

## **CSM Library Lending Policy**

The Library provides open access to CSM students, faculty, staff, alumni, and individuals who have valid ID's from the colleges and universities within Nebraska. Use of the Library resources is managed through the ID process, and extends to some discrete collections. A guest of the College, students, faculty, or staff is required to have a valid ID to use any item that checks out or circulates. A request for an ID must be accepted.

The Library staff and the collection are dedicated to the use and promotion of research, reference, and service. Conduct is governed accordingly.

### **Loan Periods for all items**

The standard check-out period is twenty-eight (28) days for most materials, with CSM faculty having extended privileges. The audio and video materials check out for seven (7) days. Laptop computers, earphones, and Closed Reserve items are restricted to Library use only.

Periodicals (magazines/journals), bound periodicals, and Reference materials do not circulate.

### **Recall / Hold**

All materials in circulation are subject to recall by the Library.

If a patron needs an item that is currently checked out, the Library will place a hold on the item for the requesting patron. When the material has been returned, the patron will be notified. Materials shall be held for the requesting patron for 48 hours at the Circulation Desk.

### **Overdue Policies**

A courtesy notice will be emailed to the patron's CSM email account 3 days before the due date of the item.

An overdue notice will be emailed to the patron's CSM email account on the 1st day of the month immediately following the due date and the patron will be not be allowed to check out any items until all Library items are returned and all overdue fines are paid.

A second notice will be emailed to the patron's CSM email account 30 days following the date of the first notice.

A third notice will be emailed to the patron's CSM email account 45 days following the date of the second notice.

Fifty (50) days following the due date of the item, CSM will consider the item lost and the patron will be responsible for the replacement cost of the item. If the items are returned and the overdue fines are paid, CSM will waive the cost of replacement.

### Fines/Replacement Costs

Item Type	Fine for Overdue Items	Replacement Cost for Lost/Damaged Items
<b>Book</b>	\$.10 per day	Still in print: Replacement Cost + \$15 processing fee Out of print: \$45 + \$15 processing fee
<b>DVD/Video</b>	\$.10 per day	Same as Book
<b>Reserve Item</b>	\$10 per day	Same as Book
<b>Laptop</b>	\$10 per day	\$1,200
<b>Headphones</b>	\$1 per day	\$25
<b>Digital Camera</b>	\$10 per day	\$500
<b>Video Camera</b>	\$10 per day	\$500

The CSM Library accepts cash or personal checks for the payment of fines and other fees.

### Other Library Policies

Policies regarding other all other CSM Library services can be found under Help and Support>Library>Shared Documents>Library Policies.