

Circulation Policy

The library is pleased to extend borrowing privileges to the Paul Smith's College (PSC) community and the public with the following understanding: those who use the library and its resources agree to adhere to the library's policies, including having respect for others and their rights when using the library and the library facilities and property.

Each borrower is responsible for all materials checked out in his or her name and is responsible for returning borrowed materials in a timely manner. Borrowers agree to pay all late fees and charges incurred for damage to, or loss of, library materials and property.

Library Cards

Library materials may be used by members of the PSC community and the public. When checking out books for the first time, contact information will be collected in case the library needs to contact the patron regarding overdue items; this information will include the patron's name, mailing and e-mail addresses, and phone number. For information regarding the confidentiality of such information, please refer to the library's *Privacy Policy*.

Students/Faculty/Staff: Students, faculty, and staff may use their employee/student ID cards to check out materials.

Public: Members of the public may obtain a library card at the circulation desk with a valid driver's license or other comparable form of identification.

Borrowing Privileges

All patrons with valid library cards or PSC ID cards may borrow books. Faculty, staff, and students may check out an unlimited number of items including equipment and technology. Public users may check out a maximum of three books at any time and may not check out equipment or technology.

Restrictions

Patrons will not be allowed to check out materials if:

- The borrower has reached the maximum allowable checkouts.
- The borrower reached the renewal limit for an item. Special consideration may be made for materials instrumental to class projects.
- The borrower has one or more overdue items.
- The borrower owes a technology fine in excess of \$50.
- Privileges may be suspended for recurrent policy violations.

General Circulation Policies

Items that circulate are expected to be returned on or before the due date as indicated on the receipt given at the time of checkout. The library sends overdue notices and tries to contact patrons as a courtesy, but is not obligated to do so. The following charts outline the library policies regarding loan periods for materials, fines for materials not returned on time, and replacement costs in the event that the items are lost or damaged.

	Loan Period				Overdue Fines	Replacement Cost
	Student	Faculty	Public	Camp		
Circulating Books	14 days	30 days	14 days	7 days	10¢ per day, \$5.00 maximum per item	Actual item cost + \$40 processing fee
Flash Drives	2 days				10¢ per day, \$5.00 maximum per item	
Calculators						
Mounts for GoPro	2 days				10¢ per day, \$5.00 maximum per item	
Audio/Video Recordings	3 Days				\$2 per day, \$50 max	
Audio/Visual Equipment	2 days					
Reference Materials	Non-Circulating—In-library use only					
Periodicals/Magazines						
Pamphlets/Newspapers/Archive materials						
Reserve Materials	2-hour in library				\$1.00 hour, Max \$50.00	
Digital Camera	2 days				\$2.00 per day, Max \$50.00	
Video Camera						
GoPro Camera						
Trail Camera						
GPS						
Laptops	24 hours				\$5.00 per hour, \$100.00 per week	Actual item cost + \$250 processing fee
Headphones/Misc.	24 hours				none	\$10
iPads	3 days				\$5.00 per day, \$35.00 max	Actual item cost + \$40 processing fee per item
LCD Projector	3 days				\$5.00 per day, \$35.00 max	
E-Readers (Kindle)	2 Weeks				\$2.00 per day, \$20.00 per week	

Reserve Circulation Policies

Reserve materials are often in short supply and high demand. Professors may request items they anticipate being in high demand for classes be placed on course reserve. It is the faculty member's responsibility to keep reserve materials up to date and remove or replace them as necessary. All reserve materials are loaned for 2 hours in-library.

Media Equipment Circulation Policies

Laptops, headphones, iPads and E-Readers are able to be checked out for use by students, faculty and staff of the College. LCD projectors may be checked out by staff and faculty only. A Laptop Statement of Responsibility form must be signed and dated by anyone checking out a laptop. This form will be placed in a binder at the front desk. (A copy of this form can be found in Appendix A.)

Audio/Visual Equipment Circulation Policies

Digital cameras, slide projectors, and other audio/visual equipment are able to be checked out of the library. This equipment may be checked out by students, faculty, and staff of PSC. If the equipment will be needed for a longer time period arrangements must be made with a librarian.

Interlibrary Loan Circulation Policies

Please see the document titled "Interlibrary Loan Circulation Policies."

Summary of Lost and Damaged Materials Policies

Charges for Lost and/or Damaged Materials and Property	<ul style="list-style-type: none">• Replacement cost plus• Processing fee
Charges for Lost and/or Damaged ILL Materials	<ul style="list-style-type: none">• Billed according to the policies of the lending institution
Suspension of Borrowing Privileges	<ul style="list-style-type: none">• Upon accrual of \$50 or more in technology fines or• As deemed appropriate based on recurrence of abuse of privileges
Hold placed on college account (withholding of schedules and transcripts)	<ul style="list-style-type: none">• Failure to return materials by end of semester

Renewals

Most items may be renewed once if the item is not on hold for another patron or not needed for Reserves. Due to popularity, laptops are not available for renewal. Renewals must be

made before the item is overdue to avoid penalty. At staff discretion, items that are in particularly high demand, such as those associated with class project requirements, may be subject to non-renewal for the duration of the project. Items renewed after the due date will be subject to fines accrued during that period. The renewal period length is the same as that of the original loan. Patrons can renew books by (a) bringing the item to the library, (b) bringing their ID to the library, (c) calling the library, or (e) emailing the library.

Photocopies/Printers

Black and white photocopying and printing from the library computers is free for students and faculty. Members of the public are asked to donate 10¢ per page copied or printed. Color printing costs \$0.50 per page for students, faculty, and staff even if the color copy is necessary for an assignment. Occasionally an agreement is made between a professor and the dean of the school for color printing required for assignments to be charged to the department account and not the library account. The library honors these agreements but is not responsible for making them.

Returning Books

It is recommended that all materials be returned to the library on time. Items may be returned at the front desk during the library's hours of operation. There is no after-hours drop box to return items.

Fines

Replacement fines for lost or damaged materials will be made permanent 60 days after Paul Smith's College places the charge on their student account. Overdue fines for lost items that were returned may not be removed even if the original item is returned. Students may not appeal overdue charges after 60 days unless a case for the illegitimacy of the fine is presented by the end of the semester that the charge was given.

Fines for overdue laptops may be appealed within 30 days of the original due date of the laptop or by the end of the semester, whichever is sooner.

Cumulative overdue fines of under \$5 will be forgiven by the library every semester. Fines over \$5 will be charged to the student's campus account.

Appeals Process

Library fines are subject to appeal when filed within 30 days of the fine assessment or due date. Appeals forms are available at the front desk of the library and may be returned to the same place. (A copy for this form can be found in Appendix B of this document.) All legitimate objections related to library charges will be considered. Problems that do not constitute a legitimate basis for appeal include failure to receive an overdue notice, failure to renew on time, and lack of knowledge of loan policies.

Appendix A

Joan Weill Library
Laptop Computer Statement of Responsibility

Responsibility and Use Guidelines

1. I agree that I will be responsible for repair or replacement of the laptop and accessories due to any loss, theft, or misuse. Misuse can include but is not limited to banging, dropping or other violent handling of the laptop and includes damages such as a cracked screen, cracked laptop body, cracked disk drives, damaged network\mode\monitor sockets, etc. It does not include damage caused by worn out or aged parts whose failure is not caused by the user. If others use it while I have it checked out, I understand that I will be held liable for any loss, damage, theft or criminal acts that may occur. **I understand that replacement cost of the laptop is \$900.**
2. I understand that the repair and replacement costs of any accessories will be the actual cost of labor and/or parts.
3. I understand that laptops **check out for twenty four hours**, there is no automatic renewal.
4. I understand **the fine for overdue laptops is \$5.00 per hour**. I understand there is no grace period for overdue laptops. I understand if I fail to properly return the laptop, I will be billed a minimum of \$400 and an overdue fine of \$100.00 depending on the cost of the laptop. I understand that if the laptop is returned in good condition, the lost fee or a portion of it may be removed, but I will be held responsible for the overdue fine of \$100.00.
5. I understand I can only check out one laptop at a time.
6. **I understand that the failure to pay all charges incurred because of loss, damage, or theft of the laptop will result in a hold being place on my student account and I will not be able to register for classes or receive my transcripts.**
7. I understand that if the laptop is stolen I must immediately notify Library Personnel at the front desk and file a police report with the Campus Safety.
8. I understand that the library is not responsible for any damage to user's removable disk (CD, Floppy, Flash Drive, etc.) or loss of data that may occur due to malfunctioning library hardware/software.
9. I understand that if I log off the laptop all of my data saved to the computer hard drive or the network drive may be automatically removed.
10. I understand that if I wish to save any data, it must be saved to a floppy disk, writeable CD or USB flash drive.
11. I have witnessed the physical inspection of the Laptop computer and its components. All checked parts are present and appear to be functioning.
12. I have witnessed the physical inspection of the Laptop computer and its components. All checked parts are present and appear to be functioning.

I checked and found that the following components are in the laptop bag:

Laptop Network Cable Laptop Power Supply

I have read and understand the Library Laptop Computer Lending Policy described above. In the event of loss, theft or damage while signed out in my name, I understand that I am financially responsible for the laptop and its accessories. I agree to abide by these policies.

Date

PSC E-Mail Address

Signature

Print Name

Phone #

Staff Initials

Appendix B

Joan Weill Adirondack Library Appeal Policy Form

The fines appeal process was established to provide library patrons with a forum in which to appeal library charges when problems cannot be resolved by any other means.

All legitimate objections related to library charges will be considered. Problems that do not constitute a legitimate basis for appeal are:

- Failure to receive an overdue notice
- Failing to renew on time
- Failing to receive reminder notices, either electronically or by mail
- Lack of knowledge of loan regulations

Appeals must be filed within 30 days from the date of the fine assessment or due date.

To make an appeal, please fill out the form below and submit it to the library circulation desk. You will normally receive a response between 7-10 days.

Current Fine Amount _____

Full Name (please print) _____

Student ID Number _____

Phone Number _____

Email Address _____

Reason for Appeal: