

Rescinded by [F98-5](#)

## F97-11 Faculty Loans and Charges for Library Materials

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### Legislative History:

At its meeting of December 8, 1997, the Academic Senate approved the following policy recommendation presented by following policy recommendation presented by Don Keesey for the Curriculum and Research Committee.

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

"Approved as University Policy" signed Robert Caret, December, 17, 1997

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### **POLICY RECOMMENDATION** **FACULTY LOANS AND CHARGES FOR LIBRARY MATERIALS**

Replaces: F85-2

Whereas: Faculty have very generous loan periods for library materials, and

Whereas: Such generous loan periods can be maintained only if faculty cooperate by returning recalled materials in a timely fashion, and

Whereas: Collegial behavior requires that faculty cooperate by returning recalled materials in a timely fashion, and

Whereas: Some faculty have not always returned recalled materials in a timely fashion, and

Whereas: The imposition of overdue charges on recalled materials will encourage faculty to return recalled materials in a timely fashion, now therefore be it

Resolved: That the Academic Senate adopt the attached policy on Faculty Loans and Charges for Library Materials

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### Policy on Faculty Loans and Charges for Library Materials

1. The loan period for faculty for regular stack books shall be until the last day of the semester in which the books are checked out.
2. At the end of each semester, all regular stack books are to be returned or renewed. The library will notify faculty members each semester of the regular stack books charged to them. Faculty may renew books in person, by mail, or electronically.
3. Any library materials charged to a faculty member which are needed by another patron or are needed for reserve will be recalled and must be returned within 14 days. The recall notice will clearly indicate

the date on which charges will begin. For overdue recalled materials, faculty will be charged rates similar to those charged to student borrowers.\*

4. Faculty with outstanding fines will be blocked from remote access and blocked from library services.
5. Faculty on leave are responsible for providing their departments with forwarding addresses. Faculty who do not wish to receive library notices through their departments are responsible for providing the library with their current address. Faculty who will be beyond reach of recall notices or otherwise unable to return materials within 14 days are responsible for returning all library materials before leaving.
6. Temporary faculty, teaching associates, and graduate assistants who are issued faculty identification cards and university staff will be treated as faculty members with regard to library privileges.
7. Immediate family members of faculty may use the library by applying for a special card at the Circulation Desk. They must observe the same rules as apply to courtesy borrowers.

\*Information Item: Currently \$1 per day to a maximum of \$10. For recalled items more than 10 days overdue the borrower will be assessed a replacement fee in addition to the \$10 charge. Currently the fee is \$59.