



Contents

Policy Name	2
Purpose and Scope	2
Responsibilities	2
Policy.....	2
Exceptions to Policy	4
Policy Review	4
References and Related Policies.....	4
References	5
Related Policies.....	5
Exhibits	5
Document Review Log	5

Policy Name

4.4370 Circulation

Purpose and Scope

This policy defines the patron groups of material circulation for Alvernia University ("AU").

Responsibilities

Title or Role	Definition and What They are Responsible For
Library Director	Receives exceptions to this policy.
Senior Vice President of Academic Affairs and Provost	Maintains and enforces this policy.
Senior Leadership Team	Serves as final approval for policy and assists with reviewing exceptions to the policy.

Policy

I. LIBRARY PATRONS

The primary patron group for Alvernia University Library includes the students, faculty, and staff of Alvernia University.

Secondary patron groups for Alvernia University Library include Alvernia University alumni, the students, faculty, and staff of colleges and universities whose libraries are members of ACLCP, members of the Berks County Community, and patrons of the Italian-American Cultural Center.

Persons not currently affiliated with Alvernia University are welcome to use in-house library resources, and may also obtain limited borrowing privileges.

II. MATERIALS DEFINITIONS

Circulating materials are those library resources which patrons may borrow for use outside the Library for a specified period of time. Circulating materials include:

- Books [excluding reference works and reserve materials]
- DVDs
- Italian-American Cultural Center Books
- Polish Collection Interlibrary Loans

Different patron types have various degrees of access to the circulating collection.

Non-circulating materials are library resources which patrons must use in the library. Noncirculating materials include:

- Reference Books
- Periodicals, Journals, Magazines
- Reserve Items

III. LIBRARY CARDS

A library card represents a patron's privilege to borrow circulating materials and to access noncirculating materials. Alvernia University students, faculty, and staff use their Alvernia IDs as their library cards. Library cards are not transferable. A patron is responsible for all materials borrowed on his or her card, including any unauthorized use until the library has been notified by the patron that the card is lost or stolen.

A patron must replace a lost Alvernia ID or library card to continue borrowing library materials.

Students and faculty from ACLCP affiliated colleges and Berks County residents may obtain a community library card by completing an application form which includes their current home address, and by presenting a current and valid photo ID.

IV. CIRCULATION POLICIES

The loan period for circulating materials owned by the Alvernia University Library is thirty days. Faculty, staff, and graduate students can check out books for one semester. Patrons may renew circulating book loans. Faculty may renew DVDs. Renewals may be requested in person, by phone or by self-renewal online. Books may be renewed only once. Renewal of loans may not be automatic. The library usually extends renewal privileges to patrons; however, if during the previous borrowing period, another patron has requested a particular book by placing a hold, that book will not be renewed, but will be held for the other patron.

Students may borrow a maximum of fifty items at one time. Library staff may request a patron limit his or her borrowing as circumstances require. Community patrons may check out 5 items for 30 days.

Borrowed materials are considered "returned" only when they are brought into the library during posted business hours and given to a library employee at the Circulation Desk or placed in the returns bin during non-business hours. Items not returned will be treated as overdue materials.

See the Interlibrary Loan Materials section for policies for items obtained through interlibrary loan. These items are now owned by the Alvernia University Library; they are borrowed from other libraries.

V. OVERDUE MATERIALS

As a courtesy, the library will notify a patron by email about materials that are overdue; however, it is the responsibility of the patron to know when his or her materials are due and to return them in a timely manner. After two overdue notices have been sent, patrons will automatically be billed for the material. An item which has not been returned within two months is considered a lost item.

A patron declaring an item to be lost is responsible for paying the replacement cost of \$100. Replacement cost covers replacement cost of the item and processing. Said lost item remains the property of Alvernia University and payment of replacement costs does not transfer title of the material to the patron.

A patron who declares an item to be stolen, may have the replacement cost waived at the discretion of a Librarian or Library Director.

Patrons with more than \$100 in unpaid bills, an item declared lost (more than two months overdue) or three items claimed returned will have their borrowing privileges suspended until such matters are resolved. Students will have holds placed on their accounts.

Overdue interlibrary loan materials will follow the fees and replacement policies of the lending library.

VI. INTERLIBRARY LOAN MATERIALS

Books borrowed from other libraries through interlibrary loan (ILL) circulate for a period of time determined by the lending library. ILL books are renewable at the discretion of the lending library. Renewal requests must be submitted to Alvernia University interlibrary loan in advance of the due date. The lending library determines whether to grant renewal requests and for how long the renewal period is. Failure to return ILL materials by the due date may result in fees determined by the lending library and suspension of Alvernia University Library privileges. A hold will also be placed on student accounts.

VII. NON-CIRCULATING MATERIALS

Reserve Items

Reserve items are materials which a faculty member places in the library for the use of students in a particular class. They may include materials usually in the library's circulating collection, but which are temporarily assigned a restricted Reserve status. Reserve items are usually for use in the library only, with some exceptions.

Students must use their university ID to access Reserve items. Only Alvernia University students use Reserve items.

Reserve items not returned will be treated as overdue materials.

Reference Books and Periodicals

Reference works and periodicals are non-circulating and limited to use in the library. They do not circulate and may not be taken from the library.

Exceptions to Policy

Exceptions to this policy must be requested in writing by filling out the Policy and Procedure Exception form (linked below) and submitting to the individual named in the Responsibilities section who assists with reviewing exceptions to this policy.

Policy Review

The [Division and/or Office/ Department name] policies should be reviewed on a 5-year cycle and updated when institutional needs or goals change.

Approved versions of this policy will be posted on the Alvernia University Portal.

References and Related Policies

This section contains any other policies, 3rd party standards, or guidelines referenced by this policy.

References

N/A

Related Policies

N/A

Exhibits

This section contains any forms or exhibits referenced by this policy.

- [Policy and Procedure Exception Form](#)

Document Review Log

Date Reviewed	Description of Changes
5/9/2024	SLT Approved