Policy Title: Library Circulation (Check Out) Policy

Policy & Procedure Statement:

Check-Out Limits
The ICOM Library has a small collection of physical books which means that check out times and the total number of books that can be checked out simultaneously are limited.

General check out rules:
- A valid ICOM ID is required to check out materials.
- Library users can check out up to 3 books at once.
- Checkouts can be done by the library staff or through a self-checkout sheet located at the front desk for when the library is unstaffed.

Textbooks
The library strives to have at least two copies of all required books as indicated on the syllabus for each course. One copy is limited to in-library use only, while the other can be checked out.
- Textbooks which are not marked as ‘In-Library Use Only’ can be checked out for three days
- Textbooks can be renewed once (an additional three days) if they have not been requested by another user
• Textbooks marked as ‘In-Library Use Only’ can only be used in the library and should not be checked out or taken to other study rooms in the building

Other Books
• Books that are not required for courses can be checked out for 30 days
• These books can be renewed once (an additional 30 days) if they have not been requested by another user

Non-Book Items
The library also checks out non-book items including anatomical models, board/card games and recreational items.

• Non-book items are for on-campus use only
• Check out is limited to one day
• For the louder/larger games, we encourage patrons to check them out and use them in one of the lounges or group rooms

Late/Lost/Damaged Items
Library users are responsible for keeping track of the due dates of the materials they have checked out from the ICOM Library. Those checking out items will be told the due date and will be given a receipt if requested at the time of check out. A courtesy email reminder will be sent one day before the book is due.

• If the due date falls on a weekend/holiday, the item(s) can be returned on the next day the library is staffed.
• A daily late fee will not be charged for the first seven days an item is overdue, but patrons with late books will not be able to check out any additional items out until the overdue item is returned.
• If an item is lost or not returned within 30 days of the due date, the patron will be charged the cost of the book, plus a $10.00 processing charge.
• Items that are damaged will be evaluated on a case by case basis. Patrons who repeatedly return damaged items will be charged for the item(s), plus a $10.00
processing charge. Items that are too damaged to be returned to the collection will be recycled.

- Patrons may choose to replace an item rather than pay the library the processing fee. Replacement items must be the same edition or newer, the same format (hardback/paperback), and in excellent condition. If a patron replaces a lost item, the $10.00 processing fee will be waived.

Approved by:

[Signature]

CAO/Dean 8/20/19

Date