Title: Faculty and Staff Circulation Policy

Division/Department: Lenoir-Rhyne University Libraries, Rudisill Library

Related Policy(ies): Rudisill Library Materials Charges Policy

Purpose
To describe provision of circulation privileges to faculty and staff.

Policy
Faculty and staff of Lenoir-Rhyne University (LRU) may, and are encouraged to use the library and all of its services.

Faculty and staff are fully accountable for the materials they use in the Library and materials they check out from the facility, in accordance with the LRU statement of values, particularly Integrity (We will act with integrity at all times. We will respect and be honest with each other. We will take personal responsibility for our words and our actions.). Such accountability includes returning materials on time and in the condition in which they were checked out and paying any fees for damaged or lost book and the associated processing fees in a timely manner.

Registration
Faculty members are registered automatically every fall semester. Adjunct faculty and staff must contact the library to renew their registration.

Use of Library
All patrons, including faculty and staff members, must present their campus identification card at check out in order to check out materials from the library.

Fees and Fines
Rudisill Library does not charge faculty and staff overdue fines on materials that they check out. However, the library will charge them fees for damaged or lost materials plus the associated processing fees, following the Library’s Materials Charges Policy.

Use of Students to Check Out Material
If a faculty or staff member requests one of their student staff to retrieve library materials for them, the faculty or staff member must give his or her library card to the student, who must then present it at check out to the circulation staff member.

The library does not check out materials for faculty or staff to a student using that student’s own library card unless the student presents written authorization from the faculty or staff member allowing the student to do so. Any ensuing fines or fees will be the responsibility of the faculty or staff member, not the student.
Separation from the University
Faculty and staff members who separate or retire from Lenoir-Rhyne may be eligible for Community Patron status and can apply for that. Faculty and staff who are not eligible may be granted some privileges on a case-by-case basis as determined by the Dean of University Library Services.

Return of Materials upon Separation
Although the library may be notified of the departure of a faculty or staff member, it is the responsibility of faculty and staff members separating from LRU to return to the library all materials borrowed from it prior to their official date of separation. Following established circulation procedures, those individuals will be charged a lost book fee plus a processing fee if items are not returned to the library in the established time frame.

In the case of the departure of a faculty or staff member before the library is notified, the library will contact that individual’s department head to request assistance in the recovery of the checked out item(s). If the item is not recovered in the established time frame, the library will bill the department for processing fees and replacement book costs.

Current information on circulation procedures, including circulation periods and fines, are available at the Circulation Desk and on the library’s web page, Using Library Services/Borrow and Renew.

Procedure Required to Implement Policy
As outlined in the Policy section

Name and Title of Policy Author
Rita Dursi Johnson, Dean of University Library Services

Listing of Affected Individuals (as needed)

Reviewed by/Concurrence from
Larry M. Hall, University Provost

Signature of the Individual(s) Approving the Policy

Approved By (signature)  Approval Date

Approved By (signature)  Approval Date

Developed/Revised or Reviewed
October 2011 / September 2013 / July 2017