



## USAHS Library Policy and Procedures on Circulation

The University of St. Augustine for Health Sciences (USAHS) Library lends books, DVDs, treatment tables, bone models, and other materials to students, staff, and faculty according to the following procedures:

### CAMPUS-BASED STUDENTS

#### Circulation Guidelines

Students are guaranteed access to the library materials they check out based on the circulation guidelines listed below. After the guaranteed loan period is over, students must either renew the item for an additional guaranteed loan period, or return the item to the library. Failure to do so may result in late fines according to the USAHS Library Policy on Fines.

**Bone Models:** 3 day loan

**CDs:** 3 day loan

**Circulating Books:** 14 day loan

**DVDs/Videos:** 3 day loan

**Equipment (including Treatment Tables):** 3 day loan

**Journals:** Not available for loan (in Library use only)

**OT Assessments:** 3 day loan

**Reserve DVDs/Videos:** 2 hour loan (on campus use only)

**Reserve Textbooks:** 2 hour loan (on campus use only)

#### Renewals

Borrowers may renew items an unlimited number of times, increasing the length of the loan by its assigned loan period according to the date of the renewal. The exception is Reserve DVDs/Videos and Reserve Textbooks, which may only be renewed twice.

If another borrower has reserved an item, or if the Library considers the demand for an item to be high, that item cannot be renewed. Additionally, all materials are due back at the end of each term, even if the loan period does not equal the time allotted by the above rules.

Renewals must be made before midnight local time on the day the item is due to avoid late charges. Timestamps on voice or email messages will confirm that the renewal was made on time, if applicable.

Borrowers can renew items in several ways:

- Visit the Library Circulation Desk in person (borrowers do not need to have an item with them to renew it)
- Log in to the Library Catalog with an individual user name and password (assigned at the beginning of each student's first term) to renew items from any computer with Internet access

- Email the library (library@usa.edu) and request that the items be renewed
- Call the library. Leave a message with your name and request to renew, if necessary

Please note that renewals by email or phone message in the evenings or at night may not be processed until the next business day. However, emails and voicemails are date-stamped and the Library staff will make adjustments to the borrower's account based on the day the email or voicemail message was sent (i.e. the day the borrower renewed). In the meantime, the borrower may still receive automatic overdue notice emails from our computer system. To avoid this issue altogether, please renew online using the Library Catalog, or renew in person.

Also note that if there is a waiting list for an item, borrowers cannot renew that item. If a borrower emails or calls to renew and leaves a message, the renewal will not be allowed if there was a waiting list at the time the borrower left the message/sent the email, even if the borrower was not aware there was a waiting list. To avoid this issue altogether, please renew online using the Library Catalog, or renew in person. By these two methods, borrowers will be informed immediately that the renewal is not permitted.

### **Due Dates and Reminders**

It is the responsibility of the borrower to keep track of due dates. Borrowers may do this in several ways:

- Write down the due date given at the time of check-out
- Ask at the Library Circulation Desk, including via email, phone, or chat, for the due date
- Log in to the Library Catalog with an individual user name and password (assigned at the beginning of each student's first term) to check the due date

The Library's electronic system sends automated Reminder notices and Overdue notices to students using students' official USA email address. It is the student's responsibility to check that email account regularly. These notices are courtesy notices and students should not depend solely on the notices to keep track of due dates.

### **Waiting Lists**

While all Library materials are loaned on a first come, first served basis (NO exceptions), students may add their names to a waiting list for an item if all the copies of that item at their campus Library are checked out. When a copy of the desired item is returned to the Library, the student will get an email message alerting him/her that the item is available and being held for him/her to pick up.

Students who would like to put their name on the waiting list can do so in two ways. First, students may add their own names to the waiting list using the Library Catalog. When logged in to the Library Catalog with an individual user name and password (assigned at the beginning of each student's first term), students can search for materials and "Wait List" them if no copies are available. Choosing an item and clicking the "Wait List" button will add the student's name to the queue for that item.

Second, students may come in to the Library and have the Library staff add their names to the waiting list for an item.

When a copy of a reserved item is returned to the Library, the Library computer system will automatically send an email to the first person on the waiting list to alert him/her that the item is available and being held for pick up. These emails are sent to the student's official USA email address. It is the student's responsibility to check that email account regularly.

If a student decides that he/she no longer wants an item after reserving it, he/she must either delete the hold him/herself using the Library Catalog, or inform the Library of the change. If a student receives an email alert informing him/her that a copy of a wait listed item is available, the student must either pick the item up within two days, or reply to the email to inform the Library that he/she no longer wants the item. After two days, the student forfeits all claims to the copy and the Library will release it back into normal circulation.

Please note that students cannot be on the waiting list for an item they currently have checked out. The student may return the item and then can be added to the waiting list. If Library staff notice a student is not adhering to this policy, they reserve the right to delete the student's name from the waiting list without warning or notification.

### **Book Exchange between Campuses**

Students at one campus who would like access to books at another campus may request that Library books be mailed to their own campus Library.

Students who would like to do this should check the Library Catalog for desired titles and their availability (Available, On Loan, Reserve, etc.) before emailing the Library with requests.

When logged in to the Library Catalog with an individual user name and password (assigned at the beginning of each student's first term), students can search for books and "Request" them – i.e. the Library Catalog sends an automatic email message to the Library with the item information. Students should also include their email address, their campus, and a message indicating that they would like the item mailed to their campus in this automatic email.

Books exchanged between campuses will not be officially checked out to students until they reach the student's home campus. Likewise, the books will be checked in before they are shipped back to their original campus. Late fines are charged according to the USAHS Library Policy on Fines.

The Library staff at the respective campuses will have full responsibility for shipping the materials between campuses.

Some materials, including but not limited to reserve items, reference items, journals, and equipment cannot be exchanged between campuses.

## **FLEX STUDENTS**

### **Circulation Guidelines**

Students are guaranteed access to the library materials they check out based on the circulation guidelines listed below. After the guaranteed loan period is over, students must either renew the item for an additional guaranteed loan period, or return the item to the library. Failure to do so may result in late fines according to the USAHS Library Policy on Fines. Library materials (other than Circulating Books) must be returned to the same campus from which they were initially checked out.

**Bone Models:** 3 day loan

**CDs:** 3 day loan

**Circulating Books:** 14 day loan

**DVDs/Videos:** 3 day loan

**Equipment (including Treatment Tables):** 3 day loan

**Journals:** Not available for loan (in Library use only)

**OT Assessments:** 3 day loan

**Reserve DVDs/Videos:** 2 hour loan (on campus use only)

**Reserve Textbooks:** 2 hour loan (on campus use only)

### **Renewals**

Flex students must return all library materials (except for Circulating Books) before leaving town at the end of a lab weekend. These students may not take library materials (except for Circulating Books) home with them.

Because of this, Flex students do not have renewal privileges and will not be able to renew library materials (again, with the exception of Circulating Books). Students who do not follow this procedure will be asked to ship the materials back immediately at their own expense, in addition to paying any late fee accrued.

### **Residential Borrowing Privileges**

Flex students who live near campus (i.e. within half an hour) may email [library@usa.edu](mailto:library@usa.edu) to request a change in their circulation status. Students who notify the library of their in-town status will have renewal privileges on all library materials. Flex students with in-town status should follow the policy and procedures for renewals explained in the Campus-Based Students section of this document.

However, students with this special privilege do not retain the same status at other campuses. For instance, if a student attends one campus for lab weekends, but lives closer to another campus, then the student will only have residential borrowing privileges at the campus closest to the student's actual residence. Regular Flex borrowing privileges will apply at the student's lab campus.

This does not apply to Circulating Books as they can be exchanged between campuses. It does apply, however, to 3-Day loan items such as bone models, treatment tables, small equipment, and so forth, since they do not circulate between campuses. All 3-day loan items must be returned to the campus that initially loaned the item.

### **Due Dates and Reminders**

It is the responsibility of the borrower to keep track of due dates. Borrowers may do this in several ways:

- Write down the due date given at the time of check-out
- Ask at the Library Circulation Desk, including via email, phone, or chat, for the due date
- Log in to the Library Catalog with an individual user name and password (assigned at the beginning of each student's first term) to check the due date

The Library's electronic system sends automated Reminder notices and Overdue notices to students using students' official USA email address. It is the student's responsibility to check that email account regularly. These notices are courtesy notices and students should not depend solely on the notices to keep track of due dates.

### **Waiting Lists**

While all Library materials are loaned on a first come, first served basis (NO exceptions), students may add their names to a waiting list for an item if all the copies of that item at their campus Library are checked out. When a copy of the desired item is returned to the Library, the student will get an email message alerting him/her that the item is available and being held for him/her to pick up.

Students who would like to put their name on the waiting list can do so in two ways. First, students may add their own names to the waiting list using the Library Catalog. When logged in to the Library Catalog with an individual user name and password (assigned at the beginning of each student's first term), students can search for materials and "Wait List" them if no copies are available. Choosing an item and clicking the "Wait List" button will add the student's name to the queue for that item.

Second, students may come in to the Library and have the Library staff add their names to the waiting list for an item.

When a copy of a reserved item is returned to the Library, the Library computer system will automatically send an email to the first person on the waiting list to alert him/her that the item is available and being held for pick up. These emails are sent to the student's official USA email address. It is the student's responsibility to check that email account regularly.

If a student decides that he/she no longer wants an item after reserving it, he/she must either delete the hold him/herself using the Library Catalog, or inform the Library of the change. If a student receives an email alert informing him/her that a copy of a wait listed item is available, the student must either pick the item up within two days, or reply to the email to inform the

Library that he/she no longer wants the item. After two days, the student forfeits all claims to the copy and the Library will release it back into normal circulation.

Please note that students cannot be on the waiting list for an item they currently have checked out. The student may return the item and then can be added to the waiting list. If Library staff notice a student is not adhering to this policy, they reserve the right to delete the student's name from the waiting list without warning or notification.

### **Book Exchange between Campuses**

Students at one campus who would like access to books at another campus may request that Library books be mailed to their own campus Library.

Students who would like to do this should check the Library Catalog for desired titles and their availability (Available, On Loan, Reserve, etc.) before emailing the Library with requests.

When logged in to the Library Catalog with an individual user name and password (assigned at the beginning of each student's first term), students can search for books and "Request" them – i.e. the Library Catalog sends an automatic email message to the Library with the item information. Students should also include their email address, their campus, and a message indicating that they would like the item mailed to their campus in this automatic email.

Books exchanged between campuses will not be officially checked out to students until they reach the student's home campus. Likewise, the books will be checked in before they are shipped back to their original campus. Late fines are charged according to the USAHS Library Policy on Fines.

The Library staff at the respective campuses will have full responsibility for shipping the materials between campuses.

Some materials, including but not limited to reserve items, reference items, journals, and equipment cannot be exchanged between campuses.

## **REMOTE STUDENTS**

### **Circulation Guidelines**

Remote (does not include Flex) students may request that Library books be mailed to their home or work address. Students who would like to do this should check the Library Catalog for desired titles and their availability (Available, On Loan, Reserve, etc.) before emailing the Library with requests. These books can be located on any campus.

When logged in to the Library Catalog with an individual user name and password (assigned at the beginning of each student's first term), students can search for materials and "Request" them – i.e. the Library Catalog sends an automatic email message to the Library with the item

information. Students should also include their mailing address, email address, and a message indicating that they would like the item mailed to them in this automatic email.

Items mailed to a student's home or work address are entitled to a longer loan period, 21 days, to allow for shipping time. The goal is for the distance education student to be in possession of the item for the typical on campus loan period of that item.

Students are financially responsible for mailing the materials back by their assigned due dates, using a carrier method that will track and insure the package. Late fines are charged according to the USAHS Library Policy on Fines.

Some materials, including but not limited to reserve items, reference items, journals, and equipment cannot be shipped to students.

### **Renewals**

Students may renew items an unlimited number of times, increasing the length of the loan by its assigned loan period according to the date of the renewal.

If another borrower has reserved an item, or if the Library considers the demand for an item to be high, that item cannot be renewed. Additionally, all materials are due back at the end of each term, even if the loan period does not equal the time allotted by the above rules.

Renewals must be made before midnight local time on the day the item is due to avoid late charges. Timestamps on voice or email messages will confirm that the renewal was made on time, if applicable.

Distance education students can renew items in several ways:

- Log in to the Library Catalog with an individual user name and password (assigned at the beginning of each student's first term) to renew items from any computer with Internet access
- Email the library (library@usa.edu) and request that the items be renewed
- Call the library. Leave a message with your name and request to renew, if necessary

Please note that renewals by email or phone message in the evenings may not be processed until the next business day. However, emails and voicemails are date-stamped and the Library staff will make adjustments to the student's account based on the day the email or voicemail message was sent (i.e. the day the student renewed). In the meantime, the student may still receive automatic overdue notice emails from our computer system. To avoid this issue altogether, please renew online using the Library Catalog.

Also note that if there is a waiting list for an item, students cannot renew that item. If a student emails or calls to renew and leaves a message, the renewal will not be allowed if there was a waiting list at the time the student left the message/sent the email, even if the student was not aware there was a waiting list. To avoid this issue altogether, please renew online using the Library Catalog, which will inform students immediately if the renewal is not permitted.

## **Due Dates and Reminders**

It is the responsibility of the borrower to keep track of due dates. Borrowers may do this in several ways:

- Write down the due date given at the time of check-out
- Ask at the Library Circulation Desk, including via email, phone, or chat, for the due date
- Log in to the Library Catalog with an individual user name and password (assigned at the beginning of each student's first term) to check the due date

The Library's electronic system sends automated Reminder notices and Overdue notices to students using students' official USA email addresses. It is the student's responsibility to check that email account regularly. These notices are courtesy notices and students should not depend solely on the notices to keep track of due dates.

### **STUDENTS ON INTERNSHIP**

Students away from campus on internship may consider themselves temporarily Remote Students and refer to the section of this policy that addresses Remote Students.

Students on internship who check out Circulating Books before they leave campus are still expected to return or renew these materials by the due date and return them by the end of the term.

### **NON-DEGREE SEEKING STUDENTS**

Non-Degree Seeking Students do not have borrowing privileges. Please see the Policy on Alumni and Guest Library Use for details.

### **USA FACULTY/STAFF**

#### **Circulation Guidelines**

Faculty and staff members are encouraged to check materials out from the USA Library for personal or course-related use. For learning tools like treatment tables and bone models, we ask faculty and staff members to be considerate of the students and their use of these resources by returning the items as quickly as possible.

**Bone Models:** 5 day loan

**CDs:** 5 day loan

**Circulating Books:** 60 day loan

**DVDs/Videos:** 5 day loan

**Equipment (including Treatment Tables):** 5 day loan

**Journals:** Not available for loan (in Library use only)



**OT Assessments:** 5 day loan

**Reserve DVDs/Videos:** 2 hour loan (on campus use only)

**Reserve Textbooks:** 2 hour loan (on campus use only)

### **Renewals**

Reserve DVDs/Videos and Reserve Textbooks must be returned by close of business the same day they are checked out. It is important for us to have these materials consistently available for students to access. We encourage faculty members to contact book publishers for a “desk copy” of textbooks from which they are teaching in their courses.

Faculty and staff members may renew all other items an unlimited number of times. The library staff will automatically renew any faculty and staff loans if they are not renewed or returned by the due date. There are no late fees or fines charged for materials faculty and staff members borrow from the library.

### **Book Exchange between Campuses**

Faculty and staff members at one campus who would like access to books at another campus may request that Library books be mailed to their own campus Library.

Faculty and staff members who would like to do this can email [library@usa.edu](mailto:library@usa.edu) with the title of the requested book and any other relevant information.

Books exchanged between campuses will not be officially checked out to faculty and staff members until they reach the employee’s home campus. Likewise, the materials will be checked in before they are shipped back to their original campus.

The Library staff at the respective campuses will have full responsibility for shipping the materials between campuses.

Some materials, including but not limited to reserve items, reference items, journals, and equipment cannot be exchanged between campuses.