SOUTHERN STATES UNIVERSITY LIBRARY

Circulation Policy

Reviewed and approved by the Library Advisory Board on September 1st, 2009

Updated on October 30, 2013

The SSU Library Circulation Policy governs the use of library materials in the main Library on the Fashion Valley campus, in the Newport Beach campus Library

LIBRARY PRIVILEGES, RESPONSIBILITIES, AND BORROWERS IDENTIFICATION:

The SSU Library is the university's information center. The library's circulating items include books, periodicals, audio, and video materials. Non-circulating items include Course Reserves and Reference materials for use in the library. Library privileges start with the first day of the first enrollment quarter for students, and with the first day of employment for faculty and staff. Each borrower that uses his/her circulation privileges assumes full responsibility for all materials charged to his or her account and for knowledge and acceptance of library policies regarding borrowing materials from the library, including loan periods, renewals, returns, and fine rates.

It is the responsibility of the library user to maintain his or her current name, mailing address, telephone number, and email address with the University Library. The SSU Library receives updated information about enrolled students and active faculty at the beginning of each quarter from the University's Office of Registrar. The list of staff members with circulation privileges is also updated every quarter.

BORROWER IDENTIFICATION:

STUDENTS:

A valid Student Identification Card is necessary to check out or renew materials. SSU students need to provide their first and last names, and their five-digit ID numbers to check out or renew library materials. Students' borrowing privileges end one month after the last day of their graduating quarter.

FACULTY, STAFF AND ADMINISTRATIVE OFFICIALS:

Circulation privileges in these categories are subject to approval by the Office of Registrar or the SSU Administration.

SSU borrowers agree to obey the rules and regulations of the SSU library and to be responsible for borrowed materials and for any fines and fees accrued if materials are lost or damaged.

CIRCULATION PERIODS:

Resource	BBA Students	MBA Students	IAE Students	Faculty/Staff
Books	1 month	1 month	1 month	1 month
Periodical (Current)	14 days	14 days	14 days	14 days
Periodical (Bound)	14 days	14 days	14 days	14 days
CDs	14 days	14 days	14 days	14 days
CD-ROM	14 days	14 days	14 days	14 days
DVDsand VHS	14 days	14 days	14 days	14 days
Textbooksand Instructional Materials (Course Reserves)	on-campus use (reference)	on-campus use (reference)	on-campus use (reference)	One quarter

CIRCULATION BETWEEN UNIVERSITY CAMPUSES

Instructional materials from the SSU Library can be requested by any member of the University community and they will be delivered to SSU campuses.

RETURNS, RENEWALS, AND HOLDS

It is the responsibility of the borrower to return materials on or before the due date. The SSU Library does not provide notices of overdue materials. If a library item cannot be returned in person, it may be returned by mail. The borrower remains responsible for the item until it is received to the SSU Library.

All library materials, with the exception of Course Reserves, may be renewed one time, unless another Library patron has requested the title. Renewals can be done by phone, email, or at the Library.

Library patrons can put a "hold" **on items that have been checked out**. The Librarian will place a hold on the item and notify the patron when the item has been returned. Hold requests for materials can be made by contacting the SSU Librarian. The Librarian accepts phone, email, or in person requests.

All borrowers are subject to fines for items not returned to the library. Fines apply to all categories of users, including faculty, staff, and students. Fines for lost library materials are added to Financial Statements.

REFERENCE AND COURSE RESERVE MATERIALS

The libraries in Fashion Valley and Newport Beach have reference copies of textbooks for each course that is taught on campus. The SSU faculty can borrow Reference materials and Course Reserves for in-class use. SSU students can check-out Course Reserves when the circulation desk is open and use materials on the Fashion Valley and Newport Beach campuses during campus work hours. Course Reserves cannot be check-out overnight.
Library borrowing privileges may be suspended after the second library policy violation if one or more item from the Course Reserve collection is overdue.

Reference and Course Reserve materials do not circulate. **Current textbooks borrowed from the Library during the day, have to be returned via the book drop slot (Fashion Valley campus) or via the book drop box (Newport Beach campus) by the campus closing time (9.30 pm, Mondays - Thursdays, 5.30 pm, Fridays - Saturdays).**

Earlier editions of textbooks circulate in accordance with the SSU Library circulation policy for book materials.

DAMAGED LIBRARY ITEMS:
Charges for damaged items are determined by the SSU Librarian based on the extent of damage. Extensive damage may require full replacement charges.

LOST LIBRARY ITEMS:

Library materials are considered lost if they are declared lost by borrowers or if they are 60 days overdue.
Library users are responsible for the replacement cost of materials.

Items still in print: the actual list price for the new item from the publisher plus the shipping fee plus the processing fee (processing fee is $5.00).

Non-print materials: the actual list price from the producer/distributor plus the shipping fee plus the processing fee (processing fee is $5.00)

Items out of print or non-print materials, not available from producers/distributors: $50.00

A bill for lost library items will be sent by email and/or mail. Borrowing privileges will be suspended until payment is received for lost library materials.

LEAVING THE SOUTHERN STATES UNIVERSITY:

Students, faculty, and staff must return all library materials before leaving the university for any reason. Library records will be checked to determine outstanding charges or items that were not returned.