

GENERAL CIRCULATION POLICY

Louis L. Manderino Library
California University of PA
California, PA

Library privileges for patrons who are currently enrolled at the University start with the first day of the semester and expire 21 days after the last day of the semester.

PLEASE NOTE -- This is our general policy. The library also has an Alumni Circulation Policy, Emeriti Faculty Circulation Policy, a Field Instructor Circulation Policy, a Guest Patron Circulation Policy, and a University Employee Circulation Policy.

LIBRARY CARDS -- A CalCard must be presented in order to borrow library materials.

AUDIO/VISUAL EQUIPMENT -- Arrangements for signing out most audio/video equipment must be made with the media technician between 8:00 a.m. and 4:00 p.m. on Monday through Friday.

LOAN PERIODS -- The loan periods for various library materials are as follows:

Books from general collection	21 days
(renewable unless they are in demand)	
Popular Collection	21 days, no renewals
Curriculum Library materials	21 days
U.S. and Pennsylvania Government Documents	21 days
Non-book materials.....	21 days
(renewable unless they are in demand)	
Videocassettes and DVDs	7 days
(Faculty:21 days)	
Popular DVDs	7 days, no renewals
Audio/Video Equipment	
InFocus Projectors	24 hours
Flip Video Cameras	3 days
Overhead Projectors.....	21 days
Reserve materials for classes	Library use only

MAXIMUM NUMBER OF CHARGES -- 50. Borrower is blocked from further charges when the number of items charged out exceeds fifty (50).

RETURN OF MATERIALS -- Materials are to be returned to the Circulation Desk. (Returned items left within the building on tables or shelves are not considered as having been returned and fines will accumulate until the items have been located and cleared.) The book depository located outside to the left of the main door may be used to return materials when the library is closed.

RENEWALS -- Patrons are permitted two (2) online renewals. Library materials must be returned to the library for an additional renewal period. Books and some non-book materials may be renewed five consecutive times, excluding books borrowed from Interlibrary Loan and EZ-Borrow. Items cannot be renewed if a "hold" has been placed, or if the items are needed for the Reserve Department. Theme kits, videocassettes, CDs, and DVDs have one (1) renewal period. Equipment cannot be renewed. Popular Collection books and Popular DVDs cannot be renewed.

GRACE PERIOD -- Seven (7) days will be given on 21-day materials before a fine is charged; i.e., if library material is due on Monday, it will be overdue a week later on the following Tuesday. There is no grace period for videocassettes, DVDs, Popular DVDs, or Popular Books.

LATE FEES -- After the grace period, a fine of \$1.05 will be charged for each book or non-book materials retroactive to the date the book was due. Overdue notices are issued as a courtesy. Failure to receive an overdue notice does not release patrons from the responsibility for returning or renewing materials or from paying overdue fines. An overdue notice will be issued on the seventh day after the due date. If the materials are not returned in twenty-one (21) days, a billing notice will be sent for the replacement cost of materials and academic records will be sealed until obligations are cleared at the Circulation Desk.

FINE SCHEDULE -- In order to retain borrowing privileges, fines must be paid at the Circulation Desk when overdue materials are returned. The following fine schedule is in effect:

7-day and 21-day books and non-book materials	\$ 0.15 per day
Popular DVDs	\$ 0.50 per day
Room use materials	\$ 1.00 per day
Overdue interlibrary loans	\$ 1.00 per day
Items taken without permission	\$ 1.00 per day
Audio/Video equipment.....	\$25.00 per day
(such as Flip video cameras and InFocus projectors)	

LOST MATERIALS CHARGES -- Lost library materials must be reported to the Circulation Desk. Charges for lost materials are as follows:

Books	\$20.00 minimum charged for paperbound book
	\$50.00 minimum charge for hardbound book
	If actual cost of the book exceeds the minimum, the charge will be the replacement cost of the book plus a \$5.00 processing fee.
Non-book materials	Replacement cost of the item plus a \$5.00 materials & processing
& Equipment	fee.

CONFIDENTIALITY -- The Louis L. Manderino Library is governed by Pennsylvania Act 1984-90, Section 428 Library Circulation Records, which states, "Records related to the circulation of library materials which contain the names or other personally identifying details

regarding the users of the State Library or any other local library which is established or maintained under any law of the Commonwealth or the library of any university, college, or educational institution chartered by the Commonwealth or the library of any public school or branch reading room, deposit station or agency operated in connection therewith, shall be confidential and shall not be made available to anyone except by a court order in a criminal proceeding."

Revised: August 14, 2012