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: May 27, 2025
Effective Date: October 26. 2026	

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 ATLASerials 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 University, 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. 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 patron status. Reference books and print periodicals do not circulate outside the library. Interlibrary loan (ILL) books circulate for a period at the lending institution's discretion from 3 weeks to an entire semester. 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 Students	4 weeks, limit of 50 books, 1 renewal
Graduate/Doctoral Students	Semester long, limit of 50 books, no renewal
Faculty and Staff	90 days, unlimited number of books, 1 renewal
Alumni, Clergy, Outside	4 weeks, limit of 10 books, 1 renewal
2. *DVDs and Other Media*	1 week, limit of 10 total media items, no renewal

B. Media are available to current students, staff, and faculty only.
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

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

5. Fines for Overdue Materials

If a library fine reaches $20, the user may no longer check out materials, until the balance is below $20.
For EU students, 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 user'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 fine is $20.00 per item.

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

C. Reserves: Fines for overdue reserve materials are $0.50 per hour, including hours the library is closed. Maximum fine 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. Users may check out only one phone/device charger at a time. Maximum fine is $20.00 per item.

E. E-Z Borrow: Fines for unreturned EZ Borrow books are $2.00 per day. Maximum fine is $80.00 per item.

6. Lost or Damaged Items

A. For lost and heavily damaged items, Warner LIbrary charges are as follows:

i.	Book	$30
ii.	DVD	$30
iii.	Reserve Book	$25
iv.	Overnight Reserve	$50
v.	Interlibrary Loan	$125
vi.	Library of Things	replacement cost +$20

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. For EU students, charges accrued as a result of loss or damage will be sent to Student Accounts and may prevent students from registering for classes, obtaining diploma/transcript(s), and/or graduating until 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.