

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.

Circulation Chart

	LOAN PERIOD				OVERDUE FINES	REPLACEMENT COST
Circulating Books	Student	Faculty	Public	Camp	10¢ per day, \$5.00 maximum per item	Actual Item Cost + \$40 Processing Fee
	14 Days	30 Days	14 Days	7 Days		
Flash Drives	2 Days		X	X	10¢ per day, \$5.00 maximum per item	
Calculators	2 Days		X	X		
Mounts for GoPro	2 Days		X	X		
Audio/Video Recordings	3 Days		X	X	\$2 per day, \$50 Maximum	
Audio/Visual Equipment	2 Days		X	X		
Reference Materials	Non-Circulating IN LIBRARY USE ONLY!!!!					
Permanent Reserve						
Periodicals/Magazines						
Pamphlets/Newspapers /Archives materials						
Reserve Materials						
Digital Camera	2 Days		X	X	\$2.00 per day, \$50 maximum	
Video Camera	2 Days		X	X		
GoPro Camera	2 Days		X	X		
Trail Camera	2 Days		X	X		
GPS	2 Days		X	X		
Laptops	24 hours		X	X	\$5.00 per hour, \$100.00 per week	Actual Item Cost + \$250 Processing Fee
Headphones/Misc.	IN LIBRARY USE ONLY!!!!				none	\$10
iPads	3 Days		X	X	\$5.00 per day, \$35.00 Maximum	Actual Item Cost +\$40 Processing Fee Per Item
LCD Projector	3 Days		X	X	\$5.00 per day, \$35.00 Maximum	
E-Readers (Kindle)	2 Weeks		X	X	\$2.00 per day, \$20 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. Borrower must wait 1 hour before checking out another laptop. 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 items 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 10¢ 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 \$10 will be forgiven by the library every semester. Fines over \$10 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.

Laptop Computer Statement of Responsibility

Joan Weill Library

I understand that:

1. I can only check out one laptop at a time for a **maximum of 24 hours**. Renewal is not available.
2. I must wait 1 hour before checking out another laptop.
3. The fine for an overdue laptop is **\$5.00 per hour** or **\$100.00 per week** up to the replacement cost of the laptop. If it is returned in good condition, a portion of the replacement cost may be removed but I am still responsible for the \$100.00 overdue fine.
4. I am responsible for repair or replacement cost of the laptop or accessories due to loss, theft, or misuse even if someone else is using it at the time of the damage. This does not include damage of worn or used parts whose failure is not caused by the user.
5. If I do not pay all charges incurred because of loss, theft, or damage, a hold will be placed on my student account and I will not be able to register for classes or receive my transcripts.
6. If the laptop is stolen, I must immediately tell Library personnel and file a police report with Campus Safety.
7. The library is not responsible for the loss of any data saved on the laptop hard drive. If I want to save data, I must use a USB drive or other external media.

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

Laptop 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

Freshman Sophomore Junior Senior

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 _____

Graduation Month/Year: _____

Phone Number _____

Email Address _____

Date _____

Reason for Appeal:

<p><u>Library Staff Only!</u></p> <p>Resolution: _____</p> <p>_____</p> <p>_____</p> <p>Staff Initials: _____</p> <p>Date: _____</p>
