

Borrowing Services Policy

Policy Information

Issuing Office

Jerry Falwell Library

Affected Parties

Library Customers (Faculty, Staff, Students, and Community)

Policy Language

The Borrowing Services Department facilitates physical access to library materials from the Book Towers, Automated Storage Retrieval System, and the Reserve Room, through the Customer Service Center. Library customers must use their own card when checking out library material, however faculty may send designated individuals to check out items in the faculty members name by completing the Checkout Permission form and emailing to the Borrowing Services Supervisor. Billing for overdue fines, damaged materials, and lost items are posted to students' accounts. Faculty, staff and community users may pay charges at the Customers Service Center.

Policy Rationale

The Borrowing Services Department Policy governs physical access to library materials through the Customer Service Center and reserve areas and oversees the location to pick up materials customers request from other libraries through Interlibrary Loan (ILLiad).

Definition of Glossary Terms

None specified

Procedural Information

Procedures

Customers must present their library card when checking out material and requesting from the ASRS.

To prevent library fees, customers must return library materials on time or renew online or by calling the Customer Service Center.

Sanctions

Items not returned by due date are subject to fines. Customers are not allowed to borrow materials if fines exceed \$50.00.

Exceptions

None