

Campbell Library Circulation Policy [Approved Summer 2022]

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Patron Responsibilities

All patrons must present an active RowanCard (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 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 damaged in any other way.

Loan Periods and Limits for Campbell Library Items

All students (Undergraduate, Graduate, and Doctoral), Faculty and Staff may have a maximum of 100 items checked 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 Collection Loan Periods				
Type	Students	Faculty and Staff	Alumni, Retirees, and Emeriti	Reciprocal Borrowers
Circulating Books, Scores, Scripts	Semester, no renewals	Semester, one renewal	Month, no renewals	Month, no renewals
CDs, DVD/ BluRays	Month, no renewals	Month, no renewals	Month, no renewals	Month, no renewals
Leisure Books	Month, no renewals	Month, no renewals	Month, no renewals	Month, no renewals
Theses, Dissertations	Month, no renewals	Month, no renewals	Month, no renewals	Month, no renewals

Exceptions

- Journals/periodicals in print, microform, 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.

To request a proxy, faculty should complete the [Proxy Borrowing Agreement](#). The proxy designation is active for one year and may be renewed.

Overdue and Lost Items

Patrons with four or more overdue items may not borrow additional materials.

Items overdue by 30 days or more are considered lost. Although Campbell Library does not charge fines for overdue materials, students will be charged a replacement fee, equivalent to the actual replacement cost of the item plus a \$25 processing fee, for lost items. After an additional 30 days, outstanding fees will be forwarded to the Office of the Bursar and added to the student's university bill.

Any fines or fees charged by a lending library for overdue or lost interlibrary loan materials will be added to the patron's account.

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

Holds

Patrons may search for and request library materials through [Library Search](#). Patrons will be notified via email when requested materials are ready and may pick them up at the Campbell Library Information Desk.

Off-campus students may request that library materials be shipped to them by completing the ["Request Off-Campus Delivery"](#) form. Items will be shipped to the address provided by the student. A prepaid return shipping label will be included. Students are responsible for any loss of or damage to library materials incurred during shipping.

Interlibrary Loan (ILL) Services

ILL Loan Periods	
EZBorrow	Sixteen weeks, no renewals
ILLiad	Varies by lending library
UFindNJ	Varies by lending library

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.

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

[UFindNJ](#) is a service provided by the New Jersey Academic Library Network. Rowan patrons can search for and request books from UFindNJ directly through [Library Search](#) by selecting the UFindNJ scope in the search box. Circulation periods vary depending on the policy of the lending library.

[ILLiad](#) is the service for requesting articles and other print materials not available through EZBorrow. 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 print materials circulate for varying loan periods, and may not be able to be renewed. Please refer to the item's checkout slip for the 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.

Reciprocal Borrowing

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

Reciprocal borrowers may borrow print materials from Campbell Library. The reciprocal borrowing agreement does not extend to off-campus use of library databases.

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

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.

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

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.

[Partnership for Academic Library Collaboration & Innovation](#)

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.

New Jersey Academic Library Network

The New Jersey Academic Library Network is a network of public college and university libraries in New Jersey.

Rowan faculty, staff, and students whose library accounts are in good standing may borrow print materials from NJALN libraries by presenting a valid RowanCard. Loan periods vary depending on the policies of the lending libraries.

Faculty, staff, and students from other NJALN libraries may borrow materials from Campbell Library by presenting a valid ID from their college or university.

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 have a maximum of 10 items checked out on their account at any one time.

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.

General Public Access

Campbell Library is open to the public Monday through Friday throughout the year. For specific public hours, please see the [hours page](#) on the library website or 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.