

## EASTERN UNIVERSITY

## WARNER MEMORIAL LIBRARY POLICIES AND PROCEDURES

DIVISION: Academic Affairs/Warner Memorial library	
SUBJECT: Circulation Policy	Page 1 of 3
Policy Number:	Supersedes: Apr 2019
Effective Date: December 1, 2021	Previously Issued: Apr 2019

**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 programs who do not live locally have access to all Warner electronic resources but must use interlibrary loan through their local public library to obtain books. We will also provide a courtesy borrowing letter if required for them to use an academic library in their area. We will mail materials to patrons in the continental United States; however, borrowing rules still apply.
- 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 may not borrow media materials. Alumni have off-campus access to ATLASerials for Alums. Login information is available by contacting the Information Desk: [reference1777@eastern.edu](mailto:reference1777@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 Cabrini College, Messiah College, and from TLC and SEPTLA affiliated schools may borrow books from the library. A valid school ID is mandatory and used for checkout. TLC 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 TLC and SEPTLA libraries. Borrowing

letters are available at the Information Desk. SEPTLA letters are available only to graduate students and faculty.

- 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. We do 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. EZ Borrow books circulate for 4 weeks and are permitted one renewal. EZ Borrow and 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/Nonmatriculating	4 weeks, limit of 10 books, 1 renewal
Faculty	90 days, unlimited number of books, 1 renewal
Staff	4 weeks, limit of 10 books, 1 renewal
Alumni	4 weeks, limit of 10 books, 1 renewal
Outside (Friends, cooperating institution)	4 weeks, limit of 10 books, no renewals

2. MEDIA

Audiobooks	4 weeks, limit of 3 total media items, 1 renewal
Music CDs	1 week, limit of 3 total media items, no renewals
DVD & VHS	1 week, limit of 3 total media items, no renewals

- B. Patrons may check out 3 non-book media of each type (3 DVDs, 3 CDs, etc.).
- C. Media are available to current students, staff, and faculty only—no outside borrowers.
- D. Media are not available for interlibrary loan--either lending or borrowing.

**3. Reserve Materials**

- 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. Patron Fines for Overdue Materials

If a library fine is not paid by the end of the semester, 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. 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.

#### 5. Lost or Damaged Items

- A. For lost and heavily damaged items, Warner Library will charge patrons as follows:
 

i. Hardback book	\$60.00
ii. Paperback book	\$30.00
iii. DVD/VHS Materials	\$30.00
iv. CD (Music or Audiobook)	\$25.00
v. Interlibrary Loan Books / EZ Borrow	\$125.00
vi. Headphones	\$25.00
- 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 nonfunctioning 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 until paid in full.
- E. Make sure all library debts are paid for before graduation. If not, receipt of your diploma may be delayed.

#### 6. 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.