

# FIELD INSTRUCTOR CIRCULATION POLICY

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

**PLEASE NOTE** – The library also has a General Circulation Policy.

**BORROWING PRIVILEGES** – Field Instructors may borrow books and most non-book materials\* for a loan period of 21 days.

\* Exceptions to the 21 day loan period:

Popular Collection .....	21 days, no renewals
Video Cassettes and DVDs .....	7 days
Flip Video Cameras .....	24 hours
Overhead Projectors .....	3 days

**Interlibrary Loan and EZ-Borrow** services are not available for field instructors.

**ELECTRONIC RESOURCES** – Off-campus access to databases is available.

**MAXIMUM NUMBER OF CHARGES** – 25. Borrower is blocked from further charges when the number of items charged out exceeds twenty-five (25).

**RECALLS** – Books, non-book materials, and equipment charged out by the borrower may be recalled by the library after the item has circulated for 21 days.

**RENEWALS** – Field Instructors are permitted two (2) online renewals. Library materials must be physically returned to the library for an additional renewal period. Books and non-book materials cannot be renewed if there is a “hold” for the items, or if the items are needed for the Reserve Department. Equipment cannot be renewed. Items that are not renewed or returned by the due date shall be regarded as overdue.

**LATE AND LOST FEES** – An overdue fine notice will be mailed six days after the due date for materials not returned and library privileges will be suspended. If the overdue notice is ignored, the library will institute replacement cost procedures twenty-one (21) days after the overdue notice has been sent, moreover, a copy of the bill will be sent to the Dean of Library Services. If books, non-book materials, and/or equipment are lost, borrowing privileges will be suspended until the replacement cost is paid.

The Dean of Library Services shall be empowered to modify or waive these rules in exceptional cases.