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Policy Title: Library Circulation Policy
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Responsible Party: Director of Library
Governing Body: Faculty Assembly
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Library Circulation Policy

Circulation refers to lending and borrowing library materials. Circulation policies are designed to encourage and assist library patrons in using library materials in an atmosphere most conducive to research or study and to ensure prompt and equitable access to library materials. This policy covers ONLY items checked out from the Olive Kettering Library, Interlibrary Loan (ILL) circulation has a separate policy. All patron information is confidential as required by Federal Law (257.261).

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1. Categories of Borrowers & Borrowing Privileges

Borrowers	# of Items	Length	Renewals
Undergraduates	25	3 Weeks	3 times
Staff	25	3 Weeks	3 times
Faculty-Resident Scholars	50	1 Year	None
Community – Other	10	3 weeks	3 times

2. Who can obtain a Library card:

- All current Antioch students, faculty, and staff must present a valid Antioch ID card in order to check out materials.
- All Faculty and Staff must present a valid Antioch ID card in order to check out materials.
- All Community and other members may purchase a library card for \$5 [live or worked in Yellow Springs, OH must bring proof of residency or workplace]

3. Holds Policy

- Every patron is entitled to one (1) renewal, unless another patron places a hold on the checked-out item.
- In such cases, the placer of the hold is entitled to check out the item, and the renewal privilege is canceled.
- Holds may not be placed on Reserve items.
- Holds are filled in the order they are placed.

4. Library Fines and Replacement Charges

Fines for Circulating Books

- A fine of \$0.10 per day will be charged for each overdue book.
- The maximum fine is \$15.00 per book.
- After the maximum fine is reached, the book is considered lost and the patron billed accordingly (\$15.00 fine plus \$25.00 billing fee per book.) If the book is not returned, see below for the information on lost books.

Fines for non-print materials

- A fine of \$1.00 per day will be charged for each overdue item.
- The maximum fine is \$15.00 per item.
- After the maximum fine is reached, the item is considered lost and the patron billed accordingly (\$15.00 fine plus \$25.00 billing fee per item.) If the item is not returned, see below for the information on non-print materials.

Fines for Reserve Items

- Fines for hourly Reserve items are \$0.50 per item per hour up to a maximum of \$5.00.
- Fines for all other Reserve items (1 day, videos) are \$2.00 per item per day up to a maximum of \$14.00.

Lost Books and non-print materials

- The borrower must pay the replacement cost of the book or item plus a \$10.00 re-processing charge plus a \$25.00 billing fee.
- A replacement cost for out-of-print books or other items is the market value of the item plus a \$10.00 re-processing charge plus a \$25.00 billing fee.
- If a lost and paid for item is found within the fiscal year (June 1 - May 31), the replacement cost will be refunded to the borrower, minus \$25.00 billing fee and any accrued fines.
- Billing fees and fines are not refundable.

5. Failure to Clear Library Charges

- Failure to clear library charges will result in immediate loss of borrowing privileges, including borrowing Reserve items [\$250 cap for student and \$1000 cap for faculty].
- Continued failure to clear library charges may result in a transcript or diploma hold.

6. Returning Books

Return books, media, and interlibrary loan materials to the Information Desk. Return recalled items directly to the Information Desk. When the library is closed, books, media, and interlibrary loan materials may be placed in the book drop by the front entrance

7. Library Notices

One courtesy notice is sent seven (7) days prior to the item coming due. If the item(s) are not returned or renewed by the due date, an overdue notice will follow. Borrowers must take note of the due dates for all items checked out and renew or return them on time. All library circulation notices are distributed via email. If you use an email address other than your Antioch mail, you need to forward your Antioch email to your non-College email address.

8. Non-circulating Items:

- Journals, Newspapers, Microforms, Items in Antiochiana.
- Reference materials do not check out but if you need an item from reference for specific research or a class presentation you may check them out for 24 hours.

9. Policy on Confidentiality

The identity of the borrower or requestor of a library item and the information contained in individual circulation system patron records are confidential as mandated by State of Ohio revised Code #149.432

Such information is maintained in computerized files in order to enable Circulation services to conduct its normal business:

- Maintenance of information on the location and availability of library materials
- Compilation of general usage statistics in respect to both collections and services
- Mailing of notices, resolution of problems, collection of fines and bills for replacement
- Determination of patron eligibility to borrow library materials

Access to an individual's record is available to:

- The individual patron represented in the record
- The Olive Kettering Library Staff in the performance of their assigned responsibilities.

Access to individual records by any other party, including other library staff that have "no need to know," other college staff, other state or federal employees, or other library patrons, is prohibited.