

# DAVID H. TOWNSEND LIBRARY

NMSU – Alamogordo

## Circulation Policy

July 01, 2002

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### INTRODUCTION

The Circulation Unit is responsible for circulating and maintaining the regular collection of Townsend Library. The Circulation Desks are located directly across the lobby from the main entrance. Desk attendants will assist you in checking out materials and locating available items.

- The Circulation Desk is staffed all hours the library is open and materials may be checked out at any time.

The Reserve sections are housed behind the Circulation Desk. The Reserve collection consists of both personal copies and library materials, and each item circulates for the time designated by the course instructor. Course lists are accessible via the library's online catalog using the *Course Reserves* search.

**For more information, please call 439-3650**

### GENERAL INFORMATION

#### Checkouts and Renewals

NMSU-A student, faculty and staff ID cards also serve as their Library Card. These cards are available from the Media Services. Students must request a sticker for each semester in which they are registered. These can be obtained from the Circulation Desk or from Media Services. Community borrowers must have a Community Borrowers card issued by Circulation.

Renewals may be made in person, by bringing items to either Circulation Desk, by phone or from the catalog website <http://alcat.nmsu.edu/>.

Materials are loaned to individuals only, not to University groups, departments, or agencies.

ID cards and circulation privileges are not transferable. They are intended for use only by the person in whose name they were issued. Stolen or lost ID cards should be immediately reported to the Circulation Desk.

Physically disabled patrons may authorize others to check out or renew materials for them by sending written authorization to the Circulation Unit. The disabled patron's ID card must be presented for each transaction.

## **Accountability for Loans**

Borrowers are responsible for returning all materials charged in their name on time and in good condition.

Borrowers will be liable for replacement costs, including a processing fee and/or rebinding fees, for materials lost or damaged while materials are charged out to them.

## **Holds for Requested Material**

Any patron who wishes to borrow an item currently checked out to another patron may place a "hold" on it at the Circulation Desk. This "hold" will prevent the item from being renewed.

## **Recalls**

All library materials are subject to recall after an initial guaranteed loan period of three weeks, regardless of the status of the first borrower. While extended loan periods are provided for faculty and graduate students, they are not guaranteed. Patrons are notified by mail of recalled items, with the letter providing a new due date. Fines accrue at the rate of \$.50 per day if recalled items are not returned by the adjusted date.

## **Blocks and Student Holds**

Computer blocks are placed to suspend borrowing privileges until materials are turned in and/or financial obligations are cleared. All NMSU-A patrons are subject to blocks, and most blocks are automatically generated by the library's computer system.

A block may be placed for any of the following reasons:

- Long overdue or lost materials.
- Accumulated fines that exceed the limit set for each patron group.
- Other financial obligations to the Library.
- Incorrect or incomplete address on the patron screen.

The Library may also place a HOLD on the student's record with the Business Office. The student is then unable to register for later semesters until cleared in full by the Library. This HOLD also blocks issuance of College transcripts. Payments can be made at the NMSUA Business Office, at which point the HOLD will be lifted.

## **Security System**

Electronic security gates have been installed at the main entrance of the Library building. Materials are desensitized as part of the checkout process and are re-sensitized upon their return to the Library. If a user attempts to leave with library materials that have not been properly discharged, an alarm will sound. The patron will be asked to return to the Circulation Desk, where a staff member will ask to inspect the books, backpack, or briefcase the patron may be carrying. Patrons caught damaging library materials for the purpose of security evasion will be billed for replacement and/or reprocessing of the materials.

## **PATRON CATEGORIES**

**Faculty** - Those individuals employed by NMSU (including all branch campuses) with faculty or professional staff status. This is a status designated by the NMSU Payroll Office and is not assigned by the Circulation staff. Emeritus retirees are also included in this category.

- May have up to 99 items checked out at any one time for an entire semester without renewal; only 5 items per subject are allowed
- Regular loan period is for 21 days, with three allowed renewals.

**Staff** - Those individuals employed by NMSU-A in classified staff positions. As with the faculty, this status is determined by the NMSU Payroll Office. Also included are non-emeritus retirees of NMSU.

- May have up to 25 items checked out at any one time, with only 5 per subject.
- Regular loan period is for 21 days, with 3 allowed renewals.

**Undergraduate Students** - Students currently enrolled in any of the undergraduate programs at NMSU or any of its branches, both full- and part-time.

- May have up to 25 books checked out at any one time, with only 5 per subject
- Regular loan period is for 21 days, with 3 allowed renewals.
- **All** library materials are subject to recall after an initial guaranteed loan period of three weeks, regardless of the status of the first borrower. While extended loan periods are provided for faculty and graduate students, they are not guaranteed. Patrons are notified by mail of recalled items, with the letter providing a new due date. Fines accrue at the rate of \$.50 per day if recalled items are not returned by the adjusted date

**Guests** - Individuals who have applied for and received an NMSU-A Community Patron Library Card. To qualify, patrons must be permanent New Mexico residents, and they must provide accepted proof of current address. Local high school students also are included and must be accompanied by their parent or guardian when applying for the card.

- May have a total of 5 books checked out at any one time.
- Regular loan period is for 21 days, with no allowed renewals.

## **OTHER LENDING LIMITATIONS**

**Bound Journals** - Bound journals are located in the regular collection and circulate to the following patrons:

- Faculty - Limit of 3, check out for 2 days, no renewal

**Current Journals** - Issues located in the Periodicals Areas are non-circulating.

**State Government Documents** - Loan periods are for three weeks with three allowed renewals.

**Microforms** - Non-circulating; for questions regarding this policy, please see the staff.

**Reference Materials** - Non-circulating; for questions regarding this policy, please see the Librarian on duty.

**Maps** - Non-circulating; for questions regarding this policy, please inquire at the Circulation Desk.

**Videos** - Limit of 5, checkout for one week, no renewal, to all patron groups.

**Audiocassettes** – Loan period of 3 weeks, one renewal

## **FINES AND CHARGES**

### **Fines**

Library does not charge fines on regular checkouts. Exceptions to this policy are:

- Fines for recalled materials accrue at the rate of \$.50 per item, per day. The maximum fine is \$10.00.
- Fines for Reserve materials accrue at the rate of \$1.00 per item, per hour. The maximum fine is \$10.00.

### **Replacement Charges for Lost or Non-returned Materials**

All patrons are responsible for replacement fees for lost or non-returned items. A non-returned item is considered lost 28 days after the due date. The patron is mailed a bill for the replacement cost plus a \$15.00 non-refundable processing fee. Actual replacement charges are based on the current price (if the item is still in print). For further information, please see Circulation staff.

### **Rebinding Charges for Damaged Items**

All patrons are responsible for replacement fees or for rebinding charges for any materials damaged while checked out in their name. Rebinding fees are based on the rates currently charged by the Library's contracted binder. If an item is returned in good condition after a patron has paid for its replacement, the replacement cost (but not the processing fee) will be refunded.

## **Account Blocks**

Even though Townsend Library does not charge fines, blocks are placed on a borrower's record to suspend privileges until materials are returned and/or financial obligations are cleared.

Patrons with faculty privileges are not assessed fines, but they are responsible for replacement, processing, and rebinding charges. Long overdue materials will result in computer-generated blocks, as will non-compliance with recall notices.

## **INTERLIBRARY LOANS**

Materials not available in the David H. Townsend Library may be borrowed from other libraries through Interlibrary Loan and are subject to the restrictions of the lending library, the National Interlibrary Loan Code and the 1976 Copyright Law.

Interlibrary loans are requested electronically through the International OCLC computer system, which lists over 39 million titles, owned by over 26,000 libraries. Interlibrary loans service is normally free. The borrower will be contacted for approval if a fee is attached to the ILL transaction.