

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 rules:

CIRCULATION RULES

St. Augustine Library

Bones: 2 day loan
Circulating Books: 14 day loan
Clipboards: 1 day loan
Compression Wraps: 2 day loan
DVDs/Videos: 1 day loan
Equipment (including Treatment Tables): 2 day loan
Goniometers: 1 day loan
Journals: Not available for loan (in Library use only)
OT Assessments: 1 day loan
OT Kits: 3 hour loan (in Library use only)
Reserve DVDs/Videos: 3 hour loan (in Library use only)
Reserve Textbooks: Not available for loan (in Library use only)

Renewals are unlimited, unless another borrower has reserved the item.

Faculty and staff members can check out any item for 30 days, with unlimited renewals.

San Diego Library

Circulating Books: 14 day loan
Bones: Not available for loan (in Library use only)
DVDs/Videos: Not available for loan (in Library use only)
Equipment (including Treatment Tables): 2 day loan
Journals: Not available for loan (in Library use only)
Reserve Textbooks: Not available for loan (in Library use only)

Renewals are unlimited, unless another borrower has reserved the item.

Faculty and staff members can check out any item for 30 days, with unlimited renewals.

MATERIAL DUE DATES

Upon check-out, each item is assigned a due date according to the circulation rules above. 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.

Keeping Track of Due Dates

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 or phone, for the due date
- Log in to the Library Catalog (OPAC) with an individual user name and password (assigned at the beginning of each student's first term) to check the due date

Overdue Notices

If an item is not returned or renewed by its due date, borrowers may receive email notices from the Library informing them of the late materials. These notices are courtesy notices and borrowers should not expect a reminder every time they keep an item past its due date. Receipt of these email notices is contingent on an up-to-date, accurate email address on file in the Library system. Borrowers should make sure their email address is correct by logging into the Library Catalog and confirming the information in the "About Me" section.

RENEWING MATERIALS

Borrowers may renew items an unlimited number of times, increasing the length of the loan by its assigned loan period.

If another borrower has reserved an item, or if the Librarian considers the demand for an item to be high, that item cannot be renewed. Additionally, all materials must be returned to the Library at the end of each academic term.

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)
- Call the Librarian (St. Augustine) at 904-826-0084 ext. 237 or the Library Assistant (San Diego) at 760-591-3012 ext. 410. If necessary, leave a clear message with a name, the date, and a phone number
- Email the Librarian (St. Augustine) at librarian@usa.edu or the Library Assistant (San Diego) at SanDiegoLibrary@usa.edu.
- Log in to the Library Catalog (OPAC) 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

FINES

The Library charges fines for Library materials returned after their assigned due dates. Students are responsible for paying these fines in a timely manner.

Please see the USAHS Policy on Fines for complete information.

RESERVING MATERIALS

While all Library materials are loaned on a first come, first served basis (NO exceptions), students may reserve an item if all the copies of that item at their campus Library are checked out. This works like a waiting list – 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 reserve an item, i.e. put their name on the waiting list, can do so in two ways. First, students may reserve the item themselves using the Library Catalog (OPAC). When logged in to the Library Catalog with an individual user name and password (assigned at the beginning of each student's first term), borrowers can search for materials and "Reserve" them if no copies are available. Choosing an item and clicking the "Reserve" button will add the student's name to the queue for that item.

Second, students may come in to the Library and have the Librarian or Library Assistant add their name 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. Receipt of this email notice is contingent on an up-to-date, accurate email address on file in the Library system. Borrowers should make sure their email address is correct by logging into the Library Catalog and confirming the information in the "About Me" section.

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

DISTANCE EDUCATION STUDENTS

USAHS students who do not have physical access to the Library because they are distance education students, are away on internship, or attend a different USAHS campus may request that Library materials be sent to them.

Distance Education Students/Students on Internship

Distance education students and students away on internship may request that Library materials be mailed to their home or work address. Borrowers who would like to do this should check the Library Catalog (OPAC) for desired titles and their availability (Available, On Loan, Reserve, etc.) before emailing the Librarian (St. Augustine) or Library Assistant (San Diego) with requests.

When logged in to the Library Catalog (OPAC) with an individual user name and password (assigned at the beginning of each student's first term), borrowers can search for materials and "Request" them – i.e. the Library Catalog sends an automatic email message to the Librarian with the item information. Borrowers 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 borrower's home or work address are entitled to a longer loan period to allow for shipping time. The goal is for the borrower to be in possession of the item for the typical loan period of that item.

Borrowers 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 as normal for materials that arrive at the Library after their assigned due dates.

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

Material Exchange between Campuses

Borrowers at one campus who would like access to materials at another campus may request that Library materials be mailed to their campus Library.

Borrowers who would like to do this should check the Library Catalog (OPAC) for desired titles and their availability (Available, On Loan, Reserve, etc.) before emailing the Librarian (St. Augustine) or Library Assistant (San Diego) with requests.

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

Materials exchanged between campuses will not be officially checked out to borrowers until they reach the borrower's home campus. Likewise, the materials will be checked in before they are shipped back to their original campus. Late fines are charged as normal for materials returned to the borrower's home campus Library after the assigned due date.

The Librarian and Library Assistant 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.

Approved by the Library Committee June 2010