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<b>OFFICE:</b>	Library	<b>DEPARTMENT:</b>	Access Services
<b>DATE:</b>	Last revised September 27, 2021		
<b>CATEGORY:</b>	Policy		
<b>SUBJECT:</b>	Circulation Policy		

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## CIRCULATION POLICY

Library borrowing privileges are available to all individuals currently enrolled or employed at any Benedictine University campus.

In addition, limited library borrowing privileges are extended to members of Saint Procopius Abbey, Sacred Heart Convent, residents of the Villa St. Benedict, and Benet Academy faculty and staff. Benet Academy students may check out materials if they have written permission from a Benet Academy Librarian. The above listed patrons do not have interlibrary loan privileges through Benedictine University Library; items from other libraries must be procured through their home libraries.

### Consortium Members

Individuals currently enrolled students or employed at an I-Share institution (<http://www.carli.illinois.edu/membership/mem-libs>) may borrow books from the Benedictine University Library. Patrons from I-Share institutions must provide a valid student ID.

### Alumni

Alumni of Benedictine University are granted borrowing privileges by request. Alumni are defined as any former student who has received an Associate, Bachelors, Masters or Ph.D. degree from Benedictine University. Alumni may utilize the library's online services while on campus, but do not have off-campus access to library databases or interlibrary loan services. Springfield College Alumni are provided the same services as Benedictine University alumni.

### Public Library Patrons

Borrowing privileges for the Lisle Campus are extended to library cardholders, age 18 or older, from the following municipalities:

Darien	Downers Grove	Glen Ellyn
Lisle	Lombard	Naperville
Warrenville	Westmont	Wheaton
Winfield	Woodridge	

Patrons must be in good standing at their 'home' library. Call the Circulation Desk at (630) 829-6050.

## **Borrower Confidentiality**

In accordance with Illinois law, all library records relating to an individual user and his/her use of the library and its resources are confidential. These records may be consulted and used by library staff in the course of library operations. Records will not be disclosed to others except: upon the request or consent of the library user, pursuant to subpoena, court order or otherwise as required by law. Such disclosure may be made only by the University Librarian in consultation with appropriate University authorities.

## **Recalls**

When an item is requested (or recalled) by another individual, the patron who currently has the item checked out will be emailed or mailed a recall notice.

## **Damaged Materials**

There will be no charge for normal wear and tear on any item.

If an item is damaged by a patron so that further circulation is impossible, the patron will be charged the full replacement price of the item. Users responsible for damage will have their library privileges suspended. Legal action may be taken if the damage is extensive.

The campus operational manager will determine the charge for damage that can be repaired or that does not render the item unusable.

Damage to material will be assumed to be accidental unless there is reason to believe otherwise. Patrons found defacing or destroying library materials shall be required to pay for a replacement copy

## **Claimed Returned Items**

If a user receives a notice for a Benedictine University item that they believe has been returned, the user must notify the Library as soon as possible. Once notified, the Library will search for the item three times within sixty days. If an item is not found during this period, the patron will be held responsible for the lost item charges. Please see Library Fines and Fees Policy for additional information.

## Loan Periods

ITEM TYPE	PATRONS	LOAN PERIOD	MAX LOAN PERIOD
<b>Print Books</b>	BenU Students BenU Faculty BenU Staff	6 Weeks	18 Weeks
	I-Share Patrons	4 Weeks	16 Weeks
	BenU Alumni Public Library Patrons	4 Weeks	8 Weeks
<b>AV Materials (DVDs, CDs, etc.)</b>	BenU Students BenU Faculty BenU Staff I-Share Patrons	2 Weeks	4 Weeks
<b>Print I-Share Materials</b>	BenU Students BenU Faculty BenU Staff	4 Weeks	16 Weeks
<b>Non-Print I-Share Materials</b>	BenU Students BenU Faculty BenU Staff	2 Weeks	4 Weeks
<b>Instructional Materials Collection (IMC)</b>	BenU Students BenU Faculty BenU Staff	2 Weeks	4 Weeks
<b>Technology Equipment</b>	BenU Students BenU Faculty BenU Staff	3 Days or 4 Hours depending on item	No Renewals
<b>Music Scores</b>	BenU Students BenU Faculty BenU Staff	4 Weeks	No Renewals
<b>Textbook Collection</b>	BenU Students BenU Faculty BenU Staff	Due at End of Term	No Renewals
<b>Reference Books</b>	All Patrons	Non-Circulating; In-Library Use Only	Not Applicable
<b>Print Periodicals</b>	All Patrons	Non-Circulating; In-Library Use Only	Not Applicable
<b>Microfilm</b>	All Patrons	Non-Circulating; In-Library Use Only	Not Applicable
<b>Archival Materials</b>	All Patrons	Non-Circulating; In-Library Use Only	Not Applicable

## **Loan Limits**

- Alumni and Public Library Patrons may check out a total of ten items.
- Benet students may check out a total of three items.

## **Returns**

Equipment must be returned in person to a staff member at the Circulation Desk. All other borrowed materials may be returned at the Circulation Desk inside the library or deposited in the book drop. Please see Library Fines and Fees Policy for additional information.

## **Reserve Materials**

### ***Students***

Reserve materials are available at the Circulation Desk or as electronic reserves online. The instructor sets the length of time that reserve items can be checked out, and some materials may be specified as “in-library use only”. These items may only be used in designated areas. Only Benedictine University students currently enrolled in classes may access print or electronic reserves.

### ***Instructors***

All items requested for reserve must conform to the Fair Use standards of current Copyright Law. A Reserve Request form must be completed by the instructor in order to add an item to reserve shelf or electronic reserves. Forms are located at the Circulation Desk and available on the Library website at: <http://www.ben.edu/library/faculty/reserves.cfm>.

To reserve videos for specific in-class showing, instructors should make reservations with the Library three weeks in advance. The Library cannot guarantee the availability of the video after that time.

Please see Library Reserves Policy for additional information.

## **Equipment**

- Users must be a current Benedictine University student, faculty or staff member to check out equipment.
- Users must present a valid Benedictine University ID to check out equipment.
- Users must not have fines or suspensions attached to their library account to check out equipment.
- The library does not take reservations for equipment.
- Users are responsible for the safety and security of all equipment and accessories checked out to them. Stolen, lost or damaged items will result in a replacement charge equal to the cost of the equipment, plus a processing fee.
- Users must return equipment to a library staff member in person at the Circulation Desk.
- Users are responsible for logging out of accounts and clearing content and passwords before returning equipment. The library is not responsible for any files or personal information left on equipment.
- The library is not responsible for any damage or loss of data that may occur directly or indirectly from the use of library equipment or for any subsequent loss or damage.

## **Borrowing Materials from Other Libraries**

When Benedictine University faculty, staff or students need materials that are not available from the University Library or the I-Share catalog they may request the needed materials through Interlibrary Loan. Items available in participating I-Share libraries may be borrowed immediately by visiting the owning library with valid student ID. For more information please see the Interlibrary Loan policy.

## **Archive Access Policy**

The Archives are open for regular hours on weekdays as posted to the library website, excluding holidays and University closures. Other times, such as evenings and weekends, may be available by appointment. Appointments are recommended to ensure adequate space and resources for visitors; contact the Archivist & Special Collections Librarian for appointments.

Archival collections do not circulate and researchers must use items on-site. Some materials may require handling under the supervision of Library staff. All archives use must have written approval. Forms for permission to access them are available on the Archives website. Items may be photographed (without flash) or scanned in accordance with copyright restrictions and other Archives policies if the condition of the item permits.

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
University Librarian

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Provost Academic Affairs