

# KANSAS CITY ART INSTITUTE

Name of Policy: Jannes Library Circulation
Source: Jannes Library
Date Revised: October 2018
Form to Complete: N/A

**Policy:**

Students who borrow items from Jannes Library are responsible for understanding and abiding by the library's loan regulations, including payment of fines for overdue items and replacement fees for damaged or lost items.

Summary of Circulation Rules				
Item Type	Loan Period	Fines for Overdues	Recall Policy	Requests for Renewal: Always request on or before the due date.
Circulating Books	28 days	\$.20 per day, each item	May be recalled 28 days after checkout; overdue if not returned within 7 days of recall; fine if not returned \$.20 per day.	Renew once, for an additional 28 days, if no one else has requested the item. Renewal is possible on due date and up to 6 days before.
Circulating Media: DVDs, CDs, Blu-ray	10 days	\$.50 per day, each item	May be recalled 7 days after checkout; overdue if not returned within 7 days of recall; fine if not returned \$.50 per day.	Cannot be renewed.
Restricted-Circulation Media	3 hours, in-library	\$.50 per hour	Cannot be recalled.	Renew once, for an additional 2 hours. Cannot renew until one hour before item is due.
Hourly Reserve	2 hours, in-library	\$.50 per hour, each item	Cannot be recalled unless overdue; usual overdue fines apply.	Cannot be renewed.
Overnight Reserve	24 hours or 12 hours	\$.50 per hour, each item	Cannot be recalled unless overdue; usual overdue fines apply.	Cannot be renewed.
Book from other library within the KC-Towers Cluster of Mobius	28 days	No daily fines. Lender sets date of billing for unreturned items at \$75.00 per item. See Guidelines below.	May be recalled immediately; the recall policy of the lending library applies.	Renew once, for additional 28 days, if no one else has requested the item. Renewal window: 6 days before due date through due date.

Summary of Circulation Rules, continued				
Item Type	Loan Period	Fines for Overdues	Recall Policy	Requests for Renewal: Always request on or before the due date.
Book from another library in Mobius, outside KC-Towers Cluster. See full policy: "MOBIUS Libraries".	28 days	No daily overdue fines. \$120.00 per book is billed 28 days after the due date. Bill reduces to \$20.00 fine per item when returned after billing.	May be recalled 27 days after checkout; overdue if not returned within 7 days after recall issued. \$120.00 per book is billed 28 days after the new due date.	Two renewals allowed for additional 28 days each, if no one else has requested the item. Renewal window: 7 days before due date through due date.

Additional Guidelines:

- A student ID card indicating currently enrolled status is required in order to check out materials from the library. Out-of-date ID cards will not be honored.
- Students are responsible for monitoring their KCAI email accounts; most library communications are sent via email.
- Students are responsible for keeping the library informed of their current mailing address. Bills and academic encumbrance notices are sent through the mail.
- No more than 20 items can be checked out at a time, including up to two media items (DVD, Blu-ray) and up to 12 Mobus items at a time.
- ALL items borrowed from Jannes Library and all other libraries in the Mobius system are due no later than the last day of the semester or of Summer Session 2. When nearing the end of the semester or Summer Session 2, loan periods will be shorter than 28 days.
- Failure to return Mobius items by the end-of-semester due date will result in loss of Mobius borrowing privileges for the following semester. Failure to return recalled Mobius items within 7 days of recall will result in suspension of Mobius borrowing privileges for up to one full semester.
- Students who are registered for classes in the upcoming semester may request to have borrowing privileges over semester breaks.
- Items must be returned to the drop-slot in the Circulation Desk or deposited in the outdoor drop box located behind the library (west side of building.)
- Reference books, magazines, artist files, items in special collections, and select media items are non-circulating, meaning they are available only for in-library use. Scanning to email on library copier/scanners is available for most items.
- Students are responsible for returning all materials on time and in good condition and for returning recalled items within one week of recall.

- Renewal requests can be made by phone, online, or in person, on or within the renewal window (see chart). Overdue items and items requested by another borrower cannot be renewed.
- Borrowing privileges are suspended while there are outstanding obligations (fines, overdue items, etc.) on the student's library account.
- Lost or damaged books and media items from KCAI's Jannes Library and from libraries within the KC-Towers Cluster are billed to the student at \$75.00 per unreturned or damaged item.
- Lost or damaged books and media items borrowed from a Mobius Library are billed to the student at \$100.00 plus a \$20.00 processing fee (\$120.00 total) per unreturned or damaged item. See the full policy: "MOBIUS Libraries".
- A portion of a lost item fee that the library has collected will be refunded if a 'lost item' is returned to the library within 30 days of the payment. For KCAI and in-cluster books, \$10.00 of the total fee collected is non-refundable; for Mobius items, \$20.00 per item is non-refundable; the rest of the fee will be refunded to the borrower.
- Failure to return items and/or pay fines may result in encumbrance of the student's academic records. This may result in withholding transcripts and/or a diploma, or may hold up the registration process.
- Students will be notified by US Mail sent to the local and to the legal/home/permanent addresses in their library record when the student's academic record has been encumbered by the library for overdue books or outstanding fines. To release a library encumbrance, the student must return items, pay any fines, and speak with a library staff member to request removal of the encumbrance.
- The library may use a collection agency to recover books or replacement fees; in this event, the borrower will be responsible for any collection costs incurred.