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# **SOUTHERN STATES UNIVERSITY LIBRARY**

## **Circulation Policy**

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

Revised on March 15,2011

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**The SSU Library Circulation Policy governs the use of library materials in Fashion Valley campus and Newport Beach campus libraries**

### **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's Office of the Registrar. 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 returned late, or if they lost or damaged.

**CIRCULATION PERIODS:**

<b>Resource</b>	<b>BBA Students</b>	<b>MBA Students</b>	<b>IAE Students</b>	<b>Faculty/Staff</b>
<b>Books</b>	1 month	1 month	1 month	1 month
<b>Periodical (Current)</b>	14 days	14 days	14 days	14 days
<b>Periodical (Bound)</b>	14 days	14 days	14 days	14 days
<b>CDs</b>	14 days	14 days	14 days	14 days
<b>CD-ROM</b>	14 days	14 days	14 days	14 days
<b>DVDs and VHS</b>	14 days	14 days	14 days	14 days
<b>Textbooks and Instructional Materials (Course Reserves)</b>	On- campus use	On-campus use	On-campus use	One quarter

**CIRCULATION BETWEEN UNIVERSITY CAMPUSES**

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

## **RETURNS, RENEWALS, AND RESERVES**

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. Overdue items may be renewed at the Library only if the total amount owed by the borrower does not exceed \$5.00. To be renewed, both the overdue title and borrower identification must be presented.

## **HOLDS**

Library patrons can put a "hold" on general circulation 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.

**No holds are allowed on any Course Reserve titles.** Course Reserve materials (including textbooks) are checked out on a first-come first-serve basis.

## **CHECK-OUT ITEM LIMITS AND FINE RATES:**

<b>Resource</b>	<b>Item Limits</b>	<b>Fine Rate (per day, per item)</b>	<b>Maximum (per item)</b>	
<b>Books</b>	15	\$0.25	\$20.00	
<b>Periodical (Current)</b>	5	\$0.25	\$10.00	
<b>Periodical (Bound)</b>	5	\$0.25	\$10.00	
<b>CDs</b>	5	\$1.00	\$20.00	
<b>CD-ROM</b>	5	\$0.50	\$10.00	
<b>DVDs and VHS</b>	5	\$2.00	\$20.00	

<b>Textbooks and Instructional Materials (Course Reserves)</b>	No limit	\$10.00 per day	\$100.00	

All borrowers are subject to fines for items returned after the due date. Fines apply to all categories of users, including faculty, staff, and students. Fines for overdue materials are added to Financial Statements.

When library charges exceed \$50.00, the borrower's record will be flagged as delinquent. Persons owing \$50.00 or more in outstanding fines will not be allowed to check out library materials or renew materials until charges are paid.

### **REFERENCE AND COURSE RESERVE MATERIALS**

The Fashion Valley Library contains Reference Materials and Course Reserve collections. 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 use materials from the Reference and Course Reserve collections on Fashion Valley and Newport Beach campuses during campus work hours. Library privileges may be suspended if one or more item from the Course Reserve collection is overdue.

**Reference and Course Reserve materials do not circulate. Textbooks borrowed from the Library during the day, have to be returned directly to the librarian/library assistant or through the book return box by campus closing time:**

**Monday – Thursday      9.00 pm**

**Friday - Saturday      5.30 pm**

Overdue fee is \$10.00 per day.

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 90 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.