

James A. Rogers Library

Policy Statement on Borrower Categories & Borrowing Privileges

All borrowers must present their ID 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 these stated conditions:

Borrowing Guidelines

Currently Enrolled FMU Student

Requirements for FMU Student ID Card: student must be currently registered in Francis Marion University (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 always FMU student ID card, including the use of reserve items and laptop loan.

Loan Period:	14 days; the end-of-term due date is last day of classes.
Maximum Book Limit:	None
Recall:	Books are not recalled from students.
Restrictions:	Fines, including those held at campus accounting and must be paid before the student may renew or check out more books.
Card Expiration Dates:	End of semester

FMU Students Enrolled Between Sessions (card expired)

Requirements for borrowing: student must present most current FMU student ID card from previous semester; student must plan to return to FMU the following semester.

Loan Period:	14 days
Maximum Book Limit:	5

Note: This category does not apply to students who have: graduated, haven't been to FMU the previous semester, or isn't returning to FMU the very next semester. Students who have graduated may become Alumni borrowers. Students who do not plan to attend the following semester or have not enrolled the previous semester must become Guest borrowers.

Note: Pre-registered freshman and transients who have an FMU student ID card may not check out material until

they are fully registered and enrolled for that semester.

FMU Faculty and Staff

Requirements for FMU Faculty/Staff ID card: must have permanent FMU ID card. Paper FMU ID cards held by adjunct faculty are not acceptable and a permanent card must be made.

Requirements for borrowing: must present FMU ID card to check out any barcoded material.

Loan Period:	Semester checkout.
Maximum Book Limit:	None
Recall:	If a faculty/staff member has a book at least one month, the Access Services staff may recall it for student use.
Restrictions:	If overdue books are not returned in 30 days, further checkouts or renewal of items will be denied.
Note:	Student assistants and departmental administrative assistants sent to check out books for a faculty member must bring the faculty member's FMU ID card or a signed note of authorization from the faculty member.
Card Expiration Dates:	Updated annually until employment is terminated.

Retired FMU Faculty and Staff

Requirements for FMU ID card: retired faculty or staff wishing to borrow materials from the library may re-use the ID card they were issued while employed at FMU, or a new card will be made free of charge if they no longer have their ID card.

Requirements for borrowing: must present FMU ID card to check out any barcoded material.

Loan Period:	Semester checkout
Maximum Book Limit:	None
Card Expiration Dates:	Updated yearly as needed.

Spouse & Children of FMU Faculty and Staff

Requirements for borrowing: must present faculty/ staff member's FMU ID card, and some form of personal identification verifying relationship to the faculty/staff member.

Loan Period:	Semester checkout
Maximum Book Limit:	None
Card Expiration Dates:	Faculty/staff are responsible for any item checked out with their cards by spouse or children.

FMU Alumni

Requirements for FMU ID card: must present current Alumni Association membership card. If a borrower does not have a card, Alumni Office may be contacted to determine if the borrower is current with the Association.

Requirements for borrowing: must present permanent FMU ID card.

Loan Period:	14 days
Maximum Book Limit:	10
Card Expiration Dates:	Same as the expiration date of Alumni Association card.

Designated Borrowers

Requirements for ID card: an ID card from the borrower's institution/agency must be current. A library barcode is placed on the borrower's ID card.

Requirements for borrowing: must present current ID card.

Loan Period:	14 days
Maximum Book Limit:	10
Restrictions:	Patrons may not check out books between their sessions. Staff and faculty must adhere to the same end-of-term date as students, after which they may resume 14-day loan period.
Card Expiration Dates:	Students – end of a semester. Faculty/Staff – until employment is terminated; updated yearly as needed.

Guest Borrowers

Requirements for FMU ID card: must have S.C. driver's license or other appropriate forms of state-issued ID; at least 18 years of age; required to pay an annual fee of \$25.

Requirements for borrowing: must present FMU ID card.

Loan Period:	14 days
Maximum Book Limit:	5
Note:	Senior citizens (62 and older) pay a first-time fee of \$25; the card is renewable free of charge thereafter.
Card Expiration Dates:	One year from registration or last renewal date.

Special Borrowers

Requirements for FMU ID card: at the request of the Library Dean, certain individuals affiliated with the University may be given borrowing privileges. FMU ID cards are made for these individuals.

Loan Period: 14 days

Maximum Book Limit: None

Borrowing Privileges

Renewals

1. **FMU Students, Alumni, designated borrowers, and guest borrowers:**
 - a. Renewals may be made with the borrower's ID card or the books to be renewed.
 - b. Renewals can be made by a second party provided the borrower's ID card or books are present.
 - c. Telephone renewals are not allowed unless authorized by the Access Services Librarian.
 - 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 the books present during the Spring semester. The Access Services staff must inspect the condition of the books. Fall semester renewals require FMU ID 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.
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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 processing fee of \$7.50 is added. (*see Lost Materials*)
 - c. Saturdays, Sundays, and days that the library is closed are not counted in fine calculation; this excludes reserve material.
 - d. Renewal and further check out is prohibited until fines are paid.
2. **FMU Students:**

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

3. **Designated Borrowers:**

Institutions/agencies are informed of fines monthly. 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 and 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

1. All library users, including faculty and staff, are responsible for the loss of books checked out in their name.
2. When a lost book is paid for and then 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 lost books by the borrower. The borrower is responsible for returning the items borrowed or pay any charges associated with the lost items.
4. Books not returned within 30 days from the due date are declared lost by the library; costs and fines will be assessed:
 - a. FMU students and alumni

Cost of books, overdue fines (\$2.50 per book) and a processing fee of \$7:50 per book is reported to the FMU 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.

- c. Designated Borrowers

In addition to the borrower being sent a bill, the institution/agency is notified. The institution/agency is financially responsible for lost books and fines created by its student, faculty, staff, or employee.

- 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 \$25.00, whichever is greater.

Government documents: \$25.00

ERIC, LAC, LEL, or cataloged microfiche: \$10.00 per fiche

Damaged Materials

1. Charges are as follows:

Book requiring bindery repair: \$8.00

Book damaged beyond repair and rebinding: replacement cost (*see Lost Materials*)

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:
 - 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
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Non-Circulating Items

Reference materials, Special Collections materials, periodicals, building use only materials, microfilm, maps, etc. may not be checked out. For extenuating circumstances, a reference librarian or the Library Dean may grant permission for any of these items to be checked out.

PASCAL Delivers

Current faculty, staff, and students in good standing (no overdue books or late charges) 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 of SC by making a simple web request. Those items are then delivered by courier to the Access Services Department – Circulation Desk within 3-5 business days.

Rogers Library Laptop Loan Program

Only currently enrolled FMU students with a valid FMU student 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 24 hours 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 ensure 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 based on the extent of damage and may be equal to replacement charges.

	Overdue Charges	Replacement Charges
Laptop	\$0.10/hour	\$750.00
Laptop case	\$0.10/hour	\$ 45.00
Laptop battery		\$150.00
AC adapter/charger	\$0.10/hour	\$ 75.00
Surge suppressor	\$0.10/hour	\$ 25.00
Ethernet cable	\$0.10/hour	\$ 25.00

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