

William R. and Norma B. Harvey Library

Circulation Policy

Identification

All Hampton University students, faculty, and staff must present their University ID card, with current academic year validation, in order to borrow materials from the Library. Non-University "guest" borrowers must have a current VTC (if a student elsewhere) card from their school and their current student identification card before borrowing. Other non-university patrons namely the general public is not permitted to borrow materials. Loss or theft of an identification card should be reported immediately to the Circulation Department so the record can be blocked until the card is replaced. Any patron who does *not* report the loss or theft of their student or employee I.D. to the Circulation Department will be responsible for any materials checked out on the account during that time.

Bearers of a validated identification card will have access to using reserve material, requesting items through interlibrary loan or borrow direct from the general stacks. They may use electronic resources on the library site in addition to other services such as computer printers and copiers through the Pirate Power system.

Borrower Responsibilities

Items charged out on a campus identification card remain the responsibility of the individual named on that card. All eligible borrowers are expected to have a current phone number, postal and e-mail address on file with the Library.

Borrowers are responsible for recalls at all times. If circumstances require individuals to leave town, they should make arrangements for responding to the recall and/or the prompt return of the item(s) to the Library. Items charged to an individual must be returned in good condition, without evidence of defacement, mutilation, or other damage. A charge of \$50.00 per item will be sent to the borrower's account to cover the cost of materials not returned in good condition.

Loan Periods

Loan periods are 30 days, 14 days and 7 days. Any material circulated from the general stacks has a 30 day loan period. Any material circulated from the AV-Collection has a 14 day loan period and any material *rarely* circulated from a *non-circulating collection such as Peabody, Gov-Docs and Reference has a 7 day loan period. Reserved class items have a loan period of 2 hours and overnight. Overnight reserves *must* be returned by 10:30 am the following morning.

*Please note that non-circulating material generally cannot be borrowed. Anyone wishing to borrow from those collections must obtain the permission of the Library Director prior to check-out.

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Borrowing Limits

The borrowing limit for a continuing undergraduate or Hampton University staff member is 15 books. The borrowing limit for a graduating senior is 25 books. The borrowing limit for a Graduate student, Honor student, Hampton University faculty, or Administrator is 30 books. The borrowing limit for a Virginia Tidewater Consortium patron or Hampton University alumni is 4 books. The borrowing limit of AV material for all is 4 items; that includes any material already checked out on the borrower's account. The borrowing limit if any from a non-circulating collection will be determined by the Library Director. The borrowing limit from Reserves is 3 items.

Renewing Material

In order to avoid late fines all Hampton University students and employees (with the exception of Library staff, Faculty and Administrators) must renew material(s) checked out on their account at least 1 business day prior to the due date or at the very latest by the second day of the two day grace period. Any material(s) not renewed during this time period will begin to accrue late fines.

Books Not Found in the Stacks

If you cannot locate an item in the stacks and it is not checked out, patrons with borrowing privileges may request a search at the Circulation Desk. A full trace for a missing book may take a full day but you will be notified of the results. If an item is missing and you are eligible to use the services, you may also request it through Interlibrary Loan or borrow it as a Virginia Tidewater Consortium patron from another academic library.

Recalls

All patrons are responsible for honoring a recall. If a library item is checked out to another borrower, and it is needed for a *special project* you may place a recall on it for your use. This recall request must be placed directly at the Circulation Department. In the event an item is recalled, a call or email is generated with the new due date and sent to the current borrower. The current borrower will have up to 2 days from the date on which the recall is placed to return the item. Failure to return a recalled item by the new due date will incur a fine per day, and the borrower will be prevented from borrowing again until the item is returned.

As an alternative to a recall, faculty, staff, and students are encouraged to request items through Interlibrary Loan or as a Virginia Tidewater Consortium patron.

Fines and Lost or Damaged Book Fees

Hampton University borrowers are subject to fines for the late return of Library books and other materials. For non-reserve items, these fines are \$0.20 per day per item. Reserve fines, where applicable, are \$5.00 per day per item.

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Unpaid fines of \$2.00 or more will result in the borrower's student account being billed. Any fine less than \$2.00 will result in the suspension of borrowing privileges until the fine is paid. Library fines must be paid at the Circulation Desk if less than \$2.00. Any fine more \$2.00 or more must be paid at Student Accounts or the Cashiers Desk at Whipple Barn.

If a book is long overdue (two months) or damaged, the borrower will be billed for its replacement. The standard processing fee of \$50.00 will be applied. The Library reserves the right to adjust this replacement fee upward if it does not cover the cost of the replacement. Once a long overdue or damaged material(s) has been returned the borrower will receive a \$40.00 credit per item on their student account. The remaining balance will be retained as a late fee. If a borrower is billed in error a full credit will be issued. If a borrower does not return the materials billed within 1 year of billing Hampton University will not credit any monies.

Employee and Faculty Fines and Damage Fees

Hampton University employee fines are \$0.20 per day per item. Library staff, Administrators, and Faculty fines are forgiven. Any damaged material by a Hampton University employee, library staff, or faculty will be billed through Payroll. Administrators must consult with the Library Director.

Virginia Tidewater Consortium, Alumni and Interlibrary Loan Fines and Damage Fees

Any borrower through the VTC returning late material(s) must pay a fine of \$0.20 per day per item. Damaged material is \$50.00 per item unless the cost is assessed higher. All fees and fines will be sent to the borrower's school and they will be sanctioned until their bill is paid in full. Alumni with accrued fines or damaged materials will have a block placed on their account until the bill is satisfied. Interlibrary loan borrowers will be notified by email of late fines and charged by the lending library *their* cost for damaged materials.

Billing Disputes

Billing disputes are resolved by the Library Director.

Confidentiality

Privacy of the Patron Record Library

Harvey Library records relating to an individual patron's use of the Library and its resources shall be treated as confidential. Accordingly, these records may be consulted and used only by library staff in the course of carrying out library operations, and will not be disclosed to others except upon the request or consent of the library patron. However, disclosure may be required pursuant to a subpoena, court order or other applicable laws, in which case such disclosure will

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be made only by the Library Director in consultation with University Counsel and, to the extent permitted by law, only after giving advance notice to the patron.