



## Policy

Title:	Learning Resource Center Circulation Policy
Effective Date:	December, 2018
Approved By:	
Responsible Party:	Director, Learning Resource Center
History:	09/2017; 5/7/18
Related Documents:	Use of the LRC Policy; Interlibrary Loan Policy

### I. PURPOSE

To provide a set of guidelines for the circulation and use of information materials in Salus University's Learning Resource Center.

### II. POLICY

#### Print Materials

#### 1. Books:

- *Reserve* - the Reserve section contains materials designated as required reading for specific University courses. Reserve materials are labeled with a yellow RESERVE sticker on the spine, and are located behind the Help Desk on the first floor. Reserve materials are available for use in the LRC only.
- *Reference* – the Reference section collects materials for general research and quick reference. Reference materials are labeled with a red REFERENCE sticker on the spine, and are located behind the Help Desk on the first floor, and on the second floor. Reference materials are available for use in the LRC only.
- *Main* – the Main collection is comprised of general materials that are available for use outside of the Learning Resource Center, and are located on the second floor.

#### 2. Bound Serial Journals:

- The Learning Resource Center's collection of peer-reviewed serial titles, both bound in larger volumes and unbound are located on the second floor. This collection is non-circulating. Staff assistance is required to use these titles, and are available for use in the LRC only.

#### 3. Archival Materials:

- Include bound publications, materials of historical significance to the Pennsylvania College of Optometry, Salus University, their programs, related professions, Alumni publications, and IRIS Yearbooks. Staff assistance is required to use these titles, and are available for use in the LRC only.

## Electronic Materials

1. Journals
  - Use of electronic journal articles provided by the Learning Resource Center are subject to the journal copyright clause. This material may be protected by copyright law (TITLE 17,U.S. CODE).
2. eBooks
  - Use of electronic books provided by the Learning Resource Center are subject to loan period and copyright clauses as determined by the material's publishing company.

## Anatomical Models

1. Eye Models
  - Are located behind the Circulation Desk on the first floor. Eye models are for use in the LRC only.
2. Human Skulls
  - Are located behind the Circulation Desk on the first floor. Skulls are for use in the LRC only.

## Access

1. For specific patron access restrictions, please refer to the *Use of the Learning Resource Center Policy*. The Salus University LRC prioritizes certain services, resources, and space to the University community and affiliated researchers. In particular, LRC computers are limited in number, and often in high demand. Therefore, priority use of LRC computers is reserved for students, faculty, and staff engaged in education-related activities.

## III. PROCEDURE

### Borrowing Learning Resource Center Materials

All materials must be checked in and out through the LRC's Integrated Library System, Koha, at the Circulation Desk's computer on the first floor by a Learning Resource Center staff member or Work-Study Student.

The Learning Resource Center reserves the right to recall materials at any time.

### Loan Periods & Renewals

Loan periods are determined by the item's collection designation:

Material Type	Loan Period	Renewable?
Anatomical Models	2 hours; internal use only	Yes
Archive	none; in-library use only	No
Bound Serial Journals	none; in-library use only	No
eBook	contingent on publisher policy	Contingent
eJournals	contingent on publisher policy	Contingent
Kindle eReader	2 hours; internal use only	Yes
Main	2 weeks	Yes
Reference	2 hours; internal use only	Yes
Reserve	2 hours; internal use only	Yes

- a. Anatomical models are available upon request at the Circulation Desk for loans periods of 2 hours.

- b. Archival materials are available upon request for a period of 2 hours in the Learning Resource Center.
- c. Bound serial journals are available upon request for a period of 2 hours in the Learning Resource Center.
- d. eBooks loan periods and terms of use are contingent on publisher's licensing policy.
- e. eJournals periods and terms of use are contingent on publisher's licensing policy.
- f. Materials only accessible via Kindle may be checked out for a period of 2 hours in the Learning Resource Center. This requires also signing out the Learning Resource Center's Kindle eReader, use of which is subject to the terms outlined in the *Kindle eReader Agreement Form*.
- g. Main collection materials are the only type of material that may be checked out for a 2 week loan period.
- h. Reference material may be checked out for a period of 2 hours in the Learning Resource Center.
- i. Reserve material for a period of 2 hours in the Learning Resource Center.

### Renewals

1. Main collection materials are renewable upon request for another two (2) week period, as long as there are no outstanding requests for the title.
2. Reserve and Reference materials are restricted to two (2) hours per patron, with the option to renew if there are no outstanding requests for the title.

### Interlibrary Loans

Refer to the *Interlibrary Loan Policy* for full information regarding the Learning Resource Center's Interlibrary Loan services.

### Overdue Materials

The Learning Resource Center Koha Catalog automatically generates Overdue Reminders to patrons that items are due both before and on the due date via email.

Patrons are responsible for returning or renewing materials on time regardless of where they are when they become due.

Patrons are still responsible for the timely return of overdue materials or any fines that may have accrued while out of town.

1. Salus University Learning Resource Center Property
  - Main Collection Material
    - i. Once the material is one (1) full day overdue, a fine of one dollar (\$1.00) is incurred, with each subsequent 24 hour period an additional fine of one dollar (\$1.00) will be incurred.
  - Reference & Reserve Material
    - i. Once material is four (4) hours overdue, a fine of one dollar (\$1.00) is incurred, with each subsequent 24 hours period an additional fine of one dollar (\$1.00) will be incurred.
2. Interlibrary Loan Materials (Another Institution's Property)

- All Salus University patrons must read and sign the *Interlibrary Loan Borrower Agreement* when using Interlibrary Loan services.
- Once the material is one (1) full day overdue, a fine of up to five dollars (\$5.00) is incurred, with each subsequent 24 hour period an additional fine of five dollars (\$5.00) will be incurred.
- Overdue materials belonging to other institutions are also subject to incur fines based on their own lending policies that the patron will be held responsible for in addition to any internal fines.

Failure to return overdue materials after one (1) week from initial due date will result in a Bursar hold on the patron's MySalus Account.

### Damaged or Lost Materials

Damaged or lost Learning Resource Center and interlibrary loan materials are subject to full replacement charges as well as processing fees. All damaged materials remain the property of the Learning Resource Center regardless of the payment of fines, fees, or replacement costs.

Damage constitutes: writing, highlighting, cutting, water damage, food or beverage residue, post-it notes or adhesive residue, or failure to return any accompanying multimedia.

1. Salus University Learning Resource Center Property
  - Patrons are responsible for returning borrowed material in the condition in which it was received in.
  - Materials deemed unusable as a result of damage are subject to replacement costs at the discretion of the Learning Resource Center Director. This includes the replacement cost of the item and associated processing fee of fifteen dollars (\$15.00).
2. Interlibrary Loan Materials (Another Institution's Property)
  - All Salus University patrons must read and sign the *Interlibrary Loan Borrower Agreement* when using Interlibrary Loan services.
  - Long overdue, lost, or damaged materials will be billed for replacement **based on the full replacement cost as determined by the lending institution.**

Failure to pay fines or replacement costs within one (1) week from initial notice will result in a Bursar hold on the patron's MySalus Account.