

	Policy: Circulation Policy	Policy #
	External <input type="checkbox"/> Internal <input checked="" type="checkbox"/>	Date Approved: 07/07/2016
	Submitted by: Karen Buntin, Robyn Gleasner, Tim Mey Approved by: OMT	Date Reviewed: 06/25/2018 Date Revised: 06/25/2018

Purpose/Objectives:

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 periods as described below.

Scope of 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.

Policy/Procedure:

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 to:
Corporations in New Mexico or the Navajo Nation.

Library Passport Program (limited to three concurrent checkouts) is available to:
The New Mexico Consortium of Academic Libraries Passport Program (NMCAL). A list of participating institutions may be found on the NMCAL web site <http://lib.nmsu.edu/nmcalf/>. 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).

Borrowing Periods

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 have an active account in HSLIC’s circulation system (Worldshare Management Services).
- A maximum of ten items may be checked out to those with full borrowing privileges. A maximum of three Reserve items may be checked out at one time.
- Community borrowers may check out a total of three items.

- Renewals are permitted for all General Collection items; other locations allow renewals on a case-by-case basis. UNM Affiliates and Community borrowers are allowed one renewal. Items that have reached the maximum number of renewals must be returned to the Library; at that time, additional renewals may be allowed on a case-by-case basis when no holds exist.
- 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.

Format	Loan Period
Books and accompanying CD's (General Collection)	4 weeks
Books – Offsite Storage	None
Reference	3 hours
Reserves	3 hours or 3 days
Bound Journals	3 days
Unbound Journals	None
Media	3 days
Models	3 hours in library or HSC Class
Laptops/ other equipment	4 hours
Special Collections— Offsite Storage	None

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 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 Books – Offsite Storage shelving location may be requested in Discovery or 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 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
- Laser pointers
- A/V adapters for most commonly used laptops and tablets
- Markers and erasers for use in study rooms
- Keys for Med2, HSLIC room 428 and the Calf
- iClickers

Holds

Checked-out items may be placed on hold by patrons in Discovery or requested at the Service Point. Once an item has been placed on hold, renewals will not be allowed. 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:

- 4 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.
- Immediately after the billing date a delinquency memo of intent to turn the charges over to the UNM Bursar's Office is sent via email.
- One week 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 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.