

Name of Policy: Jannes Library Circulation
Source: Jannes Library
Date Revised: reviewed July 2017
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	7 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.	Renew once, for an additional 7 days, if no one else has requested the item. Renewal window: 2 days before due date through due date.
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	Determined by lending library	May be recalled immediately; overdue if not returned within 7 days after recall issued; the fines policies of the lending library apply.	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 other library in Mobius, outside KC-Towers Cluster. See full policy: "MOBIUS Libraries".	28 days	\$20.00 late fee per item is assessed 45 days after due date.	May be recalled immediately; overdue if not returned within 7 days after recall issued; fine of \$20.00 assessed 45 days after recall issued.	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 bearing a current-semester sticker is required in order to check out materials from the library.
- Up to 20 items can be checked out at a time, including up to two media items (DVD, Blu-ray, CD) at a time.
- ALL items borrowed from Jannes Library and all other libraries in the Mobius system are due on the last day of the semester or of Summer Session 2. Items do not circulate between semesters.
- 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.
- 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 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 \$55.00 plus a \$20.00 processing fee (\$75.00 total) per unreturned 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 6 months of the due date, in good condition. \$10.00 of the total fee collected is non-refundable (\$20.00 for Mobius items); 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 and may result in subsequent loss of library privileges.
- 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.