

**CIRCULATION DEPARTMENT  
JAMES A. ROGERS LIBRARY**

**POLICY STATEMENT  
ON  
BORROWER CATEGORIES AND BORROWING PRIVILEGES**

All borrowers must present their I.D. card to check out any materials, including reserve materials. A borrower may NOT use someone else's card to check out books. The only exceptions to this are faculty administrative assistants or student assistants and faculty/staff spouses or children.

The following categories of Library users are permitted to borrow books from the Library under the stated conditions:

**FMU STUDENTS ~ CURRENTLY ENROLLED**

- REQUIREMENTS FOR FMU I.D. CARD: Must be currently registered in FMU classes. Students not appearing in the Library system after all registration files have been loaded should check with the Registrar's Office.
- REQUIREMENTS FOR BORROWING: Must present FMU I.D. card at all times, including use of reserve items.
- LOAN PERIOD: 14 days; end-of-term due date is last day of exams
- MAXIMUM BOOK LIMIT: None
- RECALL: Books are not recalled from students.
- RESTRICTIONS: Fines, including those held at Accounting, must be paid before the student may renew or check out more books.
- CARD EXPIRATION DATES: End of semester (one week after last exam day)

**FMU STUDENTS ~ BETWEEN SESSIONS** (card expired)

- REQUIREMENTS FOR BORROWING: Must present FMU I.D. card current from the previous semester; must plan to return the following semester.
- LOAN PERIOD: 14 days
- MAXIMUM BOOK LIMIT: 5

NOTE: This category does NOT apply to students who have graduated, those who have not been to FMU the previous semester, or those not coming back the very next semester. Students who have graduated may become Alumni borrowers. Students who do not plan to attend the following semester or who have not been enrolled the previous semester must become Guest Borrowers.

NOTE: Pre-registered freshmen and transients who have an FMU I.D. card but have not been loaded into the system may NOT check out until they appear.

### **FMU FACULTY AND STAFF**

REQUIREMENTS FOR FMU I.D. CARD:	Must have permanent FMU I.D. card. Paper FMU I.D. cards held by adjunct faculty are NOT acceptable; a permanent FMU I.D. card must be made.
REQUIREMENTS FOR BORROWING:	Must present FMU I.D. card to check out any bar-coded material.
LOAN PERIOD:	Semester check out.
MAXIMUM BOOK LIMIT:	None
RECALL:	If a faculty or staff member has a book at least two weeks, the Library may recall it for student use.
RESTRICTIONS:	If overdue books are not returned in 30 days, further checkouts or renewal of items is denied.
NOTE:	Student assistants and departmental administrative assistants sent to check out books for a faculty member must bring the faculty member's FMU I.D. card or a signed note of authorization from the faculty member.
CARD EXPIRATION DATES:	Updated annually until employment is terminated.

### **FMU FACULTY AND STAFF ~ RETIRED**

REQUIREMENTS FOR FMU I.D. CARD:	Retired faculty or staff wishing to borrow material from the Library may use the card they had when employed, or a new card will be made free of charge if they no longer have one.
REQUIREMENTS FOR BORROWING:	Same as faculty/staff.
LOAN PERIOD:	Same as faculty/staff.
MAXIMUM BOOK LIMIT:	Same as faculty/staff.
CARD EXPIRATION DATE:	Updated yearly as needed.

### **FMU FACULTY AND STAFF ~ SPOUSES AND CHILDREN**

REQUIREMENTS FOR BORROWING:	Must present faculty or staff member's FMU I.D. card. Must present some form of personal identification verifying relationship with faculty/staff member.
LOAN PERIOD:	Same as faculty/staff.
MAXIMUM BOOK LIMIT:	Same as faculty/staff.
RESTRICTIONS:	Faculty and staff are responsible for any item checked out with their cards by spouses or children.

## **FMU ALUMNI**

REQUIREMENTS FOR FMU I.D. CARD: Must present current Alumni Association membership card. If borrower does not have a card, Alumni Office may be contacted to determine if borrower is current with the Association.

REQUIREMENTS FOR BORROWING: Must present permanent FMU I.D. card.

LOAN PERIOD: 14 days

MAXIMUM BOOK LIMIT: 10

CARD EXPIRATION DATE: Same as expiration date of Alumni Association card.

### **1. COOPERATIVE BORROWERS**

- a. Florence-Darlington Technical College – Students/Faculty/Staff
- b. Coker College – Students/Faculty/Staff
- c. Chesterfield-Marlboro Technical College – Students/Faculty/Staff
- d. Williamsburg Technical College – Students/Faculty/Staff
- e. Roche Carolina Employees
- f. Irix Pharmaceuticals Inc. Employees
- g. Wilson High School – International Baccalaureate Students
- h. Latta High School – International Baccalaureate Students
- i. Teacher Cadets
- j. Department of Natural Resources – Florence Employees

REQUIREMENTS FOR I.D. CARD: An I.D. card from the borrower's institution/agency must have current validation sticker. A Library barcode is placed on the borrower's I.D. card.

REQUIREMENTS FOR BORROWING: Must present current I.D. card.

LOAN PERIOD: 14 days

MAXIMUM BOOK LIMIT: 10

RESTRICTIONS; Cooperative patrons may NOT check out books between their sessions. Staff and faculty adhere to same end of term date as students, after which they resume 2-week loan period.

CARD EXPIRATION DATE: Students – End of Semester; Faculty/Staff – Until employment is terminated; updated yearly as needed.

## **GUEST BORROWERS**

REQUIREMENTS FOR FMU I.D. CARD: Must have S.C. driver's license or other appropriate form of state issued I.D.  
Must be at least 18 years of age.  
Must pay an annual fee of \$25.00.

REQUIREMENTS FOR BORROWING: Must present FMU I D. card.

LOAN PERIOD: 14 days

MAXIMUM BOOK LIMIT: 5

NOTE: Senior citizens (age 62 and older) pay a first-time fee of \$25.00; card is renewable free of charge thereafter.

CARD EXPIRATION DATE: One year from registration or last renewal date.

## **"SPECIAL" BORROWERS**

At the request of the Library Dean, certain individuals affiliated with the University may be given borrowing privileges. FMU I.D. cards are made for these individuals.

LOAN PERIOD: 14 days

MAXIMUM BOOK LIMIT: None

## **RENEWALS**

1. FMU STUDENTS, FMU ALUMNI, COOPERATIVE BORROWERS, AND GUEST BORROWERS:
  - a. Renewals may be made with the borrower's I.D. card, the books to be renewed, or by accessing the Library's web page and selecting the "*Renew Books*" option.
  - b. Renewals can be made by a second party provided the second party present has the borrower's I.D. card or books.
  - c. Telephone renewals are not allowed unless authorized by the Circulation Manager.
  - d. A book may be renewed as often as desired unless it is being requested by another patron.
2. FMU FACULTY AND STAFF
  - a. Renewals must be made in person with books during spring semester; the Library staff must inspect the condition of the books. Fall semester renewals require FMU I.D. card only.
  - b. Faculty and staff are not allowed to renew books or check out more books if being charged for the cost of a book assumed lost. This item must be returned or paid for in order to restore borrowing privileges.

## **FINES AND OVERDUE BOOKS**

1. GENERAL POLICIES FOR ALL BORROWER CATEGORIES, EXCEPT FMU FACULTY AND STAFF:
  - a. Fines are 10 cents per book per day.
  - b. The maximum accrued fine for one book not yet billed is \$2.50. After 30 days a \$7.50 processing fee is added. (See Lost Materials)
  - c. Saturdays, Sundays, and days that the Library is closed are not counted in fine calculation, excluding Reserve Material.
  - d. Renewal and further check out is prohibited until fines are paid.
  
2. FMU STUDENTS, ALUMNI:

At the beginning of each month, fines are turned over to Accounting. Students who fail to pay fines or charges and return overdue books will not receive grades, will not be allowed to register, graduate, or transfer until all fines and charges are paid.
  
3. COOPERATIVE BORROWERS:

Cooperative institutions are informed of fines on a monthly basis. At the end of the fiscal year, cooperative institutions will be notified to pay the balance on fines incurred during that year.
  
4. FMU FACULTY/STAFF:

Faculty and staff are not charged fines. Failure to return overdue books will result in loss of borrowing privileges once the book is assumed lost by the system.

## LOST MATERIALS

(For PROCEDURES on how to handle books reported lost, see LOST BOOKS section in Circulation manual)

1. All library users, including faculty and staff, are responsible for the loss of books checked out in their name.
2. When a book lost and paid for is returned, the cost of the book is reimbursed to the borrower. If the returned book is damaged, repair charges will be added.
3. The library does not accept gift books presented by the borrower as replacements for books lost by the borrower. The borrower is responsible for returning the items borrowed or paying any charges associated with the lost items.
4. Books not returned within 30 days from due date are declared lost by the Library and costs and fines are assessed:
  - a. FMU STUDENTS AND FMU ALUMNI  
Cost of books, overdue fines (\$2.50 per book) and a processing fee of \$7.50 per book are turned over to the Office of Business Affairs – Accounting.
  - b. FMU FACULTY AND STAFF  
A bill is mailed to the borrower. Further borrowing is denied until books are paid for. Department chairman will be notified.
  - c. COOPERATIVE BORROWERS  
In addition to the borrower being sent a bill, the cooperative institution is notified. The cooperative institution is financially responsible for lost books and fines created by its student/faculty/staff.
  - d. GUEST BORROWERS  
The borrower is sent a bill. If not resolved, the borrower could face legal proceedings.
5. Replacement costs are as follows:
  - Books: Cost of the book or a minimum of \$25.00, whichever is greater.
  - Books no longer in print:: Cost of book or \$55.00, whichever is greater.
  - LAC, LEL or cataloged microfiche: \$10.00 per fiche
  - ERIC microfiche: \$1.00 per fiche
  - Portable microfiche reader: \$200.00

## **DAMAGED MATERIALS**

Charges are as follows:

1. Book sent to bindery: \$8.00
2. Book damaged beyond repair or rebinding: replacement cost (see Lost Materials)
3. Microfiche: replacement cost (see Lost Materials)

## **NOTICES**

1. Notices are sent to all borrowers as a courtesy. It is the responsibility of the borrower to return materials on time.
2. Overdue notices are sent via e-mail or print on 4 occasions:
  - a) 3 days after the due date
  - b) 10 days after the due date
  - c) 20 days after the due date
  - d) 36 days after the due date {Bill}
3. Fine notices are sent at the end of the month.

## **NON-CIRCULATING ITEMS**

Reference materials, Special Collections materials, periodicals, building use only materials, microfilm, maps, etc. may not be checked out without the permission of a Reference librarian.

## **PASCAL DELIVERS**

Current faculty, staff, and students in good standing can request books the library does not own via Pascal Delivers. Pascal Delivers allows borrowers to retrieve material from any consortia member of academic libraries in the state by making a simple web request. Those items are then delivered by courier to the Circulation Desk in a few business days (usually 2-3).

## **CHECK CASHING**

1. The Circulation Desk cashes small checks (\$10.00 or less) for patrons to use in photocopiers only.
2. Checks are not cashed for Library Staff or Student Workers.

## **ROGERS LIBRARY LAPTOP LOAN PROGRAM**

Only currently enrolled Francis Marion University students with a valid FMU ID card may borrow library laptops.

Only borrowers in good standing (no outstanding fines or overdue books) may borrow a laptop.

Laptop borrowers assume **full financial responsibility** for damage, loss, or theft of the laptop and its peripherals, regardless of use inside or outside the library, and must sign a laptop liability agreement at the beginning of each semester.

Laptops are available on a first-come-first-served basis and may not be reserved in advance.

Only one laptop may be checked out to a borrower at any given time.

The loan period for laptops is one (1) day, with no renewal.

Laptops must be returned to a circulation staff person, not left in a book drop or on the counter of the circulation desk.

At check-out and check-in, the borrower is required to be present and witness the physical inspection of the laptop to insure that the laptop is functioning and that all equipment is intact and undamaged.

Printing is not available from the laptop. Data should be saved to an external storage device, such as a USB drive, or e-mailed as an attachment.

Data saved to the laptop will be erased and cannot be recovered when the laptop is rebooted or powered off.

Charges will be assessed as follows for overdue fines and replacement. Damage charges will be assessed on the basis of the extent of damage and may be equal to replacement charges.

	<i>Overdue Charges</i>	<i>Replacement Charges</i>
<b>Laptop</b>	\$.10/hour	\$750.00
<b>Laptop Case</b>	\$.10/hour	\$45.00
<b>Laptop Battery</b>		\$150.00
<b>AC Adapter/Charger</b>	\$.10/hour	\$75.00
<b>Surge Suppressor</b>	\$.10/hour	\$25.00
<b>Ethernet Cable</b>	\$.10/hour	\$25.00