



Benedictine University Library

OFFICE:	Benedictine University Library	DEPARTMENT: Access Services
DATE:	Last revised January 2023	
CATEGORY:	Policy	
SUBJECT:	Circulation Policy	

CIRCULATION POLICY

Benedictine University Library (“the Library”) borrowing privileges are available to all individuals currently enrolled or employed at any Benedictine University (“the 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, and the public. Benet Academy students may check out materials if they have 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
Lisle
Warrenville
Winfield

Downers Grove
Lombard
Westmont
Woodridge

Glen Ellyn
Naperville
Wheaton

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 during 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 Benedictine University Librarian in consultation with appropriate Benedictine 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 Access Services Librarian 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 they believe has been returned, they 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 The Benedictine University [Library Fines and Fees Policy](#) for additional information.

Loan Periods

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

Loan Limits

- Alumni, Benet students, and public library patrons may check out a total of ten 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 the Benedictine University [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 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.

AV and Technology Equipment Circulation

- Users must be a current Benedictine University student, faculty, or staff member to check out audio visual and technology equipment.
- Users must present a valid Benedictine University ID to check out equipment.
- Users must not have 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 unavailable from the Benedictine University Library or the I-Share catalog, they may request them 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. For more information, please see the Archives Policy.