Library Policies

**Borrowing Policies:**

Although Master's College and Seminary is a private institution, all persons are welcome to the use of library materials. Borrowing privileges, however, are extended to visitors only when items requested are not in demand for current curriculum needs.

**Borrower's Responsibility:**

The library will hold the borrower whose name is on the computer circulation record, responsible for all items checked out to that account.

**Responsibilities shall include:**

- Immediate notification of change of address or phone number
- Returning all materials when due
- Adherence to all library policies as stated in the Library Information Guides
- Payment of fines and fees, as applicable

Library privileges may be revoked and/or fines assessed for infringements on existing library policies and procedures.

**Loan Periods:**

- The standard loan period for library materials is two weeks (14 days) with two renewals of two weeks each, assuming no holds or recalls apply. DVD and Video loan period is one week with no renewals.

- Faculty may borrow materials for up to four months (120 days) with no renewals, assuming no holds or recalls apply.

- Loan periods for Reserve Collection materials are two-hour loans.
Non-circulating Items:
- Reference
- Periodicals
- Microforms
- 2 hour reserve materials

Limits:
- A maximum of 3 items, with the exact Dewey decimal subject category, can be checked out or held on loan at one time by a Student Borrower. There is no limit on the number of subject categories, or total number of books that can be out, assuming no unpaid fines are on the library card at the time of checkout.
- Outside Borrowers are limited to a total check out of 15 items at one time.

Renewals:
- All borrowers are permitted 2 renewal periods unless another borrower has requested the item. At the end of the 3 circulation periods the borrowed item(s) must be returned.
- There are no renewals allowed for reserve items, DVDs, or Videos.
- Telephone renewals will generally be accepted; however, email renewals are preferred.

Recalls, Holds and Requests:
Borrowers wishing to obtain materials in circulation may send an email request to Ruth Sadlier; sometimes another copy is accessible, which may speed up the delivery time.

Requesting Materials through Inter-Library Loan (ILL):
Interlibrary Loan is a service that may be provided, if needed. Extra charges may apply for items obtained through ILL.

Returns and Fines:
To avoid fees, borrowers are responsible to return materials within 14 days of the check-out date (or renewal date), or must show email confirmation of renewal extensions granted.

For circulation items, library fines are as follows:
- $0.25 per day (beginning on the date due)
- After 30 days – cost of the item plus a $ 6.00 processing fee. The processing fee is refunded if the item is returned
- Upon $10.00 of fines accumulated, library service will be suspended until full payment is received.
Reserve items loaned for 2 hours: $1.00 per hour charged if overdue
DVD/Video and special heavy demand items: $1.00 per day
All library fees and fines must be paid in full 14 days prior to exam week, or the account will be transferred to the Finance Department for collection.

For video, audio and special heavy demand items, fines are as follows:
$1.00 per day

For reserve items, fines are as follows:
2 hour items: $1.00 per hour

Note: Borrowing privileges will be suspended when books become overdue and/or fines are not paid.

When reserved items are returned, reserve materials are to be handed directly to the circulation staff member, not placed in the return book slot, or left on the desk.

Loss of Materials:
By checking out library materials, the borrower assumes full responsibility for the return or replacement of that material.

Replacement cost plus a $6.00 non-refundable processing fee is charged when a book is lost.

The Director of Learning Resources reserves the right to make any necessary changes in these regulations throughout the year.

Master’s College and Seminary Library Policies Updated September 2019