

Campbell Library Circulation Policy Approved August 8, 2018

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Patron Responsibilities

All patrons must present an active Rowan University ID card, (or other current photo ID card), and be in good standing with Rowan University Libraries to check out materials from Campbell Library.

Borrowers assume responsibility for all of their library materials, and should not lend them to other persons. This includes the liability for materials returned in a damaged or unusable condition, or those items never returned. This responsibility includes the assumption of any fees that may be incurred for use or misuse of library materials. Library materials are the University's property and should not be altered in any way, including being written in/on or dog-eared, or in any other way damaged.

Loan Periods and Limits for Campbell Library Items

All students (Undergraduate, Graduate, and Doctoral), Faculty and Staff may have a maximum of 50 items charged out on their account at any one time.

Loan periods vary by patron status and item type. See chart below for specific lending periods.

Circulating Collections Loan Periods

Type	Undergraduate Student	Graduate (Masters/ Doctoral) Student	Faculty	Adjunct Faculty	Staff
Circulating Books, Scores, Scripts	56 days, 1 renewal	100 days, 3 renewal	100 days, 3 renewal	100 days, no renewal	100 days, 1 renewal
CDs, DVD/ BluRays	14 days, 1 renewal	14 days, 1 renewal	14 days, 1 renewal	14 days, 1 renewal	14 days, 1 renewal
Leisure Books	14 days, no renewal	14 days, no renewal	14 days, no renewal	14 days, no renewal	14 days, no renewal
Theses, Dissertations	28 days, no renewal	28 days, no renewal	28 days, no renewal	28 days, no renewal	28 days, no renewal

Exceptions

- Journals/periodicals in print, microforms, and items from Reference or Special Collections do not circulate.
- Course Reserves are temporary collections of materials set aside at a professor's request. These may be instructor-owned copies, or items owned by Campbell Library. All Course Reserve items have a loan period of 4 hours, and are not permitted to leave the Library building.
- Campbell Library has several types of equipment available for patron use. For a list of available technology and loan periods, refer to [Borrowing Technology](#).
- Based on the lending library's policies, interlibrary loan (ILL) materials have varying loan periods and renewal limitations. View the item's checkout slip for its due date.

Proxy Borrowing

Faculty may designate a staff member or student as a proxy borrower. This person is able to borrow print materials owned by Campbell Library or pick up interlibrary loan materials delivered to the Library for the faculty member. All materials are the responsibility of the authorizing faculty member.

Faculty must have a library account in good standing in order to request or renew a proxy borrower. Any lost or overdue items must be resolved before a proxy designation can be created or renewed.

A faculty member may have up to two proxy borrowers at any one time. Those designated as proxy borrowers must have a current RowanCard.

Faculty should complete the [request form](#) and bring it to the Circulation Desk in Campbell Library. The proxy designation is active for one year and may be renewed.

Renewing Materials

Most library materials can be renewed over the phone at 856-256-4802, in-person, or online by logging into the patron's online [Library Catalog account](#). Patron must have their Banner ID/Alumni barcode number available when renewing in addition to their name.

For questions regarding renewal, or for further information, call 856-256-4802 or email circulation@rowan.edu.

Lost/Missing/Replacement Fees and Notices

Patrons will be notified via email if fines or fees are incurred on their account due to overdue items. Upon return, overdue fines are typically forgiven, provided the returned materials are undamaged. However, fees may be charged in the case of lost and/or damaged items.

Users of any patron status may not borrow additional materials if they have four or more overdue items. These items must be renewed in person or online, or returned to restore borrowing privileges.

Generally, if an item is overdue by 30 days, it is considered "lost." Items marked with a status of "lost" automatically generate a bill for a replacement fee. Replacement fees include the average cost of a circulating item plus an additional processing fee. If a patron has any outstanding fees at the end of the month, the patron's account is considered to be "At Collections," and those fees will be sent to the Bursar for collection.

Based on the lending library's policies, interlibrary loan (ILL) materials may have varying associated late fees.

Any patron who is consistently non-responsive to overdue notices, or who damages, and/or does not return materials may have borrowing privileges revoked.

Holds

All Campbell Library patrons may place a hold on materials already charged out by contacting the Campbell Library Service Desk. When the desired item is returned, it will be held for the requester, (who is notified via email that the item is available for pickup), behind the service desk for seven days. If the item is not picked up within seven days, it is returned to its shelving location and the material may be circulated.

Recalls

Faculty and graduate students may request that materials checked out to another borrower be recalled. All charged items are subject to recall at any time, and must be returned by the recall due date. When the desired recall item has been returned, it will be held for the requester, (who is notified via email that the item is available for pickup), behind the service desk for seven days. If the item is not picked up within seven days, it is returned to its shelving location and the material may be circulated.

When a patron does not return a recalled book by the date specified on the recall notice, his/her account is automatically blocked from renewing or checking out new items. Items that are already past due when they are recalled immediately cause a block on the patron's account.

Interlibrary Loan (ILL) Services

Interlibrary Loan (ILL) is a research-support service offered by Rowan University Libraries. Through ILL, current and emeriti faculty, students and staff may request books, copies of articles, and other materials from other libraries when these items are not available from Rowan University Libraries.

[E-ZBorrow](#) is the preferred service for requesting books and other print materials, (excluding articles), from other libraries in the region. To connect to E-ZBorrow's online catalog, patrons log-in using their Banner ID number. Most requests are filled within five business days, and patrons are notified via email when items are available for pickup. E-ZBorrow materials circulate for twelve weeks with no renewals.

[ILLiad](#) is the service for requesting articles and other print materials not available through E-ZBorrow. Through this service, patrons may also request non-print items, such as DVDs and sound recordings. While many requests come in quickly, be advised this service pulls from libraries in other areas of the United States, as well as other countries. Requests are generally filled by the lending libraries within 14 days. A separate request must be made for each article. Journal articles are generally delivered electronically, and patrons are notified via email when items are available. ILLiad materials circulate for varying loans periods, and may not be able to be renewed. Please refer to the item's checkout slip for due date.

ILL forms can be filled out using the "Get IT" button in most Rowan University Libraries databases (for articles), WorldCat (for other print materials and multimedia items), or on the Campbell Library [Interlibrary Loan](#) web page.

Individuals with further questions about ILL services should contact the Campbell Library Access Services department at circulation@rowan.edu.

Lending/Borrowing from other Rowan University Libraries

When Rowan students, faculty or staff based at the Glassboro campus borrow materials from another Rowan University Library, that student, faculty, or staff member enters into a borrowing agreement with the lending library; therefore, the patron must adhere to the policies of the lending library. The lending library is obligated to collect all overdue materials, fees, or fines from the patron directly.

Reciprocal Borrowing

Rowan University Libraries' reciprocal borrowing agreements enable faculty, staff, and students on-site access and borrowing privileges for various libraries.

[Virtual Academic Library Environment of New Jersey \(VALE-NJ\)](#)

VALE is a consortium of 62 New Jersey college and university libraries and the New Jersey State Library. It is dedicated to furthering excellence in learning and research through innovative and collaborative approaches to information resources and services.

Rowan faculty, staff, graduate, and undergraduate students whose library accounts are in good standing may borrow materials from VALE partner libraries by completing the "[VALE Reciprocal Borrowing Application Form](#)". The Access Services supervisor will verify the applicant's status and complete the required section of the form.

Depending on respective status as [faculty and staff](#), [undergraduate](#), or [graduate](#) student, Rowan affiliates have access to different VALE libraries. What can be borrowed from VALE partner libraries varies by library.

Students/affiliates from VALE Libraries may borrow books and music scores from Campbell Library. The reciprocal borrowing agreement does not extend to off-campus use of library databases.

[Tri-State College Library Cooperative \(TCLC\)](#)

TCLC is a cooperative of Pennsylvania, New Jersey, and Delaware College and Research Libraries. Their mission is to better serve our learning communities by providing professional development and facilitating resource sharing among member libraries.

Rowan faculty, staff, and students whose library accounts are in good standing may use the libraries of TCLC by completing the "[Letter of Introduction](#)." The Access Services supervisor will verify the applicant's status and complete the required section of the form. What can be borrowed from TCLC libraries varies by library.

TCLC member institutions may borrow books and music scores from Campbell Library. The reciprocal borrowing agreement does not extend to off-campus use of library databases.

[Pennsylvania Academic Library Consortium, Inc. \(PALCI\)](#)

PALCI is a consortium of nearly 70 academic and research libraries, private and public, in Pennsylvania, New Jersey, West Virginia, and New York. PALCI's mission is to build access through collaboration among academic libraries in Pennsylvania and the neighboring states.

Rowan faculty, staff, and students whose library accounts are in good standing may use participating PALCI libraries by completing the [PALCI Reciprocal On-Site Borrowing Authorization Form](#). For further information, consult the [PALCI Reciprocal On-Site Borrowing](#)

[Program](#) page. The Access Services supervisor will verify the applicant’s status and complete the required section of the form. Depending on respective status as [faculty, staff or student](#), Rowan affiliates have access to different PALCI libraries. What can be borrowed from PALCI libraries varies by library.

Students/affiliates from PALCI Member Institutions may borrow books and music scores from Campbell Library. The reciprocal borrowing agreement does not extend to off-campus use of library databases.

Special Requests for Library Privileges

On occasion, the library receives requests for special privileges from students pursuing academic programs at institutions other than Rowan University. Contact the Access Services Supervisor at 856-256-4183 for more information.

Alumni, Retirees, and Emeriti

Alumni, retirees, and emeriti are permitted to borrow Campbell Library materials using a Rowan University alumni card. To obtain an alumni card, please contact the Alumni Office at 856-256-5400.

Database access is restricted to on-campus use. See a library staff member for assistance. Emeriti patrons are able to order materials via interlibrary loan. This service is not available to alumni and retiree patrons.

Alumni, retirees, and emeriti patrons may a maximum of 10 items charged out on their account at any one time.

Loan periods vary by patron status and item type. See the chart below for specific lending periods.

Circulating Collections loan periods			
Type	Alumni	Retiree	Emeriti
Circulating Books, Scores, Scripts	28 days, no renewal	28 days, no renewal	100 days, 1 renewal
CDs, DVD/ BluRays	14 days, no renewal	14 days, no renewal	14 days, 1 renewal
Leisure Books	14 days, no renewal	14 days, no renewal	14 days, no renewal
Theses, Dissertations	28 days, no renewal	28 days, no renewal	28 days, no renewal

General Public Access

Campbell Library is open the public Monday through Friday throughout the year. For specific public hours, please call the Access Services department at 856-256-4802. While guests may utilize library materials within the building, borrowing privileges and interlibrary loan services are not available to the general public. Visitors may also be logged onto a computer as a guest, but printing services are not available.