

## **Busse Library Circulation Policy**

The Library circulates materials to the students, faculty, and staff of Mount Mercy University as well as citizens of Iowa.

Specifically, the Library:

- Circulates materials to students, faculty, and staff with an MMU ID card
- Circulates materials to Iowa residents, through the provisions of the Iowa Open Access program, managed by the State Library of Iowa (SILO)
- Circulates materials to other libraries, free of charge, through interlibrary loan
- Borrows materials from other libraries for students, faculty, and staff, free of charge, through interlibrary loan
- Maintains the confidentiality of library patrons

### **Loan Periods**

Circulating Books	4 Weeks
Curriculum Collection	4 Weeks
Media	3 Days
Periodicals	3 days
Reserve Materials	Varies
Reference	Does Not Circulate
Archival Materials	Does Not Circulate

### **Exceptions—**

Faculty, staff, and graduate students may check out items until the end of the semester.

If an item is recalled, your loan period may be adjusted and you may be unable to renew the item.

### **Renewals—**

You are allowed one renewal on an item unless the item has holds placed on it or it has been recalled. If you need additional renewals, please contact a librarian.

### **Notices**

#### **Hold notices—**

You will receive a notification that we are holding an item for you once it has been made available on our hold shelf. This notice will be sent to the email address that we have on file. If the item has not been picked up after three days, another notice will be sent out. We will also notify you when the item is no longer being held for you, at which time you can contact the library or place another hold.

#### **Overdue notices—**

You will receive an overdue notice once the item's due date has passed. These automatic notices are typically sent out at 1, 7 and 15 days overdue. Additionally, a librarian may contact you during this time about the item being overdue.

After 60 days, you will be contacted by the librarian regarding your overdue items. This is considered your final notice. If you do not respond to this notice or return the item, it will be considered a lost item and you will be considered responsible for replacing that item. At this time, your borrowing privileges may be suspended until the item is returned or replaced.

### **Fines**

Busse Library does not charge fines for items that are overdue. This policy was held by the library unofficially until January 1, 2020 at which time it was officially put into place. While we do not charge for an item being overdue, we do charge replacement costs for items not returned.

If an item is not returned within 60 days after the item was initially due, the borrower will be sent a final overdue notice by a librarian. If we do not hear back from you within 14 days regarding your overdue items, the item will be considered lost and you will be charged with replacing the item and your borrowing privileges suspended until the item is replaced or returned.

### **Lost Items**

An item that has exceeded 60 days overdue is considered a lost item. At this time, you will be responsible for replacing the item and your borrowing privileges will be suspended until the matter is resolved. For exact details, please speak to a librarian.

### **Damaged Items**

If an item is returned with substantial damage, you will be contacted by a librarian regarding replacement of the item. As with lost items, you will be responsible for paying the replacement cost of the item so that the item can remain available for patrons to check out.

### **Replacement Fees**

Once an item has exceeded 60 days overdue, it is considered a lost item. It is then your responsibility to replace the item. This includes paying the cost of the item or materials so that the library can purchase a new item to have available for patrons. This cost does not include any fees for processing the new item as a courtesy to our patrons. Once you have paid to replace an item, the matter is considered resolved and your borrowing privileges are restored.

If you would prefer to provide a replacement item rather than pay the replacement cost, this requires the approval of a librarian. Consult with a librarian prior to providing a replacement copy as any item must meet the standards of the library and be of equal or better condition of the same or newer edition that was lost.

### **Questions**

If you have any questions regarding Busse Library's circulation policy, please reach out to us at 319-368-6465 or by email at [library@mtmercy.edu](mailto:library@mtmercy.edu).