EASTERN UNIVERSITY

WARNER MEMORIAL LIBRARY POLICIES AND PROCEDURES

Division: Academic Affairs/Warner Memorial Library	
Subject: Circulation Policy	Page 1 of 3
Policy Number : CIRC 1	Supersedes: December 2021
Effective Date: August 1, 2024	

1. Library Cards/Borrowing Privileges

A.   The E-card issued to all members of the Eastern community serves as a library card for the purpose of borrowing materials. Current students, faculty, and staff must present this card in order to borrow materials. E-card expiration dates are updated each Fall semester. Adjunct and visiting faculty and certificate program instructors have borrowing privileges for the academic year in which they teach.

B.   Students in online only programs have access to all Warner electronic resources and in person. If distance keeps them from coming to campus, print resources may be mailed to them at library's expense and returned to the library at student's expense. Distance students also have the option to use their local public library's interlibrary loan program.Students may also request a courtesy letter from Warner library to request borrowing privileges at a local academic library in their area.

C.   Eastern University and Palmer Seminary alumni will be issued a Courtesy card upon request. Alumni may borrow books. Alumni do not have access to subscription databases or use of the Interlibrary Loan tools. Alumni have off-campus access to ATLASerlals for Alums. Login information is available by contacting the Information Desk: referencel777@ eastern.edu

D.   Faculty, students, and staff affiliated with PALCI institutions and local clergy may use the library at no charge. Local clergy will be issued a Courtesy card. PALCI borrowers must show a valid ID from their Institution and bring a signed PALCI Reciprocal On-Site Borrowing Authorization Form. If uncertain about a patron's eligibility, please check with the Library Director.

E.   Students and faculty from Messiah College, and from TCLC and SEPTLA affiliated schools may borrow books from the library. A valid school ID is mandatory and used for checkout. TCLC and SEPTLA students and faculty must also bring a signed letter of introduction from their school library in order to borrow material. Letters are typically valid for one semester only. Likewise, letters of introduction are required for any current EU students and faculty wanting to borrow material directly from TCLC and SEPTLA libraries. Borrowing letters are available at the Information Desk.

F.   In the wider community, those who are 18 or older and not otherwise associated with Eastern or a cooperating institution can obtain borrowing privileges by joining the Friends of the Library. This includes Radnor Township residents and patrons living within the 4-county region - Delaware, Montgomery. Philadelphia, and Chester Counties.Cost is $50 per year. Friends of the Library may borrow books only (no AV or interlibrary loan).

G. Warner Library does not participate in ACCESS PA.

2.   Circulation Periods

A.   Materials may be borrowed from the collection for differing periods, depending on the material and the patron's status. Reference books and print periodicals do not circulate outside the library. Interlibrary loan books circulate for a period at the lending institutions discretion from 3 weeks to 90 days. A renewal is available at the lender's discretion. ILL books may not be used by faculty for course reserves, nor by students for course textbooks. The library reserves the right to refuse processing any book requests via interlibrary loan due to inappropriate content.

1. BOOKS

Undergraduate, Graduate Students	4 weeks, limit of 50 books, 1 renewal
ESCM/Priscilla Inst./Non-Matriculating	4 weeks, limit of 10 books, 1 renewal
Faculty	90 days, unlimited number of books, 1 renewal
Staff and Alumni	4 weeks, limit of 10 books, 1 renewal
Outside (Friends, cooperating institution)	4 weeks, limit of 10 books, no renewals

2. *DVDs*   1 week, limit of 3 total media items, no renewals

B.   Media are available to current students, staff, and faculty only and to outside borrowers at librarian's discretion.

C.   Media are not available for interlibrary loan--either lending or borrowing.

3.   Reserve Books

A.   3-hour loan time

B.   Limit of 3 items; may renew once if no one else needs It

C.   Materials must stay in the library.

D.   Available to students and faculty only

E.   Faculty may not use EZ borrow or ILL books for course reserves.

4. Library of Things

A. Some items are for in- library use and follow the reserve books policy. Others, noted on the tag, are circulated for 24 hours; they can leave the library.

5. Patron Fines for Overdue Materials

If a library fine reaches $20, the user may no longer check out materials, until the balance is below $20.

If a library fine is not paid by 30 days after the final notice, fines will be charged against the student's regular school bill. Overdue notices are sent as soon as material Is overdue; failure to receive the notice does not excuse the borrower from responsibility. Overdue materials will eventually be considered lost and full replacement costs will be

charged to the patron's account (see Lost or Damaged Items section).

A. Books: The overdue book fine is $0.25 per day, including Saturdays, Sundays, and holidays. Maximum fines reach $20.00 per item.

B.   Media; Fines for audio visual materials also accrue at $0.25 per day, including Saturdays, Sundays, and holidays. Maximum fines reach $20.00 per item.

C.   Reserves: Fines for overdue reserve materials are $0.50 per hour, including hours the library is closed. Maximum fine for reserve items is $20.00 per item.

D.   Library of things: fines for overdue items are .50 per hour for items that do not circulate. For 24 hour items, the fine is $1 per day.Maximum fine for items is $20.00 per item. Lost charges match the replacement cost of the item.
E.
F.   E-Z Borrow: Fines for unreturned EZ Borrow books are $2.00 per day, with a maximum fine of $80.00 per item payable to Eastern University.

6. Lost or Damaged Items
    A. For lost and heavily damaged items, Warner LIbrary will charge users as follows:

i.	Hardback Book	$60.00
ii.	Paperback Book	$30
iii.	DVD	$30
iv.	Interlibrary Loan	$125

    B. Damage to books includes liquid and food spills, torn pages, and chewed or mangled covers.
    C. Damage to media includes items returned in unplayable condition or with missing disks.
    D. Damage to equipment Includes items returned in non functioning condition or with missing/damaged parts or accessories. Charges that are accrued as a result of loss or damage of books, media, and equipment will be sent to Student Accounts and may prevent students from registering for classes, obtaining diploma/transcript(s), and/or graduating or paid in full.

7. Borrower Responsibilities
The borrower is responsible for all borrowed materials. Do not lend borrowed items to another person. Items that are not returned or are returned damaged (this includes book underlining and highlighting and media case damage) are the responsibility of the borrower. If a book or media item is already damaged when you are checking it out, please bring it to the attention of the circulation attendant.

Procedure: Managing Outside Borrowers

Alumni:

Check for an existing record in LS2 Staff.

1.   If a record exists, check with patron to make sure all information is updated. If there Is no record, create a new one.

2.   Adjust borrower type to E-Alum If necessary. Set expiration date to one year from current date.

3.   Attach a patron barcode to a Library Courtesy card. Scan new barcode into patron's record. PIN is not necessary.

4.   Be sure the patron signs the card.

5.   If a returning alum's account has expired, reset expiration date to one year from current date.

TCLC/SEPTLA/PALCI:

A student or instructor visiting for the first time MUST present a borrowing letter from his/her school and show a valid school ID. No letter and/or no ID—no service.

1.   Use the borrowing letter and ID to set up an account in LS2 Staff. Set borrower type to E-Outside. Set expiration date to whatever is on the letter (usually one semester for TCLC/SEPTLA and one year for PALCI).

2.   Use the patron's school number as ID number. Scan if possible; If not, key in the number. PIN is not necessary.

3.   In the Notes field, enter appropriate identifier (TCLC, SEPTLA, or PALCI) and name of school.

4.   Put the borrowing letter in the appropriate file in the Ref desk file drawer under "Borrowing Letters Received."

5.   When a returning TCLC/SEPTLA/PALCI borrower wishes to check out books, check to be sure a valid borrowing letter is on file. If the letter has expired, the patron may not check out until he/she brings In a current letter. Update expiration date in LS2Staff if necessary.

Messiah students/faculty: f -

Borrower must show a valid ID from his/her school.   *,   ' "

1.   Create an account in LS2 Staff. Set borrower type to E-Outside. Set expiration date to end of current academic year. (Use same date as that for EU current students.)

2.   Use the patron's school number as ID number. Scan if possible; if not, key in the number. PIN is not necessary.

3.   In the Notes field, enter name of school and appropriate identifier (student or faculty).

4.   When a returning borrower wishes to check out books, ask to see a school ID card. If necessary, reset expiration date In LS2Staff to end of current academic year.

Area clergy:

1.   Create an account in LS2 Staff. Set borrower type as E-Outside. Set expiration date to one year from current date.

2.   In the Notes field, enter appropriate identifier (name of church or organization).

3.   Attach a patron barcode to a Library Courtesy card. Scan the barcode into patron's record. PIN is not necessary.

4.   Be sure patron signs the card.

5.   If a returning clergy borrower's account has expired, reset expiration date in LS2Staff to one year from current date.

Friend of the Library:

A borrower who doesn't meet any of the above criteria may join Friends of the Library at $50 per year.

1.   Ask the patron to fill out a Friend of the Library application card. Fee is $50, cash or check made out to Eastern University.

2.   Create an account for the patron in LS2 Staff. Select E-Friend as borrower type. Set expiration date at one year from current date.

3.   Attach a patron barcode to a Library Courtesy card. Scan the barcode into the patron's record. PIN is not necessary.

4.   Be sure patron signs the card.

5.   Give application card and payment to Library Director

6. An expired Friend who wants to borrow books must renew membership. Once the fee is paid, set expiration date in LS2Staff to one year from current date.