

# TOURO COLLEGE LIBRARIES

## Borrowing Policies & Procedures

Updated May 20, 2011

- Eligibility** A barcoded Touro ID or library card is required to check out materials. College alumni may use material in the library, but may not check it out. Alumni may also use all proprietary electronic resources in the library, and selected resources remotely.
- Loan periods**
- Books and accompanying DVDs, audiotapes, diskettes, CD-ROMs: **two weeks** (faculty, one semester), see conditions below.
  - Audio CDs, videotapes, standalone DVDs: **four days** (students), **two weeks** (faculty), see conditions below.
  - netLibrary ebooks: **four hours**
  - Periodicals, reference, microfilm, and microfiche do not circulate.
  - Reserve items do not circulate, but may be checked out for in-library use for periods of **three hours** and accrue a \$1 penalty for every hour overdue (no grace period). They may be checked out overnight one hour before closing if there are two copies on reserve and if the item can be returned one hour after opening the next day.
- Renewals** Items may be renewed after being checked out seven days unless they have been requested by other patrons. Renewals are processed in person by staff at any library, or online using our **My Account** feature (<http://library.touro.edu/patroninfo~S2>). To use this feature, you must enter your library barcode.
- Returns** When possible, items are to be returned to the library from which they were borrowed.
- Requests** If an item is checked out to another patron, or located at a library you do not use frequently, you may place a hold on it and/or have it transferred to the library of your choice by clicking on the REQUEST button at the bottom of its **Books & Media (Library Catalog)** record. You **cannot** request items that are ebooks, ejournals, reference, or on reserve. **Do not** request items with a Status of MISSING. Make your requests well in advance of need since the loan period is two weeks and it often takes as long as two weeks for material to arrive from other libraries. The **Books & Media (Library Catalog)** can be found on our website (<http://www.tourolib.org/>). To use the REQUEST feature, you must have previously activated your account in person with library staff. You will be notified when the item is available and given **one week** to pick it up. To cancel a request, contact library staff.
- Recalls** All items are subject to recall after **14 days**. Should an item you checked out be recalled, you will receive a "Recall Notice" in the mail with the new due date by which the item must be returned. Recalled items not returned accrue a penalty of \$1 per day.
- Limits** The library reserves the right to limit the number of items that can be checked out at any one time based on demands on the collections.
- Overdues** There is a **grace period of three days** for overdue circulating items **except for audio CDs, videotapes, and DVDs** ("media"). After three days, there is a charge of **two dollars per item per day** for media, or **ten cents per item per day** for other materials. The maximum charge for each circulating item is \$20. Once a patron has three overdue items, his/her borrowing privileges are suspended.
- Lost Items** **Report lost items immediately.** The charge for a lost item is its cost, a \$15 billing fee, a \$5 processing fee, plus any overdue charges accrued to the date the item is declared lost. Items not returned within a semester after the due date will be declared lost, with the borrower responsible for the cost of its replacement.
- Penalties** Patrons who fail to return items or clear outstanding records will be reported to the Bursar. The library reserves the right to suspend borrowing privileges for patrons who accumulate overdue charges in excess of \$15, have overdue reserve material, have reached the maximum number of circulating items, or have failed to return overdue recalled items.
- Damaged Items** The charge for an item returned in such poor condition that it can no longer be circulated is its cost plus a \$15 billing fee and \$5 processing fee.
- Adjustments** An adjusted refund is given for items found and returned after payment is made provided the items have not been reordered. The refund is the cost of the item, any overdue charges, and the \$5 processing fee