



PERIODICALS LOAN POLICY FOR HPU FACULTY

1. ACCESSIBILITY PHILOSOPHY

- 1.1 It is the position of the University Libraries that periodicals must be accessible and available to the largest number of users at all times. This is because periodicals are, in most instances, the most recent or only source of information available on topics in certain subject disciplines.
- 1.2 The University Libraries understand the need of the HPU faculty to keep abreast of current developments in their field and to be able to review materials in their offices. To facilitate this, the University Libraries will allow faculty to borrow and remove periodicals from the University Libraries under the conditions described in this document.

2. ELIGIBLE BORROWERS

- 2.1 All HPU faculty with a valid ID card.

3. BORROWING PROCEDURES

- 3.1 All periodical loans must be made in person. Requests via a representative will not be honored.
- 3.2 Faculty must complete and sign a PERIODICAL LOAN CARD for each issue borrowed.
- 3.3 Faculty must present and leave a valid HPU Faculty/Staff Identification Card at the service desk of the library where checkout is initiated. The ID cards will be held for the duration of the loan period.

4. LOAN PERIOD

- 4.1 A periodical daytime loan period is defined as:
- 4.1.1 A period of up to four contiguous hours during any day that Atherton or Meader Libraries are open.
- 4.1.2 The periodical must be returned the same day to the lending library, at least thirty (30) minutes before closing.
- 4.2 A periodical overnight loan period is defined as:
- 4.2.1 No earlier than one and one-half (1.5) hours **prior** to the libraries scheduled closing hour.
- 4.2.2 Periodicals must be returned the next day the Library is open, by at least one and one-half (1.5) hours after opening.

5. LOAN CONDITIONS

- 5.1 A maximum of three issues may be checked out at one time.
- 5.2 Periodicals in their protective borrowing covers must be returned to the Library Service Desk where checkout was initiated.
- 5.3 Periodicals that have been placed on "**Reserve**" status, reside in the "**Closed Shelves**" collection, or are bound volumes of the **Beach Press** will not be eligible for borrowing.
- 5.4 A periodical will not be loaned if there is a pending PERFAX order for that periodical.
- 5.5 The Head of Periodical Services, or his/her designated representative reserves the right to deny a periodical loan request.

6. CONDITIONS OF SERVICE ELIGIBILITY WITHDRAWAL

- 6.1 Conditions under which service eligibility will be withdrawn include, but are not limited to: late return of periodical(s); damage to the periodical(s); or, misplacing/losing the periodical(s).
- 6.2 The borrower may be held liable for the replacement costs of any lost or damaged periodical. This could result in the garnishing of wages.

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Approved: _____