

Library Policies

Last updated: 1/2011

Loan Periods

Patron Group	Faculty & Staff (Includes lecturers, adjuncts, retired, emeriti, and Community School of the Arts faculty)	Graduate & Honors	Undergraduate & Community Borrower & Affiliated
Type of material	Loan Periods		
Books, Microforms, Scores, Scripts (Includes miniature scores, flat file, & kits)	180 days 5 renewals Can be recalled	180 days 5 renewals Can be recalled	30 days 2 renewals Can be recalled
Research Scores Collected editions, historical sets classified in the M2 - M3 sections; marked at the end panels)	180 days 1 renewal Can be recalled	14 days 1 renewal Can be recalled	14 days No renewals Cannot be recalled
Sound Recordings	30 days 3 renewals Can be recalled	14 days 6 items maximum No renewals Cannot be recalled	
Videos & CD-ROMs	14 days 1 renewal Cannot be recalled	14 days 1 renewal Cannot be recalled	14 days 6 items maximum No renewals Cannot be recalled
Periodicals & Reference Books & Closed Shelf & Media Gadgets (Speak with Access Services Manager if need exceptions.)	In-House Use Only		
Reserve Materials <ul style="list-style-type: none"> • 3 hour (no exit) • 3 hour (with overnight exit) • 1 day • 3 day • 7 day 	3-hour items circulate 1 day for class prep to faculty or TAs only; due back next day at closing. 1 renewal Cannot be recalled	3-hour (with overnight exit) can be checked-out two hours before closing and must be returned during the first hours of operation next day.) 1 renewal Cannot be recalled	

Overdue Fines

Long overdue ("Lost") Materials

Library materials that are more than 27 days overdue are considered "lost", and accrue a \$110 fine. If the item(s) is/are returned within one year of the due date there is a \$95 refundable replacement fee per item that is removed. But there is also a \$15 non-refundable late-return fee per item that remains.

Overdue Recalled Materials: \$5 per day fine, up to a maximum of \$50.

Daily/hourly overdue fines:

Media Gadgets (DVD players or headphones): \$1 per hour; maximum of \$15

Reserve items (print and non-print):

- Hourly loans - \$1 per hour; maximum of \$15
- Day loans - \$1 per day; maximum of \$15

Online Renewal

Where: University Libraries' homepage <http://www.lib.uconn.edu/>.
Click on **My Account** (located -> top right corner of the Library home page.)

Instructions: <http://www.lib.uconn.edu/music/renew.html>

Materials That Cannot be Renewed Online

- Items with an outstanding recall
- Items that have reached the maximum renewal limit (See above table)
- Items with special loan periods or restrictions (some media, reserves, reference, etc)

Patrons Cannot Renew Online If They Have. . .

- An overdue recalled item
- An item that has been billed for replacement
- A problem with his/her patron record (inactive barcode, expired record, etc.)

Library Generated E-Mail Notices

Because Library notices are sent through the University's email system, it is recommended that patrons check their university email accounts regularly or forward their university email to an email account of their choice. To do this, go to <http://forward.uconn.edu/>.

If you get a It means
<u>Recall notice</u>	<ul style="list-style-type: none"> • Another patron needs the item. • The due date has changed. • Return the item promptly to avoid a \$5/day overdue fine.
<u>Courtesy notice</u>	<ul style="list-style-type: none"> • Materials will be due in about 10 days. • Only sent for 180-day and 30-day loan periods.
<u>Overdue notice</u> <i>Please note: overdue notices are sent as a courtesy. Borrowers are responsible for noting due dates and returning or renewing materials on time.</i>	<ul style="list-style-type: none"> • Item is overdue. • Item was returned but not checked in properly. • Return the item immediately or in the case of the second scenario, contact the Access Services Manager.
<u>"Item is Lost" Notice</u> (assessed 28 days after due date)	<ul style="list-style-type: none"> • Item is considered long overdue. • Item is considered "lost". • A \$15 late fee has been assessed; these fees can be appealed – see Desk Attendant at Circulation Desk for assistance. • A \$95 replacement fee has been assessed; this fee is refundable once the item is returned and within the first year of due date.

More Information About Library Policies

- Visit the Music & Dramatic Arts Library Circulation Desk for complete information regarding Library policies.
- Consult the following webpages for in-depth information about:
 - Music & Dramatic Arts Library circulation info: <http://music.lib.uconn.edu/circulation.html>
 - UConn Libraries policies: <http://www.lib.uconn.edu/about/policies/>