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Circulation Policies

Who May Borrow Library Materials?

All University students have borrowing and recall (request from another patron) privileges after they have enrolled and paid (or have financial aid award letter) for the current or next semester. The exception is students who have been blocked for fines, lost material, or damaged material. Please remember that if you check out books for someone else, you are responsible for any overdue or lost book charges for that material. For information about your library books or fines, call 409-294-1618

Faculty and staff have privileges from the first day of employment with the University.

Courtesy Card holders have borrowing but not recall privileges.

TexShare Card holders from other institutions have borrowing but not recall privileges.

University students, faculty and staff must have a valid Sam Houston State University I. D. card and must present it at the time of checkout. Please remember that if you check out material for someone else, you are responsible for any overdue or lost book charges incurred.

Distance Education Students:

Students who are only taking classes held off campus may be eligible for Distance Education Services provided by the Library. In order to obtain these services you must register via the Internet. Information and forms are accessible by going to our Student Handbook for Distance Education Services.

Sam Houston State University (SHSU) I.D. Cards:

A valid SHSU I.D. Card is required when checking out material in the Library. This includes checking books out of the Library and using Reserve Materials. SHSU I.D. cards are created at the Lowman Student Services Building, suite 330. For more information, click [here](#), or call 936-294-CARD.

Loan Periods

Texshare
Graduate
Student
Resources
Library
Instruction

- Undergraduate students: 2 weeks
- Graduate students: 4 weeks
- Distance Education Services Users: 4 weeks (includes mailing to and from NGL)
- Courtesy Card holders: 2 weeks

All material is subject to recall after a patron has had the book 14 days.

ABOUT THE LIBRARY

Library
Hours
Faculty and
Staff
Library
Home
Library
FAQ
Sitemap
SHSU
Home

There is a two day grace period after which fines will start accruing at a rate of 25¢ per book per day to a maximum fine of \$25.00 per book.

Graduate student privileges include a loan period of 2 weeks with an automatic extension of two additional weeks. Books may be renewed for a 2 week period after the initial loan period. Maximum of 3 renewals per book.

Checkout Limits

- Undergraduate students: 25 books
- Graduate students: 35 books
- Distance Education Services Users: 10 books (regardless of status)
- Courtesy Card holders: 10 books
- TexShare: 10 books

Journals may not be checked out.

All materials are subject to recall after two (2) weeks. Library patrons who do not return recalled materials promptly will be assessed a fine of \$1.00 per day per book to a maximum fine of \$25.00.

If you are unable to locate a book that the on-line catalog indicates should be on the shelf, we are able to assist you in searching for it. Please come to the Circulation Desk. If material you need has been checked out to someone else, please discuss the matter with personnel at the Circulation Desk. We'll be happy to show you how to place a recall on the material.

Circulating Materials

Most material in the Main collection circulates so they can be checked out. Books in the Library's Reference Collection, periodicals (newspapers, magazines, journals), either current or bound cannot be checked out. You are welcome to take notes or photocopy the pages you need.

Courtesy Cards

Individuals who are not affiliated with the University may use the Library's resources in-house, but may not check out materials unless they have purchased a Courtesy Card for an annual fee of \$20.00. Applications for a Courtesy Card may be picked up at the Circulation Desk. At the time of application and payment one book may be checked out. After processing, up to ten (10) books may be on an individual's account at a time. The loan period is 2 weeks. Overdue fines accrue at a rate of 25¢ per book per day. Although book checkout may be renewed, materials are subject to recall after 2 weeks. Failure to return recalled materials promptly results in a \$1.00 per day per book fine.

Courtesy Card holders are not eligible to use Interlibrary Services. Courtesy Card holders may use any of the Library's material in the building, including the databases using a public account. Arrangements may be made at the Reference Desk if you wish to use a public account.

TexShare Cards

Sam Houston State University students, faculty, and staff who intend to use libraries at other institutions may apply for a [TexShare](#) Card. The [TexShare](#) Card allows you to borrow material at another participating library.

- You may apply [online](#), or fill out a paper application at the Circulation Desk.
- Applications will be approved if:
 - you are currently enrolled or employed at SHSU
 - there are no overdue books on your account
 - there are no fines on your account
- Card holders are responsible for abiding by the rules and policies of the library from which books are borrowed.
- Card holder is responsible for any fines or charges accrued at the lending library.

Distance Education Circulation Policies

Upon registration as a qualified user of NGL's Distance Education Services, books owned by Sam Houston State University may be requested. Books will be mailed and must be returned by the due date via UPS or insured mail.

Reserves

Material that has been placed on reserve by a faculty member is housed in Reserves behind the Circulation Desk. Reserve materials may include books, book chapters, journal articles, class notes, tests, etc. There are two general types of reserves: print and electronic.

Print reserves includes books, CDs, and files containing book chapters, class notes, articles, tests, etc. These materials have checkout times that are specified by the faculty member who has placed them on reserve. Most reserve items are in-building use only for 2 hours. Only 3 reserve items may be checked out at one time. Reserve materials cannot be renewed. An SHSU I.D. is required in order to check out reserve materials.

Electronic reserves includes book chapters, articles, class notes, tests, etc. Although some are also located in print reserves, most are not. Electronic reserves are accessed via the Library's Web page. There is a link that says, "Electronic Reserves Readings". Click on that link then follow the instructions. You must be an enrolled student, faculty or staff to access this material.

Fines

- Overdue fines accrue at a rate of \$.25 per day per item on regularly circulating material.
- There is a 2 day grace period on regularly circulating material after which the fine is charged.
- If a recalled book is not returned by the specified date, a recall fine of \$1.00 per day per item is charged.
- Reserve material with hourly checkout accrues overdue fines at a rate of \$.25 per hour per item.
- Reserve material with daily checkout accrues overdue fines of \$3.00 per day per item.
- There is a \$25.00 maximum fine per item.

Notification of Lost Material

If you receive a notice that you have not returned a book and our records don't match your memory:

The Library will search for the book at least three times.

- If we find the book on the shelf the first time we search we'll take it off your record and waive the fines for that book.

- If we find the book on the shelf after the first search, the fine will be calculated from the date due to the date found.
- If we don't find the book, you will be charged the cost of the book plus a \$10.00 processing fee.

If you find the book:

- Before you have paid for it, you will owe the fine that accrued from the date due to the date you returned it.
- After you've paid for it, you will be reimbursed for the difference between the fine and the lost charge, if any.
- After you've paid for it and the book has already been replaced, you will be reimbursed for the difference between the fine and lost charge less the \$10.00 processing fee.

When notified of an overdue book and before you are charged for the book, Look:

- Under the car seats
- At your friends houses
- At work
- Under the bed
- In a friends car
- At another library

Book Drops

The Library has three book drops. Only books should be returned in the drops. Please do **not** use the book drops to return material that is damaged or appears fragile, as the drop and weight of other books may increase the damage. Overnight reserve material must be returned to the Circulation/Reserves Desk. The book drops are located at:

- Outside on verandah at the Northeast corner of the Library.
- On the wall at the front of the Library next to the right entrance door
- Inside the Library on the right side of the Circulation Desk.
- Book drops are emptied regularly throughout the day.
- Books that are returned after the Library has closed will be checked in early the next working day.