

1. PURPOSE

- 1.01 The purpose of this policy is to help ensure the maximum accessibility and use of library materials or services to students, faculty, and staff of Sam Houston State University.
- 1.02 The library normally acquires only one copy of a title in order to maximize its holdings and use of financial resources. It is assumed that all library material is of potential use to all students, faculty, and staff. Library material is not, therefore, ordered for the personal use of any individual. Circulating books or other material, consequently, need to be returned promptly after the initial loan period so they can be used by as many individuals as possible. Sources such as handbooks, almanacs, dictionaries, indexes, and periodicals are cataloged and shelved as building use only. Reference materials do not circulate outside the library.

2. LOAN PERIOD

- 2.01 The loan period of library circulating material for all students is two weeks.
- 2.02 The loan period of library circulating material for all current faculty and staff members of the university is one semester, with two summer sessions equated to one semester. Faculty and staff who take classes at this or other institutions or borrow recreational reading material should return the material within two weeks so as not to deny others the opportunity to locate and borrow the material from the library.
- 2.03 Borrowers may renew library circulating material for an additional loan period unless the items have been requested by another person. Further, all material loaned to borrowers is subject to recall if needed by others after an initial loan period of two weeks.

3. BOOK LOAN LIMITS

- 3.01 During any appropriate loan period, an undergraduate student enrolled at the university may borrow a maximum of twenty-five books at one time.
- 3.02 During any appropriate loan period, a graduate student and members of the Honors Program normally may borrow a maximum of thirty-five books at one time.

- 3.03 During any appropriate loan period, a faculty or staff member normally may borrow a maximum of fifty books at one time.
- 3.04 A graduate student, faculty member, or members of the Honors Program engaged in specific research projects requiring the use at one time of more than the maximum limits stated in 3.02 and 3.03, may request permission from the Associate Director of Library Services to check out additional materials. Requests should be made on the "Extension of Book Loan Limit" form available at the circulation desk.

4. STUDY CARRELL USE

- 4.01 Assignment of study carrells to individuals is made by the Director of Library Services on a semester-to-semester basis. Because of the high demand for them, carrell privileges are assigned first to individuals who need to make extensive use of library materials for research. Privileges may be revoked, therefore, when carrell holders fail to make weekly use of a carrell, or when policies regarding proper use are not followed.
- 4.02 Faculty members and graduate students who have library carrells assigned to them may keep library circulating books in their library carrells provided the material is checked out at the circulation desk properly. Failure to comply with these instructions may result in the loss of carrell privileges.
- 4.03 Unauthorized library materials found in carrells will be removed and reshelfed by library personnel.

5. FINES, LOST/DAMAGED MATERIAL CHARGES

- 5.01 All library patrons are responsible for returning materials checked out on or before the due date.
- 5.02 Library fines or charges, as posted in the library, may be assessed on students, faculty, staff, and other borrowers by the library as a means of reinforcing these policies.
- 5.03 Patrons who lose or irreparably damage library materials will be charged the cost of replacing the item with the same title or the average cost of books in that subject area, according to the current *Bowker Annual*. The library adds a per item charge to help defray reordering, cataloging, and other administrative costs. Total charges are normally transferred by the library to the Business

