

# University of Southern Nevada Library & Learning Resources Center Circulation Policy

## **Library Cards:**

The University of Southern Nevada (USN) identification card is used as the Library and Learning Resources Center (LLRC) library card. Persons checking items out of the LLRC must provide their identification card. If the borrower is checking out material for the use by another person, they will remain fully responsible for its return and any fees incurred.

Full borrowing privileges are provided to currently enrolled students, USN faculty and USN staff. Community members and alumni are welcome to use the collection while in the library, but may not check out items.

## **Check-out time period:**

- Books, Periodicals & Audiovisual Materials:
  - Students who are attending classes on-campus: two (2) weeks
  - Off-Campus Students/Students on Rotation: three (3) weeks
  - USN staff: two (2) weeks
  - USN faculty: until the item is recalled or at the end of the academic year
- Reference Books & Reserve Materials:
  - In-house use only
- Group Study Room Supplies:
  - Must be returned prior to the LLRC closing at the end of the day

Maximum number of item that may be checked out at one time is 20.

Books	8
Journals	5
Software	1
Audiovisual	1
Reference items/Reserve materials (In-house use only)	5
Supplies	No limit

## **Holds:**

Library materials may be requested and a hold will be placed onto the item. If an item is currently checked out by another individual it may not be renewed by the current borrower. Upon receipt of the item, a notice will be sent via e-mail alerting the requestor that the item is being held at the circulation desk. Materials will be held for three (3) days.

**Renewals:**

Items may be renewed in person, on-line, or via the telephone. As a courtesy, overdue notices will be sent every Monday, via e-mail. It is the responsibility of the borrower to be aware of due dates and therefore should not rely on overdue reminders sent by the LLRC.

**Fines:**

Overdue items will be charged a fee at a rate of 25¢ per item, per day. If the items are overdue ten (10) or more days, a \$10.00 administrative fee will be added to the total. Borrowers with outstanding fees will be blocked from renewing or checking out additional materials until their account is settled. Unpaid fees may also result in holds upon registering and/or graduation. Fees may be paid at the Bursar's Office.

**Claims-Returned:**

If a borrower believes he/she has returned an item that appears on their account, the borrower should immediately inform the circulation staff. Library staff will conduct a search for the item. Overdue fees will be suspended for one month while the staff searches. If the item is found within the library, it will be removed from the patron's record and the fees deleted. If the item is found outside of the library, the overdue fees will be reinstated. However, if the item is not found after one month, the borrower will be assessed a lost book charge in addition to the overdue fees.

**Lost or Damaged Items:**

Borrowers are responsible for the replacement of any lost or damaged items. Replacement charges include the current price of the item, plus a \$10.00 processing fee. Refunds will not be made for any lost and paid materials which are subsequently found and returned.