstated only upon verification of payment of all outstanding Library charges through the University Accounts Receivable Office. The Dean of the Library may also revoke borrowing privileges in extreme cases of abuse.

Borrowing privileges of Extramural patrons may be revoked due to non-payment of fines or lost book charges exceeding $50.00.