

AVE MARIA UNIVERSITY LIBRARY CIRCULATION POLICIES

Who may borrow library materials?

Faculty members and spouses, staff and spouses, students, Founders, and community members (with an official photo ID and Collier County library card) are all welcome to borrow library materials with certain restrictions.

How long may I check out library materials?

Faculty members may check out books for a period of 90 days.

Staff may check out books for a period of 60 days.

Graduate students may check out books for a period of 60 days.

Undergraduate students, Founders, and community members may check out books for a period of 30 days.

VHS tapes, DVD's, CD's, and CD-ROM's may be checked out for a period of 1 week (7 days). VHS tapes, DVD's, CD's, and CD-ROM's may only be borrowed by students, and faculty and staff members and their spouses. Because they are in heavy demand, they are not available for borrowing by Founders and community members.

Do I need a library card?

No. To set up an account with the library, AMU students need a valid student ID. Founders need an official photo ID. Community members need an official photo ID and Collier County library card.

What's the maximum number of books I can have out on my account?

Undergraduates can have 10 items on the same subject and no more than 20 items total at any given time. This limit can be waived upon the request of a faculty member for a particular student.

Graduate students can have 25 items on the same subject and no more than 40 items total at any given time. This limit can be waived upon the request of a faculty member for a particular student.

Founders can have no more than 5 books total at any given time.

Community members can have no more than 5 books total at any given time.

Faculty and staff can have no more than 50 items total at any given time. The Director of Library Services, upon request, will consider lifting that limit for items a faculty member needs while engaged in research.

What's the maximum number of audio-visual materials I can have out on my account?

Library patrons may have no more than a total of 3 VHS tapes and/or DVD's checked out at any given time and no more than 3 CD's or CD-ROM's checked out at any time.

Where can I find materials my professors have placed on reserve?

Reserve materials can be obtained at the main desk. These materials can only be used in the library and must be returned within 2 hours.

Some reserve materials may be borrowed overnight. They may be taken out 15 minutes before closing and must be returned within 15 minutes of the Library's opening the next day. Failure to do so will mean this privilege is no longer available to the person.

How do I renew library materials?

Faculty, staff, and students may call, e-mail, or bring books to the main desk to have them renewed. If a hold has been placed by another borrower, the book may not be renewed. If a book is overdue, it may not be renewed by students.

Founders and community members may not renew books.

DVD/VHS, CD's, and CD-ROM items may not be renewed, except by faculty for instructional use.

What if the book I want is already checked out. May I place a hold on that item?

Yes. You will be contacted by email when the item becomes available. If it is needed prior to its scheduled return, an attempt will be made to interloan it.

Can a circulating item be recalled?

Yes. Graduate students and faculty may recall an item checked out to another patron.

If a circulating library resource is recalled, the patron holding the recalled item must return the material within seven (7) days of the *original* check-out date. If the recalled item is requested after the first seven day period, the patron must return the material within 48 hours of receipt of the recall notice.

What materials may I check out?

All library materials may be checked out with the following exceptions:

- * Items designated "Reference" may NOT be checked out.
- * Magazines, journals, newspapers, and other periodicals may NOT be checked out (but articles may be copied).
- * Reserve items may be checked out for use in the library but may not leave the library (except at closing in some instances).
- * Items designated as "rare books" or as "special collections" may in some instances be checked out by members of the faculty (with the approval of the Director of Library Services).

Extended Usage Fees

How much do I pay for an overdue item?

Late fees are \$.20 per day per item and are halved for AMU students if paid at the time the item(s) are returned.

What if I have lost a library item?

Please report the loss of this item to the library immediately. You will be billed for the current list price of this item plus a processing fee. Failure to pay for a lost item will result in a loss of library privileges.

Where do I pay these overdue fines and charges?

Please pay at the main desk.

May I still check out items if I have late fees on my account?

Students may not check out any new items if they have more than \$10 in late fees or unresolved late fees more than 30 days old.

Community members and Founders may not check out any new items until their late fees are fully resolved.