

# Campbell Library Circulation Policy June 12, 2014

## Patron Responsibilities

All patrons must have a current Rowan University 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/demerits that may be incurred for use or misuse of library materials. Library materials are the University's property and should not be written in/on, altered in any way, dog-eared, or in any other way damaged.

## Loan Periods

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

Type	Undergraduate Student	Graduate Student/ Honors Student	Doctoral Students	Faculty	Adjunct Faculty	Alumni	Staff
<b>Books</b>	100 days, 1 renewal	100 days, 1 renewal	100 days, 3 renewals	365 days, 1 renewals	100 days, no renewals	28 days, no renewals	100 days, 1 renewal
<b>Videos (DVD, VHS)</b>	14 days, no renewals	14 days, no renewals	14 days, no renewals	14 days, no renewals	14 days, no renewals	14 days, no renewals	14 days, no renewals
<b>Audio Books</b>	100 days, 1 renewal	100 days, 1 renewal	100 days, 3 renewals	365 days, 1 renewals	100 days, no renewals	28 days, no renewals	100 days, 1 renewal
<b>Leisure Books</b>	14 days, no renewals	14 days, no renewals	14 days, no renewals	14 days, no renewals	14 days, no renewals	14 days, no renewals	14 days, no renewals

Journals/periodicals, microforms, and items from Special Collections do not circulate.

Interlibrary Loan (ILL) materials may have varying loan periods and renewal limitations. View the item's checkout slip for its due date.

## Renewing Materials

Most library materials can be renewed over the phone at 856-256-4802, in-person, or online. To renew online, enter your Rowan ID number and your last name under “My Account.” After logging in, find “renew” and select the titles you wish to renew. The new due date will appear in the right column of the page under “status.” If the items have not been renewed, contact the Circulation Desk at 856-256-4802. To renew over the phone, please have ready your name, ID number and phone number. If the item has reached its renewal limit, you must bring the item to the Circulation Desk. Provided there are no holds on the item, Library staff will check it in and charge it out to you again, resetting the renewal count.

For questions regarding renewal, further information, call 856-256-4802, or email [circulation@rowan.edu](mailto:circulation@rowan.edu)

## Library Fines

Campbell Library does not charge late fines for most circulating items, with the exception of items reserved for a class. These materials have a late fine of \$1/hour.

Students may not borrow additional materials if they have four or more overdue items, or one item marked as “lost.” Faculty have no limit for overdue items, but there is a limit of two items marked as “lost.” These items must be renewed in person or online, or returned to restore borrowing privileges.

Any patron who is non-responsive to overdue notices, or who loses, damages, and/or does not return materials, or who is in other ways argumentative with Library employees, may, after review of the situation by Library personnel, have all borrowing privileges revoked.

If an item is overdue by 30 days, it is considered “lost” by Rowan University Libraries. Items marked with a status of “lost” automatically generate a bill for a replacement fee of \$100.

Replacement fees include the average cost of a circulating item (\$75) plus an additional \$25 for processing fees. If the item is returned after fees have been assessed, all fines will be forgiven. For replacement costs of equipment (laptops, projectors, etc.), please see our ["Borrowing Equipment" page](#).

If, at the end of a school semester, a patron has any outstanding fees, those fees will be sent to the Bursar for collection.

## Holds

Campbell Library patrons may place a hold on checked out materials by contacting the Campbell Library Circulation Desk. When the desired item is returned, it will be held behind the Circulation Desk for the requester for seven days. After seven days, it is returned to its shelving location and the material may be circulated.

## Recalls

To ensure equitable access to its collections to all users, Campbell Library provides a recall service, which shortens the loan period of materials charged to one borrower so that they can be used by another borrower. All charged items are subject to recall at any time, and must be returned by the recall due date. When an item has been requested for recall by another user, the borrower to whom it is currently charged is notified by email or mail that they must return the item within five days of the date of recall. Items that are already due in five days or less keep their original due date and cannot be renewed. All materials have a guaranteed minimum loan of 28 days or one loan period, whichever is shorter. Once the recalled item is returned, it is placed on hold for the requesting patron, who is sent a notice that the item is available to be picked up.

This recall policy applies to all circulating materials held by Campbell Library, regardless of patron status. 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.

Each patron is held responsible for the timely return of recalled items at all times of the year, including holidays, vacations, and intersessions. There is no grace period for overdue recalled items. Once a recalled book is overdue by 30 days, it is considered "lost" by Rowan University Libraries.

## **Lending/Borrowing from other Rowan Libraries**

When Rowan students/affiliates at the Glassboro campus borrow material from another Rowan University Library, that student/affiliate enters into a borrowing agreement with the lending library; therefore, the patron must adhere to the lending library's policies. The lending library is obligated to collect all overdue materials, fees, or fines from the patron directly.

Campbell Library will accept materials from other Rowan libraries for discharge/return. Campbell Library will then be responsible for returning the material to the owning library.

## **Interlibrary Loan (ILL) Services**

Interlibrary loan (ILL) is a research-support service offered by Rowan University Libraries. Through ILL, patrons can request books and copies of articles 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 area. A request made through E-ZBorrow will often be delivered within five business days. E-ZBorrow materials circulate for eight weeks with no renewals.

[ILLiad](#) is our service for requesting articles and other materials not available through E-ZBorrow. Through this service, you may request DVDs and sound recordings, in addition to print materials. Fewer member libraries lend these materials, so multimedia requests are not guaranteed to be filled. Most requests come within five business days; however, as this service pulls from libraries in other areas of the United States and other countries, requests may take up to 14 days. ILLiad article requests are limited to 10 items per person, per week. You must make a separate request for each article. Individuals may borrow up to four physical items at any given time.

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. To connect to E-ZBorrow, log in using your Banner ID number and password. E-ZBorrow has its own online catalog. Requests are placed directly within its catalog.

For more information on Interlibrary Loan at Campbell Library, please see visit our [ILL](#) page. Individuals with further questions about ILL services should contact the Access Services department at Campbell Library: [circulation@rowan.edu](mailto:circulation@rowan.edu).

## **Remote Access Services Online**

Students/affiliates of the Glassboro campus of Rowan University can use "Off Campus Login" to access Rowan University subscription databases from off-campus.

## **General Public Access**

During the spring and fall academic semesters, Campbell Library is open to the general public Monday through Thursday, 7:30 a.m. to 8 p.m. and on Friday, 7:30 a.m. to 7 p.m. Campbell Library is closed to the general public on Saturday and Sunday. Borrowing privileges and interlibrary loan services are not available to the general public. However, guests may use materials in the building during open hours.

Subscription-based, online resources are not accessible from off-site. Guests may visit the Reference Desk to obtain a temporary username and password for on-site computer and database use. Printing services are unavailable to guests.

Please contact the Access Services Department for questions about special accommodations and privileges.

## **Alumni, Retirees, and Emeriti**

Alumni, retirees, and emeriti are permitted to borrow books and other circulating library materials using a Rowan University alumni card. Database access is restricted to on-campus use. To obtain an alumni card, please contact the Alumni Office:

Alumni Office  
Alvin Shpeen Hall  
40 N. Academy Street  
Glassboro, NJ 08028  
856-256-5400

## **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. Privileges will be granted under the terms of the general public, as outlined above. We cannot negotiate library privileges at other institutions for students not affiliated with Rowan University.

## **Reciprocal Borrowing**

### **VALE-NJ**

Under an agreement with VALE-NJ, faculty, staff, and graduate students in good standing with their home library qualify for on-site borrowing privileges from other participating institutions.

Visit <http://www.valenj.org> for instructions. The "VALE Reciprocal Borrowing Application Form" must be completed by the host institution (Access Services Librarian, in the case of Rowan University). Please note that Rowan University limits off-campus database access to Rowan students/affiliates with a Rowan University network account. All others may use online databases in Campbell Library (guest login required by library staff; off-site access is not available).

### **Tri-State College Library Cooperative (TCLC)**

Rowan University students, faculty, and staff may use the libraries of the Tri-State College Cooperative (TCLC). Go to <http://www.tclclibs.org/resources> to download the "Letter of Introduction." Our Access Services Librarian will verify your status and complete the required section of the form. Students/affiliates from TCLC Member Institutions may borrow books and music scores from Campbell Library.