

A campus of The California State University

**F85-2**

## **FACULTY LOAN PERIOD; LIBRARY**

**Replaced by F97-11 which in turn was rescinded by F98-5**

### **Legislative History:**

**Document dated November 7, 1985.**

**At its meeting of October 7, 1985, the Academic Senate approved the following Policy Recommendation presented by Charles Whitcomb for the Instruction and Research Committee. This policy superseded S 67-5**

### **ACTION BY THE UNIVERSITY PRESIDENT:**

**"Accepted and Approved as University Policy. Effective Immediately." Signed: Gail Fullerton, November 7, 1985.**

FACULTY LOAN PERIOD

- WHEREAS, Academic Council Policy S 67-5 required faculty to return or renew all books at the end of each academic year; and
- WHEREAS, Faculty and students have found that the Library recall system is quite slow; and
- WHEREAS, Faculty sometimes have difficulty locating books at the end of a year's loan period; and
- WHEREAS, Faculty normally do not need to use a book for longer than a semester; and
- WHEREAS, The return of library books at the end of each semester would make materials more accessible to faculty and students; and
- WHEREAS, The automated circulation system makes mailing notices twice a year more feasible; therefore, be it
- RESOLVED, That all faculty and staff loans will be due once a semester on the last day of Spring or Fall Semester. Overdues will be sent out during intersession; and individual departments will be responsible for forwarding notices to their faculty or staff members who are not on campus after the semester; and be it further
- RESOLVED, That this resolution, when incorporated into S 67-5, establishes a new policy (superseding S 67-5).

## FACULTY LOAN PERIOD

1. Faculty loan regulations are designed to encourage the faculty in research and teaching. The only restriction placed on the faculty in this regard is "fair use" concerning requests by others for needed books.
2. The faculty will not be charged fines on overdue material.
3. Part-time teachers, teaching assistants and graduate assistants, who are issued faculty identification cards, will be treated as faculty members in regard to library privilegess.
4. Any book or other library material charged to a faculty member which is needed by another student or faculty member, or is needed for reserve use, will be recalled.

5. The Circulation Department of the Library will notify faculty members, merely as a reminder, at least once each semester of books charged to them.
6. At the end of each semester all books must be returned. Individual departments will be responsible for forwarding notices to their faculty or staff members who are not on campus after the semester. Those books needed by faculty for the Summer Session or for research may be renewed.
7. The families of the faculty may use the Library by applying for a special card at the Circulation Desk. They will be expected to observe the same rules and regulations as apply to courtesy borrowers.