

## Library Circulation Policy

*Effective 7 April 2008*

The Forest Institute Library staff can provide assistance at the Library Front Desk with locating any materials in our collection. You may check out circulating materials at the Library Front Desk which also serves as the pick-up location on the Forest campus for SWAN and MOBIUS materials.

### Checking Out Library Materials

Forest Institute core and adjunct faculty, staff and students must provide a **current Forest Institute identification card** in order to check out materials from the Library. Forest student alumni and any guest borrowers must present a Forest Library Borrower's Card (see related section below). Members of cooperating schools must present their current institution ID. Your patron category will determine which materials can circulate to you. Loan periods for materials will vary depending on your patron status and the material type.

**NEW!!** Current Forest Institute students are limited to a maximum of **30 books and 5 videos** from the Forest collection at a time. Inactive Forest Institute Adjunct Faculty and local area student alumni and guest borrowers are limited to **5 books only** at a time. Please contact the Library Services Manager or Circulation/ILL Assistant if you require a higher limit.

**NEW!!** Book and A-V materials from the Bass Library are being temporarily housed in the Library in the Academic Building and are being inventoried. **NEW!!** During this time, the Bass Library materials will be Library Use Only and **cannot** be checked out. Please ask Library staff for assistance if you want to look at a Bass Library title.

### Library Patron Categories **NEW!!**

The **current student** category includes those students currently enrolled in classes, on continuous enrollment or on internship. Those students who have graduated from the Forest Institute or are involved in post-doctoral work (but are not enrolled) or who are in residence fall into the Student Alumni/Guest Borrower category (see below for more information).

Students who are on **Leave of Absence** or have **withdrawn** from the school (but left in good standing) are NOT considered current students. Individuals in this category fall into the Student Alumni/Guest Borrower category (see below for more information).

Students who are **in residence or engaged in postdoctoral work** fall into the Student Alumni/Guest Borrower category (see below for more information).

Students who have completed their coursework but have **not** completed their dissertation and who are **not** on continuous enrollment fall into the Guest Borrower category.

**Adjunct faculty** who are not teaching during the term will fall into the **inactive adjunct faculty** category. Adjunct faculty who are teaching during the term will have the same privileges as core faculty.

If you are a Forest graduate or a member of the professional community who resides in the local Springfield area, you would fall into the **Local Area Student Alumni and Guest Borrowers**

category. To be eligible for library privileges, a Forest graduate must be in good standing with the library. Please see related section below for more information.

### Loan Periods **NEW!!**

	<b>Forest Core Faculty, Active Adjunct Faculty and Staff</b>	<b>Current Forest Students</b>	<b>Inactive Forest Adjunct Faculty</b>	<b>Local Area Forest Student Alumni and Guest Borrowers</b>
Books (General collection)	End of term 1 renewal (additional term)	6 weeks 1 renewal (3 weeks)	End of term No renewals	3 weeks No renewals
Circulating Textbooks*	1 week No renewals	1 week No renewals	Non-circulating	Non-circulating
Books (Special Collections)	End of term 1 renewal (additional term)	6 weeks 1 renewal (3 weeks)	End of term No renewals	Non-circulating
Books (Integrated Health Care, Jung, Freud collections)	3 days No renewals	3 days No renewals	3 days No renewals	Non-circulating
New Books	2 weeks No renewals	1 week No renewals	Non-circulating	Non-circulating
Reference, Ready Reference, Folio**, Internship Shelf, Clinic Reference**, Periodicals, Theses & Dissertations, Archives**	Non-circulating			
Reserve (Textbook, Recommended or Audiovisual**)	2 hours or overnight***  No renewals	2 hours or overnight***  No renewals	Non-circulating	Non-circulating
Audiovisual (such as videos)	3 days (up to 5 titles at a time) No renewals	3 days (up to 5 titles at a time) No renewals	Non-circulating	Non-circulating
Test kits, manuals & other testing material	Same day (by library close time)	Same day (by library close time)	Non-circulating	Non-circulating

\* The Library is still experimenting with how to handle circulating copies of textbooks. Please be aware that our current policy may change in the future.

\*\* These locations are NEW. Oversize reference materials are now in the Folio section of Reference. Both the Murney Clinic Reference location and Archives location will be established and used in the future. We now have an A-V Reserve collection.

\*\*\*For overnight loan, reserve materials may be checked out no more than hour prior to library close and will be due back when the library opens the next day. On weekdays however, reserve materials can be returned by 8:00am Monday-Friday. If materials are not returned promptly, library staff may restrict overnight borrowing privileges for reserve materials for that patron in the future.

## **Borrower's Card NEW!!**

If you would like to establish library privileges as a local area Forest student alumni or guest borrower, please complete our Alumni & Guest Borrower Library Card Application. When the application is complete and has been approved, the Library will issue you a Forest Institute Library Borrower's Card that you may use to borrow materials. You cannot borrow materials until a library patron record has been created for you in our library system and you have been issued a borrower's card. You will need to present your borrower's card at the Library's Front Desk to borrow materials.

Guest Borrowers must be a member of the local Springfield area professional community, e.g. you work for a company or organization in the helping professions. You must submit proof of your affiliation with a work ID or business card. Any other approvals must be made by the Library Services Manager, Forest Institute VPAA or Forest Institute President.

## **Renewing Library Materials**

Books in the Forest Library collection may be renewed once (Forest faculty and staff for an additional term or currently enrolled Forest students for an additional 3 weeks) unless another patron has requested the materials.

Forest faculty, staff and students may renew their materials **in person** (show your ID) or **online** at <https://swan.mobius.umssystem.edu/patroninfo~S12> provided there are no other holds on that item or no blocks on your record. A **block** may be put on your patron record if it has expired, if you have overdue materials or if you owe fines (including replacement costs). A block may also affect your ability to renew your materials or request books through SWAN or MOBIUS.

If you renew **online**, you will need to enter your name, Forest ID number (add FIPP at the end) as well as your PIN. If you don't have a PIN, then create one. When renewing items online, you will have to note the new due date. If the item will not renew, you may have exceeded your number of renewals or your materials may be overdue. You will have to return the item(s). If you have any problems or questions, please call the Circulation Desk at 823-3418.

**NEW!!** Please note that you can **no longer** renew materials by phone.

## **Placing Holds**

Forest faculty, staff and students may place a hold to be next in line when a book is returned by requesting it through either SWAN or MOBIUS. This is the preferred method for placing a hold on an item. You will be notified when the item is available for check-out.

## **Overdues, Fines, and Replacement Fees NEW!!**

Any material returned late is subject to a fine. Materials that are not returned are also subject to replacement costs and processing fees in addition to any fines accrued. Fines are \$0.25 per day for Forest Library books including Special Collections; \$0.50 per day for New Books, Circulating Textbooks, Audiovisual Materials and the Integrated Health Care, Freud or Jung collections; and \$1.00 per day for Reserve materials, test kits and manuals or non-circulating materials borrowed with special permission. Fines are assessed for each day the Library is open until the borrowed item is returned.

**NEW!!** You will receive up to 3 overdue notices. The fourth and final notice will be a bill. If materials are not returned, there is a \$100 default replacement cost plus a \$10 processing fee plus any outstanding overdue fines

Please remember that overdue notices are a courtesy. Failure to receive a notice does **not** mean that you do not owe overdue fines or other fees.

Replacement fees and fines for materials borrowed through SWAN or MOBIUS are \$120 per item. All Forest charges will be billed to your student account (via the Accounting Office or Financial Services). Having overdue items will block your checkout privileges with all libraries including your home library.

**NEW!!** If you have a total of **\$10.00 or more in fines**, a block will be placed on your record and you will not be able to check out or renew materials, use Library Reserve or request materials via SWAN or MOBIUS. When your fine is cleared, the block on your account will be removed.

If you wish to pay for your fines right away, the Library can print out a fines statement. You may pay for your fine at the Accounting Office. Please bring back your receipt to the Library so that Library staff can clear your record. If you opt to pay for your fine when the Accounting Office is closed, the Library can accept a check on your behalf and clear your record at that time. Your check will be given to the Accounting Office for processing.

**NEW!!** At the end of the term, if your fines **have not been paid**, no matter the amount, the total fines owed will be billed to your student account. You will **always** have the option to pay your fines at your convenience in person at any time.

### **Returning Materials**

There is a book return located on the outside of the Circulation Desk for return of library materials when the Library is open (or you can hand your materials to the staff member at the Front Desk).

### **New Books**

New books are displayed for 30 days near the front desk. After 30 days they are moved to their permanent home within the library. New materials can be checked out only to Forest faculty and staff for 2 weeks (no renewals) and to currently enrolled Forest students for 1 week (no renewals).