

**Materials Circulation Policy****Policy**

HPU students, faculty, and staff may borrow circulating materials from the University Library and Learning Commons upon presentation of a valid HPU ID card. All patrons are subject to the policies of the HPU Library and Learning Commons and are responsible for the materials borrowed until they are returned. Patrons will receive an automatic checkout receipt in their HPU email with the due dates of the materials once checked out. The patron will receive an automatic return receipt in their HPU email when the materials are returned and checked in. Patrons are responsible for any fines and fees incurred for lost or damaged materials.

**Loan Periods, Renewals, and Recalls**

Loan and renewal periods vary based on patron status and item type. Up to ten (10) items may be borrowed per patron, per day.

**Books**

Patron Status	Loan Period	Renewal Period	# of Renewals
Student	56 days	28 days	2
Staff	56 days	28 days	2
Faculty	End of current semester	None	None

**Media**

Patron Status	Loan Period	Renewal Period	# of Renewals
Students & Staff	7 days	None	None
Faculty	14 days	None	None

**Laptops**

Patron Status	Loan Period	Renewal Period	# of Renewals
Students, Staff, Faculty	3 days	None	None

**Staff Laptops**

Patron Status	Loan Period	Renewal Period	# of Renewals
Staff & Faculty	7 days	None	None
Students	None	None	None



### **Calculators**

Patron Status	Loan Period	Renewal Period	# of Renewals
Students, Staff, Faculty	3 hours	None	None

### **iPads**

Patron Status	Loan Period	Renewal Period	# of Renewals
Students, Staff, Faculty	3 hours: in library use only	None	None

### **Noise Canceling Headphones**

Patron Status	Loan Period	Renewal Period	# of Renewals
Students, Staff, Faculty	3 hours: in library use only	None	None

### **Renewals**

Renewals are not automatic or guaranteed and should be requested at least 24 hours in advance. The number of renewals allowed for each patron and item type is shown in the Loan Periods above. If an item cannot be renewed, it must be returned by the due date to prevent lost fees from being incurred. Overdue items cannot be renewed and should be returned to the Library or Learning Commons immediately. Renewals can be requested in-person at the HPU library, the Learning Commons, by phone, or online.

### **Holds**

Books and laptops can be placed on hold. An item will remain on hold for 60 days. Once the item is returned, if being used by another patron, the next patron in the hold line will be automatically notified via email that the material is ready for pickup at the library. If the item is put on hold and is available, the patron will be notified via email that the hold is ready once it is pulled off the shelf and checked in. The item will remain available for the patron notified for 10 days. After 10 days the patron is automatically notified via email that their hold has expired. The hold moves on to the next person in line or is re-shelved.

### **Recalls**

All items are subject to recall at any time.

**Fines, Fees, & Suspensions**

1 day before the item(s) is overdue, an email is sent to the borrower stating that the borrowed item(s) will be overdue on the next day and will need to be renewed or returned. 2 days after the item(s) is overdue, a notice is sent to the borrower by email stating the item(s) is overdue and should be returned to the HPU library or Learning Commons. 7 days after the 2nd notice another email is sent to the borrower stating the overdue item(s) need to be returned to the HPU library or Learning Commons. 7 days after the 3<sup>rd</sup> notice an email is sent to the borrower stating that a replacement fee totaling the amount that the item was purchased for will be charged to their account in two weeks. To avoid these fees, return the item(s) to the HPU Library or the Learning Commons.

Laptops are considered long overdue 5 days after the due date and the borrower will receive a replacement fee on their account.

For every week a laptop is overdue; the borrower's account will be suspended for a week, up to 4 weeks, upon the laptops return. After 4 weeks the borrower's account will be suspended until the end of the semester.

For Interlibrary Loan materials, replacement costs are determined by the lending institution, not the HPU Library.

All fines and fees waived upon return of the long overdue item. The item(s) must be in good condition and not be a replacement copy.

**Found and Returned**

If lost items are found and returned after payment, the replacement cost will be refunded, provided the following criteria are met:

- Not more than 6 months have passed since the fees were paid
- The lost item has not been replaced by the library
- The lost item is in acceptable physical condition

**Replacement Copies**

Patrons must inquire with Access Services to replace lost or damaged materials before the replacement fees are applied to their university account. The replacement copy must be an exact copy or newer edition of the lost item. Patrons who select this option must accept the risk of the replacement being rejected by the library. Contact Access Services before purchasing the replacement copy to find out whether you are eligible for this option and to get exact publication details. The final decision on the acceptability of an item is at the discretion of the library.

- **Replacement Criteria**
- Replacement Criteria Replacement copies must be approved by a librarian
- Same edition or newer
- Same ISBN number (unless newer edition)
- Same publisher

- Same publication year (unless newer edition)
- Same or similar number of pages, including maps, illustrations, etc.
- In new or very good condition. Items cannot be stamped “Used” or have any labels, stamps, or markings indicating it was once owned by another library or institution.

### **Claims Returned**

The purpose of “claims returned” is to give patrons the benefit of the doubt when they claim to have returned an item that has not been registered as checked-in, and which cannot be found in the library.

- The patron will be allowed no more than 5 “claims returned” items on their record at any one time.
- If the number exceeds 5 items, all “claims returned” items will be marked as lost, and the appropriate fines will be issued.
- The patron can be barred from using the library until their account is cleared.

### **Library Account Suspension**

Library blocks can be placed on accounts suspending further circulation transactions, under the following conditions:

- Unauthorized removal of materials
- Overdue materials
- Outstanding / Unpaid fines or fees

Blocks will be lifted after all overdue materials are returned, the suspension has expired, and all fines/fees are paid.