Policy Title/Subject:  _Circulation Policy_

Policy
The Health Sciences Library and Informatics Center (HSLIC) supports the research, education, and clinical information needs for HSC students, faculty and staff as well as the health information needs of health practitioners and other citizens of New Mexico. In order to assure that an adequate collection of materials is available to fill these information needs, the library defines categories of users who may have borrowing privileges at the library. The library also restricts circulation of materials for specific time periods as described below.

Borrowing Privileges

Full Onsite Borrowing Privileges are approved for current UNM faculty, staff, students, and residents/fellows with an active Banner account.

Fee-Based Onsite Borrowing Privileges are available for Community Members. This includes:

- Licensed health professionals in New Mexico or the Navajo Nation
- Corporations in New Mexico or the Navajo Nation
- Biomedical researchers

Library Passport Program (limited to three concurrent checkouts)

- New Mexico Consortium of Academic Libraries Passport Program. HSLIC participates in the New Mexico Consortium of Academic Libraries Passport Program. A list of participating institutions may be found on the NMCAL web site [http://lib.nmsu.edu/nmcal/](http://lib.nmsu.edu/nmcal/).

Faculty, staff, and graduate students from these institutions may borrow by bringing the Passport and their institutional ID card to HSLIC. Consortium institutions issue these passports to faculty, staff, and graduate students at the individual’s request (HSLIC does not issue passports).

Circulation Procedures

The following standard loan rules apply with exceptions as described below.

- A valid HSC identification card, UNM Lobo card, or purchased library card, must be presented to check out materials. Patron must be listed by name and/or banner ID in WMS.
• A maximum of ten items may be checked out for those with full borrowing privileges. A maximum of three Reserve items may be checked out at one time.
• Renewals are permitted for all items except items on Reserve. Renewals are not permitted if item is on hold for another patron. UNM Affiliates are allowed three renewals and Community Members two renewals.
• Materials are subject to recall at any time if needed for reserve.
• Failure to return borrowed materials on time may result in the assessment of fees, withholding of transcripts, restriction of registration, and blocking of borrowing privileges.

**Borrowing Periods**

<table>
<thead>
<tr>
<th>Format</th>
<th>Loan Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books and accompanying CD’s (General Collection and Books – Offsite Storage)</td>
<td>2 weeks</td>
</tr>
<tr>
<td>Classic and Historic Books – Offsite Storage</td>
<td>None</td>
</tr>
<tr>
<td>Reference Reserves</td>
<td>3 hours</td>
</tr>
<tr>
<td></td>
<td>3 hours or 3 days</td>
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<tr>
<td>Bound Journals</td>
<td>3 days</td>
</tr>
<tr>
<td>Unbound Journals</td>
<td>None</td>
</tr>
<tr>
<td>Media</td>
<td>3 days</td>
</tr>
<tr>
<td>Models</td>
<td>3 hours in library or HSC Class</td>
</tr>
<tr>
<td>Laptops/ other equipment</td>
<td>4 hours</td>
</tr>
<tr>
<td>Special Collections—Offsite Storage</td>
<td>None</td>
</tr>
</tbody>
</table>

**Notes on Specific Types of Materials**

**Reference and Course Reserve Materials**
• These materials circulate for 3 hours or 3 days depending on the item with no renewals.

**Special Collections and archival materials and Classic and Historic Books – Offsite Storage:**
• Archival materials may be requested by patrons by placing a hold in Discovery or sending an e-mail.
• The holding location of “Special Collections and Archives (Special Collections—Offsite Storage)” indicates that the item is for use only in the
New Mexico Health Historical Collection Room (HSLIC 223) under the supervision of Resource Archives and Discovery (RAD) staff and faculty.

- Materials located in the Classic and Historic Books – Offsite Storage shelving location may be requested by placing a hold in Discovery or requested at the Service Point. The materials may be used in the library.

**Media and Models**

- Items in the Media and Models Collections may be scheduled for use on a specific date by faculty by submitting the request (title and/or call number) at the Service Point.
- Models must be used in-house or in an HSC class. Exceptions may be made to allow for longer checkouts items on a case-by-case basis.
- Scheduling is not permitted for material that has been placed on reserve for a course.

**Additional materials available for checkout at the Service Point:**

- Laptops
- iPads
- Laser pointers
- A/V adapters for most commonly used laptops and tablets
- Markers and erasers for use in study rooms
- Keys for Domenici Center, Med2, individual study rooms, COW/Calf
- Domenici Center microphones
- iClickers

**Holds**

Checked-out items may be placed on hold by patrons in Discovery or requested at the Service Point. Patrons will be notified by email when such items return. Items on hold are kept at the Service Point.

**Overdue Items**

- Overdue notices are sent by email at the following time intervals:
  - 2 week loans
    - Courtesy reminder: two days prior to due date
    - First (Level 1) notice: 3 days post-due date
    - Second (Level 2) notice: 25 days after first notice
    - A bill is sent via email 7 days after the second notice.
  - Hourly loans
    - First (Level 1) notice: 1 day post-due date and time
    - Second (Level 2) notice: 2 days after first notice A bill is sent via email 24 hours after the second notice
- Bills include the replacement cost of the materials and a non-rescindable billing fee. If billed items are returned, the cost of the item is deducted from the bill, but the billing fee still applies.
- Borrowers with billed materials will have library privileges suspended until the items are returned and/or all remaining charges are paid.
Six months after the billing date a delinquency memo of intent to turn the charges over to the UNM Bursar’s Office is sent via U.S. Mail (shelf check done before sending memo).

One month after the delinquency memo, the charges are referred to the Bursar. At this point, charges can no longer be paid at the Library but must be paid at the Bursar’s Office. Borrowing privileges remain blocked until all charges are paid.

The Bursar’s Office may withhold grades of students with outstanding charges.

If billed items are returned before a replacement is ordered, and before charges have been referred to the Bursar, then the replacement charge is waived or – if already paid – refunded.

If billed items are returned after a replacement has been ordered, or after charges have been referred to the Bursar, then the charges are neither waived nor – if already paid – refunded.

**Damaged Materials**

If library materials are damaged while on loan, the borrowing patron is responsible for the costs of repair or replacement. The damage will be assessed by RAD to determine whether the item can be repaired or must be replaced. Fees will be assessed for repair, rebinding, or replacement of the damaged items, plus applicable billing fees. Bills for damage are processed like other charges, as described under “Overdue Items.”

**Replacing billed items**

RAD is notified when billed items are sent to the Bursar. RAD will decide whether or not to replace the item. The library will not accept a replacement copy of a lost or damaged item from the borrower in lieu of any fees charged.

**Returning Materials**

The library maintains a book drop in front of the library for return of print materials. Materials in the book drop are retrieved by library staff daily. Non-print materials should be returned to the Service Point.

See Access Policy for information on access to electronic resources.

**Verification of Communication:** Updated by Karen Buntin, Robyn Gleasner, Laura Hall and Monica Rogers. July 7, 2016.